
ADMINISTRATIVE GUIDE

Administrative Guide for the Fifth Annual General Meeting ("5th AGM") of the Unitholders of KIP Real Estate Investment Trust ("KIP REIT")

Online Meeting Platform : <https://meeting.boardroomlimited.my>
(Domain Registration No. with MYNIC - D6A357657)
Provided by Boardroom Share Registrars Sdn. Bhd.
Date & Time : Wednesday 29 September 2021, 10.30am

Dear Unitholders of **KIP REIT**,

As a precautionary measure amid Covid-19 pandemic, the 5th 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 5th AGM is of paramount importance to us.

The Securities Commission Malaysia had on 16 July 2021, revised the Guidance Note and FAQ on the conduct of General Meetings for Listed Issuers which was originally issued on 18 April 2020 ("the Revised Guidance Note and FAQ") to require all meeting participants of a fully virtual general meeting including the Chairperson of the meeting, board members, senior management and shareholders to participate in the meeting online. Physical gatherings no matter how small are prohibited. According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 5th 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 2021 at www.kipreit.com.my
- (b) Notice of the 5th AGM, Form of Proxy and Administrative Guide at www.kipreit.com.my

Should you require a printed copy of the above documents, you may call Ms Natalie Ong at telephone No. +603 6259 1133 or email to 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 National Recovery Plan restrictions at the relevant point of time.

(2) Entitlement to Participate the 5th AGM

In respect of deposited securities, only Unitholders whose names appear on the Record of Depositors on 23 September 2021 shall be eligible to participate the meeting or appoint proxy(ies) to participate and vote on his/her behalf.

(3) Form of Proxy

Unitholders are encouraged to go online, participate and vote at the 5th 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 Share Registrar, Boardroom Share Registrars sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony No.5, Jalan Prof Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia no later than 28 September 2021 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 Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> to login and deposit your Form of Proxy electronically, also 24 hours before the meeting. (Kindly refer to step 2 under "Virtual Meeting Facilities" below).

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(4) 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 to revoke the earlier appointed proxy 24 hours before the meeting.

(5) 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.



(6) Virtual Meeting Facilities

| Procedure | | Action |
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| Before the day of the AGM | | |
| 1. | Register Online with Boardroom Smart Investor Portal | <p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none">Access website https://investor.boardroomlimited.comClick <<Login>> and click <<Register>> to sign up as a user.Complete registration and upload softcopy of MyKAD (front and back) or Passport.Please enter a valid email address.Your registration will be verified and approved within one business day and an email notification will be provided. |
| 2. | Submit request for remote participation | <p>Registration for remote access will be opened at 10.30 a.m. on 30 August 2021. Please note that the closing time to submit your request is at 10.30 a.m. on 28 September 2021 (24 hours before the commencement of the AGM).</p> <p>Individual Member</p> <ol style="list-style-type: none">Log into website https://investor.boardroomlimited.comSelect "KIP REIT 5TH ANNUAL GENERAL MEETING" from the list of Corporate Meetings and click "Enter".Click on "Register for RPEV".Read and accept the General Terms & Conditions and click "Next".Enter your CDS Account Number and thereafter submit your request. |

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| 2. | Submit request for remote participation | <p>Appointment of Proxy</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select "KIP REIT 5TH ANNUAL GENERAL MEETING" from the list of Corporate Meetings and click "Enter". Click on "Submit eProxy Form". Read and accept the General Terms & Conditions and click "Next". Enter your CDS Account Number and number of securities held. Select your proxy - either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy appointment. Click "Apply". Download or print the eProxy form as acknowledgement. <p>Corporate Unitholders</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request. Please provide a copy of Corporate Representative's or Proxy's MyKad (Front and Back) or Passport in JPEG, PNG or PDF format as well as his/her email address. |
| 3 | Email notification | <ol style="list-style-type: none"> You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified. Upon system verification against the General Meeting Record of Depositories as at 23 September 2021, 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. |

On the day of the AGM

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| 4. | Login to Meeting Platform | <ol style="list-style-type: none"> The Meeting Platform will be open for login one (1) hour before the commencement of the AGM. The Meeting Platform can be accessed via one of the following: <ol style="list-style-type: none"> Scan the QR Code provided in the email notification; Navigate to the website at https://meeting.boardroomlimited.my Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3. |
| 5. | Participate | <p>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote. 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.]</p> <ol style="list-style-type: none"> If you would like to view the live webcast, select the broadcast icon.  If you would like to ask a question during the AGM, select the messaging icon.  Type your message within the chat box, once completed click the send button. |

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| 6. | Voting | <ol style="list-style-type: none">Once voting has been opened, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session.To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.To change your vote, simply select another voting direction.If you wish to cancel your vote, please press "Cancel". |
| 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. |

(7) No Distribution of Door Gifts, Food and Beverages

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

(8) Enquiry

If you have any enquiries on the virtual 5th 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

(9) Mode of Communication of the virtual 5th AGM

- Typed text in the Meeting Platform
- Email questions to ir@kipreit.com.my prior to the meeting
- Unitholders may submit questions by logging into the Boardroom Smart Investor Portal at <http://investor.boardroomlimited.com> prior to the meeting.

(10) 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.

(11) Communication Guidance

Due to the constant evolving Covid-19 pandemic situation in Malaysia, we may be required to change the arrangements of our 5th AGM at short notice. Kindly check the website or announcements of KIP REIT for the latest updates on the status of the 5th AGM.
