

# Administrative Guide

**ADMINISTRATIVE GUIDE FOR THE THIRTEENTH ANNUAL GENERAL MEETING (13TH AGM OR THE MEETING) OF THE UNITHOLDERS OF AmFIRST REAL ESTATE INVESTMENT TRUST (AmFIRST REIT OR THE TRUST) TO BE HELD ON MONDAY, 11 AUGUST 2025 AT 10.00 A.M. AT MANHATTAN II, LEVEL 14, BERJAYA TIMES SQUARE HOTEL KUALA LUMPUR, NO.1 JALAN IMBI, 55100 KUALA LUMPUR, MALAYSIA.**

|                     |   |  |
|---------------------|---|--|
| <b>Day and Date</b> | : | Monday, 11 August 2025   |
| <b>Time</b>         | : | 10:00 a.m.   |
| <b>Venue</b>        | : | Manhattan II, Level 14<br>Berjaya Times Square Hotel Kuala Lumpur<br>No.1 Jalan Imbi<br>55100 Kuala Lumpur |
| <b>Mode</b>         | : | Physical Attendance  |

This Administrative Guide is prepared in accordance with the Main Market Listing Requirements of Bursa Malaysia, Chapter 13 of the SC's Listed REITs Guidelines, and Practice 13.1 and 13.2 of the MCCG 2021 relating to stakeholder communication and the conduct of general meetings.

## 1. DIGITAL COPIES OF ANNUAL GENERAL MEETING DOCUMENTS

As part of our commitment to environmental sustainability by encouraging digital access to reduce paper consumption and carbon footprint, in line with our broader ESG goals, the following documents are available on our corporate website:

1.1 **Annual Report 2025** at <https://ir2.chartnexus.com/amfirstreit/reports.php>

1.2 **Notice of the 13th AGM, Form of Proxy and Administrative Guide** at <https://ir2.chartnexus.com/amfirstreit/agm.php>

1.3 Or you can scan the following QR codes to download the above documents.

1.4 Should you require a printed copy of the above documents, you may submit your request through telephone/email to the number/email address provided in the enquiry section of this document.



Annual Report 2025



13th AGM documents

## 2. ENTITLEMENT TO PARTICIPATE IN THE MEETING

For the purpose of determining a Unitholder who shall be entitled to attend this 13th AGM, the Trust shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors (General Meeting ROD) as at 4 August 2025. Only a depositor whose name appears on the General Meeting ROD as at 4 August 2025 shall be entitled to attend the 13th AGM or appoint proxies to attend and/or vote on his/her behalf.

# Administrative Guide

## 3. REGISTRATION

### 3.1 Pre-Registration (Online)

| Procedure |   | Action  |
|-----------|---|---|
| (i)       | <b>Step 1:</b><br>Register Online with Boardroom Smart Investor Portal (BSIP) | <p>[Note: If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none"> <li>Access BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click "<b>Register</b>" to sign up as a user.</li> <li>Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG, or PDF format.</li> <li>You will receive an email from BSIP to verify your email address. Click "<b>Verify Email Address</b>" to proceed with the registration.</li> <li>Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click "<b>Request OTP Code</b>" and an OTP code will be sent to the registered mobile number. Click "<b>Enter</b>" to enter the OTP code to complete the process.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided. You can login to BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the email address and password that you have provided during the registration to proceed with the next step.</li> </ol> |
| (ii)      | <b>Step 2:</b><br>Pre-Registration to attend the 13th AGM                     | <p>Pre-registration is opened from the date of the Notice of the 13th AGM on <b>Monday, 16 June 2025</b>.</p> <ol style="list-style-type: none"> <li>Access BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID (registered email address) and Password.</li> <li>Select "<b>AmFIRST REAL ESTATE INVESTMENT TRUST 13TH ANNUAL GENERAL MEETING</b>" from the list of Corporate Meetings and click "<b>Enter</b>".</li> <li>Go to Physical and click on "<b>Pre-Register</b>".</li> <li>Read and accept the General Terms and Conditions by clicking "<b>Next</b>".</li> <li>Enter your CDS Account Number and thereafter submit your request.</li> </ol>  |

