Administrative Details

for the Extraordinary General Meeting of Sime Darby Property Berhad

Date	:	**Tuesday, 3 November 2026**
Time	:	**2.30 p.m.**
Meeting Venue	:	**Grand Ballroom, First Floor** **KLGCC Convention Centre** **(formerly known as Sime Darby Convention Centre)** **1A, Jalan Bukit Kiara 1** **60000 Kuala Lumpur, Malaysia**
Online Meeting Platform	:	**https://investor.boardroomlimited.com** **with Remote Participation and Electronic Voting Facilities** (provided by Boardroom Share Registrars Sdn Bhd)

1. EXTRAORDINARY GENERAL MEETING ("EGM")

The EGM of Sime Darby Property Berhad (**"the Company"**) will be conducted in a hybrid mode which is in line with Principle C of the Malaysian Code on Corporate Governance whereby listed issuers are encouraged to leverage technology to facilitate greater shareholders' participation and enhance the proceedings of general meetings.

Shareholders shall have the option to attend the EGM to exercise their right to attend, participate and vote at the meeting **either**:

i) physically in person at the Meeting Venue (**"Physical Attendance"**); or
ii) virtually via the Remote Participation and Electronic Voting (**"RPEV"**) facilities to be provided by Boardroom Share Registrars Sdn Bhd (**"Boardroom"**), the appointed Poll Administrator for this EGM (**"Virtual Attendance"**).

The Meeting Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016.

2. ENTITLEMENT TO PARTICIPATE AND VOTE

Only shareholders whose names appear on the Record of Depositors as at 23 October 2026 shall be eligible to attend, speak and vote at the EGM or appoint a proxy(ies) to attend and vote on his/her behalf.

If shareholder is unable to participate at the EGM, he/she may:

i) Appoint proxy/proxies to participate and vote on his/her behalf; or

ii) Appoint the Chairman as his/her proxy to vote on his/her behalf,

and indicate the voting instructions in the Proxy Form.

If shareholder wishes to participate at the EGM, he/she must not submit any Proxy Form. Otherwise, he/she will not be permitted to attend the meeting together with appointed proxy/proxies.

Please refer to item 4.2(i) below for further information in relation to the appointment of proxy.

3. MEETING PARTICIPATION

I) PHYSICAL ATTENDANCE

All shareholder(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the EGM physically are required to register for the meeting at the Meeting Venue.

Please refer to item 7 below for other information in relation to Physical Attendance at the EGM.

II) VIRTUAL ATTENDANCE

The RPEV facilities will open for registration from **Monday, 19 October 2026 until such time before the poll voting session ends at the EGM on Tuesday, 3 November 2026.**

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 hybrid EGM.

ii) Submit Proxy Form electronically.

iii) Submit questions prior to the hybrid EGM.

Your login to BSIP on the day of the EGM will indicate your presence at the hybrid meeting.

The quality of the connectivity to the RPEV facilities for live webcast as well as for electronic voting depends 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) 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 EGM via the RPEV facilities if your device is connected to a network with firewall restriction and other security filtration. Kindly seek onsite IT/technical support, if required.

Please refer to item 4.1 below in relation to registration for remote participation.

4. REGISTRATION PROCEDURES FOR EGM

4.1 REGISTRATION FOR REMOTE PARTICIPATION

For shareholders who wish to attend the EGM remotely by using the RPEV facilities, kindly refer to the following steps:

PROCEDURES		ACTIONS
Before the day of the EGM		
Step (1)	Register online with BSIP for **Individual and Corporate Shareholder**	*[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]* a) Access the website https://investor.boardroomlimited.com. b) Click '**Register**' to sign up as a user. c) Select 'Account Type' to '**Sign Up As Shareholder**' or '**Sign Up As Corporate Holder**'. d) Complete registration and upload compulsory documents such as soft copy of MyKad (front and back) or Passport and authorisation letter (template available on the BSIP) for Corporate Shareholder. e) Enter a valid mobile number and email address. f) You will receive an email from BSIP for email address verification. Click 'Verify Email Address' in the email received to continue with the registration. g) 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. h) 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 and submission of proxy form	*[Note : You must be a registered BSIP user. Otherwise, please refer to Step (1)]* The registration for RPEV facilities will open on Monday, 19 October 2026 until such time before the voting session ends at the EGM on Tuesday, 3 November 2026 ("**Registration Deadline**"). The instrument appointing a proxy must be received latest by Sunday, 1 November 2026 at 2.30 p.m. ("**Proxy Lodgement Deadline**") **For Individual and Corporate Shareholders** a) Login to https://investor.boardroomlimited.com. b) Enter the OTP sent to your registered email address to verify your identity. c) Click 'Meeting Event(s)' and select the list of companies – '**SIME DARBY PROPERTY**

