

**ADMINISTRATIVE DETAILS OF THE ANNUAL GENERAL MEETING ("AGM") OF
CAPITALAND MALAYSIA TRUST (formerly known as Capitaland Malaysia Mall Trust) ("CLMT")**

Day and Date : Wednesday, 30 March 2022
Time : 10:00 a.m.
Online Meeting Platform : <https://meeting.boardroomlimited.my>
(Domain Registration No. with MYNIC - D6A357657)

Dear Unitholders,

1. VIRTUAL MEETING

- (a) As part of the initiatives to curb the spread of Coronavirus Disease 2019 ("COVID-19"), we, Capitaland Malaysia REIT Management Sdn. Bhd. (formerly known as Capitaland Malaysia Mall REIT Management Sdn. Bhd.) ("the Manager"), as the manager to CLMT, wish to inform that the coming AGM of CLMT will be conducted on a fully virtual basis through live streaming via remote participation and electronic voting ("RPEV") facilities via Online Meeting Platform.
- (b) The conduct of a fully virtual AGM is in line with the revised Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 ("Revised Guidance Note and FAQs"). The Revised Guidance Note and FAQs state that in a fully virtual general meeting, all meeting participants including the Chairperson of the meeting, board members, senior management and Unitholders are required to participate in the meeting online. According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.
- (c) You/your proxies are required to submit the request for RPEV access no later than **Monday, 28 March 2022 at 10.00 a.m.**
- (d) Kindly ensure that you are connected to the internet at all times in order to participate and vote when our AGM has commenced. Therefore, you are advised to ensure that connectivity for the duration of the meeting is maintained.

2. ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

- (a) Only a depositor whose name appears on the ROD as at 24 March 2022 shall be entitled to attend the AGM or appoint proxies to attend and/or vote on his/her behalf.
- (b) If you are unable to participate at the AGM, you may also appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form.

3. VOTING PROCEDURE

- (a) The voting on the resolutions at the AGM will be conducted by poll. The Manager has appointed Boardroom Corporate Services Sdn. Bhd. as Poll Administrator ("Boardroom") to conduct the poll by way of electronic voting (e-voting) and Quantegic Services Sdn. Bhd. as Scrutineers to verify the poll results.
- (b) You and your proxies are required to use one (1) of the following methods to vote remotely:
 - i. Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - ii. Access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>.
- (c) For the purpose of this AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

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- (d) During the AGM, the Chairman will invite the Poll Administrator to provide a brief on the e-Voting housekeeping rules.
- (e) You can proceed to vote on the resolution before the end of the voting session which will be announced by the Chairman of the meeting and submit your votes any time from the commencement of the AGM at 10.00 a.m.
- (f) The Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

4. CORPORATE UNITHOLDER

In the event you are a Corporate Unitholder who require a corporate representative to participate and vote at the Meeting, you must deposit the original certificate of appointment of a corporate representative not less than forty-eight (48) hours before the time appointed for holding the Meeting or at any adjournment thereof.

5. LODGEMENT OF PROXY FORM

- (a) As long as you are entitled to participate and vote at the Meeting, you are entitled to appoint proxy(ies) to participate and vote in your stead. If you are not able to participate the AGM remotely, you are strongly encouraged to appoint the Chairman of the Meeting as your proxy and indicate your voting instruction in the Proxy Form.
- (b) Proxy Form must be deposited at the Poll Administrator's office at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Monday, 28 March 2022 at 10.00 a.m. Any alteration to the Form of Proxy must be initialed.
- (c) Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com> not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Monday, 28 March 2022 at 10.00 a.m. For further information, kindly refer to the "Appointment of Proxy" under "Procedures for RPEV" below:




6. PROCEDURES FOR RPEV

- (a) Unitholders/proxies/corporate representatives/attorneys of CLMT shall use the RPEV facilities to attend, speak (including posing questions to the Board of Directors of the Manager ("Board") via real time submission of typed texts) and vote (collectively, "participate") at the virtual AGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
- (b) Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants. Therefore, kindly ensure that connectivity for the duration of the meeting is maintained.
- (c) Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

