

➤ Administrative Details for the Forty-Sixth (46th) Annual General Meeting (“AGM”) of Sime Darby Property Berhad

Date : Thursday, 2 May 2019

Time : 10.00 a.m.

Meeting venue : Grand Ballroom, First Floor, Sime Darby Convention Centre, 1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia

— Parking

- Parking is free, subject to availability, at the following locations:
 - i) Indoor parking at Sime Darby Convention Centre (“SDCC”); or
 - ii) Outdoor parking at Stadium Juara, which is adjacent to SDCC. Shuttle service is available at designated drop off or pick up points between Stadium Juara and SDCC starting from 7.00 a.m. onwards till the end of the 46th AGM.

— Registration

- Registration will commence at **7.00 a.m.** at Ballroom 3, First Floor, SDCC and will end upon commencement of Poll-voting process.
- Please read the signage to ascertain the registration area and proceed to register yourself for the meeting.
- Please produce your ORIGINAL National Identification Card (I/C) or Passport (for foreign shareholder) during registration for verification. Please make sure you collect your I/C or Passport thereafter.
- Upon verification and signing the Attendance List, you will be given the following items:
 - i) an identification wristband;
 - ii) a breakfast coupon; and
 - iii) a gift voucher.
- No person will be allowed to enter the meeting hall without wearing the identification wristband and no replacement wristband will be given in the event that you lose or misplace the identification wristband.
- The registration counters will only handle verification of shareholdings and registration for the AGM. For any other clarification or query, you may proceed to the Registration or Secretariat Help Desk.

— Help Desks

- The Help Desk for Registration is located at the Ballroom 3, First Floor, SDCC which handles clarification or query on registration matters.
- The Secretariat Help Desk is located at the entrance to the Grand Ballroom which handles general clarification or enquiry.

— Breakfast and Gift Voucher

- After registration, please proceed to Banyan Room (Ground Floor) to redeem your breakfast pack on the same day.

- Beverage will be served from 7.00 a.m. to 11.30 a.m.
- Shareholders/proxies will be given breakfast coupon and gift voucher upon successful registration in the following manner:
 - i) Attending as shareholder – One (1) breakfast coupon and one (1) gift voucher
 - ii) Attending as shareholder and also as proxy irrespective of the number of shareholders represented – One (1) breakfast coupon and two (2) gift vouchers
 - iii) Attending as proxy irrespective of the number of shareholders represented – One (1) breakfast coupon and one (1) gift voucher
- No food or beverages are allowed in the Grand Ballroom. Meals can be consumed at the dining areas located on the Ground Floor and LG2 of SDCC.
- There will be no replacement in the event that you lose/misplace your breakfast coupon/gift voucher.

— Seating Arrangement for the AGM

- Free seating. All shareholders/proxies will be allowed to enter the Grand Ballroom from 9.00 a.m. onwards.
- All shareholders/proxies are encouraged to be seated at least ten (10) minutes before the commencement of the AGM.

— Entitlement to Attend and Vote

- Only members whose names appear on the Record of Depositors as at 22 April 2019 shall be eligible to attend, speak and vote at the AGM or appoint proxy(ies) to attend and vote on his/her behalf.
- If you wish to attend the Meeting yourself, please do not submit any Form of Proxy for the Meeting. You will not be allowed to attend the Meeting together with a proxy appointed by you.
- If you have submitted your Form of Proxy prior to the Meeting and subsequently decide to attend the Meeting in person, please proceed to the Help Desk to revoke the appointment of your proxy(ies).

— Corporate Representatives

- Any corporate member who wishes to appoint a representative instead of a proxy to attend the AGM should submit the original certificate of appointment under the seal of the corporation to the office of the Share Registrar at any time before the time appointed for holding the AGM or to the registration staff on the AGM day for the Company’s records.

➤ Administrative Details for the Forty-Sixth (46th) Annual General Meeting (“AGM”) of Sime Darby Property Berhad

Voting at Meeting

- The voting at the 46th AGM will be conducted on a poll pursuant to the Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) to conduct the poll voting electronically (“e-voting”) via Tricor e-Vote application (“Tricor e-Vote App”) and Deloitte Risk Advisory Sdn Bhd (formerly known as Deloitte Enterprise Risk Services Sdn Bhd) as Independent Scrutineers to verify the poll results.
- E-voting for each of the resolutions as set out in the Notice of AGM will take place upon the conclusion of the deliberations of all the business transacted. The registration for attendance will be closed, to facilitate commencement of the poll.
- Each shareholder/proxy will be directed to the e-voting counter or kiosk for voting using tablet where he/she must produce the identification wristband issued during registration.
- Alternatively, shareholder/proxy could cast your vote using your own smartphone device with access to Tricor e-Vote App as described below:
 - Download**
Shareholder/proxy are advised to download the Tricor e-Vote App (at no cost from Google Play Store or Apple App Store) onto your smartphone device before attending the meeting.
 - Access**
Shareholder/proxy needs to connect the Wi-Fi network provided by Tricor during the voting session:

Wi-Fi Name: Tricor_eVote Password: simeprop0205
- You will be required to use the camera function of your device to capture the passcode on your identification wristband to access Tricor e-Vote App.
- Detailed instruction on how to vote will be provided in the meeting before the start of the voting session.

Results of the voting

- The resolutions proposed at the AGM and the results of the voting will be announced at the AGM and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad (“Bursa Malaysia”) at www.bursamalaysia.com.

Mobile Devices

- Please ensure that all mobile devices, i.e. phones/pagers/ other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings. Any recording of the proceedings, either vocal or audio visual is strictly prohibited.

No Smoking Policy

- A no smoking policy is maintained inside the SDCC building. Your co-operation is much appreciated.

Wi-Fi

- Free Wi-Fi is available at SDCC for the convenience of shareholders/proxies.

Surau/Prayer Room

- The Surau/Prayer Room is located at First Floor, SDCC, near Halia Restaurant.

First Aid

- An ambulance is on standby for any medical emergency. Please refer to the Secretariat Help Desk/First Aiders should you require any assistance.

Personal Belongings

- Please take care of your personal belongings. Sime Darby Property Berhad and SDCC will not be held responsible for any missing items.

Evaluation Form

- To enable us to improve on the administration and conduct of meeting, we would appreciate your comments by completing the evaluation form which is available at the Secretariat Help Desk. You may leave the completed form in the suggestion box placed outside the Grand Ballroom.

Annual Report

- The Annual Report is available on the Company’s website at www.simedarbyproperty.com and Bursa Malaysia at www.bursamalaysia.com under Company Announcements.

Enquiry

- If you have any enquiry prior to the meeting, please call Tricor Investor & Issuing House Services Sdn Bhd at +603-2783 9299 during office hours, i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday).

Map to SDCC

