

ATRIUM REAL ESTATE INVESTMENT TRUST
(Established in Malaysia)
(Managed by Atrium REIT Managers Sdn. Bhd. (200501028391) (710526-V))

ADMINISTRATIVE GUIDE FOR THE DEFERRED EIGHTH ANNUAL GENERAL MEETING (“8TH AGM”)

Date : Tuesday, 30 June 2020
Time : 5.00 p.m.
Broadcast Venue : Tricor Boardroom, Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

MODE OF MEETING

In view of the COVID-19 outbreak and as part of our safety measures, the Deferred 8th AGM will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and revised on 14 May 2020.

The Broadcast Venue is strictly for the purpose of complying with Paragraphs 13.20 and 13.21 of the Guidelines on Listed Real Estate Investment Trusts. Unitholders **will not be allowed** to attend the Deferred 8th AGM in person at the Broadcast Venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Unitholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the Deferred 8th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

Unitholders who appoint proxies to participate via RPV in the Deferred 8th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **28 June 2020 at 5.00 p.m.**

Authorised representatives of corporate unitholders must deposit their original certificate of appointment of authorised representative to Tricor not later than **28 June 2020 at 5.00 p.m.** to participate via RPV in the Deferred 8th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **28 June 2020 at 5.00 p.m.** to participate via RPV in the AGM.

A unitholder who has appointed a proxy or attorney or authorised representative to participate at this AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the Deferred 8th AGM is a fully virtual AGM, unitholders who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

Unitholders/proxies/authorised representatives/attorneys who wish to participate the Deferred 8th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from 9.00 a.m. Monday, 1 June 2020 up to 5.00 p.m. Sunday, 28 June 2020. Login with your user ID and password and select the corporate event: “(REGISTRATION) ATRIUM REIT DEFERRED 8TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 23 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the Deferred 8th AGM at any time from 4.30 p.m. i.e. 30 minutes before the commencement of the AGM on Tuesday, 30 June 2020 at 5.00 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) ATRIUM REIT DEFERRED 8TH AGM” to engage in the proceedings of the Deferred 8th AGM remotely. If you have any question for the Chairperson/ Board, you may use the query box to transmit your question. The Chairperson/ Board will endeavor to respond to questions submitted by remote participants during the Deferred 8th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting commences from 5.00 p.m. on Tuesday, 30 June 2020 until a time when the Chairperson announces the completion of the voting session of the Deferred 8th AGM. Select the corporate event: “(REMOTE VOTING) ATRIUM REIT DEFERRED 8TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your unitholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairperson on the closure of the Deferred 8th AGM, the live streaming will end.

Note to users of the RPV:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

PROXY

The Deferred 8th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 30 June 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

You may submit your proxy form to the office of the Manager at No. 36-2, Jalan 5/101C, Off Jalan Kaskas, Jalan Cheras, 56100 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.

POLL VOTING

The voting at the Deferred 8th AGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting. Unitholders/proxies/corporate representative can proceed to vote on the resolutions any time from the commencement of the AGM at 5.00 p.m. but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>. Upon completion of the voting session for the AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Unitholders may submit questions for the Board in advance of the Deferred 8th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Sunday, 28 June 2020 at 5.00 p.m.** The Board will endeavor to answer the questions received at the AGM.

Atrium Real Estate Investment Trust would like to thank all its unitholders for their kind co-operation and understanding in these challenging times.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General/Fax/Email	:	+603-2783 9299 / +603-2783 9222 / is.enquiry@my.tricorglobal.com
Nur Qaisara Naaila	:	+603-2783 9272 (Nur.Qaisara.Naaila@my.tricorglobal.com)
Nor Faeayzah	:	+603-2783 9274 (Nor.Faeayzah@my.tricorglobal.com)