

### NOTICE OF UNITHOLDERS' MEETING

**NOTICE IS HEREBY GIVEN** that the meeting of unitholders of KIP Real Estate Investment Trust ("KIP REIT") ("Unitholders' Meeting") will be conducted on a virtual basis via live streaming and online voting through Remote Participation Electronic Voting facilities, at the Broadcast Venue at 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor (Online Meeting Platform: <https://meeting.boardroomlimited.com>) on Thursday, 23 January 2025 at 10.00 a.m., or at any adjournment thereof, for the purpose of considering and if thought fit, passing with or without modification, the following resolutions:

#### ORDINARY RESOLUTION 1

**PROPOSED ACQUISITION BY PACIFIC TRUSTEES BERHAD, ACTING SOLELY IN ITS CAPACITY AS THE TRUSTEE FOR AND ON BEHALF OF KIP REIT ("TRUSTEE"), OF THE LEASEHOLD INTEREST WITH AN UNEXPIRED TERM OF APPROXIMATELY 74 YEARS IN A SINGLE STOREY DETACHED FACTORY WITH A MEZANINE FLOOR AND A FOUR (4) STOREY OFFICE BUILDING ANNEXED BEARING POSTAL ADDRESS NO. 35, JALAN C.J. 1/1, KAWASAN PERUSAHAAN CHERAS JAYA, 43200 CHERAS, SELANGOR DARUL EHSAN HELD UNDER TITLE NO. HS(M) 13156, LOT NO. PT 23677, TEMPAK OF CHERAS JAYA, MUKIM OF CHERAS, DISTRICT OF ULU LANGAT, STATE OF SELANGOR ("SUBJECT PROPERTY 1") FROM SIN CHEE HENG SDN BHD ("SCHSB"), FOR A CASH CONSIDERATION OF RM22.60 MILLION, TOGETHER WITH A TENANCY AGREEMENT SIGNED IN ESCROW BY THE TRUSTEE AND SCHSB FOR SCHSB TO RENT THE SUBJECT PROPERTY 1 FROM THE TRUSTEE FOR A FIXED TERM OF 3 YEARS WITH AUTOMATIC RENEWALS OF 3 CONSECUTIVE TERMS OF 3 YEARS EACH ("PROPOSED ACQUISITION 1")**

**"THAT** subject to the fulfilment of the conditions precedent under the conditional sale and purchase agreement dated 29 August 2024 between the Trustee and SCHSB ("SPA 1") and the approvals of all relevant authorities and/or parties (where required) being obtained, approval be and is hereby given to the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, to acquire the Subject Property 1 in accordance with the terms and conditions of the SPA 1;

**THAT** subject to the completion of the acquisition of the Subject Property 1, approval be and is hereby given to the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, to grant a tenancy to SCHSB for SCHSB to rent the Subject Property 1 from the Trustee for a fixed term of 3 years with automatic renewals of 3 consecutive terms of 3 years each, commencing upon the completion of the SPA 1, and in accordance with the terms and conditions contained in the tenancy agreement ("Tenancy Agreement 1");

**AND THAT** the board of directors of KIP REIT Management Sdn Bhd ("Board"), being the management company of KIP REIT ("Manager") (save for the interested director) and the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, be and is hereby authorised to:-

- enter into any arrangements, transactions and/or undertakings and to execute, sign and deliver for and on behalf of KIP REIT, all such agreements, instruments, documents and/or deed as the Board (save for the interested director) and the Trustee may from time to time deem fit, necessary, expedient and/or appropriate for or in connection with the Proposed Acquisition 1;
- assent and/or give effect to any terms, conditions, modifications, variations and/or amendments in respect of the Proposed Acquisition 1 (including but not limited to the SPA 1 and the Tenancy Agreement 1) as may be required and/or as the Board (save for the interested director) may in its discretion deem fit, necessary, expedient or appropriate and/or as may be required by the relevant regulatory authorities; and
- take all such steps and do all such acts, deeds and things in any manner as the Board (save for the interested director) and the Trustee may from time to time deem fit, necessary, expedient and/or appropriate to implement, finalise and/or give full effect to and complete the Proposed Acquisition 1."

