



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 UNITHOLDERS' MEETING

Date : **Thursday, 15 June, 2023**
Time : **3:00 p.m.**
Broadcast Venue : **Penthouse, Level 20, Menara Sunway, Jalan Lagoon Timur, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia**

Voting via Digital Ballot Form at Virtual Unitholders' Meeting

1. **Unitholders Sunway Real Estate Investment Trust ("Sunway REIT") will not be allowed to be physically present at the Broadcast Venue on the day of the Unitholders' Meeting.** Unitholders who wish to participate at the Unitholders' Meeting will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/rCb107> (please refer to para 4 for further details). After the registration is validated and accepted, Unitholders will receive an email with a link to grant access to the **Digital Ballot Form ("DBF")**.
2. With the DBF and meeting link, you may exercise your right as a unitholder of Sunway REIT to participate and vote during the Unitholders' Meeting, at the comfort of your home or from any location.
3. Unitholders may use the *Questions' Pane* facility (located at the top right corner of the screen) to submit questions in real time during the meeting via the Live-Streaming solution. Unitholders may also submit questions before the meeting via email to the following e-mail address in relation to the agenda of the Unitholders' Meeting:
UM-support.SunwayREIT@megacorp.com.my

Registration Procedure

4. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the livestreaming session to participate and vote remotely during the Unitholders' Meeting:
 - a. Open this link <https://vps.megacorp.com.my/rCb107>, or scan the QR code at the top right corner of this document, and submit all requisite details at least twenty-four (24) hours before the date of Unitholders' Meeting.
 - b. Only Unitholders are allowed to register their details online. Unitholders can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above.

Please ensure that your details are accurate as non-compliance would result in you not being able to participate in the Unitholders' Meeting.

- c. Alternatively, you may deposit your Proxy Form, duly completed with the proxy's email address and mobile phone number, at the office of the Poll Administrator:

Mega Corporate Services Sdn Bhd

Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail,
50250 Kuala Lumpur, Wilayah Persekutuan **or**;

Submit via e-mail to: UM-support.SunwayREIT@megacorp.com.my

- d. For corporate Unitholders / nominee accounts, please execute Proxy Form as per step (c) above.
- e. Upon verification on your registration, the Poll Administrator, Mega Corporate Services Sdn Bhd, will send the following via email:
- i. **Meeting Link** – for the Live-Streaming Session
 - ii. **DBF** – for Voting Purposes

Record of Depositors (“ROD”) for the Unitholders’ Meeting

5. The date of ROD for the Unitholders' Meeting is Thursday, 8 June, 2023. As such, only Unitholders whose name appear in the ROD as at Thursday, 8 June 2023 shall be entitled to participate and vote remotely at the Unitholders' Meeting or appoint proxy(ies) / corporate representative(s) to participate and vote on his / her / its behalf.

Poll Voting

6. The voting of the Unitholders' Meeting will be conducted by poll. Sunway REIT Management Sdn Bhd, being the Manager for Sunway REIT, has appointed Mega Corporate Services Sdn Bhd as the Poll Administrator to conduct the polling process by way of e-voting, and Cygnus Technology Solutions Sdn Bhd as Scrutineers to verify the poll results.
7. Unitholders can proceed to vote on the resolutions and submit your votes during the Unitholders' Meeting until the declaration of Chairman on the closure of the voting session. Upon the voting session is ended, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

Enquiry

If you have any enquiries on the above, please contact the following during office hours (Monday to Friday):

Mega Corporate Services Sdn Bhd

[Reg. No. 198901010682 (187984-H)]

Email : UM-support.SunwayREIT@megacorp.com.my

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