



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 PARTICIPATING THE 8<sup>TH</sup> ANNUAL GENERAL MEETING (“8<sup>TH</sup> AGM”)

Date	: Friday, 2 October 2020
Time	: 3:30 pm
Broadcast Venue	: Penthouse, Level 20, Menara Sunway, Jalan Lagoon Timur, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia
Meeting Platform	: <a href="http://www.sunwaymanagement.com.my">www.sunwaymanagement.com.my</a>

### VIRTUAL MEETING

In light of the Coronavirus Disease 2019 (COVID-19) pandemic and as part of the safety measures and control for the well-being of the unitholders of Sunway Real Estate Investment Trust (“**Sunway REIT**”) as well as the employees and Directors of Sunway REIT Management Sdn Bhd (“**Manager**”), the 8<sup>th</sup> AGM of Sunway REIT will be held as a fully virtual meeting through live streaming and online remote voting using the Remote Participation and Voting (“**RPV**”) Facility. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, as revised or amended from time to time.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 8<sup>th</sup> AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

**NO UNITHOLDERS/PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS** from the public shall be physically present nor admitted at the Broadcast Venue on the day of the 8<sup>th</sup> AGM.

### RPV FACILITY

Unitholders are to participate, speak (in the form of real-time submission of typed texts) and vote remotely (collectively, “**participate**”) at the 8<sup>th</sup> AGM using the RPV Facility provided by Sunway REIT’s Share Registrar, Sunway Management Sdn Bhd (“**Registrar**”), via its website at [www.sunwaymanagement.com.my](http://www.sunwaymanagement.com.my) (“**Registrar Portal**”).

Unitholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the 8<sup>th</sup> AGM. Unitholders may also submit questions to the Board of Directors of the Manager (“**Board**”) prior to the 8<sup>th</sup> AGM by emailing to [irsunreit@sunway.com.my](mailto:irsunreit@sunway.com.my) no later than 3:30 pm on 1 October 2020 or via the Q&A platform in the Registrar Portal from 12:00 pm on 25 September 2020 up to 3:00 pm on 2 October 2020. If there is time constraint in answering the questions during the 8<sup>th</sup> AGM, the answers will be published in Sunway REIT’s corporate website at [www.sunwayreit.com](http://www.sunwayreit.com) under Investor Relations’ page, after the 8<sup>th</sup> AGM.

If you wish to submit your questions through the Q&A platform via the Registrar Portal, you must first register as a user at the Registrar Portal. Thereafter, you may select <<My Virtual Meeting>> under the Main Menu and click on the Q&A platform to post your question(s).

## PROCEDURES FOR RPV FACILITY

Unitholders/proxies/corporate representatives/attorneys who wish to participate in the 8<sup>th</sup> AGM remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:

