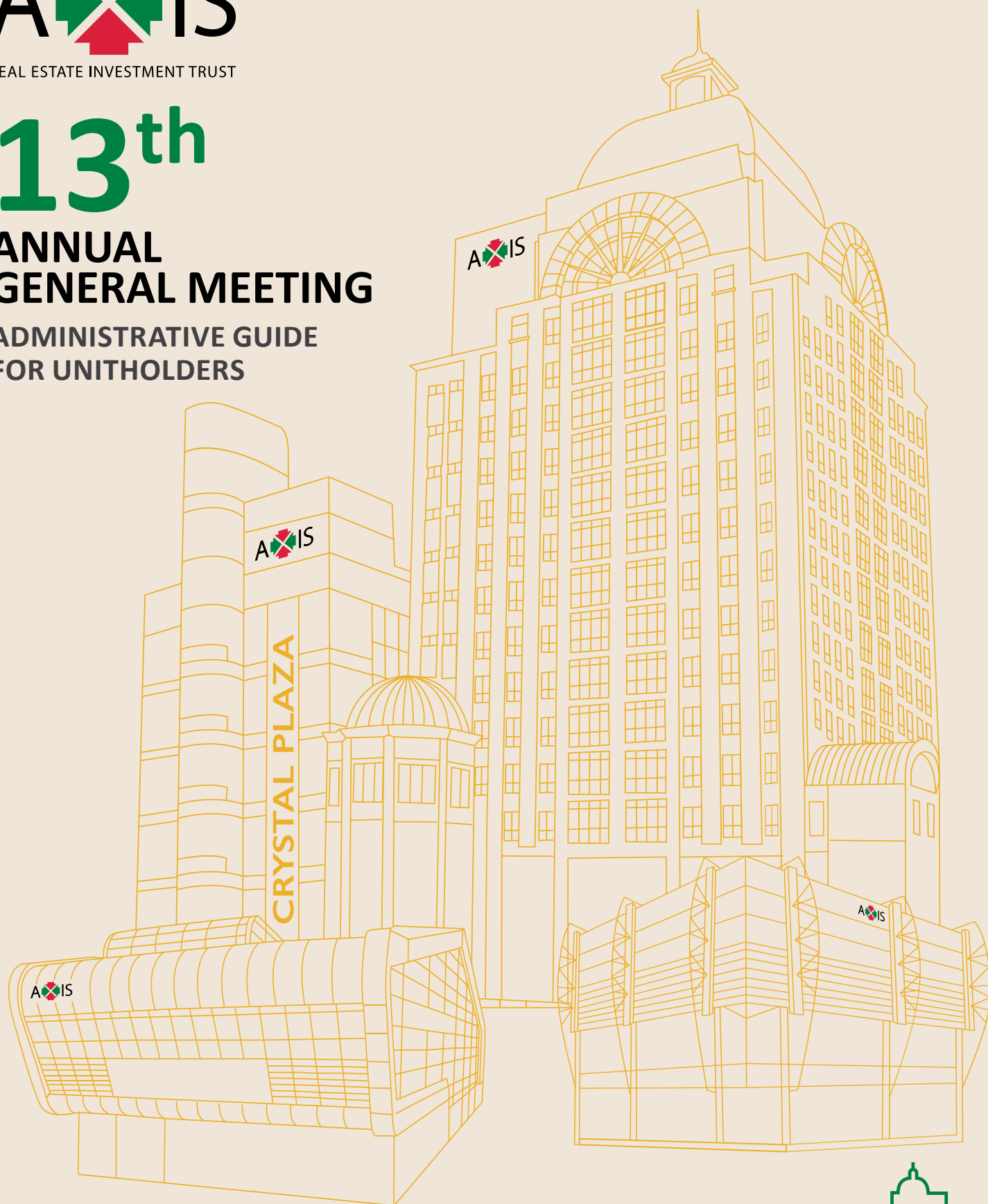


# 13<sup>th</sup>

## ANNUAL GENERAL MEETING

### ADMINISTRATIVE GUIDE FOR UNITHOLDERS



**ADMINISTRATIVE GUIDE  
FOR UNITHOLDERS  
IN RELATION TO THE  
THIRTEENTH ANNUAL  
GENERAL MEETING  
(13<sup>TH</sup> AGM OR MEETING) OF  
AXIS REAL ESTATE INVESTMENT  
TRUST (AXIS-REIT)**

**13<sup>TH</sup>  
ANNUAL  
GENERAL MEETING**



**DATE & TIME**

Thursday  
24 April 2025  
10.00 a.m.



**PHYSICAL VENUE**

Ground Floor, Lobby 1  
Crystal Plaza  
No. 4, Jalan 51A/223  
46100 Petaling Jaya  
Selangor Darul Ehsan

# ADMINISTRATIVE GUIDE FOR UNITHOLDERS

## 1. Documents available online

In our efforts to save paper and preserve our environment, we no longer issue hard copy annual reports. Unitholders may access <https://www.axis-reit.com.my/investor/agm.php> to view and/or download the following documents in digital format:

- Integrated Annual Report 2024
- Notice of 13<sup>th</sup> AGM
- Instrument of Proxy

Any Unitholder who wishes for a printed copy of any of the documents listed above, should submit their request online by emailing to Axis REIT Managers Berhad, the management company of Axis-REIT (Manager) at [info@axis-reit.com.my](mailto:info@axis-reit.com.my) and must provide all required information accurately i.e. (i) full name of Unitholder; (ii) NRIC/Passport/Registration number; (iii) CDS account number; (iv) full mailing address; and (v) contact/mobile number.

