

Administrative Details

for the Fifty-First Annual General Meeting of Sime Darby Property Berhad

Date	: Monday, 20 May 2024
Time	: 10.00 a.m.
Broadcast Venue	: Ballroom 1, First Floor Sime Darby Convention Centre 1A, Jalan Bukit Kiara 1 60000 Kuala Lumpur, Malaysia
Online Platform	: https://investor.boardroomlimited.com with Remote Participation Platform and Electronic Voting Facilities (provided by Boardroom Share Registrars Sdn Bhd)

1. Virtual Fifty-First Annual General Meeting

The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the Fifty-First Annual General Meeting (“51st AGM”) on **a virtual basis through live streaming and online remote voting** via Remote Participation and Electronic Voting (“RPEV”) facilities which are available at <https://investor.boardroomlimited.com> provided and operated by Boardroom Share Registrars Sdn Bhd (“Boardroom”).

The Broadcast Venue of the 51st AGM 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 shareholder(s), proxy(ies), authorised representative(s) or 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 10 May 2024 (“General Meeting ROD”) shall be eligible to attend, speak and vote at the 51st AGM or appoint a proxy(ies) to attend and vote on his/her behalf.

3. RPEV Facilities

Shareholders and proxies are advised to log in to the Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com> for the following services:

- i) Register to participate at the virtual AGM
- ii) Submit proxy form electronically
- iii) Submit questions prior to the virtual AGM

Your login to BSIP on the day of the 51st AGM will indicate your presence at the virtual meeting.

The quality of the connectivity to the RPEV facilities for live webcast as well as for electronic voting is highly dependent on the bandwidth and stability of the internet connection at your location and the device of the remote participants.

The recommended requirement for live webcast is as follows:

- i) Browser : Latest versions of Chrome, Firefox, Edge, Safari or Opera
- ii) Bandwidth : Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality
- iii) Device with working and good quality speakers.

You may not be able to gain access to the 51st AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Kindly seek onsite IT/technical support, if required.




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4. Registration for Remote Participation

Shareholders are invited to attend the 51st AGM to exercise your right to attend, participate and vote at the 51st AGM remotely by using the RPEV facilities. Kindly refer to the following steps:

PROCEDURES		ACTIONS
Before the day of the AGM		
Step (1)	Register online with BSIP for Individual and Corporate Shareholder	<p>(Note : For first time registration only If you have already signed up with BSIP, you are not required to register again. You may proceed to Step (2) – Submit Request for Remote Participation)</p> <ol style="list-style-type: none"> Access the website https://investor.boardroomlimited.com Click 'Register' to sign up as a user Select 'Account Type' to 'Sign Up As Shareholder' or 'Sign Up As Corporate Holder' Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Shareholder Enter a valid mobile number and email address You will receive an email from BSIP for email address verification. Click 'Verify Email Address' in the email received to continue with the registration Once your email address is verified, you will be re-directed to BSIP 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 Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided
Step (2)	Submit request for remote participation	<p>(Note : You must be a registered BSIP user. Otherwise, please refer to Step (1))</p> <p>The registration for RPEV facilities will open on Friday, 19 April 2024 until such time before the voting session ends at the 51st AGM on Monday, 20 May 2024 ("Registration Deadline").</p> <p>The instrument appointing a proxy must be received latest by Saturday, 18 May 2024 at 10.00 a.m. ("Proxy Lodgement Deadline")</p> <p>For Individual and Corporate Shareholders</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com Click 'Meeting Event(s)' and select the list of companies – 'SIME DARBY PROPERTY BERHAD 51ST ANNUAL GENERAL MEETING' and click 'Enter' To attend the virtual AGM remotely <ul style="list-style-type: none"> Click 'Register for RPEV' Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request To appoint proxy <ul style="list-style-type: none"> Click 'Submit eProxy Form' For Corporate Shareholder, select the company you would like to represent (if more than one) Read and accept the General Terms and Conditions and enter your CDS account no. Thereafter, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate 'Discretionary'