### 3.2 On The Day Registration

- Registration will start at 8.00 a.m. at **Manhattan III, Level 14**, and will end at time directed by the Chairman of the Meeting.
- Please present your original MYKAD or Passport [for foreigners] during registration for verification. No photocopy of MYKAD or Passport will be accepted. No person will be allowed to register on behalf of another person even with the original MYKAD or Passport of that other person. Please make sure you collect your MYKAD or Passport thereafter.
- After verification and registration, you will be provided with an identification wristband/tag. If you are attending the 13th AGM as a Unitholder as well as Proxy, you will be registered once and will only be given one identification wristband/tag to enter the meeting hall. No person will be allowed to enter the meeting hall without wearing the identification wristband/tag. The identification wristband/tag must be worn throughout the 13th AGM. There will be no replacement in the event that you lose/misplace the identification wristband/tag.

#### 4. **LODGMET OF FORM OF PROXY**

| Procedure                               | Action   |
|---|--|
| 4.1 e-Proxy Lodgment in electronic form | <p>(i) <b><u>For Individual</u></b></p> <ul style="list-style-type: none"> <li>(a) Access BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID (registered email address) and Password.</li> <li>(b) Select "<b>AmFIRST REAL ESTATE INVESTMENT TRUST 13TH ANNUAL GENERAL MEETING</b>" from the list of Meeting Event and click "<b>Enter</b>".</li> <li>(c) Click on "<b>Submit e-Proxy Form</b>".</li> <li>(d) Read and accept the General Terms and Conditions by clicking "<b>Next</b>".</li> <li>(e) Enter your CDS Account Number and indicate the number of securities.</li> <li>(f) Appoint your Proxy(ies) or the Chairman of the Meeting and enter the required particulars for your Proxy(ies).</li> <li>(g) Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b> or <b>ABSTAIN</b>. If you wish to have your Proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.</li> <li>(h) Review and confirm your Proxy(ies) appointment.</li> <li>(i) Click "<b>Apply</b>".</li> <li>(j) Download or print the e-Proxy Form acknowledgement.</li> </ul> <p>(ii) <b><u>For Corporate Shareholder (via Email)</u></b></p> <ul style="list-style-type: none"> <li>(a) Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative of Form of Proxy to submit the request.</li> <li>(b) Please provide a copy of the Corporate Representative's or Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format together with his/her email address.</li> </ul> <p><b>Note for Corporate Shareholder:</b> If you are the authorised representative for more than one (1) corporate shareholder, kindly click the home button and select "<b>Edit Profile</b>" in order to add Company name.</p> <p>(iii) <b><u>For Authorised Nominee and Exempt Authorised Nominee</u></b></p> <ul style="list-style-type: none"> <li>(a) <b><u>Via Boardroom Smart Investor Portal</u></b> <ul style="list-style-type: none"> <li>• Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID and Password from Step 1 above.</li> <li>• Select "<b>AmFIRST REAL ESTATE INVESTMENT TRUST 13TH ANNUAL GENERAL MEETING</b>" from the list of Corporate Meeting and click "<b>Enter</b>".</li> <li>• Click on "<b>Submit e-Proxy Form</b>".</li> <li>• Select the company you would like to be represented (if more than one).</li> <li>• Proceed to download the file format "<b>Submission of Form of Proxy</b>".</li> <li>• Prepare the file for the appointment of Proxy(ies) by inserting the required data.</li> <li>• Proceed to upload the duly completed Proxy Appointment file.</li> <li>• Review and confirm your Proxy(ies) appointment and click "<b>Submit</b>".</li> <li>• Download or print the e-Proxy Form as acknowledgement.</li> </ul> </li> </ul> |

