

**ADMINISTRATIVE GUIDE FOR THE EIGHTH ANNUAL GENERAL MEETING**

Date	: Tuesday, 13 October 2020
Time	: 10.00 a.m.
Venue	: Beyond4 Digital Campus, Level 6, Menara HLX, No. 3, Jalan Kia Peng, 50450 Kuala Lumpur

**ENTITLEMENT TO ATTEND AND VOTE**

1. Only unitholders whose names appear on the Record of Depositors as at 6 October 2020 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 - 2164 2476 / 03 - 2088 8990) or deposit it at the Registered Office of GLM REIT Management Sdn Bhd at Level 10, Wisma Hong Leong, 18 Jalan Perak, 50450 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.

**CORONAVIRUS DISEASE (COVID-19) OUTBREAK**

1. In view of the COVID-19 outbreak and as a precautionary measure, temperature checks will be conducted on all unitholders/proxies upon arriving at the meeting venue. If a unitholder/proxy has high temperature or shows symptoms of being unwell, we strongly advise him/her not to attend the meeting and to consult a doctor immediately. For the safety of others, Tower REIT reserves the right to refuse entry of a unitholder/proxy with body temperature of above 37.5°C or displaying any symptoms of being unwell. Attendees may be required to sign a health declaration form and provide their travel history and contact details (to facilitate contact tracing, if required) before entering the meeting venue.

## **CORONAVIRUS DISEASE (COVID-19) OUTBREAK (CONT'D)**

2. In order to ensure social and physical distancing, Tower REIT reserves the right to limit the number of physical attendees to be accommodated at the meeting. Attendees are required to wear a face mask within the common areas of the meeting venue and throughout the meeting.
3. In the interest of health and safety of the attendees at the meeting, Tower REIT has the right to make changes to the administration and organisation of the meeting as it deems necessary. Please visit Bursa Malaysia Securities Berhad's website or Tower REIT's website for any latest announcements/updates in relation to the meeting.

## **REGISTRATION**

1. Registration will commence at 9.00 a.m. and will end at a time as directed by the Chairman of the meeting.
2. Please read the signage to ascertain the registration area and proceed to register yourself for the meeting.
3. Please produce your original National Registration Identification Card ("**NRIC**")/Passport during registration for verification purposes. Only original NRIC/Passport is valid for registration. Please note that you are not allowed to register on behalf of another unitholder/proxy, even if the original NRIC/Passport of that other unitholder/proxy is produced. Please make sure you collect your NRIC/Passport after registration.
4. Upon registration, you will be given a Polling Device to facilitate the voting by way of a poll pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Listing Requirements**").
5. The registration counter will only handle verification of identity and registration. If you have other enquiries or need clarification, please proceed to the Helpdesk.

## **POLL VOTING**

1. Pursuant to Paragraph 8.29A(1) of the Listing Requirements, the resolutions set out in the Notice of the Eighth Annual General Meeting ("Notice of AGM") will be put to vote by way of a poll. Tower REIT has appointed Propoll Solutions Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting and Symphony Merchant Sdn Bhd has been appointed as the Independent Scrutineer to verify the poll result.
2. Electronic voting for the resolutions as set out in the Notice of AGM will take place upon the conclusion of the deliberations of the business transacted. Poll voting shall commence as announced by the Chairman of the meeting.
3. All attendees of the meeting will be briefed and guided by the Poll Administrator before commencement of the voting process. If you encounter any problem in using the Polling Device during the meeting, please raise your hand and our Poll Administrator personnel will provide assistance to you.

## **PARKING**

1. Parking is available at the visitors' parking bays at levels B3 and B4 of Menara HLX. Please exchange your parking ticket for a "Complimentary Parking Ticket" at the Registration Counter.
2. The Complimentary Parking Ticket does not require validation at the autopay machine before exit.
3. There will be no replacement for lost or misplaced Complimentary Parking Ticket.

## **REFRESHMENT**

To ensure social and physical distancing and in support of the Malaysian government's effort to curb the spread of the COVID-19 outbreak, there will be no refreshments provided to unitholders/proxies who attend the meeting.

## **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.

## **ENQUIRIES**

For enquiries and administrative details concerning the meeting, please contact the following offices during office hours from Mondays to Fridays (except public holidays):

1. **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 person : Mr Allan Tang Chin Heng  
E-mail address : CHTang@hongleong.com.my
2. **GLM REIT Management Sdn Bhd**  
Level 10, Wisma Hong Leong  
18, Jalan Perak  
50450 Kuala Lumpur  
Tel No. : 03 - 2164 1818  
Fax No. : 03 - 2164 2476  
Contact person : Ms Chew Ann Nee  
E-mail address : annnee@hongleong.com.my

**LOCATION MAP**

