

Administrative Details

for the Extraordinary General Meeting of Sime Darby Property Berhad

Date	:	Wednesday, 24 May 2023
Time	:	12.30 p.m. or after the conclusion of the Fiftieth Annual General Meeting of the Company or at any adjournment thereof, whichever is later
Broadcast Venue	:	Banquet Hall, 1st Floor, Main Lobby Kuala Lumpur Golf & Country Club No. 10, Jalan 1/70D, Off Jalan Bukit Kiara 60000 Kuala Lumpur, Malaysia
Online Platform	:	TIIH Online website at https://tiih.online with Remote Participation and Voting Facilities

1. VIRTUAL EXTRAORDINARY GENERAL MEETING

The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the Extraordinary General Meeting (“**EGM**”) on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting (“**RPV**”) facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd’s (“**Tricor**”) **TIIH Online** website at <https://tiih.online>.

The Broadcast Venue of the EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be at the main venue of the meeting. No shareholders, proxy(ies), authorised representative(s)/attorney(s) will be physically present at the Broadcast Venue on the day of the meeting.

2. GENERAL MEETING RECORD OF DEPOSITORS

Only members whose names appear on the Record of Depositors as at 15 May 2023 (“**General Meeting ROD**”) shall be eligible to attend, speak and vote at the EGM or appoint a proxy(ies) to attend and vote on his/her behalf.

3. REGISTRATION FOR RPV AT THE EGM

Shareholders are invited to attend the EGM to exercise your right to attend, participate and vote at the EGM remotely by using the RPV facilities at <https://tiih.online>. Kindly refer to the following steps:

- i) Register as a user of TIIH Online
 - a) Access the TIIH online website at <https://tiih.online>.
 - b) Under “e-Services”, select the **Sign Up** button followed by “Create Account by **Individual Holder**”. Refer to the tutorial guide posted on the homepage for assistance.
 - c) Registration as a user will be approved within one (1) working day and you will be notified via e-mail.
 - d) If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.

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ii) Register your attendance for the EGM remotely

- a) Registration is open from the date of the Notice of EGM on **Tuesday, 9 May 2023** until such time before the voting session ends at the EGM on Wednesday, 24 May 2023.
- b) Shareholder(s), proxy(ies), corporate representative(s) or attorney(s) are required to **pre-register** their attendance for the EGM for verification of their eligibility to attend the EGM using the RPV based on the General Meeting ROD as at 15 May 2023.
- c) Login with your user ID (e-mail address) and password and select the corporate event: **“(Registration) Sime Darby Property Berhad EGM 2023”**
- d) Read and agree to the Terms & Conditions and confirm the Declaration.
- e) Select **“Register for Remote Participation and Voting”**.
- f) Review your registration and proceed to register.
- g) TIIH Online will send an e-mail to notify that your registration for remote participation is received and will be verified.

iii) Verification and notification by TIIH Online of your registration

- a) After verification of your registration against the General Meeting ROD as at 15 May 2023, TIIH Online will send you an **e-mail on or after 22 May 2023 to confirm the approval** of your registration for RPV. The procedures for attendance via the RPV are detailed out in the said email and as set out in **Note 7** below.
- b) In the event your registration is not approved, you will be notified via e-mail.

(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).

4. PROXY

i) Appointment of Chairman of the Meeting as proxy

If a shareholder is not able to attend the EGM, he/she can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form. Kindly refer to lodgement of Proxy Form in accordance with **Note 5** below.

ii) Appointment of proxy, corporate representative or attorney

- a) Shareholder who has appointed a proxy(ies), corporate representative(s) or attorney(s) to participate at the EGM via RPV must ensure that the Proxy Form is completed with required information, signed and dated. The Proxy Form must be deposited in accordance with **Note 5** below.
- b) Shareholder must also request his/her proxy(ies), authorised representative or attorney to register himself/herself as a user with TIIH Online website at <https://tiih.online>.
- c) The representative of a corporation or institutional shareholder must register as a user in accordance with **Note 5 (ii) (b)** below before he/she can subscribe to this corporate holder electronic proxy submission.