PROCEDURES		ACTIONS
		BERHAD EXTRAORDINARY GENERAL MEETING' and click 'Enter'. d) To attend the hybrid EGM remotely • Click '**Register for RPEV'**. • Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request. e) To appoint proxy • 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'. **For Authorised Nominees and Exempt Authorised Nominees** a) Login to https://investor.boardroomlimited.com. b) Enter the OTP sent to your registered email address to verify your identity. c) Click 'Meeting Event(s)' and select the list of companies – '**SIME DARBY PROPERTY BERHAD EXTRAORDINARY GENERAL MEETING**' and click 'Enter'. d) Click '**Submit eProxy Form**'. e) Select the company you would like to represent (if more than one). f) Proceed to download the file format for '**Submission of Proxy Form**'. g) Prepare the file for appointment of proxy(ies) by inserting the required data. h) Proceed to upload the duly completed Proxy Appointment file. i) Review and confirm your proxy(ies) appointment(s) and click '**Submit**'. j) Download or print the eProxy form as acknowledgement. For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to bsr.proxy@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.
Step (3)	Verification and email notification	For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys a) An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification.

PROCEDURES		ACTIONS
		b) Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on the day prior to the EGM, i.e. Monday, 2 November 2026 either approving or rejecting your request for remote participation.
On the day of the EGM		
Step (4)	Login	a) Login to https://investor.boardroomlimited.com with your registered email address and password. b) Enter the OTP sent to your registered email address to verify your identity. c) Meeting platform will be made available at any time from 1.30 p.m. i.e. one hour before the commencement of the EGM at 2.30 p.m. on Tuesday, 3 November 2026. d) Click into 'Meeting Event(s)' and go to '**SIME DARBY PROPERTY BERHAD EXTRAORDINARY GENERAL MEETING**' and then click '**Join Live Meeting**' to join the proceedings of the EGM remotely.
	Participate	a) Please follow the user guides in BSIP to view the live webcast, submit questions and vote. b) To view the live webcast, select the broadcast icon c) To ask a question during the EGM, select the messaging icon d) Type your question in the messaging box and click the send button to submit.
	Vote	a) 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 session. b) To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received. c) To change your vote, re-select your voting preference. d) If you wish to cancel your vote, please press 'Cancel'.
	End	Upon declaration by the Chairman of the closure of the EGM, the live webcast will end.

4.2 APPOINTMENT OR REVOCATION OF PROXY OR ATTORNEY

i) Appointment of Proxy or Attorney

Shareholders who appoint proxy or attorney or authorised representative to participate via RPEV facilities at the EGM must ensure that the duly executed Proxy Form is deposited in a hard copy form or by electronic means to Boardroom not later than Sunday, 1 November 2026 at 2.30 p.m.

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

a) In Hard Copy 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 Boardroom's office at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

b) By Electronic Form

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

Kindly refer to the Procedures under item 4.1 (Step 2) above.

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

ii) Revocation of Proxy or Attorney

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

eProxy Form
• Click 'Meeting Event(s)' and select the list of companies – '**SIME DARBY PROPERTY BERHAD EXTRAORDINARY 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.proxy@boardroomlimited.com to revoke the appointment of proxy/proxies.

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

4.3 CORPORATE REPRESENTATIVE

For a corporate shareholder who has appointed a representative, please deposit the ORIGINAL Certificate of Appointment at Boardroom's office at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not later than Sunday, 1 November 2026 at 2.30 p.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 shareholder (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.

5. POLL VOTING

The voting at the EGM 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** and Coopers Professional Scrutineers Sdn Bhd as Independent Scrutineer to verify the poll results.

Shareholders/proxies/corporate representatives/attorneys may proceed to vote on the resolution from the commencement of the EGM at 2.30 p.m. on Tuesday, 3 November 2026 (for both Physical and Virtual Attendance) until the end of the voting session which will be announced by the Chairman. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

All physical attendees are advised to bring their own personal devices in order to vote.

The resolution proposed at the EGM and the results of the voting will be announced at the EGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

6. SUBMISSION OF QUESTIONS FOR THE EGM

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

i) PHYSICAL ATTENDANCE

a) You may submit your questions via the QR Code which will be provided upon registration on the day of the meeting.

b) Click on the Messaging window facility to submit your questions. The Messaging window facility will open one (1) hour before the EGM which is from 1.30 p.m. on Tuesday, 3 November 2026.

c) You may also speak or raise questions during the meeting.

ii) VIRTUAL ATTENDANCE

a) **Prior to EGM**

Shareholders may submit questions in relation to the agenda item for the EGM via BSIP at https://investor.boardroomlimited.com **not later than Sunday, 1 November 2026 at 2.30 p.m.** Click 'Submit Questions' after selecting 'SIME DARBY PROPERTY BERHAD EXTRAORDINARY GENERAL MEETING' from 'Meeting Event(s)'. The responses to these questions will be shared at the EGM.

b) **During the EGM**

During the meeting live streaming, shareholders may also pose questions via real time submission of typed texts at BSIP. The Messaging window facility will be opened concurrently with the online meeting platform (i.e. one hour before the EGM from 1.30 p.m. on Tuesday, 3 November 2026). The Board and Senior Management will be in attendance either at the Broadcast Venue or remotely to provide responses accordingly.

