

ADMINISTRATIVE GUIDE FOR THE TWELFTH ANNUAL GENERAL MEETING (“AGM”)

Day & Date of AGM	: Thursday, 7 November 2024
Time of AGM	: 3.00 p.m.
Meeting Platform	: https://tjih.com.my
Mode of Communication (Submission of Questions)	: Prior to the day of the AGM: ❖ Via https://tjih.com.my by selecting “e-Services” On the day of the AGM: ❖ Typed text in the Meeting Platform
AGM Documents	: The following documents can be viewed and downloaded from YTL Hospitality REIT’s website at https://www.ytlhospitalityreit.com/meetings - (a) Annual Report 2024 (b) Notice of AGM (c) Form of Proxy (d) Administrative Guide for the AGM

I. MODE OF MEETING

The AGM will be conducted on a fully virtual basis **without a physical meeting venue** through live streaming, online remote participation and voting via the Remote Participation and Voting (“**RPV**”) facilities provided by the share registrar and poll administrator for the AGM, Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) on its TIH Online System (“**TIH Online**”) at <https://tjih.com.my>.

The Meeting Platform meets the requirements for ‘place’ set out under Paragraph 13.21 of the Guidelines on Listed Real Estate Investment Trusts as clarified in the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (as revised on 7 April 2022).

II. ENTITLEMENT TO PARTICIPATE

Only unitholders whose names appear on the General Meeting Record of Depositors as at 30 October 2024 shall be entitled to participate, speak and vote at the AGM.

To participate in the AGM, please refer to the following **procedures for using the RPV facilities**:

	Procedures for the RPV facilities	Action
Before the day of the AGM		
1.	Register as a user with TIH Online <i>Note:</i> <i>If you are already a registered user with TIH Online, you are not required to register again.</i>	<ul style="list-style-type: none"> Using your smart device or computer, access the website https://tjih.com.my. Register as a user under “e-Services” by selecting “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within 1 working day and you will be notified via email. If you are already a user with TIH Online, you are not required to register again. You will receive an email to notify you that the RPV facilities for the AGM is available for registration at TIH Online.

	Procedures for the RPV facilities	Action
Before the day of the AGM (cont'd)		
2.	<p>Submit your request</p> <p><i>(IMPORTANT:</i></p> <p><i>Whether -</i></p> <p>➤ <i>you are registering as a new user with TIIH Online, or</i></p> <p>➤ <i>you are already a registered user with TIIH Online and you are registering for use of the RPV facilities for this AGM,</i></p> <p><i>please ensure that you register early to allow sufficient time for approval/verification so that you can login to the Meeting Platform and/or use the RPV facilities.)</i></p>	<ul style="list-style-type: none"> • Registration is open from Tuesday, 1 October 2024 until the day of the AGM on Thursday, 7 November 2024. Unitholders/proxies/representatives are required to pre-register their attendance for the AGM to ascertain their eligibility to participate in the AGM using the RPV facilities. • Login with your user ID (<i>email address</i>) and password and select the corporate event: “(REGISTRATION) YTL HOSPITALITY REIT 12TH AGM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select “Register for Remote Participation and Voting”. • Review your registration and proceed to register. • System will send an email to notify that your registration for the RPV facilities is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors as at 30 October 2024, the system will send to you an email confirming approval of your registration for the RPV facilities. The procedures for using the RPV facilities are also set out in the email. In the event your registration is not approved, you will also be notified via email. • <i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as the registration for RPV facilities in order that you can login to TIIH Online and participate in the AGM remotely.)</i>
On the day of the AGM (i.e. 7 November 2024)		
3.	Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID (<i>email address</i>) and password for the RPV facilities at the AGM at any time from 2.00 p.m. (i.e. 1 hour before the commencement of the AGM on Thursday, 7 November 2024 at 3.00 p.m.).
4.	Participate through live streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAMING MEETING) YTL HOSPITALITY REIT 12TH AGM” to engage in the proceedings of the AGM remotely. • If you have any questions for the Chairman/Board of Directors, you may use the query box to transmit your questions. The Chairman/Board of Directors will endeavour to respond to questions submitted by remote participants during the AGM.
5.	Online remote voting	<ul style="list-style-type: none"> • Voting session commences from 3.00 p.m. on Thursday, 7 November 2024 until a time when the Chairman announces the completion of the voting session of the AGM. • Select the corporate event: “(REMOTE VOTING) YTL HOSPITALITY REIT 12TH AGM” or if you are on the live streaming meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.

