

**AmFIRST REAL ESTATE INVESTMENT TRUST**

[Established in Malaysia under the Trust Deed dated 28 September 2006 (“Original Deed”) (as amended by the First Supplemented, Revised and Restated Trust Deed dated 15 December 2006 (“First Deed”), the Second Restated Deed dated 13 September 2013 (“Second Deed”) and the Third Restated Deed dated 12 June 2020 (“Third Deed” or the “Deed”)) entered into between AmREIT Managers Sdn Bhd and Maybank Trustees Berhad, companies incorporated under the Companies Act, 1965]

**ADMINISTRATIVE GUIDE FOR THE ELEVENTH ANNUAL GENERAL MEETING  
OF THE UNITHOLDERS OF AmFIRST REAL ESTATE INVESTMENT TRUST (“AmFIRST REIT”)**

**Meeting Platform :** <https://meeting.boardroomlimited.my>  
(Domain Registration No. with MYNIC - D6A357657)  
**Day and Date :** Thursday, 20 July 2023  
**Time :** 10:00 a.m.  
**Broadcast Venue :** 12th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan, Malaysia

Dear Unitholders,

The forthcoming Eleventh Annual General Meeting (“11th AGM” or the “Meeting”) of AmFIRST REIT will be conducted virtually through live streaming at 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

In line with the Malaysian Code on Corporate Governance Practice 13.3, by conducting a virtual AGM, this would facilitate greater Unitholders’ participation as it facilitates Remote Participation and Electronic Voting (“RPEV”) virtually. With the RPEV facilities, you may exercise your rights as a Unitholder to participate (including to pose questions to the Board of the Manager) and vote at the meeting. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the meeting.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the meeting 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 at the locations of the remote participants.

**Digital Copies of Annual General Meeting Documents**

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

1. Annual Report 2023 at <https://ir2.chartnexus.com/amfirstreit/reports.php>
2. Notice of the 11th AGM, Form of Proxy and Administrative Guide at <https://ir2.chartnexus.com/amfirstreit/agm.php>

Should you require a printed copy of the above documents, you may submit your request through telephone/ email to the number/email address provided in the enquiry section of this document. Any request for the printed copy AGM documents would be forwarded to the requestor within seven (7) market days or from the date of receipt of the verbal or written request, whichever is later.

**Broadcast Venue**

Unitholders are not allowed to participate in the meeting at the broadcast venue as the broadcast venue is only meant to facilitate the conduct of the virtual meeting. Unitholders who turn up at the broadcast venue would be requested to leave the venue.

**Entitlement to Participate the Meeting**

In respect of deposited securities, only Unitholders whose names appear on the Record of Depositors on 13 July 2023 (General Meeting Record of Depositors) shall be eligible to participate at the meeting or appoint proxy(ies) to participate and vote on his/her behalf.

# ADMINISTRATIVE GUIDE

## FOR THE ELEVENTH ANNUAL GENERAL MEETING

### Form of Proxy

Unitholders are encouraged to go online, participate, and vote at the meeting using remote participation and electronic voting 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.

You may download the Form of Proxy from our website at <https://ir2.chartnexus.com/amfirstreit/agm.php>.

Please ensure that the original Form of Proxy is deposited at our Share Registrar's office at Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than forty-eight (48) hours before the time appointed for holding the meeting. Details of our Share Registrar's office can be found in the enquiry section of this document.

Alternatively, you may deposit your Form of Proxy by electronic means through Boardroom Smart Investor Portal ("BSIP") at <https://investor.boardroomlimited.com> to login and deposit your Form of Proxy electronically, also forty-eight (48) hours before the meeting.

### Revocation of Proxy

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the meeting by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

### Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 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.

### Steps for registration for remote participation and electronic voting

Procedure	Action
<b>Before the day of the meeting</b>	
1. Register Online with Boardroom Smart Investor Portal ("BSIP")	<p>[Note: If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none"><li>Access BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li><li>Click "<b>Register</b>" to sign up as a user.</li><li>Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG, or PDF format.</li><li>You will receive an email from BSIP for email address verification. Click "<b>Verify Email Address</b>" to proceed with the registration.</li><li>Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click "<b>Request OTP Code</b>" and an OTP code will be sent to the registered mobile number. Click "<b>Enter</b>" to enter the OTP code to complete the process.</li><li>Your registration will be verified and approved within one (1) business day and an email notification will be provided. You can login to BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the email address and password that you have provided during the registration to proceed with the next step.</li></ol>