#### ORDINARY RESOLUTION 2

**PROPOSED ACQUISITION BY PACIFIC TRUSTEES BERHAD, ACTING SOLELY IN ITS CAPACITY AS THE TRUSTEE FOR AND ON BEHALF OF KIP REIT, OF THE LEASEHOLD INTEREST WITH AN UNEXPIRED TERM OF APPROXIMATELY 34 YEARS IN A DOUBLE STOREY OFFICE CUM SIX (6) STOREY PROCESSING PLANT AND ANCILLARY BUILDING BEARING POSTAL ADDRESS LOT 3122, BLK 26, KEMENA LAND DISTRICT, KIDURONG LIGHT INDUSTRIAL ESTATE, JALAN TANJUNG KIDURONG, 97000 BINTULU, SARAWAK HELD UNDER TITLE NO. LOT 3122 BLOCK 26 KEMENA LAND DISTRICT, TRN 09-LCL-032-026-03122, LOCALITY OF JALAN KIDURONG, DIVISION OF BINTULU, STATE OF SARAWAK ("SUBJECT PROPERTY 2") FROM TEJU LOGISTICS SDN BHD ("TLSB"), FOR A CASH CONSIDERATION OF RM28.70 MILLION, TOGETHER WITH A TENANCY AGREEMENT SIGNED IN ESCROW BY THE TRUSTEE AND HEXTAR SOLUTIONS SDN BHD ("HSSB") FOR HSSB TO RENT THE SUBJECT PROPERTY 2 FROM THE TRUSTEE FOR A FIXED TERM OF 3 YEARS WITH AUTOMATIC RENEWALS OF 4 CONSECUTIVE TERMS OF 3 YEARS EACH ("PROPOSED ACQUISITION 2")**

**"THAT** subject to the fulfilment of the conditions precedent under the conditional sale and purchase agreement dated 29 August 2024 between the Trustee and TLSB ("SPA 2") and the approvals of all relevant authorities and/or parties (where required) being obtained, approval be and is hereby given to the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, to acquire the Subject Property 2 in accordance with the terms and conditions of the SPA 2;

**THAT** subject to the completion of the acquisition of the Subject Property 2, approval be and is hereby given to the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, to grant a tenancy to HSSB for HSSB to rent the Subject Property 2 from the Trustee for a fixed term of 3 years with automatic renewals of 4 consecutive terms of 3 years each, commencing upon the completion of the SPA 2, and in accordance with the terms and conditions contained in the tenancy agreement ("Tenancy Agreement 2");

**AND THAT** the Board (save for the interested director) and the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, be and is hereby authorised to:-

- enter into any arrangements, transactions and/or undertakings and to execute, sign and deliver for and on behalf of KIP REIT, all such agreements, instruments, documents and/or deed as the Board (save for the interested director) and the Trustee may from time to time deem fit, necessary, expedient and/or appropriate for or in connection with the Proposed Acquisition 2;
- assent and/or give effect to any terms, conditions, modifications, variations and/or amendments in respect of the Proposed Acquisition 2 (including but not limited to the SPA 2 and the Tenancy Agreement 2) as may be required and/or as the Board (save for the interested director) may in its discretion deem fit, necessary, expedient or appropriate and/or as may be required by the relevant regulatory authorities; and
- take all such steps and do all such acts, deeds and things in any manner or as the Board (save for the interested director) and the Trustee may from time to time deem fit, necessary, expedient and/or appropriate to implement, finalise and/or give full effect to and complete the Proposed Acquisition 2."