## 2. Unitholders' Entitlement to Attend, Speak and Vote

Only a depositor whose name appears in the Record of Depositors (ROD) of Axis-REIT as at **17 April 2025** shall be regarded as a Unitholder and entitled to attend, speak and vote at the 13<sup>th</sup> AGM or appoint proxy(ies) to attend and vote on his/her behalf.

## 3. Submission of Instrument of Proxy

Unitholders who are unable to participate in the 13<sup>th</sup> AGM in person, may appoint proxy(ies) to attend and vote on their behalf. The proxy instructions are clearly indicated in the notes to the Notice of the 13<sup>th</sup> AGM and the Instrument of Proxy. You are required to read the proxy instructions carefully before executing the Instrument of Proxy.

The **original** Instrument of Proxy, duly completed, dated and signed, must be deposited at the office of the Registrars at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, not less than 48 hours before the time fixed for the 13<sup>th</sup> AGM i.e. **latest by 10.00 a.m. on Tuesday, 22 April 2025**, failing which, we will not be able to process your Instrument of Proxy.

Please take note that facsimile or soft copy of the Instrument of Proxy will be disregarded and transaction or contract notes in relation to your trade in the units of Axis-REIT will not be accepted for registration and attendance purpose at the Meeting. For the avoidance of doubt, only the ROD as at **17 April 2025** will be the basis of the attendance verification.

## 4. Registration for Attendance at the Meeting

Registration will commence at **8.30 a.m.** at Lobby 1 of Crystal Plaza.

The registration counter will remain open until the Chairman of the Meeting declares its closure, which is, in any case, will be prior to the commencement of the voting process by poll at the Meeting. Unitholders are requested to be punctual in order to ensure orderly proceedings of the Meeting.

Kindly present your original National Identity Card (MyKad) or Passport (non-Malaysian) for verification purposes (Identification). Photocopy of Identification is **NOT** allowed. Upon verification of your Identification and signing the attendance list for the Meeting, you will be given a wristband (as Unitholder / Proxy / Unitholder & Proxy). No person will be allowed to register on behalf of another Unitholder or proxy, even with the original Identification of that other person.

If you are attending the Meeting as a Unitholder and a proxy, you only need to register **ONCE** and will be given one wristband to enter the meeting room. Please note that you will not be allowed to enter the meeting room without wearing the identification wristband. There will be no replacement of the wristband if it is lost, misplaced or stolen.

If you have submitted your Instrument of Proxy prior to the Meeting (in accordance with the proxy cut-off date and time stated above) and subsequently decide to attend the Meeting yourself, our Registry personnel at the registration counter will assist you to revoke the appointment of your proxy(ies) before registration. Your proxy(ies) on revocation will **NOT** be allowed to attend the Meeting. In such an event, you should advise your proxy(ies) accordingly in order to ensure orderly registration at the Meeting.

# ADMINISTRATIVE GUIDE FOR UNITHOLDERS

## 5. Poll Voting Procedures

The voting on all the resolutions to be tabled will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Boardroom Share Registrars Sdn Bhd is the appointed Poll Administrator to conduct the poll by way of electronic poll voting procedures (e-Voting) and KPMG Management & Risk Consulting Sdn Bhd will be the Independent Scrutineers to verify the poll results.

During the proceedings, the Chairman of the Meeting will invite the Poll Administrator to brief all those present at the Meeting, the e-Voting procedures.

Upon conclusion of the polling session, the Independent Scrutineers will verify and announce, on behalf of the Chairman, the poll results. Thereafter, the Chairman will declare at the Meeting whether the resolutions put to vote at the Meeting were successfully carried or not.

## 6. Additional Information

### 6.1 Door Gifts & Refreshments

There will be no door gift(s) for Unitholders/Corporate Representatives/Proxies who attend the 13<sup>th</sup> AGM at the venue specified above, but light refreshments will be served.

### 6.2 Parking

Parking at the Meeting venue will be free of charge.

### 6.3 During the proceedings of the Meeting

No recording or photography of any form is allowed at and during the entire proceedings of the Meeting.

### 6.4 Enquiry(ies)

For any enquiries regarding the 13<sup>th</sup> AGM of Axis-REIT, you may, during office hours, contact:

#### (a) Boardroom Share Registrars Sdn Bhd

Tel : 603 7890 4700  
Fax : 603 7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

#### (b) Axis REIT Managers Berhad

Tel : 603 7958 4882  
Fax : 603 7957 6881  
Email : [info@axis-reit.com.my](mailto:info@axis-reit.com.my)

### 6.5 Use of Personal Data

Unitholders are deemed to have consented to the use of, any personal data provided/submitted and deemed to have obtained consent from individuals representing them as proxies, for such personal data of proxies provided/submitted, by the Manager (or the appointed agents of Axis-REIT) in connection with the administration of the 13<sup>th</sup> AGM, in compliance with any laws, listing rules, regulations and/or guidelines applicable to the 13<sup>th</sup> AGM of Axis-REIT.