



## AME REAL ESTATE INVESTMENT TRUST

(A real estate investment trust constituted in Malaysia under the deed dated 23 May 2022 and registered with the Securities Commission Malaysia on 23 May 2022, entered into between I REIT Managers Sdn Bhd, incorporated in Malaysia under the Companies Act 2016 and RHB Trustees Berhad, incorporated in Malaysia under the Companies Act 1965 and is deemed registered under the Companies Act 2016)

### ADMINISTRATIVE GUIDE FOR EXTRAORDINARY GENERAL MEETING (“EGM”)

Meeting Platform	:	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC-D6A357657)
Day & Date	:	Thursday, 7 November 2024
Time	:	10.00 a.m.
Mode of Communication	:	1) Pose questions to the Board of Directors of I REIT Managers Sdn Bhd (“Manager”) of AME Real Estate Investment Trust (“AME REIT”) via real time submission of typed texts at meeting platform during live streaming of the EGM. The Messaging window facility will open concurrently with the meeting platform one (1) hour before the scheduled commencement of the EGM i.e. from 9.00 a.m. on Thursday, 7 November 2024.  2) Submit questions by logging into the Boardroom Smart Investor Portal at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> prior to EGM. You may submit questions relating to the agenda items of the EGM in advance via Boardroom Smart Investor Portal at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> commencing from 17 October 2024 in any event no later than Tuesday, 5 November 2024 at 10.00 a.m. using the same user ID and password provided in Step 2 (under note F) below, and select “SUBMIT QUESTION” to pose your questions.

---

#### Dear Valued Unitholders,

The EGM of AME REIT will be conducted on a fully virtual basis via Online Meeting Platform.

We strongly encourage you to participate in the fully virtual EGM via the Virtual Meeting Facilities provided to exercise your right as a unitholder of AME REIT to participate (including to pose questions to the Board of Directors and/or Management of the Manager of AME REIT) and vote at the EGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the EGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual EGM has commenced. It is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

#### A. Digital Copies of EGM Documents

In an effort to reduce paper consumption, the following documents are available for download from website of AME REIT at <https://amereit.com.my> or Bursa Malaysia Securities Berhad at <https://www.bursamalaysia.com>.

1. Circular to Unitholders
2. Notice of the EGM
3. Proxy Form
4. Administrative Guide for the EGM
5. Request Form for Circular

Should you require a printed copy of the Circular, you may submit your request through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> via the following steps:

- Step 1 : Register an account
- Step 2 : Select Investor Services from the main venue and click “Request for Annual Report and Circular”
- Step 3 : Select “AME Real Estate Investment Trust” and insert your details prior to submitting your request.

Alternatively, you may email the duly completed Request Form for Circular, as enclosed herewith, to the Share Registrar, Boardroom Share Registrars Sdn Bhd at [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com).

**B. Entitlement to Participate in the EGM**

In respect of deposited securities, only unitholders whose names appear on the Record of Depositors on **29 October 2024** (General Meeting Record of Depositors) shall be eligible to participate and vote in the EGM or appoint proxy(ies) to participate and vote on his/her behalf.

**C. Form(s) of Proxy**

If you are unable to attend the EGM, you are encouraged to appoint a proxy or the Chairman of the meeting as your proxy and indicate the voting instructions in the Form(s) of Proxy in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited with Boardroom Share Registrars Sdn Bhd not later than forty-eight (48) hours before the time appointed for holding the EGM, i.e latest by at **10.00 a.m.** on **Tuesday, 5 November 2024**. Details of Boardroom Share Registrars Sdn Bhd can be found in the enquiry section of this document.

Alternatively, you may deposit your Form(s) of Proxy by electronic means through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (kindly refer to section F below).

**D. Revocation of Proxy**

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in the virtual EGM yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy not later than forty-eight (48) hours before the EGM, i.e latest by at **10.00 a.m.** on **Tuesday, 5 November 2024**. On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.