#### ORDINARY RESOLUTION 3

**PROPOSED ACQUISITION BY PACIFIC TRUSTEES BERHAD, ACTING SOLELY IN ITS CAPACITY AS THE TRUSTEE FOR AND ON BEHALF OF KIP REIT, OF THE REMAINING LEASE INTEREST WITH AN UNEXPIRED TERM OF APPROXIMATELY 25 YEARS IN TWO (2) SINGLE STOREY WAREHOUSES TOGETHER WITH TWO (2) SINGLE STOREY BUILDINGS ANNEXED BEARING POSTAL ADDRESS NO. P923, PRECINCT 9, JALAN FZ1A, PORT KLANG FREE ZONE/KS12, 42920 PULAU UJANG, SELANGOR DARUL EHSAN FORMING PART OF MASTER TITLE NO. PN 7324, LOT 6789A, MUKIM OF KLANG, DISTRICT OF KLANG, STATE OF SELANGOR ("SUBJECT PROPERTY 3") FROM CHANNEL LEGION SDN BHD ("CLSB"), FOR A CASH CONSIDERATION OF RM23.00 MILLION, TOGETHER WITH A SUB-TENANCY AGREEMENT SIGNED IN ESCROW BY THE TRUSTEE AND TLSB FOR TLSB TO RENT THE SUBJECT PROPERTY 3 FROM THE TRUSTEE FOR A FIXED TERM OF 3 YEARS WITH AUTOMATIC RENEWALS OF 4 CONSECUTIVE TERMS OF 3 YEARS EACH ("PROPOSED ACQUISITION 3")**

**"THAT** subject to the fulfilment of the conditions precedent under the conditional sale and purchase agreement dated 29 August 2024 between the Trustee and CLSB ("SPA 3") and the approvals of all relevant authorities and/or parties (where required) being obtained, approval be and is hereby given to the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, to acquire the Subject Property 3 in accordance with the terms and conditions of the SPA 3;

**THAT** subject to the completion of the acquisition of the Subject Property 3, approval be and is hereby given to the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, to grant a sub-tenancy to TLSB for TLSB to rent the Subject Property 3 from the Trustee for a fixed term of 3 years with automatic renewals of 4 consecutive terms of 3 years each, commencing upon the completion of the SPA 3, and in accordance with the terms and conditions contained in the tenancy agreement ("Tenancy Agreement 3");

**AND THAT** the Board (save for the interested director) and the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, be and is hereby authorised to:-

- enter into any arrangements, transactions and/or undertakings and to execute, sign and deliver for and on behalf of KIP REIT, all such agreements, instruments, documents and/or deed as the Board (save for the interested director) and the Trustee may from time to time deem fit, necessary, expedient and/or appropriate for or in connection with the Proposed Acquisition 3;
- assent and/or give effect to any terms, conditions, modifications, variations and/or amendments in respect of the Proposed Acquisition 3 (including but not limited to the SPA 3 and the Tenancy Agreement 3) as may be required and/or as the Board (save for the interested director) may in its discretion deem fit, necessary, expedient or appropriate and/or as may be required by the relevant regulatory authorities; and
- take all such steps and do all such acts, deeds and things in any manner as the Board (save for the interested director) and the Trustee may from time to time deem fit, necessary, expedient and/or appropriate to implement, finalise and/or give full effect to and complete the Proposed Acquisition 3."

