

## ADMINISTRATIVE NOTES FOR THE UNITHOLDERS' MEETING

Day and Date	:	Friday, 22 March 2024
Time	:	10.30 a.m.
Venue	:	Wau Bulan 3, Level 2, Sofitel Kuala Lumpur Damansara, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur
Subject	:	(I) Proposed renounceable rights issue of new units in Tower Real Estate Investment Trust (" <b>Tower REIT</b> ") to raise gross proceeds of up to RM66.00 million (" <b>Proposed Rights Issue</b> "); and  (II) Proposed exemption under subparagraph 4.08(1)(b) of the Rules on Take-Overs, Mergers and Compulsory Acquisitions to GLM Equities Sdn Bhd (" <b>GLME</b> "), being a major unitholder of Tower REIT, and GuocoLand (Malaysia) Berhad, being the holding company of GLME, together with their persons acting in concert (" <b>PAC(s)</b> "), from the obligation to undertake a mandatory offer for all the remaining units in Tower REIT not already owned by them due to the implementation of GLME's Additional Undertaking (as defined in the Notice of the Unitholders' Meeting) pursuant to the Proposed Rights Issue (" <b>Proposed Exemption</b> ")

### CIRCULAR TO UNITHOLDERS

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

1. Circular to Unitholders in relation to:  
Part A : Proposed Rights Issue and Proposed Exemption  
Part B : Independent advice letter from Malacca Securities Sdn Bhd to the non-interested unitholders of Tower REIT in relation to the Proposed Exemption ("**Circular to Unitholders 2024**");
2. Notice of the Unitholders' Meeting;
3. Form of Proxy;
4. Request Form; and
5. 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 Circular to Unitholders 2024, 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 15 March 2024 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 9.30 a.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