

CAPITALAND MALAYSIA MALL TRUST
Administrative Details

ADMINISTRATIVE DETAILS OF THE EXTRAORDINARY GENERAL MEETING ("EGM") OF CAPITALAND MALAYSIA MALL TRUST ("CMMT")

Meeting Platform : <https://web.lumiagm.com>
Day and Date : Monday, 14 June 2021
Time : 11:00 a.m.
Broadcast Venue : 12th Floor, Menara Symphony, No 5, Jalan Prof. Khoo Kay Kim,
Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Dear Unitholders,

1. VIRTUAL MEETING

- (a) In view of the COVID-19 outbreak and as part of the safety measures, we, CapitalLand Malaysia Mall REIT Management Sdn. Bhd. ("the **Manager**"), as the manager to CMMT, wish to inform that the upcoming EGM of CMMT will be conducted entirely on a fully virtual basis through live streaming via Remote Participation and Electronic Voting ("**RPEV**") facilities from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia.
- (b) The Broadcast Venue of the EGM is strictly for the purpose of complying with the Securities Commission Guidance Note, which requires the Chairperson of the meeting to be present at the main venue of the meeting. You/your proxies **WILL NOT BE ALLOWED** to attend in person the EGM of CMMT at the Broadcast Venue location on the day of the meeting.
- (c) You/your proxies are required to submit the request for RPEV access no later than **Saturday, 12 June 2021 at 11.00 a.m.** or at any adjournment thereof.
- (d) Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual EGM 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 Register of Depositors as at 9 June 2021 shall be entitled to attend the EGM or appoint proxies to attend and/or vote on his/her behalf.
- (b) If you are unable to participate in the EGM, 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 of the resolution at the EGM 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 the scrutineer (the "**Scrutineer**") 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 website <https://web.lumiagm.com>
- (c) For the purpose of this EGM, 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 EGM, 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 EGM at 11.00 a.m. or at any adjournment thereof.
- (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 resolution put to vote was successfully carried or otherwise.

4. PROCEDURES FOR RPEV

- (a) Unitholders/proxies/corporate representatives/attorneys of CMMT 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 EGM. 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:

BEFORE EGM 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> <ul style="list-style-type: none"> a. Access website https://boardroomlimited.my b. Click <<Login>> and click <<Register>> to sign up as a user. c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG, PNG or PDF format d. Please enter a valid email address and wait for Boardroom's email verification. e. 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 21 May 2021. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by Saturday, 12 June 2021 at 11.00 a.m. or at any adjournment thereof.)</i></p> <p>Individual Unitholders</p> <ul style="list-style-type: none"> a. Login to https://boardroomlimited.my using your user ID and password. b. Select "VIRTUAL MEETING" from main menu and select the correct Corporate Event "CAPITALAND MALAYSIA MALL TRUST EXTRAORDINARY GENERAL MEETING". c. Read and agree to the Terms & Conditions. d. Enter your CDS Account and thereafter submit your request.

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		<p>Corporate Representatives and Attorneys</p> <p>a. 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 Proxy Form (as the case may be) to submit the request.</p> <p>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>
iii.	Email notification	<p>a. You will receive notification from Boardroom that your request(s) has been received and is being verified.</p> <p>b. Upon system verification against the Record of Depositories of the EGM as at Wednesday, 9 June 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>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.</p> <p>d. Please note that the closing date and time to submit your request is by Saturday, 12 June 2021 at 11.00 a.m. or at any adjournment thereof.</p>
ON THE DAY OF THE EGM		
Procedure		Action
iv.	Login to Virtual Meeting Platform	<p>a. The Virtual Meeting portal will be opened for login one (1) hour before the commencement of the EGM at 10:00 a.m. on Monday, 14 June 2021, 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 website https://web.lumiagm.com <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><i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.)</i></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>
vi.	Voting	<p>a. Once the EGM is opened for voting, the polling icon  will appear with the resolution 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 EGM, 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>

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5. CORPORATE UNITHOLDER

- (a) In the event you are a Corporate Unitholder who requires a corporate representative to participate and vote at the EGM, 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 EGM i.e. latest by Saturday, 12 June 2021 at 11.00 a.m. or at any adjournment thereof.