#### ORDINARY RESOLUTION 4

**PROPOSED ACQUISITION BY PACIFIC TRUSTEES BERHAD, ACTING SOLELY IN ITS CAPACITY AS THE TRUSTEE FOR AND ON BEHALF OF KIP REIT, OF THE REMAINING LEASE INTEREST WITH AN UNEXPIRED TERM OF APPROXIMATELY 26 YEARS IN A SINGLE STOREY DETACHED WAREHOUSE WITH A DOUBLE STOREY OFFICE ANNEXED BEARING POSTAL ADDRESS LOT 117, JALAN PUKAL, KAWASAN PERINDUSTRIAN LEMBAGA PELABUHAN JOHOR, 81700 PASIR GUDANG, JOHOR DARUL TAKZIM HELD UNDER TITLE NO. GRN 489953, LOT NO. 66247, MUKIM OF PLENTONG, DISTRICT OF JOHOR BAHRU, STATE OF JOHOR ("SUBJECT PROPERTY 4") FROM PK FERTILIZERS SDN BHD ("PKFSB"), FOR A CASH CONSIDERATION OF RM23.30 MILLION, TOGETHER WITH A SUB-TENANCY AGREEMENT SIGNED IN ESCROW BY THE TRUSTEE AND PKFSB FOR PKFSB TO RENT THE SUBJECT PROPERTY 4 FROM THE TRUSTEE FOR A FIXED TERM OF 3 YEARS WITH AUTOMATIC RENEWALS OF 4 CONSECUTIVE TERMS OF 3 YEARS EACH ("PROPOSED ACQUISITION 4")**

**"THAT** subject to the fulfilment of the conditions precedent under the conditional sale and purchase agreement dated 29 August 2024 between the Trustee and PKFSB ("SPA 4") and the approvals of all relevant authorities and/or parties (where required) being obtained, approval be and is hereby given to the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, to acquire the Subject Property 4 in accordance with the terms and conditions of the SPA 4;

**THAT** subject to the completion of the acquisition of the Subject Property 4, approval be and is hereby given to the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, to grant a sub-tenancy to PKFSB for PKFSB to rent the Subject Property 4 from the Trustee for a fixed term of 3 years with automatic renewals of 4 consecutive terms of 3 years each, commencing upon the completion of the SPA 4, and in accordance with the terms and conditions contained in the tenancy agreement ("Tenancy Agreement 4");

**AND THAT** the Board (save for the interested director) and the Trustee, acting solely in its capacity as the trustee for and on behalf of KIP REIT, be and is hereby authorised to:-

- enter into any arrangements, transactions and/or undertakings and to execute, sign and deliver for and on behalf of KIP REIT, all such agreements, instruments, documents and/or deed as the Board (save for the interested director) and the Trustee may from time to time deem fit, necessary, expedient and/or appropriate for or in connection with the Proposed Acquisition 4;
- assent and/or give effect to any terms, conditions, modifications, variations and/or amendments in respect of the Proposed Acquisition 4 (including but not limited to the SPA 4 and the Tenancy Agreement 4) as may be required and/or as the Board (save for the interested director) may in its discretion deem fit, necessary, expedient or appropriate and/or as may be required by the relevant regulatory authorities; and
- take all such steps and do all such acts, deeds and things in any manner as the Board (save for the interested director) and the Trustee may from time to time deem fit, necessary, expedient and/or appropriate to implement, finalise and/or give full effect to and complete the Proposed Acquisition 4."

