



SUNWAY REAL ESTATE INVESTMENT TRUST

(Established in Malaysia under a deed dated 20 May 2010, a supplemental deed dated 10 June 2010 and an amended and restated deed dated 18 September 2018 entered into between Sunway REIT Management Sdn Bhd and RHB Trustees Berhad, both companies incorporated in Malaysia)

ADMINISTRATIVE NOTES FOR THE TWELFTH ANNUAL GENERAL MEETING ("12th AGM")

Date : **Thursday, 29 May, 2025**
Time : **3:00 p.m.**
Meeting Venue : **Grand Congress, Level 12, Sunway Resort Hotel, Persiaran Lagoon, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia**

MEETING MODE

The 12th AGM of Sunway Real Estate Investment Trust ("**Sunway REIT**") will be conducted physically at the meeting venue as mentioned above.

ENTITLEMENT TO ATTEND AND VOTE

Only Unitholders whose names appear in the Record of Depositors ("**ROD**") of Sunway REIT as at 22 May 2025 shall be entitled to attend, speak and vote at the 12th AGM or to appoint proxy(ies)/corporate representative(s) to attend and vote on their behalf.

If you are unable to attend the 12th AGM, you are encouraged to appoint a proxy or the Chairman of the 12th AGM ("**Chairman**") as your proxy and indicate your voting instructions in the Proxy Form. Please refer to the notes and instructions in the Notice of the 12th AGM for submission guidelines.

REGISTRATION

1. Registration will commence at **1:00 p.m.** and **will close 20 minutes after the commencement of the 12th AGM** or as determined by the Chairman. You are requested to be punctual in order not to disrupt the proceeding of the 12th AGM. Late comers may not be able to vote once the polling process starts.
2. Please present your **ORIGINAL** MyKad/ Identification Card or Passport (for foreigners) for verification purpose during registration. **Photocopies of MyKad/ Identification Card or Passport will not be accepted.** Please collect your MyKad/ Identification Card or passport after registration.
3. Registration must be done in person. You are **not** allowed to register on behalf of another person, even with the original MyKad/ Identification Card or Passport of that other person.
4. If you are attending the 12th AGM as both Unitholder and a proxy, you need only register **ONCE** and will receive **one wristband** to enter the meeting hall. Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table. Please vacate the registration area immediately after registration.

5. No entry into the meeting hall will be permitted without the wristband. There will be no replacement of the wristband if it is lost, misplaced or stolen. Entry into the meeting hall begins at 2.00 p.m..
6. A unique QR code will be provided upon registration to access the e-polling system via your own smartphone or tablet.

HELP DESK COUNTER

The registration counters will only handle verification of unitholdings and registration. If you have other queries or need clarification relating to registration, please proceed to the Help Desk Counter.

The Help Desk counter will also handle revocation of proxy appointments.

APPOINTMENT OF PROXY

- (a) If you are unable to attend the 12th AGM, you may appoint proxy(ies) to attend and vote on your behalf. Please follow the submission instructions in the Notice of 12th AGM.
- (b) You must ensure that the duly completed and executed proxy form is submitted to Boardroom Share Registrars Sdn Bhd ("**Boardroom**") at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, either by hand, by post or via email to bsr.helpdesk@boardroomlimited.com. Alternatively, you may submit the Proxy Form electronically through the "**Boardroom Smart Investor Portal**" ("**BSIP**") at <https://investor.boardroomlimited.com> ("**e-Proxy Lodgement**"). All Proxy Forms must be received by Boardroom no later than 3:00 p.m. on Wednesday, 28 May 2025, being 24 hours prior to the scheduled date and time of the 12th AGM, or any adjournment thereof. The submission of a Proxy Form does not preclude you from attending and voting in person at the 12th AGM, should you subsequently decide to attend in person.

Appointment of proxy via BSIP:

Step 1 - Register Online with BSIP (for first time registration only)

*Note: If you have already signed up with BSIP, you are **NOT** required to register again. You may proceed to Step 2.*

- a) Access the website at <https://investor.boardroomlimited.com>.
- b) Click "**Register**" to sign up as a user.
- c) Please select the correct account type i.e. sign up as "**Individual Shareholder**" or "**Corporate Holder**".
- d) Complete the registration with all required information. Upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorisation letter (You may download the template of the authorisation letter in BSIP).