**E. Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll. Poll administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

**F. Virtual Meeting Facilities**

PROCEDURE		ACTION
BEFORE THE DAY OF THE EGM		
1.	Register Online with Boardroom Smart Investor Portal  (For first time registration only)	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <p>(a) Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.            (b) Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up for a BSIP account.            (c) Please select the correct account type, i.e. sign up as “<b>Unitholders</b>” or “<b>Corporate unitholder</b>”.            (d) Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. For Corporate unitholder, kindly upload the authorisation letter as well as Click “<b>Sign Up</b>”.            (e) You will receive an email from BSIP Online for email address verification. Click “<b>Verify email address</b>” to proceed with the registration.            (f) Once your email address is verified, you will be re-directed to BSIP Online for verification of your mobile number. Click “<b>Request OTP Code</b>” and an OTP code will be sent to the registered mobile number. Click “<b>Enter</b>” to enter the OTP code to complete the process.            (g) An e-mail will be sent to you within one(1) business day informing you on the approval of your BSIP account. You can login to BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the e-mail address and password that you have provided during the registration to proceed with the next step.</p> <p><b>*Check your email address is keyed in correctly.</b>  <b>*Remember the password you have keyed-in.</b></p>
2.	Submit request for remote participation User ID & Password	<p>Registration for remote access will be opened on <b>Thursday, 17 October 2024</b>. Please note that the closing time to submit your request is at <b>10.00 am on Tuesday, 5 November 2024</b> (48 hours before the commencement of the EGM).</p> <p><b>Individual Unitholder</b></p> <p>(a) Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.            (b) Select “<b>AME REAL ESTATE INVESTMENT TRUST EXTRAORDINARY GENERAL MEETING</b>” from the list of Meeting Events and click “<b>Enter</b>”.            (c) Go to “<b>VIRTUAL</b>” and click “<b>Register for RPEV</b>”.            (d) Read and accept the General Terms &amp; Conditions and click “<b>Next</b>”.            (e) Enter your CDS Account Number and thereafter submit your request.            (f) Upon system verification against the <b>General Meeting Record of Depositors as at 29 October 2024</b>, you will receive an email from Boardroom Share Registrars Sdn Bhd. (“<b>BoardRoom</b>”) either approving or rejecting your registration for the remote participation.            (g) If your registration is approved, RPEV credential will be provided to you via email.            (h) If your registration is rejected, a rejection note will be provided to you via email.</p>
3	Register by Proxies/ Corporate Representatives	<p>The closing time to submit your hardcopy Form of Proxy is at <b>10.00 a.m. on Tuesday, 5 November 2024</b>.</p> <p>(a) To submit the request. Corporate Unitholders need to deposit the original hardcopy to Boardroom and write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of unitholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as case maybe) to submit the request.            (b) Please provide a copy of corporate representative’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her *email address.</p> <p><b>*Check the email address of Proxy or Corporate Representative is written down correctly.</b></p>

PROCEDURE	ACTION
<b>BEFORE THE DAY OF THE EGM (CONT'D)</b>	
4	<p>Electronic lodgment of Form of Proxy (e-Proxy)</p> <p><b>eProxy Lodgment – Individual unitholders</b></p> <p>(a) Access BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.  (b) Login using your User ID (registered email address) and password.  (c) Select <b>“AME REAL ESTATE INVESTMENT TRUST EXTRAORDINARY GENERAL MEETING”</b> from the list of Meeting events and click <b>“Enter”</b>.  (d) Click on <b>“Submit eProxy form”</b>.  (e) Select the company you would like to be represented (if more the one, for Corporate Unitholder).  (f) Enter your CDS account number and indicate the number of securities.  (g) Appoint your proxy(ies) or the Chairman of the Meeting  (h) Read and accept the General Terms and Conditions by clicking <b>“Next”</b>  (i) Enter the required particulars of your proxy(ies)  (j) Indicate your voting instructions – <b>“FOR”</b> or <b>“AGAINST”</b> or <b>“ABSTAIN”</b>. If you wish to have your proxy(ies) act upon his/her discretion, please indicate <b>“DISCRETIONARY”</b>.  (k) Review and confirm your proxy(ies) appointment. Click <b>“Apply”</b>.  (l) Download or print the eProxy Form acknowledgement.</p> <p><b>eProxy Lodgment – Nominees Company</b></p> <p>a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.  b) Select <b>“AME REAL ESTATE INVESTMENT TRUST EXTRAORDINARY GENERAL MEETING”</b> from the list of Meeting Events and click <b>“Enter”</b>. Click on <b>“Submit eProxy Form”</b>.  c) Select the company you would like to represent (if more than one).  d) Proceed to download the file format for <b>“Submission of Proxy Form”</b> from BSIP.  e) Prepare the file for the appointment of proxies by inserting the required data.  f) Proceed to upload the duly completed proxy appointment file.  g) Review and confirm your proxy appointment and click <b>“Submit”</b>.  h) Download or print the eProxy form as acknowledgement.</p>
5	<p>Email Notification</p> <p>(a) You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.  (b) After verification of your registration against the General Meeting Record of Depositors as at <b>29 October 2024</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.  (c) If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date.  (d) Please note that the closing date and time to submit your request for remote participation user ID and password is at <b>10.00 am on Tuesday, 5 November 2024</b> (48 hours before the commencement of the EGM).</p>
<b>PROCEDURE</b>	
<b>ACTION</b>	
<b>ON THE DAY OF THE EGM</b>	
6	<p>Login to Meeting Platform</p> <p>a) The Virtual Meeting Platform will be opened for login one (1) hour before the scheduled commencement of the EGM, which is from <b>9.00 am on Thursday, 7 November 2024</b>.  &gt; Launch Lumi portal by scanning the QR code provided in the email notification; or  &gt; Access the Lumi portal via <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.  b) Insert the Meeting ID number and sign in with the user ID and password provided by you via the email notification in Step 3 above.</p> <p>Note: The quality of the connectivity to the Virtual Meeting Platform for the live webcast and remote online voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users.</p>