**By Order of the Board**  
**KIP REIT MANAGEMENT SDN BHD**  
(the Manager for KIP REIT)

**FOO SIEW LOON (MAICSA 7006874)**  
(SSM PC NO.: 202008002104)  
Company Secretary

Kuala Lumpur  
24 December 2024

#### Notes:-

- The Unitholders' Meeting will be conducted on a virtual basis through online meeting platform using the Remote Participation Electronic Voting ("RPEV") facilities. Please follow the procedures provided in the Administrative Guide for the Unitholders' Meeting in order to register, participate and vote remotely via RPEV facilities.
- A unitholder who is entitled to participate in the Unitholders' Meeting is entitled to appoint not more than 2 proxies to participate instead of him/her. A proxy need not be a unitholder. Where a unitholder appoints more than 1 proxy, the appointments shall be invalid unless he/she specifies the proportions of his/her holdings (expressed as a percentage of the whole) to be represented by each proxy.
- Where a unitholder is a corporation, its duly authorised representative shall be entitled to participate in the Unitholders' Meeting and shall be entitled to appoint another person (whether a unitholder or not) as its proxy to participate and vote.
- Where a unitholder is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991, it may appoint not more than 2 proxies in respect of each securities account it holds with units standing to the credit of the said securities account. Where a unitholder appoints more than 1 proxy, the appointments shall be invalid unless it specifies the proportions of its holdings (expressed as a percentage of the whole) to be represented by each proxy.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or of his/her attorney duly authorised in writing, or if such appointor is a corporation, either under its common seal or under the hand of an officer or attorney so authorised.
- The form of proxy and the power of attorney or other authority (if any) under which it is signed or a notarial certified copy of such power or authority shall be deposited at the registered office of the Manager at Unit 27.2, Menara 1MK, Kompleks 1 Mont Kiara, No. 1, Jalan Kiara, Mont Kiara, 50480 Kuala Lumpur, no later than 22 January 2025 at 10.00 a.m. being 24 hours before the time appointed for holding the Unitholders' Meeting or any adjournment thereof. Alternatively, you may choose to submit the proxy appointment via electronic means through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> before the form of proxy submission cut-off time as mentioned above.
- Only unitholders registered in the Record of Depositors of KIP REIT as at 16 January 2025 shall be entitled to participate, vote and speak at the Unitholders' Meeting or appoint proxies (if) to participate and vote on his/her behalf.
- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the ordinary resolutions set out in the Notice of Unitholders' Meeting will be put to vote by way of a poll.
- The Circular is available on KIP REIT's website at [www.kipreit.com.my](http://www.kipreit.com.my) which unitholders can view or download at their convenience.



## KIP REAL ESTATE INVESTMENT TRUST

(Established in Malaysia under the Trust Deed dated 2 November 2016, an amended and restated deed dated 12 December 2019 and a supplementary deed dated 29 September 2020 between KIP REIT Management Sdn Bhd and Pacific Trustees Berhad)

### Administrative Guide for Unitholders' Meeting of KIP Real Estate Investment Trust ("KIP REIT")

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- Online Meeting Platform : <https://meeting.boardroomlimited.my>
- Date & Time : Thursday, 23 January 2025, at 10.00 a.m. or at any adjournment thereof
- Broadcast Venue : 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Dear Unitholders of KIP REIT,

KIP REIT's Unitholders' Meeting will be conducted virtually through live streaming and online remote participation and electronic voting ("RPEV") facilities which are available at <https://meeting.boardroomlimited.my>, in accordance with the Guidance Note on the Conduct of General Meetings for Listed Issuers ("Guidance") issued by the Securities Commission Malaysia ("SC").

In line with the Malaysian Code on Corporate Governance Practice 13.3, conducting a virtual General Meeting would facilitate greater Unitholders' participation as it facilitates Remote Participation Electronic Voting virtually. With this facility, Unitholders may exercise their rights to participate (including to pose questions to the Board of Directors of the Manager) and vote at the Unitholders' Meeting. Alternatively, the Unitholder may also appoint the Chairman of the Meeting as proxy to attend and vote on the Unitholder's behalf.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual Unitholders' Meeting has commenced. Therefore, 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.

#### (1) Digital Copies of Unitholders' Meeting Documents

As part of our commitment to reduce paper usage, the following documents are available on our website at [www.kipreit.com.my](http://www.kipreit.com.my):

- (a) Circular to Unitholders dated 26 December 2024 in relation to the Proposed Acquisitions and Tenancies.
- (b) Notice of the Unitholders' Meeting, Form of Proxy and Administrative Guide.

Should you require a printed copy of the above documents, you may call Ms Lim Boon Boon at telephone No. +603 6259 1133 or email to [info@kipreit.com.my](mailto:info@kipreit.com.my). We will send to you by ordinary post within 7 working days from the date of receipt of your request.