iii) Documents relating to appointment as corporate representative

For a corporate member who has appointed a representative to participate via RPV at the EGM, please deposit the **ORIGINAL** certificate of appointment with the Share Registrar of the Company, Tricor at the address as set out under **Note 5 (i)** below not later than **Monday, 22 May 2023 at 12.30 p.m.** The certificate of appointment should be executed in the following manner:

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- a) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
 - b) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by at least two (2) authorised officers, of whom one shall be a director; or any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.
- iv) Documents relating to appointment of proxy by power of attorney
- a) Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company, Tricor at the address as set out under **Note 5 (i)** below not later than **Monday, 22 May 2023 at 12.30 p.m.**
 - b) A copy of the power of attorney may be accepted provided it is certified notarially and/or in accordance with applicable legal requirements in the relevant jurisdiction in which it is executed.

5. CUT-OFF DATE AND TIME FOR LODGEMENT OF PROXY FORM

Proxy Form and/or documents relating to the appointment of proxy/corporate representative/attorney for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 22 May 2023 at 12.30 p.m.:**

- i) In hard copy:
 - a) By hand or post to the office of the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur;
 - b) By fax at +603-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com
- ii) In electronic form via TIIH Online
 - a) **Steps for Individual Shareholders**
 - Registration as a user of TIIH Online as set out under **Note 3 (i)** above.
 - As a registered user of TIIH Online, go to <https://tiih.online> and login with your user ID (e-mail address) and password.
 - Select the corporate exercise/event: "**Sime Darby Property EGM 2023 - Submission of Proxy Form**".
 - Read and agree to the Terms & Conditions and confirm the Declaration.
 - Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.
 - Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.
 - Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
 - Review and confirm your proxy(ies) appointment.
 - Print the Proxy Form for your record.

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b) Steps for authorised/nominated representative of corporation or institutional shareholders

- Registration as user with TIIH Online
 - Access the TIIH Online at <https://tiih.online>.
 - Under “e-Services”, select the **Sign Up** button followed by “Create Account by **Representative of Corporate Holder Account**”.
 - Complete the registration form and upload the required documents.
 - Registration will be verified, and you will be notified by email within one (1) to two (2) working days.
 - Proceed to activate your account with the temporary password given in the email and reset your own password.
- Prepare appointment of Proxy
 - As a registered user of TIIH Online, go to <https://tiih.online> and login with your user ID (e-mail address) and password.
 - Select the corporate exercise/event : “**Sime Darby Property EGM 2023 : Submission of Proxy Form**”
 - Read and agree to the Terms & Conditions and confirm the Declaration.
 - Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note given therein.
 - Prepare the file for the appointment of proxy(ies) by inserting the required data.
- Submit proxy appointment file
 - Select corporate exercise/event: “**Sime Darby Property EGM 2023 : Submission of Proxy Form**”.
 - Proceed to upload the duly completed proxy appointment file.
 - Select “Submit” to complete your submission.
 - Print the confirmation report of your submission for your record.

6. SUBMISSION OF QUESTIONS FOR THE EGM

The Board recognises that the EGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the EGM, shareholders may in advance, before the EGM, submit questions to the Board of Directors as follows:

i) Prior to EGM

Shareholders may submit question in relation to the agenda item for the EGM prior to the EGM via TIIH Online at <https://tiih.online>, by selecting “e-Services” to login, pose questions and submit electronically not later than **Monday, 22 May 2023**. The responses to these questions will be shared at the EGM.

ii) During the meeting

Shareholders may use the **Query Box** facility to ask questions in real time (in the form of typed text) during the EGM. The Board and Senior Management will be in attendance either at the Broadcast Venue or remotely to provide responses accordingly.

7. RPV ON THE DATE OF EGM

Subsequent to approved registration for the RPV, shareholders are advised to exercise your right to join the live streaming, participate and vote remotely at the EGM. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.

