



**ATRIUM REAL ESTATE INVESTMENT TRUST
(Established in Malaysia)**

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

ADMINISTRATIVE GUIDE FOR THE GENERAL MEETING OF UNITHOLDERS ("UNITHOLDERS' MEETING")

Day & Date : Tuesday, 6 February 2024
Time : 11.00 a.m.
Meeting Platform : <https://tiih.online>
Broadcast Venue : Tricor Business Centre, Gemilang Room, Unit 29-02, 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 using the Remote Participation and Voting facilities ("RPV") provided by Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") via its TIIH Online website at <https://tiih.online>.

The Broadcast Venue is strictly for the purpose of complying with Paragraph 13.20 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 Unitholders' Meeting.

RPV

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 provided by Tricor.

Please refer to "Procedures for RPV" as set out below for the requirements and procedures.

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 summarised below:

| | Procedure | Action |
|---|-------------------------------------|---|
| BEFORE THE UNITHOLDERS' 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 Tuesday, 16 January 2024 until the day of the Unitholders' Meeting on Tuesday, 6 February 2024. 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 2024". 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 29 January 2024, the system will send you an e-mail after 4 February 2024 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 UNITHOLDERS' 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 Tuesday, 6 February 2024 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 2024" to engage in the proceedings of the Unitholders' Meeting remotely. If you have any question for the Chairman/ the Board of Directors of the Manager ("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 Unitholders' Meeting. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the Unitholders' Meeting. |
| (e) | Online Remote Voting | <ul style="list-style-type: none"> Voting session commences from 11.00 a.m. on Tuesday, 6 February 2024 until a time when the Chairman announces the end of the session. Select the corporate event: "(REMOTE VOTING) ATRIUM REIT UNITHOLDERS' MEETING 2024" 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 unitholdings. 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 Unitholders' Meeting, the live streaming will end. |

Notes to users of the RPV:

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 the Unitholders' 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 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 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 29 January 2024 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 AUTHORISED REPRESENTATIVE

Unitholders who appoint proxy(ies) to participate via RPV at the Unitholders' Meeting must ensure that the duly executed proxy forms are deposited at the office of the Manager at No. 36-2, Jalan 5/101C, Off Jalan Kaskas, Jalan Cheras, 56100 Kuala Lumpur, not later than **Sunday, 4 February 2024 at 11.00 a.m.** being 48 hours before the time appointed for holding the Unitholders' Meeting or any adjournment thereof.

A unitholder who has appointed a proxy(ies) or authorised representative(s) or attorney(s) to participate at this Unitholders' Meeting via RPV 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>. Please refer to "Procedures for RPV".

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 voting electronically. Unitholders or proxy(ies) or attorney(s) or authorised representative(s) can proceed to voting on the resolution at any time from **11.00 a.m.** on **Tuesday, 6 February 2024** but before the end of the voting session which will be announced by the Chairman of the Unitholders' 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

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 **Sunday, 4 February 2024 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 : +6 (03) 2783 9299

Fax Number : +6 (03) 2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact Person Puan Nor Faeayzah +6 (03) 2783 9274 / nor.faeayzah@my.tricorglobal.com

Cik Nur Shafikah +6 (03) 2783 9293 / nur.shafikah@my.tricorglobal.com

Mr Ashvinder Singh +6 (03) 2783 7962 / ashvinder.singh@my.tricorglobal.com