PROCEDURES		ACTIONS
Before the day of the AGM (continued)		
Step (2)	Submit request for remote participation	<p>For Authorised Nominees and Exempt Authorised Nominees</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com Click 'Meeting Event(s)' and select the list of companies – 'SIME DARBY PROPERTY BERHAD 51ST ANNUAL GENERAL MEETING' and click 'Enter' Click 'Submit eProxy Form' Select the company you would like to represent (if more than one) Proceed to download the file format for 'Submission of Proxy Form' Prepare the file for appointment of proxy(ies) by inserting the required data Proceed to upload the duly completed Proxy Appointment file Review and confirm your proxy(ies) appointment(s) and click 'Submit' Download or print the eProxy form as acknowledgement <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com 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>
Step (3)	Verification and email notification	<p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</p> <ol style="list-style-type: none"> An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification. Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on the day prior to the 51st AGM, i.e. Sunday 19 May 2024 either approving or rejecting your request for remote participation.
On the day of the AGM		
Step (4)	Login	<ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com with your registered email address and password. Meeting platform will be made available at any time from 9.00 a.m. i.e. one hour before the commencement of the 51st AGM at 10.00 a.m. on 20 May 2024. Click into 'Meeting Event(s)' and go to 'SIME DARBY PROPERTY BERHAD 51ST ANNUAL GENERAL MEETING' and then click 'Join Live Meeting' to join the proceedings of the 51st AGM remotely.
	Participate	<ol style="list-style-type: none"> Please follow the user guides in BSIP to view the live webcast, submit questions and vote To view the live webcast, select the broadcast icon  To ask a question during the 51st AGM, select the messaging icon . Type your question in the chat box and click the send button to submit.
	Vote	<ol style="list-style-type: none"> Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting season. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received. To change your vote, re-select your voting preference. If you wish to cancel your vote, please press 'Cancel'.
	End	Upon declaration by the Chairman of the closure of the 51st AGM, the live webcast will end.

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5. Appointment of Proxy or Attorney

Shareholders who appoint proxy or attorney or authorised representative to participate via RPEV facilities at the 51st AGM must ensure that the duly executed Proxy Form is deposited in a hard copy form or by electronic means to Boardroom not later than Saturday, 18 May 2024 at 10.00 a.m.

The appointment of a proxy may be made in a hardcopy form or by electronic means in the following manner:

i) In Hardcopy Form

The Proxy Form or the Power of Attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority, must be deposited at Poll Administrator's office, Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

ii) By Electronic Form

The Proxy Form can be electronically submitted via <https://investor.boardroomlimited.com> or by sending it via email to bsr.helpdesk@boardroomlimited.com

Kindly refer to the Procedures under item (4) above.

Please ensure ALL the particulars as required in the Proxy Form are completed, signed and dated accordingly.

If a shareholder has submitted his/her Proxy Form prior to the 51st AGM and subsequently decides to appoint another person or wishes to participate in the virtual AGM by himself/herself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the 51st AGM. Please find the below step for revocation on eProxy form or physical Proxy Form:

eProxy Form
<ul style="list-style-type: none"> Click 'Meeting Event(s)' and select the list of companies – 'SIME DARBY PROPERTY BERHAD 51ST ANNUAL GENERAL MEETING' from the list of companies and click 'Enter'. Go to 'PROXY' and click on 'Submit Another eProxy Form'. Go to 'Submitted eProxy Form List' and click 'View' for the eProxy form. Click 'Cancel/Revoke' at the bottom of the eProxy form. Click 'Proceed' to confirm.
Physical Proxy Form
Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 51st AGM. In such event, shareholders should advise their proxy/proxies accordingly.

6. Corporate Representative

For a corporate shareholder who has appointed a representative, please deposit the ORIGINAL Certificate of Appointment at the Poll Administrator's office, Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not later than Saturday, 18 May 2024 at 10.00 a.m.

The Certificate of Appointment should be executed in the following manner:

- i) If the corporate shareholder has a common seal, the Certificate of Appointment should be executed under the common seal in accordance with the constitution of the corporate shareholder.

- ii) If the corporate shareholder 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:
 - a) at least two (2) authorised officers, of whom one shall be a director; or
 - b) any director and/or authorised officers in accordance with the laws of the country under which the corporate shareholder is incorporated.