	Procedures for the RPV facilities	Action
On the day of the AGM (i.e. 7 November 2024) (cont'd)		
5.	Online remote voting (cont'd)	<ul style="list-style-type: none"> Select the CDS account that represents your unitholdings. Indicate your vote(s) for the resolution tabled for voting. Confirm and submit your vote(s).
6.	End of remote participation	<ul style="list-style-type: none"> The live streaming will end upon announcement by the Chairman on the closure of the AGM.

Notes to users of the RPV facilities:

- (i) Should your application to join the AGM be approved, the system will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the AGM will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live streamed meeting or online voting is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call the Tricor helpline at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

III. APPOINTMENT OF PROXY

The appointment of proxy may be made in hardcopy form or by electronic means as specified below and must be received by Tricor not less than 48 hours before the time appointed for holding the AGM i.e. no later than **Tuesday, 5 November 2024 at 3.00 p.m.:**

- (a) In hardcopy form

The original Form of Proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified or office copy of that power or authority shall be deposited at either of the following offices of Tricor:

Office		Customer Service Centre
Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia	or	Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia

OR

- (b) Electronically via TIIH Online

The procedures are summarised below:

	Procedure	Action
i. <u>Steps for individual unitholders</u>		
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your smart device or computer, access the website at https://tiih.com.my and register as a user under “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.

	Procedure	Action
	i. <u>Steps for individual unitholders</u> (cont'd)	
2.	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login with your user ID (<i>email address</i>) and password. • Select the corporate event: “YTL HOSPITALITY REIT 12TH AGM 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 units for your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. • Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide your vote. • Review and confirm your proxy appointment(s). • Print proxy form for your record.
	ii. <u>Steps for corporation or institutional unitholders</u>	
1.	Register as a user with TIIH Online <i>Note: The representative of a corporation or institutional unitholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</i>	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.com.my. • Under e-Services, the authorised representative of the corporation or institutional unitholder selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified and you will be notified by email within 1 to 2 working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password.
2.	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.com.my. • Select the corporate event: “YTL HOSPITALITY REIT 12TH AGM 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 set therein. • Prepare the file for the appointment of proxies by inserting the required data.

	Procedure	Action
	ii. Steps for corporation or institutional unitholders (<i>cont'd</i>)	
2.	Proceed with submission of Form of Proxy (<i>cont'd</i>)	<ul style="list-style-type: none"> • 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.

IV. APPOINTMENT OF REPRESENTATIVES BY CORPORATE MEMBERS

For a corporate member who has appointed an authorised representative to participate and vote remotely via the RPV facilities, please deposit the **original certificate of appointment of corporate representative** with Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia,

OR ALTERNATIVELY,

at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia,

before the time appointed for holding the AGM or adjourned meeting.

The corporate representative appointed must register himself/herself for the RPV facilities at <https://tjih.com.my> within the time stipulated in sub-item (2) of paragraph II (pertaining to procedures for the RPV facilities) in order to participate at the AGM via the RPV facilities.

V. POLL VOTING

In accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements, the resolution set out in the Notice of AGM will be put to vote by poll.

Unitholders/proxies/corporate representatives/attorneys can proceed to vote on the resolution at any time from the commencement of the AGM at **3.00 p.m. on 7 November 2024** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to sub-item (5) of paragraph II above on the procedures for the RPV facilities for guidance on how to vote remotely from TIH Online at <https://tjih.com.my>.

Upon completion of the voting session for the AGM, the scrutineers will verify the poll results, followed by the announcement whether the resolution is duly passed.

VI. NO DOOR GIFTS/MEAL VOUCHERS

There will be **NO distribution** of door gifts or food vouchers for the AGM as the meeting will be conducted on a fully virtual basis.

The Board of Directors would like to thank all unitholders for their kind understanding.

VII. RECORDING OR PHOTOGRAPHY

No recording or photography of the AGM proceedings is allowed without the prior written permission of Pintar Projek Sdn Bhd, the Manager for YTL Hospitality REIT.

VIII. ENQUIRIES

If you have any enquiries on the above, please contact Tricor during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd
 Tel. : (603) - 2783 9299
 Fax : (603) - 2783 9222
 Email : is.enquiry@my.tricorglobal.com