#### (2) Broadcast Venue

The Broadcast Venue 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 present at the main venue of the Meeting. No Unitholders / proxies / corporate representatives from the public shall be physically present at the Broadcast Venue on the day of the Meeting.

#### (3) Entitlement to Participate the Unitholders' Meeting

In respect of deposited securities, only Unitholders whose names appear on the Record of Depositors on 16 January 2025 shall be eligible to participate the meeting or appoint proxy(ies) to participate and vote on his/her behalf.

#### (4) Form of Proxy

Unitholders are encouraged to go online, participate and vote at the Unitholders' Meeting using RPEV facilities. If you are not able to participate, you can appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Form of Proxy.

Please ensure that the original form is deposited at the registered office of the Manager at Unit 27.2, Menara 1MK, Kompleks 1 Mont Kiara, No. 1 Jalan Kiara, Mont Kiara, 50480 Kuala Lumpur, Malaysia no later than Wednesday, 22 January 2025 at 10.00 a.m. being 24 hours before the time appointed for holding the meeting or any adjournment thereof.

Alternatively, you may deposit your Form of Proxy by electronic means through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> to login and deposit your Form of Proxy electronically, also 24 hours before the meeting. (Kindly refer to step 2 under “Online Registration Procedure” below).

#### (5) Revocation of Proxy

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our virtual Unitholders’ Meeting by yourself, please revoke the earlier appointed proxy 24 hours before the meeting. Please find the below step for revocation on eProxy form or physical Proxy Form:

eProxy Form
<ul style="list-style-type: none"> <li>• Log in to website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>• Click ‘Meeting Event(s)’ and select from the list of companies – ‘<b>KIP REAL ESTATE INVESTMENT TRUST UNITHOLDERS’ MEETING</b>’ from the list of companies and click ‘<b>Enter</b>’.</li> <li>• Go to ‘<b>PROXY</b>’ and click on ‘<b>Submit Another eProxy Form</b>’.</li> <li>• Go to ‘<b>Submitted eProxy Form List</b>’ and click ‘<b>View</b>’ for the eProxy form.</li> <li>• Click ‘<b>Cancel/Revoke</b>’ at the bottom of the eProxy form.</li> <li>• Click ‘<b>Proceed</b>’ to confirm.</li> </ul>
Physical Proxy Form
Please write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> to revoke the appointment of proxy/proxies.

#### (6) Voting Procedures



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

#### (7) Online Registration Procedure

Procedure	Action
<b>Before the day of the Unitholders’ Meeting</b>	
1. Register Online with Boardroom Smart Investor Portal	<p>[Note: For first time registration only. If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none"> <li>Access the 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>Select “Account Type” to “<b>Sign Up As Shareholder</b>” or “<b>Sign Up As Corporate Holder</b>”.</li> <li>Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available) for Corporate Shareholder.</li> <li>Please enter a valid email address and mobile number. Click “<b>Sign Up</b>”.</li> <li>You will receive an email from BSIP for email address verification. Click ‘<b>Verify Email Address</b>’ in the email received to continue with the registration.</li> <li>Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click “Request OTP Code” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code and click “Enter” 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 to you.</li> </ol>