Procedures	Action
<b>Before the day of the 8<sup>th</sup> AGM</b>	
(i) Register as a User	<ul style="list-style-type: none"><li>• Access the Registrar Portal at <a href="http://www.sunwaymanagement.com.my">www.sunwaymanagement.com.my</a>.</li><li>• Click &lt;&lt;Login/Register&gt;&gt; followed by &lt;&lt;Register New User&gt;&gt; to register as a new user.</li><li>• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport.</li><li>• Read and agree to the terms &amp; conditions and thereafter, submit your registration.</li><li>• Please enter a valid email address in order for you to receive the verification email from the Registrar.</li><li>• Your registration will be verified and approved by the Registrar. Once approved, an email notification will be sent to you.</li><li>• If you are already a user with the Registrar, you are not required to register again.</li></ul>
(ii) Submit your Question	<ul style="list-style-type: none"><li>• You may pre-submit your questions:<ul style="list-style-type: none"><li>(i) using the Registrar Portal from 12:00 pm on 25 September 2020 up to 3:00 pm on 2 October 2020; or</li><li>(ii) to the Manager prior to the 8<sup>th</sup> AGM by emailing to <a href="mailto:irsunreit@sunway.com.my">irsunreit@sunway.com.my</a> no later than 3:30 pm on 1 October 2020.</li></ul></li></ul>
<b>On the day of the 8<sup>th</sup> AGM</b>	
(iii) Login to Registrar Portal at <a href="http://www.sunwaymanagement.com.my">www.sunwaymanagement.com.my</a>	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the 8<sup>th</sup> AGM at any time from 3:00 pm, i.e. 30 minutes before the commencement of the 8<sup>th</sup> AGM.</li><li>• If you have forgotten your password, you can reset it by clicking on "Forgot Password".</li></ul>
(iv) Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select &lt;&lt;My Virtual Meeting&gt;&gt; under Main Menu.</li><li>• Click &lt;&lt;Join Meeting&gt;&gt; located next to the event.</li><li>• Please click on the video link and key in the password provided to you in the email notification from the Registrar in order to join the live streaming of the 8<sup>th</sup> AGM.</li><li>• If you have any question(s) during the 8<sup>th</sup> AGM, you may use the Q&amp;A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 8<sup>th</sup> AGM ("<b>Chairman</b>")/Board/Management will try to respond to all relevant questions submitted during the 8<sup>th</sup> AGM. If there is time constraint in answering the questions during the 8<sup>th</sup> AGM, the responses will be published at Sunway REIT's website at the earliest possible time after the end of the 8<sup>th</sup> AGM.</li><li>• If you are using a smartphone to participate in the 8<sup>th</sup> AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 8<sup>th</sup> AGM.</li><li>• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li></ul>

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| (v) Online Remote Voting     | <ul style="list-style-type: none"><li>• Please select the &lt;&lt;Voting&gt;&gt; option located next to &lt;&lt;Join Meeting&gt;&gt; to indicate your votes for the resolutions that are tabled for voting.</li><li>• Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.</li><li>• Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li></ul> |
| (vi) End of the RPV Facility | <ul style="list-style-type: none"><li>• The RPV Facility will end and the Q&amp;A platform will be disabled the moment the Chairman announces the closure of the 8<sup>th</sup> AGM.</li></ul>   |

**Notes to users of the RPV Facility:**

- (a) Should your registration to join the 8<sup>th</sup> AGM be approved, we will make available to you the rights to join the live streamed 8<sup>th</sup> AGM and to vote remotely using the RPV Facility. Your login to the Registrar Portal on the day of the 8<sup>th</sup> AGM will indicate your presence at the 8<sup>th</sup> AGM.
- (b) If you encounter any issue with your online registration at the Registrar Portal, please call +603-5639 8846/+603-5639 8852 or e-mail to [yipfm@sunway.com.my](mailto:yipfm@sunway.com.my) or [nursuhailia@sunway.com.my](mailto:nursuhailia@sunway.com.my) for assistance.

**PROXY**

1. The 8<sup>th</sup> AGM will be conducted on a fully virtual basis. If you are unable to participate the 8<sup>th</sup> AGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Proxy Form.
2. If you wish to appoint proxy(ies) to participate in the 8<sup>th</sup> AGM using the RPV Facility, please submit your Proxy Form, either by hand or by post to the following address, or by electronic mail to [sunwaymanagement@sunway.com.my](mailto:sunwaymanagement@sunway.com.my) or fax to **(603) 5639 9507**, not less than 24 hours before the time appointed for holding the 8<sup>th</sup> AGM or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid:

**SUNWAY REAL ESTATE INVESTMENT TRUST**

Level 16, Menara Sunway  
Jalan Lagoon Timur, Bandar Sunway  
47500 Subang Jaya  
Selangor Darul Ehsan  
Malaysia