# Administrative Guide

| Procedure |              | Action   |
|-----------|--------------|--|
|           |              | (b) <u>Via Email</u> <ul style="list-style-type: none"> <li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Shareholder, CDS Account Number accompanied with the Form of Proxy to submit the request.</li> <li>Please provide a copy of the Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format together with his/her email address.</li> </ul>   |
| 4.2       | In hard copy | (i) <u>By hand or post</u><br><br>Please ensure that the original Form of Proxy is deposited at our Share Registrar's office at Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than forty-eight (48) hours before the time appointed for holding the meeting. Details of our Share Registrar's office can be found in the enquiry section of this document.<br><br>(ii) <u>By Email</u><br><br>Alternatively, you may deposit your Form of Proxy by electronic means through Boardroom Smart Investor Portal (BSIP) at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> to login and deposit your Form of Proxy electronically, also forty-eight (48) hours before the meeting. |

## 5. REVOCATION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the meeting by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or via BSIP (as the case maybe) to revoke the earlier appointed Proxy forty-eight (48) hours before the meeting.

## 6. SUBMISSION OF QUESTIONS BEFORE AND DURING THE MEETING

6.1 **Pre-submission before 13th AGM:** Unitholders may submit questions in relation to the agenda items for the 13th AGM in advance commencing from 16 June 2025, and in any event no later than 10:00 a.m., 8 August 2025 via BSIP at <https://investor.boardroomlimited.com> by logging in and select "SUBMIT QUESTION" to pose questions (**Pre-AGM Meeting Questions**). The responses to these questions will be shared at the 13th AGM.

6.2 **Submission during 13th AGM:** During the 13th AGM, Unitholders who are physically present will be able to ask questions in person.

## 7. POLL VOTING

7.1 Voting at the 13th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia's MMLR.

7.2 Unitholders and Proxies attending the 13th AGM physically are encouraged to exercise their rights to vote via the e-Poll apps provided by Boardroom Share Registrars Sdn Bhd. Unitholders and Proxies attending the 13th AGM physically are advised to bring their own personal devices in order to vote via e-Poll Apps.

- 7.3 Boardroom Share Registrars Sdn Bhd has been appointed as the Poll Administrator to conduct the poll.
- 7.4 Deloitte Business Advisory Sdn Bhd has been appointed as the Independent Scrutineer to verify the poll results.

## 8. **SECRETARIAT HELPDESK**

For any general enquiry, please proceed to the Secretariat Helpdesk located in front of Manhattan III.

## 9. **RECORDING OR PHOTOGRAPHY**

No recording or photography of the 13th AGM proceedings (in person or live streaming) is allowed without the prior written permission from the Manager.

## 10. **DOOR GIFT**

There will be no door gift to be distributed to Unitholders and Proxies who participate at the meeting.

## 11. **MEETING REFRESHMENT**

- 11.1 Meeting light refreshment will be provided to eligible Unitholders and Proxies.
- 11.2 **Eligibility:** Unitholders and Proxies are entitled to Redemption Voucher for meeting light refreshment, upon successful registration, subject to the following terms and basis:
- (i) Each Unitholder will be entitled to one (1) Redemption Voucher only.
  - (ii) Unitholder who has also been appointed as a Proxy by another Unitholder shall be entitled to two (2) Redemption Vouchers.
  - (iii) A Proxy is entitled to one (1) Redemption Voucher only, regardless of the number of Unitholders represented.
  - (iv) If a Proxy has already collected the Redemption Voucher, the respective Unitholder will not be eligible for another redemption voucher should they later choose to attend the meeting in person.
  - (v) For a Unitholder who appoints more than one (1) Proxy, only the first Proxy who registers will receive one (1) Redemption Voucher.
- 11.3 **Food Redemption Counter:** Redemption must be made at the Food Redemption Counter located at Manhattan III, Level 14 on the same day before 11:00 a.m.
- 11.4 **Lost Redemption Voucher:** No replacement will be provided for lost Redemption Voucher.