Procedure	Action
<b>Before the day of the Unitholders' Meeting</b>	
2. Submit request for remote participation	<p>Registration for remote access will be opened at 10.00 a.m. on 24 December 2024 until such time before the voting session ends at the Unitholders Meeting on Thursday, 23 January 2025.</p> <p>The instrument appointing a proxy must be received latest by Wednesday, 22 January 2025 at 10.00 a.m.</p> <p><b>Individual Member</b></p> <ol style="list-style-type: none"> <li>Log into website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>Click "Meeting Event(s)" select from the list of companies – '<b>KIP REAL ESTATE INVESTMENT TRUST UNITHOLDERS' MEETING</b>' from the list of companies and click 'Enter'. Click on "Register for RPEV".</li> <li>Read and accept the General Terms &amp; Conditions and click "Next".</li> <li>Enter your CDS Account Number and thereafter submit your request.</li> </ol> <p><b>Appointment of Proxy</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>Click "Meeting Event(s)" select from the list of companies – '<b>KIP REAL ESTATE INVESTMENT TRUST UNITHOLDERS' MEETING</b>' from the list of companies and click 'Enter'.</li> <li>Click on "Submit eProxy Form".</li> <li>For Corporate Shareholder, select the company(ies) you would like to represent. If you wish to appoint more than one (1) company, please click the home button and select "Edit Profile" in order to add the company's name.</li> <li>Read and accept the General Terms &amp; Conditions and click "Next".</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) and enter the required particulars of your proxy(ies).</li> <li>Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy appointment.</li> <li>Click "Apply".</li> <li>Download or print the eProxy form as acknowledgement.</li> </ol> <p><b>For Authorised Nominee and Exempt Authorised Nominee</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 from Step 1 above.</li> <li>Click "Meeting Event(s)" select from the list of companies – '<b>KIP REAL ESTATE INVESTMENT TRUST UNITHOLDERS' MEETING</b>' from the list of companies and click 'Enter'. Click on "Submit eProxy Form".</li> <li>Select the company you would like to represent.</li> <li>Proceed to download the file format for "Submission of Proxy Form" from the investor portal.</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 "Submit".</li> <li>Download or print the eProxy form as acknowledgement.</li> </ol> <p>For Corporate Shareholders, Authorised Nominees/ Exempt Authorised Nominees and Attorneys, you may also write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> and provide name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required.</p>

Procedure		Action
<b>Before the day of the Unitholders' Meeting</b>		
3.	Email notification	a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified. b. Upon system verification against the General Meeting Record of Depositories as at 16 January 2025, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration for remote participation is approved, you will receive an email notification from Boardroom with the Meeting ID together with your remote access user ID and password.

Procedure		Action
<b>On the day of the Unitholders' Meeting</b>		
4.	Login to Meeting Platform	a. The Meeting Platform will be open for login one (1) hour before the commencement of the Unitholders' Meeting. b. The Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> <li>- Scan the QR Code provided in the email notification;</li> <li>- Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li> </ul> c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.
5.	Participate	[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote. Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name and identity of the participant raising the question.] <ul style="list-style-type: none"> <li>a. If you would like to view the live webcast, select the broadcast icon. </li> <li>b. If you would like to ask a question during the meeting, select the messaging icon. </li> <li>c. Type your message within the chat box, once completed click the send button.</li> </ul>
6.	Voting	a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session. b. To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. c. To change your vote, re-select another voting direction. d. If you wish to cancel your vote, please press "Cancel".
7.	End of Participation	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.

#### **(8) No Distribution of Door Gifts, Food and Beverages**

There will be no distribution of food voucher or door gift to Unitholders.

#### **(9) Enquiry**

If you have any enquiries on the virtual Unitholders' Meeting facilities (technical assistance) prior to the meeting, please contact the following during office hours from Mondays to Fridays (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  
 Sekyen 13, 46200 Petaling Jaya  
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 Malaysia

General Line : 603-7890 4700

Fax Number : 603-7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

**(10) Mode of Communication of the virtual Unitholders' Meeting**

- (a) Typed text in the Meeting Platform.
- (b) Email questions to [ir@kjpreit.com.my](mailto:ir@kjpreit.com.my) prior to the meeting.
- (c) Unitholders may submit questions by logging into the Boardroom Smart Investor Portal at <http://investor.boardroomlimited.com> prior to the meeting.

**(11) Personal Data Privacy**

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

**(12) Communication Guidance**

We may be required to change the arrangements of our Unitholders' Meeting at short notice. Kindly check the website or announcements of KIP REIT for the latest updates on the status of the Unitholders' Meeting.