6. LODGEMENT OF PROXY FORM

- (a) As long as you are entitled to participate and vote at the EGM, you are entitled to appoint proxy(ies) to participate and vote in your stead. If you are not able to participate in the EGM remotely, you are strongly encouraged to appoint the Chairman of the EGM as your proxy and indicate your voting instruction in the Proxy Form.
- (b) The Proxy Form must be deposited at the Poll Administrator's office at Level G 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 EGM, i.e. latest by Saturday, 12 June 2021 at 11.00 a.m. or at any adjournment thereof. Any alteration to the Proxy Form must be initialed.
- (c) Alternatively, the proxy appointment may also be lodged electronically via the Boardroom Smart Investor Portal at <https://boardroomlimited.my> not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by Saturday, 12 June 2021 at 11.00 a.m. or at any adjournment thereof. Kindly follow the steps below for the electronic lodgement of the Proxy Form ("**eProxy Lodgement**"):

Procedure		Action
Step 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 again. You may proceed to Step 2 on eProxy Lodgement.)</p> <ol style="list-style-type: none"> Access website https://boardroomlimited.my Click <<Login>> and 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.
Step 2	eProxy Lodgement	<ol style="list-style-type: none"> Access website https://boardroomlimited.my Login with your User ID and Password given above. Go to "E-PROXY LODGEMENT" and browse the Meeting List for "CAPITALAND MALAYSIA MALL TRUST EXTRAORDINARY GENERAL MEETING" and click "APPLY". Read the terms & conditions and confirm the Declaration. Enter your CDS Account Number and indicate the number of securities. Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).

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		<ul style="list-style-type: none">g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide on your vote.h. Review and confirm your proxy(ies) appointment.i. Click submit.j. Download or print the e-Proxy form acknowledgement
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- (d) If you wish to participate in the EGM yourself, please do not submit any proxy form for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.

7. REVOCATION OF PROXY

- (a) If you have submitted your Proxy Form prior to the EGM and subsequently decide to appoint another person or wish to participate in the EGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the EGM, i.e. latest by Saturday, 12 June 2021 at 11.00 a.m or at any adjournment thereof. Upon revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.

8. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTIONS AT THE EGM

- (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 tabled at the EGM as well as the details of the corporate proposal/prospects of CMMT to the extent where time permits.
- (c) Priority will be given to questions which were submitted ahead of the EGM. Questions which are not related to the EGM 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 EGM resolution (no later than 11.00 a.m., Saturday, 12 June 2021 or at any adjournment thereof) via Boardroom's website at <https://boardroomlimited.my> using the same email address and password used for Step (ii) above, and select "SUBMIT QUESTION" to pose questions) ("**Pre-EGM Meeting Questions**").
- (b) Thereafter, on the morning of the EGM, you may also submit questions via the messaging box on the meeting platform at <https://web.lumiagm.com> starting from 10:00 a.m. This web portal will remain open throughout the virtual EGM session.
- (c) The Board will endeavour to respond to Pre-EGM Meeting Questions and questions submitted from 10:00 a.m. on the day of the EGM and throughout the meeting. However, not all questions will be answered during the meeting. In such event, the responses will be posted on CMMT's website as soon as practicable.

10. PROCEDURE DURING THE EGM

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

11. VOUCHERS OR DOOR GIFTS

There will be no distribution of voucher(s) or door gift(s) to you/your proxies who participate in the EGM since the EGM is being conducted on a fully virtual basis.

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12. ENQUIRY

If you have any enquiries prior to the EGM or if you wish to request for technical assistance to participate in the fully 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

PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the EGM 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 EGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the EGM (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.