



Tower Real Estate Investment Trust

**ADMINISTRATIVE NOTES TO UNITHOLDERS
FOR THE ELEVENTH ANNUAL GENERAL MEETING**

Day and Date	:	Monday, 16 October 2023
Time	:	2.30 p.m.
Venue	:	Wau Bulan Ballroom, Level 2, Sofitel Kuala Lumpur Damansara, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur

ANNUAL REPORT 2023 AND CIRCULAR TO UNITHOLDERS

We wish to inform that the following documents of Tower Real Estate Investment Trust (“Tower REIT”) are available at <https://www.tower-reit.com/investor-information/reports> for viewing and/or downloading:-

1. Annual Report 2023;
2. Circular to Unitholders in relation to Proposed Renewal of Unitholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (“RRPT Circular 2023”);
3. Notice of the Eleventh Annual General Meeting;
4. Form of Proxy;
5. Request Form; and
6. Administrative Notes.



In line with our continued commitment to environmental sustainability, we encourage you to refer to the digital version of the abovementioned documents. You may also scan the QR code to access the documents. However, should you require a printed copy of the Annual Report 2023 and/or RRPT Circular 2023, please complete the Request Form and return the same to the address stated therein.

ENTITLEMENT TO ATTEND AND VOTE

1. Only unitholders whose names appear on the Record of Depositors as at 6 October 2023 shall be eligible to attend the meeting or appoint proxy(ies) to attend and vote on their behalf.
2. If you wish to attend the meeting in person, please do not appoint any proxy(ies) nor submit any Form of Proxy for the meeting. You will not be allowed to attend the meeting together with the proxy(ies) appointed by you.
3. If you have submitted your Form of Proxy prior to the meeting and subsequently decide to attend the meeting in person, please proceed to the registration counter to revoke the appointment of your proxy(ies).

FORM OF PROXY

1. You may submit the Form of Proxy by facsimile (Facsimile No.: 03-2088 8968 / 03-2088 8990) or deposit it at the Registered Office of GLM REIT Management Sdn Bhd at Level 32, Menara Hong Leong, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur not less than 48 hours before the time appointed for holding the meeting or adjourned meeting. In the event where the Form of Proxy is submitted by facsimile, the original Form of Proxy shall also be deposited at the Registered Office of GLM REIT Management Sdn Bhd.
2. Any Form of Proxy received via facsimile and/or deposited less than 48 hours before the time appointed for holding of the meeting or adjourned meeting will not be entertained and the said appointment of proxy(ies) shall be deemed invalid.
3. Where 2 or more proxies are appointed, the proportions of unitholdings to be represented by each proxy must be specified in the Form of Proxy appointing the proxies, failing which, the appointments shall be invalid.

HEALTH AND SAFETY MEASURES

1. As a precautionary measure, a unitholder/proxy who has symptoms of being unwell is strongly advised not to attend the meeting.
2. Attendees are encouraged to wear a face mask throughout the meeting.

REGISTRATION

1. Registration will commence at 1.30 p.m. at the registration area and will end at a time as directed by the Chairman of the meeting.
2. Please produce **your original National Registration Identification Card (“NRIC”) or passport** at the registration counter for verification.
3. You will not be allowed to register on behalf of another unitholder/proxy, even with the original NRIC or passport of that other unitholder/proxy.

PARKING

1. Parking is available at the visitors’ parking bays at Levels B3 to B6 of Menara Hong Leong/Damansara City Mall/ Sofitel Kuala Lumpur Damansara.
2. Complimentary parking will be provided to the attendees.

MOBILE DEVICES

1. Please ensure that all mobile devices, i.e. phones/other sound emitting devices are switched off or put on silent mode during the meeting to ensure smooth and uninterrupted proceedings.
2. Photography and recording of the meeting proceedings, vocal or audio-visual, are strictly prohibited.

GENERAL ENQUIRY

For enquiries and administrative details concerning the meeting, please contact the following during office hours:

Hong Leong Share Registration Services Sdn Bhd

Level 25, Menara Hong Leong

No. 6, Jalan Damanlela

Bukit Damansara

50490 Kuala Lumpur

Tel No. : 03 - 2088 8818
Fax No. : 03 - 2088 8990
Contact persons : Mr Allan Tang Chin Heng
Ms Lee Mun Yee
Email address : hlsrs@hongleong.com