

ADMINISTRATIVE DETAILS FOR UNITHOLDERS PARTICIPATING THE UNITHOLDERS' MEETING ("MEETING")

Date	: Friday, 2 October 2020
Time	: 4:30 pm, or within 20 minutes after the conclusion of the 8 th Annual General Meeting which is scheduled to be held at 3:30 pm on the same day, whichever is later or at any adjournment thereof
Broadcast Venue	: Penthouse, Level 20, Menara Sunway, Jalan Lagoon Timur, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia
Meeting Platform	: www.sunwaymanagement.com.my

VIRTUAL MEETING

In light of the Coronavirus Disease 2019 (COVID-19) pandemic and as part of the safety measures and control for the well-being of the unitholders of Sunway Real Estate Investment Trust ("**Sunway REIT**") as well as the employees and Directors of Sunway REIT Management Sdn Bhd ("**Manager**"), the Meeting will be held as a fully virtual meeting through live streaming and online remote voting using the Remote Participation and Voting ("**RPV**") Facility. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, as revised or amended from time to time.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

NO UNITHOLDERS/PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS from the public shall be physically present nor admitted at the Broadcast Venue on the day of the Meeting.

RPV FACILITY

Unitholders are to participate, speak (in the form of real-time submission of typed texts) and vote remotely (collectively, "**participate**") at the Meeting using the RPV Facility provided by Sunway REIT's Share Registrar, Sunway Management Sdn Bhd ("**Registrar**"), via its website at www.sunwaymanagement.com.my ("**Registrar Portal**").

Unitholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the Meeting. Unitholders may also submit questions to the Board of Directors of the Manager ("**Board**") prior to the Meeting by emailing to irsunreit@sunway.com.my no later than 3:30 pm on 1 October 2020 or via the Q&A platform in the Registrar Portal from 12:00 pm on 25 September 2020 up to 3:00 pm on 2 October 2020. If there is time constraint in answering the questions during the Meeting, the answers will be published in Sunway REIT's corporate website at www.sunwayreit.com under Investor Relations' page, after the Meeting.

If you wish to submit your questions through the Q&A platform via the Registrar Portal, you must first register as a user at the Registrar Portal. Thereafter, you may select <<My Virtual Meeting>> under the Main Menu and click on the Q&A platform to post your question(s).

PROCEDURES FOR RPV FACILITY

Unitholders/proxies/corporate representatives/attorneys who wish to participate in the Meeting remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of the Meeting	
(i) Register as a User	<ul style="list-style-type: none">• Access the Registrar Portal at www.sunwaymanagement.com.my.• Click <<Login/Register>> followed by <<Register New User>> to register as a new user.• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport.• Read and agree to the terms & conditions and thereafter, submit your registration.• Please enter a valid email address in order for you to receive the verification email from the Registrar.• Your registration will be verified and approved by the Registrar. Once approved, an email notification will be sent to you.• If you already have a user account with the Registrar, you are not required to register again.
(ii) Submit your Question	<ul style="list-style-type: none">• You may pre-submit your questions:<ul style="list-style-type: none">(i) using the Registrar Portal from 12:00 pm on 25 September 2020 up to 3:00 pm on 2 October 2020; or(ii) to the Manager prior to the Meeting by emailing to irsunreit@sunway.com.my no later than 3:30 pm on 1 October 2020.
On the day of the Meeting	
(iii) Login to Registrar Portal at www.sunwaymanagement.com.my	<ul style="list-style-type: none">• Login with your user ID and password for remote participation at the Meeting at any time from 4:15 pm.• If you have forgotten your password, you can reset it by clicking on <<Forgot Password>>.
(iv) Participate through Live Streaming	<ul style="list-style-type: none">• Select <<My Virtual Meeting>> under Main Menu.• Click <<Join Meeting>> located next to the event.• Please click on the video link and key in the password provided to you in the email notification from the Registrar in order to join the live streaming of the Meeting.• If you have any question(s) during the Meeting, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the Meeting ("Chairman")/Board/Management will try to respond to all relevant questions submitted during the Meeting. If there is time constraint in answering the questions during the Meeting, the responses will be published at Sunway REIT's website at the earliest possible time after the end of the Meeting.• If you are using a smartphone to participate in the Meeting, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the Meeting.• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.

Procedures	Action
On the day of the Meeting	
(v) Online Remote Voting	<ul style="list-style-type: none"> Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting. Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(vi) End of the RPV Facility	<ul style="list-style-type: none"> The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the Meeting.

Notes to users of the RPV Facility:

- (a) Should your registration to join the Meeting be approved, we will make available to you the rights to join the live streamed Meeting and to vote remotely using the RPV Facility. Your login to the Registrar Portal on the day of the Meeting will indicate your presence at the Meeting.
- (b) If you encounter any issue with your online registration at the Registrar Portal, please call +603-5639 8846/ +603-5639 8852 or e-mail to yipfm@sunway.com.my or nursuhailia@sunway.com.my for assistance.