7	Participate through Live Streaming	<p>[Note: Questions submitted online using typed text will be moderated before being sent to the Chairman to avoid repetition. Every question and message will be presented with the full name of the unitholder or proxy or corporate representative raising the question.]</p> <p>(a) If you would like to view the live webcast, select the broadcast icon. </p> <p>(b) If you would like to ask a question during the EGM, select the messaging icon. </p> <p>(c) Type your message within the chat box, once completed click the send button.</p> <p>The Chairman / Board of Directors will endeavor to respond to questions submitted by remote unitholders, proxies and corporate representatives during the EGM.</p> <p>Note: There shall not be two-way communication available at the meeting.</p>
8	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <p>(a) The polling icon will appear with the resolutions and voting choices until such time that the Chairman declares the end of the voting session. </p> <p>(b) To vote, select your voting choice from the options provided. A confirmation message will appear to indicate that your vote has been received.</p> <p>(c) To change your vote, re-select your voting option.</p> <p>(d) If you wish to cancel your vote, please press "Cancel".</p>
9	End of participation	<p>Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end.</p>

**G. No Distribution of Door Gifts**

There will be no distribution of door gifts for unitholder(s)/proxy(ies) who join or participate in the virtual EGM.

**H. No Recording or Photography**

No recording or photography of the EGM proceedings is allowed without the prior written permission of the Manager of AME REIT.

**I. Enquiry**

If you have any enquiries prior to the EGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.):

Boardroom Share Registrars Sdn Bhd  
Address : 11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia  
General Line : 603-7890 4700  
Fax Number : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

**Personal Data Policy**

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the unitholder has consented to the use of such data for purposes of processing and administration by the Manager of AME REIT (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The unitholder agrees that he will indemnify the Manager of AME REIT in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the unitholder's breach of warranty.



**AME REAL ESTATE INVESTMENT TRUST**

(A real estate investment trust constituted in Malaysia under the deed dated 23 May 2022 and registered with the Securities Commission Malaysia on 23 May 2022, entered into between I REIT Managers Sdn Bhd, incorporated in Malaysia under the Companies Act 2016 and RHB Trustees Berhad, incorporated in Malaysia under the Companies Act 1965 and is deemed registered under the Companies Act 2016)

**REQUEST FORM FOR CIRCULAR**

To : **Boardroom Share Registrars Sdn Bhd**  
11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

**REQUEST FOR PRINTED COPY OF CIRCULAR**

I/We wish to request for a printed copy of the Circular of **AME REAL ESTATE INVESTMENT TRUST** to be sent to me/us at the following address:

Name of Unitholder	:	
NRIC No./Passport No./Company No.	:	
CDS Account No.	:	
Mailing Address	:	
Contact No.	:	
Email Address	:	

\_\_\_\_\_  
Signature of Unitholder

Date: