

## **ADMINISTRATIVE DETAILS OF THE UNITHOLDERS' MEETING OF CAPITALAND MALAYSIA TRUST ("CLMT")**

Day and Date : Thursday, 23 February 2023  
Time : 2.30 p.m.  
Broadcast Venue : The Auditorium at Level 3A, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor  
Meeting Platform : <https://meeting.boardroomlimited.my>

**Dear unitholders of CLMT ("Unitholders"),**

### **1. VIRTUAL MEETING**

- (a) We, CapitalLand Malaysia REIT Management Sdn. Bhd. ("Manager"), as Manager to CLMT, wish to inform that the upcoming Unitholders' Meeting of CLMT will be conducted on a virtual basis through live streaming via remote participation and electronic voting ("RPEV") facilities from the Broadcast Venue, details as set out above.
- (b) Since the Unitholders' Meeting will be conducted virtually, Unitholders/proxies/corporate representatives will not be allowed to be physically present at the Broadcast Venue on the day of the Unitholders' Meeting.
- (c) You/your proxies are required to submit the request for RPEV access no later than **Tuesday, 21 February 2023 at 2.30 p.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 Unitholders' Meeting 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 16 February 2023 shall be entitled to participate and vote at the Unitholders' Meeting or appoint proxies to participate and/or vote on his/her behalf.
- (b) If you are unable to participate at the Unitholders' Meeting, you may also appoint the chairman of the meeting ("Chairman") as your proxy and indicate the voting instructions in the Proxy Form.

### **3. VOTING PROCEDURE**

- (a) The voting on the resolutions at the Unitholders' Meeting will be conducted by poll. The Manager has appointed Boardroom Share Registrars Sdn. Bhd. ("Boardroom" or "Poll Administrator") as poll administrator to conduct the poll by way of electronic voting (e-voting) and Quantegic Services Sdn. Bhd. as the scrutineer ("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 Unitholders' Meeting 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 Unitholders' Meeting via website URL <https://meeting.boardroomlimited.my> given to you in the email along with your remote participation User ID and Password.
- (c) For the purpose of this Unitholders' Meeting, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

## **CAPITALAND MALAYSIA TRUST**

### **Administrative Details**

- (d) During the Unitholders' Meeting, the Chairman will invite the Poll Administrator to 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 Unitholders' Meeting at 2.30 p.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 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 Unitholders' Meeting, you must deposit the original certificate of appointment of a corporate representative at the Poll Administrator's office or lodged electronically at <https://investor.boardroomlimited.com> not less than forty-eight (48) hours before the time appointed for holding the Unitholders' Meeting i.e. latest by Tuesday, 21 February 2023 at 2.30 p.m. or at any adjournment thereof.

#### **5. LODGEMENT OF PROXY FORM**

- (a) As long as you are entitled to participate and vote at the Unitholders' Meeting, you are entitled to appoint proxy(ies) to participate and vote in your stead. If you are not able to participate at the Unitholders' Meeting remotely, you are strongly encouraged to appoint the Chairman 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 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 Unitholders' Meeting, i.e. latest by Tuesday, 21 February 2023 at 2.30 p.m. or at any adjournment thereof. Any alteration to the Proxy Form must be initialed.
- (c) Alternatively, the appointment of proxy may also be lodged electronically at <https://investor.boardroomlimited.com> not less than forty-eight (48) hours before the time of holding the Unitholders' Meeting, i.e. latest by Tuesday, 21 February 2023 at 2.30 p.m. or at any adjournment thereof. For further information, kindly refer to the "Appointment of Proxy" under "Online Registration Procedure" below:

#### **6. ONLINE REGISTRATION PROCEDURE**

- (a) Unitholders/proxies/corporate representatives/attorneys of CLMT shall use the RPEV facilities to participate, 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 Unitholders' Meeting. 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:




**CAPITALAND MALAYSIA TRUST**  
**Administrative Details**

<b>BEFORE UNITHOLDERS' MEETING DAY</b>		
<b>Procedure</b>	<b>Action</b>	
i.	Register Online with BoardRoom Smart Investor Portal ("BSIP") (for first time registration only)	<p>(Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step (ii). Submit a request for Remote Participation user ID and password.)</p> <ol style="list-style-type: none"> <li>Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up as a user.</li> <li>Please select the correct account type i.e. sign up as "Shareholder/ Unitholder" or "Corporate Holder".</li> <li>Complete the registration with all required information. Upload a softcopy of your or representative's MyKAD/Identification Card (front and back) or Passport. For Corporate Holder, kindly upload the authorisation letter as well. Click "<b>Sign Up</b>".</li> <li>You will receive an e-mail from BSIP Online for e-mail address verification. Click on "<b>Verify E-mail Address</b>" from the e-mail received to continue with the registration.</li> <li>Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on "<b>Request OTP Code</b>" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click "<b>Enter</b>" to complete the process.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ol>
ii.	Submit request for remote participation (User ID and Password)	<p>(Note: Registration for remote access will be opened on 8 February 2023 up to <b>Tuesday, 21 February 2023 at 2.30 p.m.</b> or at any adjournment thereof)</p> <p><b>For Unitholders</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password created with BSIP from Step 1 above.</li> <li>Select "<b>CAPITALAND MALAYSIA TRUST UNITHOLDERS' MEETING</b>" from the list of Corporate Meetings and click "<b>Enter</b>".</li> </ol> <p><b>To attend the Unitholders' Meeting remotely</b></p> <ol style="list-style-type: none"> <li>Click on "<b>Register for RPEV</b>"</li> <li>Read and agree to the Terms &amp; Conditions and click "<b>Next</b>".</li> <li>Enter your CDS Account and thereafter submit your request.</li> </ol> <p><b>Appointment of Proxy</b></p> <ol style="list-style-type: none"> <li>Click on "<b>Submit eProxy Form</b>".</li> <li>Select the company you would like to represent if more than one (for Corporate Holder).</li> <li>Enter your CDS Account Number and number of securities held.</li> <li>Select your proxy – either the Chairman of the meeting or individual named proxy(ies).</li> <li>Read and accept the General Terms and Conditions by clicking "<b>Next</b>".</li> <li>Enter the required particulars of your proxy(ies).</li> <li>Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b>, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy appointment and click "<b>Apply</b>".</li> <li>Download or print the eProxy form as acknowledgement.</li> </ol> <p><i>Note for Corporate Holders: if you wish to appoint more than one (1) company, kindly click the home button and select "Edit Profile" in order to add company name.</i></p>

**CAPITALAND MALAYSIA TRUST**  
**Administrative Details**

<b>BEFORE UNITHOLDERS' MEETING DAY</b>		
<b>Procedure</b>		<b>Action</b>
		<p><b>Corporate Holders (via email)</b></p> <ol style="list-style-type: none"> <li>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 a corporate representative or Proxy Form (as the case may be) to submit the request.</li> <li>Please provide a copy of corporate representative's MyKad/Identification Card (front and back) or Passport as well as his/her email address.</li> </ol> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <p><b>Via BSIP</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password created with BSIP from Step 1 above.</li> <li>Select "<b>CAPITALAND MALAYSIA TRUST UNITHOLDERS' MEETING</b>" from the list of corporate meetings and click "Enter".</li> <li>Click on "<b>Submit eProxy Form</b>".</li> <li>Select the company you would like to represent if more than one.</li> <li>Proceed to download the file format for "<b>Submission of Proxy Form</b>" from BSIP.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Review and confirm your proxy appointment and click "<b>Submit</b>".</li> <li>Download or print the eProxy form as acknowledgement.</li> </ol> <p><i>Note: if you wish to appoint more than one (1) company, kindly click the home button and select "<b>Edit Profile</b>" in order to add company name.</i></p> <p><b>Via email</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing softcopy of the Proxy Form, the name of shareholders and CDS Account Number to submit the request.</li> <li>Please provide a copy of proxy holder's MyKad/Identification Card (front and back) or Passport as well as his/her email address.</li> </ol>
iii.	Email notification	<ol style="list-style-type: none"> <li>You will receive notification from Boardroom that your request(s) has been received and is being verified.</li> <li>Upon system verification against the Record of Depositories of the Unitholders' Meeting as at Thursday, 16 February 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>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.</li> <li>Please note that the closing date and time to submit your request is by Tuesday, 21 February 2023 at 2.30 p.m. or at any adjournment thereof.</li> </ol>
<b>ON THE DAY OF THE UNITHOLDERS' MEETING</b>		
<b>Procedure</b>		<b>Action</b>
iv.	Login to Virtual Meeting Platform	<ol style="list-style-type: none"> <li>The Virtual Meeting Platform will be opened for login one (1) hour before the commencement of the Unitholders' Meeting at 1.30 p.m. on Thursday, 23 February 2023 or at any adjournment thereof, which can be accessed via one of the following methods: <ul style="list-style-type: none"> <li>➤ Launch Lumi Unitholders' Meeting by scanning the QR Code provided in the email notification;</li> </ul> </li> </ol>

**CAPITALAND MALAYSIA TRUST**  
**Administrative Details**

<b>BEFORE UNITHOLDERS' MEETING DAY</b>		
<b>Procedure</b>		<b>Action</b>
		<p>➤ Access to Lumi Unitholders' Meeting meeting platform via website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</p> <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 Unitholders' Meeting, 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, please 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, re-select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "<b>CANCEL</b>".</p>
vii.	End of Participation	<p>a. Upon the announcement by the Chairman on the closure of the Unitholders' Meeting, 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 Unitholders' Meeting yourself, please do not submit any Proxy Form for the Unitholders' Meeting. You will not be allowed to participate in the Unitholders' Meeting together with a proxy appointed by you.

## **7. REVOCATION OF PROXY**

If you have submitted your Proxy Form prior to the Unitholders' Meeting and subsequently decide to appoint another person or wish to participate in the Unitholders' Meeting yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the Unitholders' Meeting, i.e. latest by Tuesday, 21 February 2023 at 2.30 p.m. or at any adjournment thereof. Upon revocation, your proxy(ies) will not be allowed to participate in the Unitholders' Meeting. In such event, you should advise your proxy(ies) accordingly.

## **8. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTIONS AT THE UNITHOLDERS' MEETING**

- (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 resolutions to be table at the Unitholders' Meeting to the extent where time permits.
- (c) Priority will be given to questions which were submitted ahead of the Unitholders' Meeting. Questions which are not related to the Unitholders' Meeting will not be answered by the Board.

## **CAPITALAND MALAYSIA TRUST**

### **Administrative Details**

#### **9. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD**

- (a) You may submit questions in advance on the Unitholders' Meeting resolutions no later than Tuesday, 21 February 2023 at 2.30 p.m. or at any adjournment thereof 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-Unitholders' Meeting Questions").
- (b) Thereafter, on the day of the Unitholders' Meeting, you may also submit questions via the messaging box in the meeting platform at <https://meeting.boardroomlimited.my> starting at 1.30 p.m. or at any adjournment thereof. This meeting platform will remain open throughout the virtual Unitholders' Meeting session.
- (c) The Board will endeavour to respond to Pre-Unitholders' Meeting Questions and questions submitted from 1.30 p.m. or at any adjournment thereof on the day of the Unitholders' Meeting 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 after the conclusion of the Unitholders' Meeting.

#### **10. PROCEDURE DURING THE UNITHOLDERS' MEETING**

No recording or photography of the Unitholders' Meeting proceedings is allowed without the prior written permission of the Manager.

#### **11. ENQUIRY**

If you have any enquiries prior to the Unitholders' Meeting or if you wish to request for technical assistance to participate in the 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	:	11 <sup>th</sup> 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	:	<a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a>

#### **PERSONAL DATA PRIVACY**

By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the Unitholders' Meeting 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 MTrustee Berhad (or their agents) for the purpose of processing and administering the proxies and representatives appointed for the Unitholders' Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Unitholders' Meeting (including any adjournment thereof), and in order for the Manager and MTrustee Berhad (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 MTrustee Berhad (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 MTrustee Berhad (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 MTrustee Berhad in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the Unitholder's breach of warranty.