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## KIP REAL ESTATE INVESTMENT TRUST

(Established in Malaysia under the Trust Deed dated 2 November 2016 and as amended and restated by the Restated Trust Deed dated 12 December 2019, entered into between KIP REIT Management Sdn Bhd and Pacific Trustees Berhad, constituting KIP REIT and registered with the Securities Commission Malaysia on 4 November 2016 and 2 January 2020 respectively)

### **Administrative Guide for the Fourth Annual General Meeting ("4<sup>th</sup> AGM") of the Unitholders of KIP Real Estate Investment Trust ("KIP REIT")**

Meeting Platform : <https://web.lumiagm.com/>

Date & Time : Tuesday, 29 September 2020 at 10.30 a.m.

Broadcast Venue : 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,  
46200 Petaling Jaya, Selangor Darul Ehsan

Dear Unitholders of KIP REIT,

As a precautionary measure amid COVID-19 pandemic, the 4th AGM of KIP REIT will be conducted virtually via the Meeting Platform, as the safety of our Unitholders, Board of Directors, staffs and other stakeholders who will attend the 4th AGM is of paramount importance to us.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a fully virtual annual general meeting, this would facilitate greater Unitholders' participation as it facilitates Remote Participation Electronic Voting ("RPEV") virtually. With the Virtual Meeting Facilities, you may exercise your rights as a Unitholder to participate (including to pose questions to the Board of Directors of the Manager) and vote at the 4th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 4th AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 4th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

#### **(1) Digital Copies of Annual General Meeting Documents**

As part of our commitment to reduce paper usage, the following documents are available on our website.

- (a) Annual Report 2020 at [www.kipreit.com.my](http://www.kipreit.com.my)
- (b) Notice of the 4<sup>th</sup> AGM, Form of Proxy and Administrative Guide at [www.kipreit.com.my](http://www.kipreit.com.my)
- (c) Circular to Unitholders in relation to the Proposed Amendments to the Restated Trust Deed.

Should you require a printed copy of the above documents, you may call Ms Natalie Ong at telephone No. +603 6259 1133 / 6259 6633 or email to [info@kipreit.com.my](mailto:info@kipreit.com.my). The requested documents will be forwarded to you by ordinary post within 4 market days from the date of receipt of your request subject to the Recovery Movement Control Order restrictions at the relevant point of time.

#### **(2) Broadcast Venue**

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the Meeting. NO UNITHOLDERS / PROXIES / CORPORATE REPRESENTATIVES from the public shall be physically present at the Broadcast Venue on the day of the Meeting.

#### **(3) Entitlement to Participate the 4th AGM**

In respect of deposited securities, only Unitholders whose names appear on the Record of Depositors on 23 September 2020 shall be eligible to participate the meeting or appoint proxy(ies) to participate and vote on his/her behalf.

#### (4) Form of Proxy

Unitholders are encouraged to go online, participate and vote at the 4th AGM using RPEV facilities. If you are not able to participate, you can appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Form of Proxy.

Please ensure that the original form is deposited at the Registered Office of KIP REIT Management Sdn Bhd at Unit 27.2, Menara 1MK, Kompleks 1 Mont Kiara, No. 1, Jalan Kiara, Mont Kiara, 50480 Kuala Lumpur not later than 28 September 2020 at 10.30 a.m. being 24 hours before the time appointed for holding the meeting or any adjournment thereof.

Alternatively, you may deposit your Form of Proxy by electronic means through the smart investor portal at <https://boardroomlimited.my> to login and deposit your Form of Proxy electronically, also 24 hours before the meeting.

#### (5) Revocation of Proxy

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our virtual AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) revoke the earlier appointed proxy 24 hours before the meeting.

#### (6) Voting Procedures

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the annual general meeting will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

#### (7) Steps for Registration for RPEV

Procedure		Action
<b>On the day of the AGM</b>		
1.	Register Online with Boardroom Smart Investor Portal	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <ul style="list-style-type: none"><li>a. Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li><li>b. Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li><li>c. Complete registration and upload softcopy of MyKAD (front and back) or Passport.</li><li>d. Please enter a valid email address.</li><li>e. Your registration will be verified and approved within one business day and an email notification will be provided.</li></ul>
2.	Submit request for remote participation	<p>Registration for remote access will be opened at 10.30 a.m. on 28 August 2020. Please note that the closing time to submit your request is at 10.30 a.m. on 28 September 2020 (24 hours before the commencement of the AGM).</p> <p><b>Individual Members</b></p> <ul style="list-style-type: none"><li>a. Log in to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li><li>b. Select "Hybrid/Virtual Meeting" from main menu and select the correct Corporate Event "KIP REIT's Fourth Virtual AGM".</li><li>c. Enter your CDS Account.</li><li>d. Read and agree to the terms and conditions and thereafter submit your request.</li></ul> <p><b>Corporate Unitholders</b></p> <ul style="list-style-type: none"><li>a. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</li><li>b. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address.</li></ul> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"><li>a. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.</li><li>b. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address.</li></ul>

Procedure		Action
<b>On the day of the AGM</b>		
3.	Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositories as at 23 September 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration for remote participation is approved, you will receive an email notification from Boardroom with the Meeting ID together with your remote access user ID and password.</p>
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> <li>- Download the free <b>Lumi AGM</b> application from Apple App Store or Google Play Store;</li> <li>- Scan the QR Code provided in the email notification;</li> <li>- Navigate to the website at <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a></li> </ul> <p>c. Insert the Meeting ID No. [●] and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon.</p> <p>b. If you would like to ask a question during the AGM, select the messaging icon.</p> <p>c. Type your message within the chat box, once completed click the send button.</p>
6.	Voting	<p>a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.</p> <p>b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
7.	End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

**(8) No Distribution of Door Gifts, Food and Beverages**

There will be no distribution of food voucher or door gift to Unitholders.

**(9) Enquiry**

If you have any enquiries on the virtual 4th AGM facilities (technical assistance) prior to the meeting, please contact the following during office hours from Mondays to Fridays (8.30 a.m. to 5.30 a.m.):

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony  
No. 5 Jalan Prof. Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

General Line : 603-7890 4700

Fax Number : 603-7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

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**(10) Mode of Communication of the virtual 4th AGM**

- (a) Typed text in the Meeting Platform
- (b) Email questions to [ir@kipreit.com.my](mailto:ir@kipreit.com.my) prior to the meeting

**(11) Personal Data Privacy**

By registering for the RPEV meeting and/or submitting the instrument appointing proxy(ies) and/or representative(s), the Unitholder has consented to the use of such data for purposes of processing and administration by KIP REIT (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The Unitholder agrees that he/she will indemnify KIP REIT in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the Unitholder's breach of warranty.

**(12) Communication Guidance**

Due to the constant evolving COVID-19 pandemic situation in Malaysia, we may be required to change the arrangements of our 4th AGM at short notice. Kindly check the website or announcements of KIP REIT for the latest updates on the status of the 4th AGM.