

ADMINISTRATIVE GUIDE

8TH ANNUAL GENERAL MEETING

Administrative Guide for the Eighth Annual General Meeting ("8th AGM") of the Unitholders of KIP Real Estate Investment Trust ("KIP REIT")

Online Meeting Platform	:	https://meeting.boardroomlimited.my
Date & Time	:	Wednesday, 2 October 2024, 10.30 am
Broadcast Venue	:	12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Dear Unitholders of KIP REIT,

KIP REIT's 8th AGM will be conducted virtually through live streaming and online remote participation and electronic voting ("RPEV") facilities which are available at <https://meeting.boardroomlimited.my>, in accordance with the Guidance Note on the Conduct of General Meetings for Listed Issuers ("Guidance") issued by the Securities Commission Malaysia ("SC").

In line with the Malaysian Code on Corporate Governance Practice 13.3, conducting a virtual AGM would facilitate greater Unitholders' participation as it facilitates Remote Participation Electronic Voting virtually. With this facility, Unitholders may exercise their rights to participate (including to pose questions to the Board of Directors of the Manager) and vote at the 8th AGM. Alternatively, the Unitholder may also appoint the Chairman of the Meeting as proxy to attend and vote on the Unitholder's behalf.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 8th 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 at www.kipreit.com.my

- (a) Annual Report 2024
- (b) Notice of the 8th AGM, Form of Proxy and Administrative Guide

Should you require a printed copy of the above documents, you may call Ms. Lim Boon Boon 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 7 working days from the date of receipt of your request.

(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 8th AGM

In respect of deposited securities, only Unitholders whose names appear on the Record of Depositors on 25 September 2024 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 8th 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.

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Please ensure that the original form is deposited at the registered office of the Manager at Unit 27.2, Menara 1MK, Kompleks 1 Mont Kiara, No. 1 Jalan Kiara, Mont Kiara, 50480 Kuala Lumpur Malaysia no later than Tuesday, 1 October 2024 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 "Online Registration Procedure" below).

(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 revoke the earlier appointed proxy 24 hours before the meeting. Please find the below step for revocation on eProxy form or physical Proxy Form:

eProxy Form
<ul style="list-style-type: none"> Log in to website https://investor.boardroomlimited.com Click 'Meeting Event(s)' and select from the list of companies – 'KIP REAL ESTATE INVESTMENT TRUST 8TH ANNUAL GENERAL MEETING' from the list of companies and click 'Enter'. Go to 'PROXY' and click on 'Submit Another eProxy Form'. 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.
Physical Proxy Form
Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

(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) Online Registration Procedure

Procedure	Action
Before the day of the AGM	
1. Register Online with Boardroom Smart Investor Portal	<p>Note: For first time registration only. 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 the website https://investor.boardroomlimited.com Click <<Register>> to sign up as a user. Select "Account Type" to "Sign Up As Shareholder" or "Sign Up As Corporate Holder" Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available) for Corporate Shareholder. Please enter a valid email address and mobile number. Click "Sign Up" You will receive an email from BSIP for email address verification. Click 'Verify Email Address' in the email received to continue with the registration. Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click "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. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.



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Procedure	Action
Before the day of the AGM	
2.	<p>Submit request for remote participation</p> <p>Registration for remote access will be opened at 10.30 a.m. on 30 August 2024 until such time before the voting session ends at the 8th AGM on Wednesday, 2 October 2024.</p> <p>The instrument appointing a proxy must be received latest by Tuesday, 1 October 2024 at 10.30 a.m.</p> <p>Individual Member</p> <ol style="list-style-type: none"> a. Log into website https://investor.boardroomlimited.com using your user ID and password from Step 1 above. b. Click "Meeting Event(s)" select from the list of companies – 'KIP REAL ESTATE INVESTMENT TRUST 8TH ANNUAL GENERAL MEETING' from the list of companies and click 'Enter'. Click on "Register for RPEV". c. Read and accept the General Terms & Conditions and click "Next". d. Enter your CDS Account Number and thereafter submit your request. <p>Appointment of Proxy</p> <ol style="list-style-type: none"> a. Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. b. Click "Meeting Event(s)" select from the list of companies – 'KIP REAL ESTATE INVESTMENT TRUST 8TH ANNUAL GENERAL MEETING' from the list of companies and click 'Enter'. c. Click on "Submit eProxy Form". d. For Corporate Shareholder, select the company(ies) you would like to represent. If you wish to appoint more than one (1) company, please click the home button and select "Edit Profile" in order to add the company's name. e. Read and accept the General Terms & Conditions and click "Next". f. Enter your CDS Account Number and number of securities held. g. Select your proxy - either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). h. Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote. i. Review and confirm your proxy appointment. j. Click "Apply". k. Download or print the eProxy form as acknowledgement. <p>For Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> a. Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. b. Click "Meeting Event(s)" select from the list of companies – 'KIP REAL ESTATE INVESTMENT TRUST 8TH ANNUAL GENERAL MEETING' from the list of companies and click 'Enter' Click on "Submit eProxy Form". c. Select the company you would like to represent. d. Proceed to download the file format for "Submission of Proxy Form" from the investor portal. e. Prepare the file for the appointment of proxies by inserting the required data. f. Proceed to upload the duly completed proxy appointment file. g. Review and confirm your proxy appointment and click "Submit". h. Download or print the eProxy form as acknowledgement. <p>For Corporate Shareholders, Authorised Nominees/ Exempt Authorised Nominees and Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required.</p>

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Procedure	Action
Before the day of the AGM	
3. Email notification	a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified. b. Upon system verification against the General Meeting Record of Depositories as at 25 September 2024, 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	
4. Login to Meeting Platform	a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM. b. The Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> - Scan the QR Code provided in the email notification; - Navigate to the website at https://meeting.boardroomlimited.my c. 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	[Note: Please follow the User Guides provided in the confirmation email above to view the live web- cast, 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.] a. If you would like to view the live webcast, select the broadcast icon.  b. If you would like to ask a question during the AGM, select the messaging icon.  c. Type your message within the chat box, once completed click the send button.
6. Voting	a. 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. b. To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. c. To change your vote, re-select another voting direction. d. 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.

(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 8th 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 p.m.):

Boardroom Share Registrars Sdn. Bhd.

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

General Line : 603-7890 4700

Fax Number : 603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com

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(10) Mode of Communication of the virtual 8th AGM

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

We may be required to change the arrangements of our 8th AGM at short notice. Kindly check the website or announcements of KIP REIT for the latest updates on the status of the 8th AGM.