

SUNWAY®

REIT

SUNWAY REAL ESTATE INVESTMENT TRUST

(Established in Malaysia under a deed dated 20 May 2010, a supplemental deed dated 10 June 2010 and an amended and restated deed dated 18 September 2018 entered into between Sunway REIT Management Sdn Bhd and RHB Trustees Berhad, both companies incorporated in Malaysia)

ADMINISTRATIVE DETAILS FOR UNITHOLDERS ATTENDING THE 7TH ANNUAL GENERAL MEETING (“AGM” OR THE “MEETING”)

Date	: Wednesday, 2 October 2019
Time	: 3:00 pm
Venue	: Grand Congress, Level 12, Sunway Resort Hotel & Spa, Persiaran Lagoon, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia

PARKING

1. A complimentary parking ticket can be exchanged at the Parking Ticket Redemption Counter for unitholders who park their vehicles in **Sunway Resort Hotel & Spa, Sunway Pyramid Shopping Mall, Sunway Pyramid Hotel** or **Sunway Clio Hotel** only.
2. Sunway Real Estate Investment Trust (“**Sunway REIT**”) will **NOT** provide cash reimbursements for parking charges incurred by unitholders/proxies who park their vehicles at other car parks, or use the valet parking service at Sunway City.

REGISTRATION

3. Registration will start at **1:00 pm** and will close 20 minutes after commencement of the AGM, or such time as may be determined by the Chairman of the Meeting. The unitholders are requested to be punctual in order not to disrupt the proceeding of the Meeting. Late comers may not be able to vote once the polling process starts.
4. Please produce your **ORIGINAL Identity Card (“I/C”)** or **Passport** (for foreigners) during registration for verification. **No photocopy of I/C or Passport will be accepted.** The registration will be by way of electronic registration, using MyKad device. Please make sure you collect your I/C thereafter.

After registration and signing on the Attendance List, please vacate the registration area. The unitholders are allowed to enter the meeting hall at 2:00 pm.

5. After verification and registration, you will be given an identification wristband. If you are attending the AGM as a unitholder as well as proxy, you will be registered once and will only be given a wristband to enter the meeting hall. No person will be allowed to enter the meeting hall without wearing the wristband.

A voting device will be distributed to you when you enter the meeting hall for electronic voting purposes. Please return the device after the Meeting is over. A penalty of RM150.00 will be imposed for loss of the voting device.

6. Please note that you will not be allowed to register on behalf of another person, even with the original I/C or Passport of that other person.

HELPDESK

7. The registration counters will only handle verification of unitholdings and registration. If you have other queries or need clarification relating to registration, please proceed to the Help Desk.
8. The Help Desk will also handle revocation of proxy appointments.

REFRESHMENT

9. Food can be redeemed after registration at a designated counter. Only non-vegetarian food will be served.

Each unitholder and/or proxy attending the AGM in person will be entitled for only 1 food pack. Where a unitholder and/or proxy is also appointed as proxy for different unitholders to attend the AGM, he/she will only be entitled to 1 food pack regardless of the number of unitholders he/she is representing.

DOOR GIFT

10. There will be no door gift given to unitholders who attend the AGM.

MEETING

11. The Meeting will start promptly at 3:00 pm.
12. Please ensure that all mobile devices, i.e. phones and other sound emitting devices, are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings of the Meeting.
13. The AGM will be conducted in English.
14. No video recording during the proceedings of the Meeting is allowed.

DRESS CODE

15. Formal or casual. However, slippers and short pants are discouraged.

PERSONAL BELONGINGS

16. Please take care of your personal belongings, the Sunway REIT will not be held responsible for any item that has gone missing.

SUNWAY SMOKE-FREE POLICY

17. Sunway Resort Hotel & Spa is a smoke-free zone. No smoking is allowed.

VOTING PROCEDURE

18. Pursuant to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the Notice of the 7th AGM will be put to vote by poll.

ENTITLEMENT TO ATTEND AND VOTE AT THE AGM

19. For the purpose of determining the unitholders who shall be entitled to attend the AGM, the Manager will be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors (“**ROD**”) of Sunway REIT as at 23 September 2019.

Only unitholders whose names appear on the ROD as at 23 September 2019 shall be entitled to attend, speak and vote at the AGM, or appoint proxy(ies) to attend and vote on their behalf.

20. If you wish to attend the AGM yourself, please do not submit any Proxy Form for the AGM. You will not be allowed to attend the AGM together with the proxy appointed by you regardless of how many CDS accounts you may have.
21. If you have submitted your Proxy Form prior to the AGM and subsequently decided to attend the AGM yourself, please proceed to the Help Desk to revoke the appointment of your proxy **before registration**.

ANNUAL REPORT 2019

22. The Annual Report 2019 is available on Bursa Malaysia's website at www.bursamalaysia.com under company announcements of Sunway REIT as well as Sunway REIT's website at <https://www.sunwayreit.com>.
23. Printed copies are also available for collection at the secretariat counter next to the registration counters on a first come first served basis.

ENQUIRIES

24. If you have any enquiry relating to the AGM, please contact any of the following persons during office hours (9:00 am to 6:00 pm) on Mondays to Fridays:
 - (a) Mr Eric Tan (Tel: 03-5639 8841)
 - (b) Ms Jennie Yip (Tel: 03-5639 8846)
 - (c) Ms Woo Yuen Har (Tel: 03-5639 8832)
25. Location map to Sunway Resort Hotel & Spa is in the last page of the booklet.

