

ADMINISTRATIVE DETAILS FOR THE FORTY-SEVENTH ANNUAL GENERAL MEETING (“47th AGM”) OF SIME DARBY PROPERTY BERHAD

Date	: Friday, 26 June 2020
Time	: 10.00 a.m.
Venue	: Banyan Room, Ground Floor, Sime Darby Convention Centre 1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia

Precautionary Measures Against the Coronavirus Disease (“COVID-19”)

- As you may be aware, the COVID-19 had infected more than 2,400,000 people around the world and there are already 5,425 confirmed cases (as at 20 April 2020) in Malaysia. As part of the initiatives to curb the spread of Coronavirus Disease 2019 (“COVID-19”), the Government had, on 18 April 2020, directed all companies to postpone their general meetings to a later date to be advised or alternatively, to only conduct virtual general meetings during the Movement Control Order (“MCO”) period. The Securities Commission Malaysia (“SC”) had, on 18 April 2020, issued a Guidance Note on the Conduct of General Meetings for Listed Issuers (“SC Guidance Note”) and encouraged listed companies to continue leveraging on technology even beyond the MCO period.
- In line with the Government’s initiative and the SC Guidance Note, the Company will conduct the 47th AGM 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 venue of the 47th 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. No shareholders/proxy(ies) from the public will be physically present at the meeting venue.
- We **strongly encourage** you to attend the 47th AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 47th AGM.
- Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 47th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 47th AGM.
- The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Remote Participation and Voting

- The RPV facilities are available on Tricor’s **TIIH Online** website at <https://tiih.online>.
- Corporate Shareholders (through Corporate Representatives) are required to contact Tricor at +603-2783 9299 during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday) and provide the following documents/information to Tricor **no later than 10.00 a.m. on Wednesday, 24 June 2020** to participate via the RPV facilities:
 - Original certificate of appointment of its Corporate Representative under the seal of the corporation;
 - Copy of the Corporate Representative’s MyKad (front and back); and
 - Corporate Representative’s e-mail address and handphone number.

Tricor will respond to your remote participation request upon receipt of such documents and information.

- Nominee Company Shareholders (through the beneficiary of the shares in the CDS account) are required to contact Tricor at +603-2783 9299 during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday) and to provide the following documents/information to Tricor **no later than 10.00 a.m. on Wednesday, 24 June 2020** to participate via the RPV facilities:
 - Duly completed Form of Proxy;
 - Copy of the beneficiary MyKad (front and back); and
 - Beneficiary’s e-mail address and handphone number.

Tricor will respond to your remote participation request upon receipt of such documents and information.

No Breakfast/Lunch Pack, Door Gift or Food Voucher

- There will be no distribution of breakfast/lunch packs, door gifts or food vouchers during the 47th AGM since the meeting is being conducted on a virtual basis.

Pre-Meeting Submission of Questions to the Board of Directors

- In order to enhance the efficiency of the proceedings of the 47th AGM, shareholders may in advance, before the 47th AGM, submit questions to the Board of Directors via Tricor's TIIH Online website at <https://tiih.online>, by selecting "e-Services" to login, post your questions and submit it electronically no later than Thursday, 18 June 2020. The Board of Directors will endeavour to address the questions received at the 47th AGM.

Procedures to Remote Participation and Voting via RPV Facilities

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 47th AGM using the RPV facilities:

Before the 47th AGM Day

Procedure	Action
i. Register as a user with TIIH Online (applicable for Individual Shareholders only)	<ul style="list-style-type: none"> Using your computer, access to website at https://tiih.online. Register as a user under the "e-Services". 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
ii. Submit your request to attend 47th AGM remotely	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Tuesday, 28 April 2020 up to 10.00 a.m. Wednesday, 24 June 2020. Login with your user ID and password and select the corporate event: (Registration) Sime Darby Property Berhad 47th AGM. Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate number of shares. Submit to register your attendance remotely. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 15 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.

On the 47th AGM Day

Procedure	Action
i. Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 47th AGM at any time from 9.40 a.m. i.e. 20 minutes before the commencement of meeting at 10.00 a.m. on Friday, 26 June 2020.
ii. Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: (Live Streaming Meeting) Sime Darby Property Berhad 47th AGM to engage in the proceedings of the 47th AGM remotely. 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 47th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
iii. Online remote voting	<ul style="list-style-type: none"> Select the corporate event: (Remote Voting) Sime Darby Property 47th AGM Read and agree to the Terms & Conditions and confirm the Declaration. Voting session commences from 10.00 a.m., Friday, 26 June 2020 until a time when the Chairman announces the completion of the voting session at the 47th AGM. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
iv. End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the 47th AGM, the Live Streaming will end.

