

ADMINISTRATIVE GUIDE FOR THE TENTH ANNUAL GENERAL MEETING

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| Day and Date | : | Friday, 21 October 2022 |
| 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 2022, CIRCULAR TO UNITHOLDERS AND REQUEST FORM

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 2022;
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 2022”);
3. Notice of the Tenth Annual General Meeting;
4. Form of Proxy;
5. Request Form; and
6. Administrative Guide.



In line with our continued commitment to environmental sustainability, we encourage you to refer to the digital version of the Annual Report 2022 and RRPT Circular 2022. You can scan the QR code to access the documents too. However, should you require a printed copy of the Annual Report 2022 and/or RRPT Circular 2022, 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 13 October 2022 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.

CORONAVIRUS DISEASE (COVID-19) SAFETY MEASURES

1. In view of the COVID-19 pandemic and as a precautionary measure, a unitholder/proxy who has symptoms of being unwell, we strongly advise him/her not to attend the meeting.
2. Attendees are required to wear a face mask 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 1.30 p.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 Tenth 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 Corporate Services 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 to B5 of Sofitel Kuala Lumpur Damansara/Damansara City Mall.
2. The parking is free for the first 2 hours.

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 persons : Mr Allan Tang Chin Heng and Ms Lee Mun Yee
Email address : hlsrs@hongleong.com

2. **GLM REIT Management Sdn Bhd**
Level 32, Menara Hong Leong
No. 6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur
Tel No. : 03 - 2088 8818
Fax No. : 03 - 2088 8968
Contact person : Ms Chin Min Yann
Email address : MYChin@hongleong.com

LOCATION MAP