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BEFORE AGM DAY		
Procedure		Action
i.	Register Online with BoardRoom Smart Investor Portal (for first time registration only)	<p><i>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step (ii). Submit a request for Remote Participation user ID and password.)</i></p> <ol style="list-style-type: none"> Access website https://investor.boardroomlimited.com Click <<Register>> to sign up as a user. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. Please enter a valid email address and wait for Boardroom's email verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
ii.	Submit request for remote participation (User ID and Password)	<p><i>(Note: Registration for remote access will be opened on 28 February 2022 up to Monday, 28 March 2022 at 10.00 a.m.)</i></p> <p>Individual Unitholders</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password. Select CAPITALAND MALAYSIA TRUST ANNUAL GENERAL MEETING " from the list of Corporate Meetings and click "Enter". Read and agree to the Terms & Conditions. Enter your CDS Account and thereafter submit your request. <p>Appointment of Proxy</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select "CAPITALAND MALAYSIA TRUST ANNUAL GENERAL MEETING" from the list of Corporate Meetings and click "Enter". Click on "Submit eProxy Form". Read and accept the General Terms and Conditions by clicking Next. Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy appointment and click "Apply". Download or print the eProxy form as acknowledgement. <p>Corporate Representatives and Attorneys</p> <ol style="list-style-type: none"> Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Unitholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request. 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.
iii.	Email notification	<ol style="list-style-type: none"> You will receive notification from Boardroom that your request(s) has been received and is being verified. Upon system verification against the Record of Depositories of the AGM as at Thursday, 24 March 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. 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. Please note that the closing date and time to submit your request is by Wednesday, 28 March 2022 at 10.00 a.m.

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BEFORE AGM DAY		
Procedure		Action
ON THE DAY OF THE AGM		
Procedure		Action
iv.	Login to Virtual Meeting Platform	<p>a. The Virtual Meeting platform will be opened for login one (1) hour before the commencement of the AGM at 9:00 a.m. on Wednesday, 30 March 2022, which can be accessed via one of the following methods:</p> <ul style="list-style-type: none"> ➤ Launch Lumi AGM by scanning the QR Code provided in the email notification; ➤ Access to Lumi AGM meeting platform via website at https://meeting.boardroomlimited.my. <p>b. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii) above.</p>
v.	Participate	<p>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</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 AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
vi.	Voting	<p>a. Once the Meeting is opened for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "CANCEL".</p>
vii.	End of Participation	<p>a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the messaging window will be disabled.</p> <p>b. You can now logout from the virtual meeting platform.</p>

- (d) If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.

7. REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM, i.e. latest by Monday, 28 March 2022 at 10.00 a.m. Upon revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

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8. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTIONS AT THE AGM

- (a) You will be able to view the presentation or slides via the live webcast.
- (b) The Board will endeavour to respond to the questions submitted via the messaging window which are related to the resolution to be table at the AGM as well as the financial performance/prospects of CLMT to the extent where time permits.
- (c) Priority will be given to questions which were submitted ahead of the AGM. Questions which are not related to the AGM will be not be answered by the Board.

9. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD

- (a) You may submit questions in advance on the AGM resolutions and Annual Report 2021 no later than 10:00 a.m. Monday, 28 March 2022 via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> using the same email address and password used for Step (ii) above, and select "SUBMIT QUESTION" to pose questions ("Pre-AGM Meeting Questions").
- (b) Thereafter, on the morning of the AGM, you may also submit questions via the messaging box in the meeting platform at <https://meeting.boardroomlimited.my> starting at 9:00 a.m. This meeting platform will remain open throughout the virtual AGM session.
- (c) The Board will endeavour to respond to Pre-AGM Meeting Questions and questions submitted from 9:00 a.m. on the day of the AGM and throughout the meeting. However, not all questions will be answered during the meeting. In such event, the responses will be posted on CLMT's website as soon as practicable.

10. PROCEDURE DURING THE AGM

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Manager.

11. ENQUIRY

If you have any enquiries prior to the AGM or if you wish to request for technical assistance to participate in the virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details as follows:

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 (Helpdesk)

Fax Number : 603-7890 4670

Email : BSR.Helpdesk@boardroomlimited.com

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PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a Unitholder (i) consents to the collection, use and disclosure of the Unitholder's personal data by the Manager and the Trustee (or their agents) for the purpose of processing and administering the proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Manager and the Trustee (or their agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the Purposes), (ii) warrants that where the Unitholder discloses the personal data of the Unitholder's proxy(ies) and/or representative(s) to the Manager and the Trustee (or their agents), the Unitholder has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Manager and the Trustee (or their agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the Unitholder will indemnify the Manager and the Trustee in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the Unitholder's breach of warranty.