Step 1 - Register Online with BSIP (for first time registration only)

(Cont'd)

- e) Please enter a valid mobile number, email address and password.
- f) Click **"Sign Up"**.
- g) You will receive an email from BSIP Online for email address verification. Click on **"Verify Email Address"** from the email received to continue with the registration.
- h) Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number.
- i) Click on **"Request OTP Code"** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code and click **"Enter"** to complete the process.
- j) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- k) You will receive an email notifying you of the approval of your BSIP account within one (1) business day.
- l) You can login to BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during the registration to proceed with the next step.

Step 2 - Appointment of Proxy

Individual and Corporate Unitholder

- a) Log in to <https://investor.boardroomlimited.com> using your user ID and password created with BSIP from Step 1 above.
- b) From the list of Meeting Event(s), select **"SUNWAY REAL ESTATE INVESTMENT TRUST 12TH AGM"** and click **"Enter"**.
- c) Click **"Submit eProxy form"**.
- d) Enter your CDS account number and the number of shares held.
- e) Select your proxy - either the Chairman of the Meeting or individual(s).
- f) Read and accept the Terms and Conditions and thereafter, click **"Next"**.
- g) Enter the required particulars of your proxy(ies).
- h) Indicate your voting instructions - FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.
- i) Review and confirm the appointment of your proxy(ies). Click **"Apply"**.
- j) Download or print the eProxy Form as acknowledgement.

Authorised Nominee and Exempt Authorised Nominee (via BSIP)

- a) Log in to <https://investor.boardroomlimited.com> using your user ID and password created with BSIP from Step 1 above.
- b) From the list of Meeting Event(s), select **"SUNWAY REAL ESTATE INVESTMENT TRUST 12TH AGM"** and click **"Enter"**.
- c) Click **"Submit eProxy form"**.
- d) Select the company you would like to represent (if more than one).
- e) Proceed to download the file format for **"Submission of Proxy Form"** from BSIP.
- f) Prepare the file for the appointment of proxy(ies) by inserting the required data.
- g) Proceed to upload the duly completed proxy(ies) appointment file.
- h) Review and confirm the appointment of your proxy(ies) and click **"Submit"**.
- i) Download or print the eProxy Form as acknowledgement.

*[Note: If you are the authorised representative(s) for more than one (1) authorised nominee/exempt authorised nominee/corporate unitholder, please click the home button and select **"Edit Profile"** to add the company's name.]*

- (c) If you wish to attend the 12th AGM in person, please do not submit any proxy form. You will not be allowed to attend the 12th AGM together with a proxy appointed by you.

REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the 12th AGM and subsequently decide to appoint a different proxy or attend the 12th AGM in person, you may revoke the earlier appointment no later than 3:00 p.m on Wednesday, 28 May 2025, i.e. at least 24 hours before the commencement of the 12th AGM. The steps for the revocation of the eProxy Form or hard copy Proxy Form are as follows:

eProxy Form	Hard copy Proxy Form
<ul style="list-style-type: none"> ➤ Click “Meeting Event” and Enter “SUNWAY REAL ESTATE INVESTMENT TRUST 12TH AGM”. ➤ Go to “Submitted eProxy Form list” and click “View” for the eProxy Form. ➤ Click “Cancel/Revoke” at the bottom of the eProxy Form. ➤ Click “Proceed” to confirm. 	<p>Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.</p>

Alternatively, you may proceed to the Help Desk counter at the AGM venue on the day of the meeting to complete the revocation process. Upon successful revocation, the previous appointed proxy(ies) will not be allowed to attend the 12th AGM. Please ensure that your proxy(ies) are duly informed if you choose to revoke their appointment.

VOTING PROCEDURE

Pursuant to the Main Marketing Listing Requirements of Bursa Malaysia Securities Berhad (“**Bursa Malaysia**”), all resolutions set out in the Notice of the 12th AGM will be put to vote by poll. Sunway REIT has appointed Boardroom as the Poll Administrator to conduct the polling process via electronic voting (“**e-Voting**”) and SKY Corporate Services Sdn Bhd as the Independent Scrutineers (“**Scrutineers**”) to verify and validate the poll results.

You may cast your votes on the resolutions using one (1) of the following methods:

- (i) Scanning the QR code provided during the registration using your personal smartphone or tablet; or
- (ii) Using the e-polling kiosks provided at the meeting hall.

For the 12th AGM, e-Voting can be performed using personal smartphones, tablets, personal computers, or laptops. Upon the close of the polling session, the Independent Scrutineers will verify the poll results, which will then be announced by the Chairman.

