



ATRIUM REAL ESTATE INVESTMENT TRUST

(Established in Malaysia)

(Managed by Atrium REIT Managers Sdn. Bhd. (200501028391) (710526-V))

ADMINISTRATIVE GUIDE FOR THE GENERAL MEETING OF UNITHOLDERS (“UNITHOLDERS’ MEETING”)

Day & Date : Thursday, 27 October 2022
Time : 11.00 a.m.
Meeting Platform : <https://tiih.online>
Broadcast Venue : Tricor Business Centre, Manuka 2 & 3
Unit 29-01, Level 29, Tower A
Vertical Business Suite, Avenue 3
Bangsar South, No. 8, Jalan Kerinchi
59200 Kuala Lumpur

MODE OF MEETING

The Unitholders’ Meeting will be conducted on a virtual basis through live streaming from the Broadcast Venue and online remote voting via Remote Participation and Voting facilities.

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. Unitholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the Unitholders’ Meeting in person at the Broadcast Venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Unitholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the Unitholders’ Meeting via RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) via its TIIH Online website at <https://tiih.online>. Please refer to Procedures for RPV set out below.

A unitholder who has appointed a proxy(ies) or corporate representative(s) or attorney(s) to attend, participate, speak and vote at the Unitholders’ Meeting via RPV facilities must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

PROCEDURES FOR RPV

Unitholder(s) or proxy(ies) or authorised representative(s) or attorney(s) who wish to participate in the Unitholders’ Meeting remotely using the RPV are to follow the requirements and procedures as summarized below:

	Procedure	Action
BEFORE THE MEETING 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” by selecting the “Sign Up” button followed by “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. 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 registration for RPV	<ul style="list-style-type: none"> Registration is open from Thursday, 29 September 2022 until the day of meeting on Thursday, 27 October 2022. Unitholder(s) or proxy(ies) or attorney(s) or authorised representative(s) are required to pre-register their attendance for the Unitholders’ Meeting to ascertain their eligibility to participate at the Unitholders’ Meeting using the RPV. Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) ATRIUM REIT UNITHOLDERS’ MEETING” 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 Record of Depositors dated 19 October 2022, the system will send you an e-mail after 25 October 2022 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
ON THE DAY OF THE MEETING		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the Unitholders’ Meeting at any time from 10.00 a.m. i.e. 1 hour before the commencement of the Unitholders’ Meeting on Thursday, 27 October 2022 at 11.00 a.m.
(d)	Participate through live streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) ATRIUM REIT UNITHOLDERS’ MEETING” to engage in the proceedings of the meeting remotely. If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by you during the meeting. 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 session commences from 11.00 a.m. on Thursday, 27 October 2022 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) ATRIUM REIT UNITHOLDERS’ MEETING” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolution 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 Chairman on the closure of the meeting, the live streaming will end.

Note to users of the RPV facilities:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live stream 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 stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

GENERAL MEETING OF RECORD OF DEPOSITORS

Only unitholders registered in the Record of Depositors as at 19 October 2022 shall be eligible to participate in the Unitholders' Meeting via RPV or appointed proxy(ies) or corporate representative(s) or attorney(s) to participate and/or vote via online remote voting on his/her behalf.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Unitholders who appoint proxy(ies)/attorney(s) to participate via RPV at the Unitholders' Meeting must ensure that the duly executed proxy forms/power of attorney are deposited at the office of the manager of Atrium REIT ("Manager") i.e. Atrium REIT Managers Sdn Bhd at No. 36-2, Jalan 5/101C, Off Jalan Kaskas, Jalan Cheras, 56100 Kuala Lumpur, not later than **25 October 2022 at 11.00 a.m.** being 48 hours before the time appointed for holding the meeting or any adjournment thereof.

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative at the office of the Manager at No. 36-2, Jalan 5/101C, Off Jalan Kaskas, Jalan Cheras, 56100 Kuala Lumpur to participate via RPV in the Unitholders' Meeting.

POLL VOTING

The voting at the Unitholders' Meeting will be conducted by poll. The Manager has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting). Unitholders or proxy(ies) or attorney(s) or authorised representative(s) can proceed to vote on the resolution at any time from 11.00 a.m. on Thursday, 27 October 2022 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 Unitholders' Meeting, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolution is duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Unitholders may submit questions to the Board in advance of the Unitholders' Meeting via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Tuesday, 25 October 2022 at 11.00 a.m.** The Board will endeavor to answer the questions received at the Unitholders' Meeting.

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 Line : 603-2783 9299

Fax Number : 603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact Person Ms Nor Faeayzah 603-2783 9274 / nor.faeayzah@my.tricorglobal.com

Ms Nur Shafikah 603-2783 9293 / nur.shafikah@my.tricorglobal.com

Mr Ashvinder Singh 603-2783 7962 / ashvinder.singh@my.tricorglobal.com