## 12. **COMPLIMENTARY PARKING**

- 12.1 **Eligibility:** Complimentary parking is available for Unitholders and Proxies who have successfully registered their attendance at the 13th AGM.
- 12.2 **Parking Location:**
- (i) Complimentary parking is available at Basement Levels 1 to 3.
  - (ii) Please park in the designated areas near the elevator zones, as outlined below:

|            |  |
|------------|--|
| Basement 1 | <ul style="list-style-type: none"> <li>West Zone: Pillars 2 to 6</li> <li>Central Zone: Pillars 7, 12, 13, 18, and 19</li> </ul> |
| Basement 2 | <ul style="list-style-type: none"> <li>West Zone: Pillars 2 to 10</li> <li>Central Zone: Pillars 17, 22, and 24</li> </ul>       |
| Basement 3 | <ul style="list-style-type: none"> <li>West Zone: Pillars 2 to 10</li> <li>Central Zone: Pillars 17, 22, and 24</li> </ul>       |

## Administrative Guide

### 12.3 Parking Entry:

- (i) The parking entrance is located at the back of the building, opposite Bostow Restaurant.
- (ii) Please use Entrance No. 2 only. Do not enter via Entrance No. 1, 3, or 4.
- (iii) Upon arrival at the parking entrance, the License Plate Recognition (LPR) system will automatically detect your vehicle registration number and grant access to the parking area. No parking ticket will be issued.

### 12.4 Redemption of Complimentary Parking:

- (i) Upon successful registration for the 13th AGM, please collect your Complimentary Parking Validation Voucher (Voucher) at the designated parking counter located at Manhattan III, Level 14.
- (ii) Prior to exiting the premise, please redeem your complimentary parking by presenting your Voucher at the reception counter located at the Ground Floor. Upon successful redemption, you will have **2-hour grace period** to exit the premise.
- (iii) Kindly ensure that your vehicle exits the premise within this **2-hour grace period**.
- (iv) Standard parking charges will apply for any duration exceeding this **2-hour grace period**.
- (v) Please note that the Manager shall not be liable for any parking fees incurred after the expiry of this **2-hour grace period**.

### 12.5 Parking Exit: Please exit through:

|        |                                 |
|--------|---------------------------------|
| Gate 1 | Exit to Jalan Imbi Main Road.   |
| Gate 2 | Exit to Changkat Thamby Dollah. |

### 12.6 Overnight Parking: The Manager shall not be responsible for any parking charges incurred before the day of the 13th AGM.

## 13. ENQUIRY AND HELPLINE CONTACT

- 13.1 If you have any enquiry relating to the registration and Form of Proxy prior to the 13th AGM, please contact the following during office hours (8:30 a.m. to 5:30 p.m.) from Monday to Friday:

#### Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

General Line : 603-7890 4700

Fax Number : 603-7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

- 13.2 If you have any enquiry relating to the Administrative Guide of the 13th AGM, please contact the following during office hours (8.45 a.m. to 5.45 p.m.) from Monday to Thursday and (8.45 a.m. to 5.00 p.m.) on Friday.

**AmREIT Managers Sdn. Bhd.**

Address : Suite 101-2, Level 1, Tower 2  
Wisma AmFIRST, Jalan SS7/15  
47301 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

General Line : 603-7955 8780/8782

Fax Number : 603-7955 8360/8380

Email : [rahman-joned@ambankgroup.com](mailto:rahman-joned@ambankgroup.com)

**14. PERSONAL DATA PRIVACY**

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a Proxy(ies) and/or representative(s), the Unitholder has consented to the use of such data for purposes of processing and administration by AmFIRST REIT (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The Unitholder agrees that he/she will indemnify AmFIRST REIT in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the Unitholder's breach of warranty.