INTEGRATED ANNUAL REPORT 2024 (“IAR 2024”)

- (a) Sunway REIT’s IAR 2024 and the Circular to Unitholders dated 28 April 2025 in relation to the Proposed Renewal of Unitholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature are available for viewing and download at Sunway REIT’s website <https://www.sunwayreit.com/investor-relations/annual-general-meetings/> and Bursa Malaysia’s website under Company Announcements of Sunway REIT www.bursamalaysia.com.

- (b) In line with our commitment to environmental sustainability, only a **limited number** of printed copies of the IAR 2024 will be made available at the AGM venue, on a **first-come first-served basis**. You are encouraged to access the digital version online. Your support in reducing environmental impact is greatly appreciated.
- (c) Should you wish to request a printed copy, you may do so by completing the Request Form available on Sunway REIT's website at <https://www.sunwayreit.com/investor-relations/annual-general-meetings/>. The duly completed Request Form may be submitted via email to irsunwayreit@sunway.com.my.

NO DOOR GIFTS/VOUCHERS

Please note that **NO** door gifts or vouchers will be distributed to Unitholders, proxies or corporate representatives attending the 12th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised audio or video recording, as well as photography, of the proceedings of the 12th AGM is strictly prohibited.

REFRESHMENT

A food pack will be available for redemption after registration at a designated counter. Only non-vegetarian food will be served.

Unitholders and/or proxies attending the 12th AGM in person will only be entitled to one (1) food pack each. Where a unitholder and/or proxy is also appointed as proxy for different unitholder(s) to attend the 12th AGM, he/she will only be entitled to one (1) food pack regardless of the number of unitholder(s) he/she is representing.

PERSONAL BELONGS

Please safeguard your personal belongings at all times. Sunway REIT and the event organiser will not be held responsible for any lost or stolen items.

COMPLIMENTARY PARKING

Sunway City Kuala Lumpur uses a Smart Parking System which is a ticketless and cashless payment parking system.

Complimentary parking is available for vehicle parking at the following car park locations only:

- (i) **Sunway Resort Hotel; or**
- (ii) **Sunway Pyramid Mall; or**
- (iii) **Sunway Pyramid Hotel; or**
- (iv) **Sunway Lagoon Hotel.**

If you wish to redeem the complimentary parking, please proceed to the **Parking Redemption Counter** and register your vehicle license plate number. Please note that the redemption is processed digitally, no physical parking ticket will be issued. **Incorrect or incomplete license plate information may result in failure to exit the parking area, in which case standard parking charge will apply.**

Please note that **NO reimbursements** will be provided for parking at locations not listed above or use of valet parking services at Sunway City Kuala Lumpur.

SUBMISSION OF QUESTIONS

You may submit questions in relation to the agenda items of the 12th AGM in advance, no later than 3:00 p.m. on Wednesday, 28 May 2025 via email to irsunreit@sunway.com.my or through the BSIP Portal at <https://investor.boardroomlimited.com>. Please log in using the same user ID and password previously created on the BSIP platform and select the “**SUBMIT QUESTION**” option.

The Chairman, Board and/or Management will endeavour to address relevant questions during the 12th AGM. All questions received and the corresponding responses will be published on Sunway REIT’s website at <https://www.sunwayreit.com/investor-relations/annual-general-meetings/> within 30 business days following the conclusion of the AGM.

PERSONAL DATA POLICY

By registering for electronic voting and/or submitting the instrument(s) appointing proxy(ies) and/or corporate representative(s), Unitholders consent to the collection, use and processing of their personal data by the Company or its authorised agents for purposes related to the administration of the 12th AGM. This includes, but is not limited to, facilitating participation, processing of proxy appointments, maintaining records, and complying with applicable laws, regulations, listing requirements, and/or guidelines. By doing so, unitholders also warrant that they have obtained the necessary consent from their appointed proxy(ies) and/or corporate representative(s) for the disclosure of their personal data to the Company. The unitholder agrees to indemnify the Company against any penalties, liabilities, claims, demands, losses, or damages arising from any breach of the above warranty.

ENQUIRIES

Should you have any enquiries in relation to the 12th AGM, please contact the Poll Administrator during office hours, from Monday to Friday (8:30 a.m. to 5:30 p.m.), excluding public holidays:

Address	Boardroom Share Registrars Sdn Bhd 11 th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
General Line	603-7890 4700 (Helpdesk)
Fax Number	603-7890 4670
Email	bsr.helpdesk@boardroomlimited.com