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Entitlement to Attend and Vote

- Only members whose names appear on the Record of Depositors as at 15 June 2020 shall be eligible to attend, speak and vote at the 47th AGM or appoint the Chairman of the Meeting as proxy to attend and vote on their behalf.
- In view that the 47th AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.
- If you wish to participate in 47th AGM yourself, please do not submit any Form of Proxy for the 47th AGM. You will not be allowed to participate in the 47th AGM together with a proxy appointed by you.
- The duly completed Form of Proxy must be deposited at the office of the Share Registrar, 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, no later than Wednesday, 24 June 2020 at 10.00 a.m. You may also submit the proxy appointment electronically via Tricor’s TIIH Online website at <https://tiih.online> no later than Wednesday, 24 June 2020 at 10.00 a.m. For further information on the electronic submission of Form of Proxy, kindly refer to the Annexure below.

Voting at Meeting

- The voting at the 47th AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company has appointed Tricor to conduct the poll voting electronically (“e-voting”) via Tricor e-Vote application (“Tricor e-Vote App”) and Deloitte Enterprise Risk Services Sdn Bhd as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 47th AGM at 10.00 a.m. Kindly refer to “Procedures to Remote Participation and Voting via RPV Facilities” provided above for guidance on how to vote remotely via TIIH Online.

Results of the voting

- The resolutions proposed at the 47th AGM and the results of the voting will be announced at the 47th AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

Annual Report

- The Annual Report is available on the Company’s website at www.simedarbyproperty.com and Bursa Malaysia’s website at www.bursamalaysia.com under Company’s announcements.
- You may request for a printed copy of the Annual Report at <https://tiih.online> by selecting “Request for Annual Report” under the “Investor Services”.
- In light of the Government’s announcements on 16 March 2020, 25 March 2020, 10 April 2020 and 23 April 2020 in relation to the MCO effective 18 March 2020 to 12 May 2020 (and any extension thereof), please be informed that there may be some delay in the delivery of the printed copy of the Annual Report. The Annual Report will be delivered as soon as reasonably practicable.
- Nevertheless, it is hoped that you would consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affects every human, animal and nation on this planet.

Enquiry

- If you have any enquiry prior to the meeting, please call our Share Registrar, Tricor, at +603-2783 9299 during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday).

ANNEXURE






Dear Shareholders of Sime Darby Property Berhad,

We are pleased to inform that as a shareholder you can have the option to submit your Form of Proxy by electronic means through our system, TIIH Online (“e-Proxy”).

TIIH Online is an application that provides an online platform for shareholders (*individuals only*) to submit document/form electronically which includes the Form of Proxy in a paperless form (“e-Submission”). Once you have successfully submitted your e-proxy form, you are no longer required to complete and submit the physical Form of Proxy to the company or Tricor office.









To assist you on how to engage with e-Proxy, kindly read and follow the guidance notes which are detailed below:

1. Sign up as user of TIIH Online

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|  Using your computer, access our website at https://tiih.online |  Administrator will approve your registration within one working day and notify you via email |
|  Sign up as a user by completing the registration form, registration is free |  Activate your account by re-setting your password |
|  Upload a softcopy of your MyKad (front and back) or your passport | |

- Notes:** (i) *If you are already a user of TIIH Online, you are not required to sign up again*
(ii) *An email address is allowed to be used once to register as a new user account, and the same email cannot be used to register another user account*
(iii) *At this juncture, only individual security holders are offered to register as user and participate in e-Proxy*

2. Proceed with submission of e-Proxy

-  After the release of the Notice of Meeting by the Company, login with your user name (i.e. e-mail address) and password
-  Select the corporate event: “**Submission of Proxy Form**”
-  Read and agree to the Terms & Conditions and confirm the Declaration
-  Select/insert the CDS account number
-  Appoint the Chairman of the Meeting as your proxy
-  Indicate your voting instructions – FOR or AGAINST, otherwise the Chairman of the Meeting will decide your vote
-  Review & confirm your proxy appointment
-  Print e-proxy for your record

Should you need assistance on our e-Submission, please contact us. Thank you.

Tricor Investor & Issuing House Services Sdn Bhd

Unit 32-01, Level 32, Tower A, Vertical Business Suite,
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi,
59200 Kuala Lumpur, Malaysia

Telephone No: +603-2783 9299
Fax No: +603-2783 9222
E-mail: is.enquiry@my.tricorglobal.com