# ADMINISTRATIVE GUIDE

FOR THE ELEVENTH ANNUAL  
GENERAL MEETING

Procedure	Action
<b>Before the day of the meeting (Cont'd.)</b>	
<p>2. Submit Request for Remote Participation</p>	<p>Registration for remote access will be opened at 5:00 p.m. on Wednesday, 31 May 2023. Please note that the closing time to submit your request is at 10:00 a.m. on Tuesday, 18 July 2023 (forty-eight (48) hours before the commencement of the meeting).</p> <p><b>Individual Unitholders</b></p> <ol style="list-style-type: none"> <li>Access BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID (registered email address) and Password.</li> <li>Select "<b>AmFIRST REAL ESTATE INVESTMENT TRUST 11TH ANNUAL GENERAL MEETING</b>" from the list of Corporate Meetings and click "Enter".</li> <li>Click on "<b>Register for RPEV</b>".</li> <li>Read and accept the General Terms and Conditions by clicking "<b>Next</b>".</li> <li>Enter your CDS Account Number and thereafter submit your request.</li> </ol> <p><b>e-Proxy Lodgment – Individual Unitholders</b></p> <ol style="list-style-type: none"> <li>Access BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID (registered email address) and Password.</li> <li>Select "<b>AmFIRST REAL ESTATE INVESTMENT TRUST 11TH ANNUAL GENERAL MEETING</b>" from the list of Corporate Meetings and click "Enter".</li> <li>Click on "<b>Submit e-Proxy Form</b>".</li> <li>Read and accept the General Terms and Conditions by clicking "<b>Next</b>".</li> <li>Enter your CDS Account Number and indicate the number of securities.</li> <li>Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).</li> <li>Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b> or <b>ABSTAIN</b>. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.</li> <li>Review and confirm your proxy(ies) appointment. Click "<b>Apply</b>".</li> <li>Download or print the e-Proxy Form acknowledgement.</li> </ol> <p><b>Corporate Unitholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <p><i>Note for Corporate Shareholder. If you are the authorised representative for more than one (1) corporate shareholder, kindly click the home button and select "Edit Profile" in order to add Company name.</i></p> <p><b>For Corporate Shareholder (via email)</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative of Form of Proxy to submit the request.</li> <li>Please provide a copy of the Corporate Representative's or Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format together with his/her email address.</li> </ol>

# ADMINISTRATIVE GUIDE

FOR THE ELEVENTH ANNUAL  
GENERAL MEETING

Procedure	Action
<b>Before the day of the meeting (Cont'd.)</b>	
	<p><b><u>For Authorised Nominee and Exempt Authorised Nominee</u></b></p> <p>a. <u>Via Boardroom Smart Investor Portal</u></p> <p>(i) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID and Password from Step 1 above</p> <p>(ii) Select "<b>AmFIRST REAL ESTATE INVESTMENT TRUST 11TH ANNUAL GENERAL MEETING</b>" from the list of Corporate Meeting and click "<b>Enter</b>"</p> <p>(iii) Click on "<b>Submit e-Proxy Form</b>".</p> <p>(iv) Select the company you would like to be represented (if more than one).</p> <p>(v) Proceed to download the file format "<b>Submission of Form of Proxy</b>".</p> <p>(vi) Prepare the file for the appointment of proxy(ies) by inserting the required data.</p> <p>(vii) Proceed to upload the duly completed Proxy Appointment file.</p> <p>(viii) Review and confirm your proxy(ies) appointment and click "<b>Submit</b>".</p> <p>(ix) Download or print the e-Proxy Form as acknowledgement.</p> <p>b. <u>Via Email</u></p> <p>(i) Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Shareholder, CDS Account Number accompanied with the Form of Proxy to submit in request.</p> <p>(ii) Please provide a copy of the Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format together with his/her email address.</p>
<b>3.</b> 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 Depositors as at 13 July 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>c. 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>
<b>On the day of the meeting</b>	
<b>4.</b> Login to Meeting Platform	<p>a. The Meeting Platform will be opened for login one (1) hour before the commencement of the meeting.</p> <p>b. The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> <li>▶ Scan the QR Code provided in the email notification;</li> <li>▶ Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li> </ul> <p>c. Insert the Meeting ID number and sign in with the user ID and password provided to you via the email notification in Step 3(c).</p>
<b>5.</b> Participate	<p><i>[Note: Questions submitted online via Meeting Platform will be moderated before being sent to the Chairman to avoid repetition. Minority Shareholders Watch Group's questions and answers will be presented during the meeting.]</i></p> <p>a. If you would like to expand the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the meeting, please select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>

# ADMINISTRATIVE GUIDE

FOR THE ELEVENTH ANNUAL  
GENERAL MEETING

Procedure	Action
<b>On the day of the meeting (Cont'd.)</b>	
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, please 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, please 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 meeting, the live webcast will end and the Messaging window will be disabled.

## No Distribution of Door Gifts/Food and Beverages Voucher

There will be no gifts or voucher to be distributed to Unitholders and Proxies who participate at the meeting.

## Enquiries

If you have any enquiry on the RPEV facilities (technical assistance) prior to the meeting, please contact the following during office hours from Monday to Friday (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  
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)

## Submission of questions before and during the meeting

- 1) Typed text in the Meeting Platform.
- 2) Unitholders may submit questions in advance on the meeting resolutions and Annual Report 2023 commencing from 31 May 2023 and in any event no later than 10:00 a.m., 18 July 2023 via BSIP at <https://investor.boardroomlimited.com> by logging in and select "SUBMIT QUESTION" to pose questions ("Pre-AGM Meeting Questions").

## Personal Data Privacy

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