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The procedures for the RPV facilities are as follows:

i) Login to TIIH Online

Login with your user ID (e-mail address) and password for remote participation at the EGM at any time from 11.30 a.m. (i.e. 1 hour before the commencement of EGM at 12.30 p.m.) on Wednesday, 24 May 2023.

ii) Participate through Live Streaming

- a) Select the corporate event: “**(Live Stream Meeting) Sime Darby Property Berhad EGM 2023**” to engage in the proceedings of the EGM remotely.
- b) If you have any question for the Chairman/Board, you may use the **Query Box** to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the EGM. If the questions are received late after the Questions & Answer session, the responses will be e-mailed to you at the earliest possible, after the meeting.
- c) Please note that the quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.

iii) Remote Online voting

The Online Voting session commences from **12.30 p.m.** on **Wednesday, 24 May 2023** until a time when the Chairman announces the end of the session.

- a) Select the corporate event : “**(Remote Voting) Sime Darby Property EGM 2023**” or if you are on the Live Stream meeting page, you can select “**GO TO REMOTE VOTING PAGE**” button below the Query Box.
- b) Read and agree to the Terms & Conditions and confirm the Declaration.
- c) Select the CDS account that represents your shareholdings.
- d) Indicate your votes for the resolutions that are tabled for voting.
- e) Confirm and submit your votes.

iv) Helpline Contact

In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at +6011-4080 5616 / +6011-4080 3168 / +6011-4080 3169 / +6011-4080 3170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

v) End Live Streaming for remote participation

The Live Streaming will end upon the announcement made by the Chairman on the conclusion of the EGM subsequent to the declaration on the outcome of the resolution.

vi) No Door Gift(s) or Food Voucher(s)

There will be no distribution of door gift(s) or food voucher(s) to shareholders/ proxies who participated the EGM.

8. POLL VOTING

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“**Bursa Securities**”).

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The Company has appointed Tricor as Poll Administrator to conduct the poll by way of **online voting**. Kindly note that the online voting session will commence from the start of the EGM at **12.30 p.m.** until such time when the Chairman announces the end of the voting session. This is in line with the revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia which states that members shall be allowed to cast their votes remotely and contemporaneously (live) during the proceeding of the general meeting.

The Company has also appointed Coopers Professional Scrutineers Sdn Bhd as Independent Scrutineers to verify the poll results.

The resolution proposed at the EGM and the results of the voting will be announced at the EGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

9. NO RECORDING OR PHOTOGRAPHY

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

10. CIRCULAR TO SHAREHOLDERS

The Circular to Shareholders is available on the Company's website at www.simedarbyproperty.com and Bursa Securities website at www.bursamalaysia.com under Company's announcements.

You may request for a printed copy of the Circular to Shareholders at <https://tiih.online> by selecting "Request for Circular" under the "Investor Services".

Kindly consider the environment before you decide to request for the printed copy of the Circular to Shareholders.

11. ENQUIRY

If you have any enquiry prior to the EGM, please contact our Share Registrar, Tricor during office hours i.e. from 9.00 a.m. to 5.30 p.m. (Monday to Friday):

- i) Tel No. : +603 - 2783 9299 (General)
- ii) Fax No. : +603 - 2783 9222
- iii) Email : is.enquiry@my.tricorglobal.com
- iv) Officers : Ms. Lim Lay Kiow (+603 - 2783 9232 / Lay.Kiow.Lim@my.tricorglobal.com)
Puan Zakiah Wardi (+603 - 2783 9287 / Zakiah@my.tricorglobal.com)

In the event that any new procedures, guidelines or measures may affect the administration of the EGM as set out in this Administrative Details and requiring material change to the proceedings of the meeting, the Company will issue announcement on the same accordingly. Kindly check the Company's website or announcements for the latest updates on the status of the EGM. You may also contact the above Officers for information.