PROXY

- The Meeting will be conducted on a fully virtual basis. If you are unable to participate the Meeting, you may appoint the Chairman as proxy and indicate the voting instructions in the Proxy Form.
- If you wish to appoint proxy(ies) to participate in the Meeting using the RPV Facility, please submit your Proxy Form, either by hand or by post to the following address, or by electronic mail to sunwaymanagement@sunway.com.my or fax to **(603) 5639 9507**, not less than 24 hours before the time appointed for holding the Meeting or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid:

SUNWAY REAL ESTATE INVESTMENT TRUST

Level 16, Menara Sunway
 Jalan Lagoon Timur, Bandar Sunway
 47500 Subang Jaya
 Selangor Darul Ehsan
 Malaysia

- Corporate representatives of corporate unitholders must deposit their original certificate of appointment of corporate representative to the Registrar not less than 24 hours before the time appointed for holding the Meeting or any adjournment thereof, in order to participate in the Meeting via the RPV Facility.
- Attorneys appointed by power of attorney, are to deposit their power of attorney with the Registrar not less than 24 hours before the time appointed for holding the Meeting or any adjournment thereof, in order to participate in the Meeting via the RPV Facility.
- Unitholder who has appointed a proxy or attorney or authorised representative to participate at the Meeting via the RPV Facility must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Registrar Portal prior to the Meeting.
- If you are a corporation and you have delivered your Proxy Form by fax or electronic mail, **you also have to deposit the original Proxy Form at the registered office of the Manager, either by hand or post not less than 24 hours** before the time appointed for holding the Meeting or any adjournment thereof. Please be informed that we do not acknowledge receipt of the Proxy Form.

POLL VOTING

- The voting at the Meeting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Sunway REIT has appointed Sunway Management Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPV Facility and BDO Consulting Sdn Bhd as Scrutineers to verify the poll results.
- The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) for the online remote voting procedures using the RPV Facility.
- Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the Meeting by yourself, please write in to **yipfm@sunway.com.my** or **nursuhailia@sunway.com.my** to revoke the earlier appointed proxy 24 hours before the time appointed for holding the Meeting.

RECORDING

Unauthorised recording of the proceedings of the Meeting is strictly prohibited.

RECORD OF DEPOSITORS ("ROD") FOR THE MEETING

Only unitholders whose names appear on the ROD as at 24 September 2020 shall be entitled to participate or appoint proxy(ies) to participate at the Meeting via the RPV Facility.

NO DOOR GIFT

There will be NO door gift to be provided for participating at the Meeting.

DIGITAL COPIES OF MEETING DOCUMENTS

1. As part of our dedicated commitment to sustainable practices, the following documents of Sunway REIT are available and can be downloaded from Sunway REIT's website at **www.sunwayreit.com/investor-relations/unitholders-meeting** :
 - (a) Notice of the Meeting and Proxy Form;
 - (b) Administrative Details for the Meeting;
 - (c) Circular to Unitholders, including the Independent Advice Letter to the non-interested unitholders of Sunway REIT in relation to the Proposed Acquisition (as defined below), pertaining to:
 - (i) Proposed acquisition of The Pinnacle Sunway by RHB Trustees Berhad, on behalf of Sunway REIT for a cash consideration of RM450.0 million ("Proposed Acquisition");
 - (ii) Proposed private placement to raise gross proceeds of up to RM710.0 million at the issue price to be determined later by way of bookbuilding ("Proposed Private Placement"); and
 - (iii) Proposed allocation of such number of new units in Sunway REIT to be issued pursuant to the Proposed Private Placement to Sunway REIT Holdings Sdn Bhd and Employees Provident Fund Board and/or persons connected to them pursuant to the bookbuilding; and
 - (d) Request Form.
2. If you wish to obtain a printed copy of the Circular, please complete the Request Form and return it to us through electronic mail to **sunwaymanagement@sunway.com.my** or fax to **(603) 5639 9507**.

ENQUIRIES

If you have any enquiry relating to the Meeting, please contact any of the following persons during office hours from 9:00 am to 6:00 pm on Mondays to Fridays:

- (a) Ms Jennie Yip (Tel: 03-5639 8846 or yipfm@sunway.com.my)
- (b) Cik Nursuhaili Alimi (Tel: 03-5639 8852 or nursuhailia@sunway.com.my)
- (c) Ms Woo Yuen Har (Tel: 03-5639 8832 or wooyh@sunway.com.my)

PERSONAL DATA PRIVACY

By lodging of a completed Proxy Form to the Manager for appointing a proxy(ies) and/or representative(s) to participate and vote remotely at the Meeting using the RPV Facility, the Unitholder accepts and agrees to the personal data privacy terms as set out in the Notice of Meeting dated 17 September 2020.