3. Corporate representatives of corporate unitholders must deposit their original certificate of appointment of corporate representative to the Registrar not less than 24 hours before the time appointed for holding the 8<sup>th</sup> AGM or any adjournment thereof, in order to participate in the 8<sup>th</sup> AGM via the RPV Facility.
4. Attorneys appointed by power of attorney, are to deposit their power of attorney with the Registrar not less than 24 hours before the time appointed for holding the 8<sup>th</sup> AGM or any adjournment thereof, in order to participate in the 8<sup>th</sup> AGM via the RPV Facility.
5. Unitholder who has appointed a proxy or attorney or authorised representative to participate at the 8<sup>th</sup> AGM via the RPV Facility must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Registrar Portal prior to the 8<sup>th</sup> AGM.
6. If you are a corporation and you have delivered your Proxy Form by fax or electronic mail, **you also have to deposit the original Proxy Form at the registered office of the Manager, either by hand or post not less than 24 hours** before the time appointed for holding the 8<sup>th</sup> AGM or any adjournment thereof. Please be informed that we do not acknowledge receipt of the Proxy Form.

**POLL VOTING**

1. The voting at the 8<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Sunway REIT has appointed Sunway Management Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPV Facility and BDO Consulting Sdn Bhd as Scrutineers to verify the poll results.
2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) for the online remote voting procedures using the RPV Facility.
3. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

## REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 8<sup>th</sup> AGM by yourself, please write in to [yipfm@sunway.com.my](mailto:yipfm@sunway.com.my) or [nursuhailia@sunway.com.my](mailto:nursuhailia@sunway.com.my) to revoke the earlier appointed proxy 24 hours before the time appointed for holding the 8<sup>th</sup> AGM.

## RECORDING

Unauthorised recording of the proceedings of the 8<sup>th</sup> AGM is strictly prohibited.

## RECORD OF DEPOSITORS ("ROD") FOR THE 8<sup>th</sup> AGM

Only unitholders whose names appear on the ROD as at 24 September 2020 shall be entitled to participate or appoint proxy(ies) to participate at the 8<sup>th</sup> AGM via the RPV Facility.

## NO DOOR GIFT

There will be NO door gift to be provided for participating at the 8<sup>th</sup> AGM.

## DIGITAL COPIES OF AGM DOCUMENTS

- As part of our dedicated commitment to sustainable practices, the following documents of Sunway REIT are available and can be downloaded from Sunway REIT's website at [www.sunwayreit.com/investor-relations/agm](http://www.sunwayreit.com/investor-relations/agm):
  - Notice of the 8<sup>th</sup> AGM and Proxy Form;
  - Administrative Details for the 8<sup>th</sup> AGM;
  - Integrated Report 2020 ("IR");
  - Circular to Unitholders in relation to:
    - Proposed Renewal of Unitholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature dated 28 August 2020; and
    - Proposed Establishment of a Distribution Reinvestment Scheme that Provides the Unitholders of Sunway REIT with an Option to Elect to Reinvest their Cash Income Distribution in New Units in Sunway REIT dated 28 August 2020, (collectively, referred to as "**Circulars**"); and
  - Request Form.
- If you wish to obtain a printed copy of the IR and the Circulars, please complete the Request Form and return it to us through electronic mail to [sunwaymanagement@sunway.com.my](mailto:sunwaymanagement@sunway.com.my) or fax to **(603) 5639 9507**.

## ENQUIRIES

If you have any enquiry relating to the 8<sup>th</sup> AGM, please contact any of the following persons during office hours from 9:00 am to 6:00 pm on Mondays to Fridays:

- Ms Jennie Yip (Tel: 03-5639 8846 or [yipfm@sunway.com.my](mailto:yipfm@sunway.com.my))
- Cik Nursuhaili Alimi (Tel: 03-5639 8852 or [nursuhailia@sunway.com.my](mailto:nursuhailia@sunway.com.my))
- Ms Woo Yuen Har (Tel: 03-5639 8832 or [wooyh@sunway.com.my](mailto:wooyh@sunway.com.my))

## PERSONAL DATA PRIVACY

By lodging of a completed Proxy Form to the Manager for appointing a proxy(ies) and/or representative(s) to participate and vote remotely at the 8<sup>th</sup> AGM using the RPV Facility, the Unitholder accepts and agrees to the personal data privacy terms as set out in the Notice of 8<sup>th</sup> AGM dated 28 August 2020.