7. Submission of Questions for the 51st AGM

The Board recognises that the 51st AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 51st AGM, shareholders may in advance, before the 51st AGM, submit questions to the Board of Directors as follows:

i) Prior to 51st AGM

Shareholders may submit questions in relation to the agenda items for the 51st AGM via Boardroom Smart investor Portal at <https://investor.boardroomlimited.com> not later than Saturday, 18 May 2024 at 10.00 a.m. Click 'Submit Questions' after selecting 'SIME DARBY PROPERTY BERHAD 51ST ANNUAL GENERAL MEETING' from 'Meeting Event(s)'. The responses to these questions will be shared at the 51st AGM.

ii) During the meeting

During the 51st AGM live streaming, Members may also pose questions via real time submission of typed texts at BSIP. The Messaging window facility will be opened concurrently with the Meeting Platform (i.e. one hour before the 51st AGM from 9.00 a.m. on Monday, 20 May 2024). The Board and Senior Management will be in attendance either at the Broadcast Venue or remotely to provide responses accordingly.

8. Poll Voting

The voting at the 51st AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities").

The Company has appointed Boardroom 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 51st AGM at 10.00 a.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 Scrutineer to verify the poll results.

The resolutions proposed at the 51st AGM and the results of the voting will be announced at the 51st AGM 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 51st AGM is allowed without the prior written permission of the Company.

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10. Integrated Report and Other Documents

The following documents can be downloaded from the Company's website www.simedarbyproperty.com:

- i) Integrated Report 2023
- ii) Sustainability Report 2023
- iii) Corporate Governance Report 2023
- iv) Notice of 51st AGM
- v) Proxy Form
- vi) Administrative Details
- vii) Request Form
- viii) Notice to Shareholders and Proxies under the PDPA 2010

The Integrated Report is also available on Bursa Securities website at www.bursamalaysia.com under Company's announcements.

In consideration of the environment, we have reduced substantially the number of printed copies of the Integrated Report 2023, and we strongly encourage our shareholders to refer to the document available online. Nevertheless, in the event that you still require a hard copy, you may request by completing the Request Form and sending it to the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") at the address as stated in the Request Form. Alternatively, you may submit your request through online website of Tricor at <https://tjih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services".

11. No gift(s) or food voucher(s)

There will be no distribution of gift(s) or food voucher(s) to shareholders/proxies who participated in the 51st AGM.

12. Enquiry

If you have any enquiry prior to the 51st AGM or require technical assistance to participate in the virtual AGM, please contact the Poll Administrator, Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) except public holiday:

- i) Tel No. : +603 – 7890 4700 (Helpdesk)
- ii) Fax No. : +603 – 7890 4670
- iii) Email : bsr.helpdesk@boardroomlimited.com
- iv) Officer : Cik Nursyahirah binti Che Rahimi

If you have any enquiry in relation to the request of hardcopy of the Integrated Report, please contact the Company's Share Registrar, Tricor during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) except public holiday:

- i) Tel No. : +603 – 2783 9299
- ii) Fax No. : +603 – 2783 9222
- iii) Email : is.enquiry@my.tricorglobal.com
- iv) Officers : Mr. Allen Sii (+603 – 2783 9263 / Allen.Sii@my.tricorglobal.com)
Puan Zakiah Wardi (+603 – 2783 9287 / Zakiah@my.tricorglobal.com)
Cik Dina Qistina Zulkanain (+603 – 2783 9165 / Dina.Qistina@my.tricorglobal.com)

In the event that any new procedures, guidelines or measures may affect the administration of the 51st AGM as set out in this Administrative Details and requiring material change to the proceedings of the meeting, the Company will issue an announcement on the same accordingly. Kindly check the Company's website or announcements for the latest updates on the status of the 51st AGM. You may also contact the above Officers for information.

13. PERSONAL DATA PRIVACY NOTICE

By registering for the RPEV and/or submitting the instrument appointing a proxy(ies) and/or representative(s), you consent to Sime Darby Property Berhad processing your personal data in the manner stipulated in the Notice to Shareholders and Proxies under the Personal Data Protection Act 2010 as set out in <https://www.simedarbyproperty.com/investor-relations/shareholders> and warrant that consent of the proxy(ies) and/or representative(s) whose personal data you have provided has also been obtained accordingly and that they have been informed of the privacy notice.