If the questions are received late after the Questions & Answers session, the responses will be e-mailed to you at the earliest possible, after the meeting.

7. INFORMATION FOR PHYSICAL ATTENDANCE AT THE MEETING VENUE

I) TRAVEL ARRANGEMENT

a) Indoor parking is available at KLGCC Convention Centre and KLGCC Mall located next to KLGCC Convention Centre, subject to availability. Please note that parking at KLGCC Mall is subject to a flat rate charge of RM3.00 per entry (exclusive of 6% SST).

b) You are encouraged to use public transportation to travel to the Meeting Venue, as parking is limited. A shuttle service will operate at regular intervals (subject to traffic conditions) from the TTDI-Deloitte MRT Station (Entrance B). To access this service, please take the Sungai Buloh - Kajang MRT Line to TTDI-Deloitte MRT station and exit via Entrance B before boarding the shuttle. The shuttle service will commence at 9.30 a.m. and will operate throughout the EGM. Following the conclusion of the EGM, the shuttle will be available to transport shareholders back to the TTDI-Deloitte MRT station. The last shuttle service will be at 5.30 p.m.

Map to KLGCC Convention Centre



II) REGISTRATION

a) Registration will commence at 11.30 a.m. at Ballroom 3, First Floor, KLGCC Convention Centre and will end upon commencement of Poll-voting process.

b) Please read the signage to ascertain the registration area and proceed to register yourself for the meeting.

c) Please produce your ORIGINAL MyKad or Passport (for foreign shareholder) during registration for verification. Please ensure you collect your MyKad or Passport thereafter.

d) Upon verification and signing the Attendance List, you will be given the following items:

- a QR Code with login credentials.
- an identification wristband; and
- a food voucher.

Shareholders are advised to check all items received before leaving the registration counter, as any missing or lost item(s) will not be replaced thereafter.

e) 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.

f) The registration counters will only handle verification of shareholdings and registration for the EGM. For any other clarification or query, you may proceed to the Registration or Secretariat Help Desk.

III) HELPDESK

a) The Help Desk for Registration is located at the Ballroom 3, First Floor, KLGCC Convention Centre which handles clarification or query on registration matters.

b) The Secretariat Help Desk is located at the entrance of the Grand Ballroom which handles general clarification or enquiry.

IV) MOBILE DEVICES

Please ensure that all mobile devices and other electronic devices are set to silent mode during the EGM to ensure smooth and uninterrupted proceedings.

V) SEATING ARRANGEMENT FOR THE EGM

a) Free seating shall apply. All shareholders/proxies will be allowed to enter the Grand Ballroom from 1.30 p.m. onwards.

b) All shareholders/proxies are encouraged to be seated at least ten (10) minutes before the commencement of the EGM.

VI) NO SMOKING POLICY

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

VII) WI-FI

Free Wi-Fi is available at KLGCC Convention Centre for the convenience of shareholders/proxies.

VIII) SURAU/ PRAYER ROOM

The Surau is located at First Floor, KLGCC Convention Centre.

IX) 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.

X) PERSONAL BELONGINGS

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

XI) LUNCH

a) After registration, shareholders/proxies at the Meeting Venue are advised to proceed to Banyan Room (Ground Floor) to redeem the lunch pack on the same day.

b) Lunch packs will be distributed from 11.30 a.m. on a first-come, first-served basis and are subject to availability.

c) Shareholders/proxies at the Meeting Venue will be given a food voucher (subject to availability) upon successful registration in the following manner:

i)	Attending as shareholder	-	One (1) food voucher
ii)	Attending as shareholder and also as proxy irrespective of the number of shareholders represented	-	One (1) food voucher

iii)	Attending as proxy irrespective of the number of shareholders represented	-	One (1) food voucher

If the proxy has already collected the food voucher, a shareholder who later attends and revokes the proxy appointment will not receive an additional voucher.

d) No food or beverages are allowed in the Grand Ballroom. Meals can be consumed at the dining areas located on the Ground Floor, KLGCC Convention Centre.

e) In the event that your food voucher is lost or misplaced, no replacement will be provided.

XII) NO DOORGIFT

There will be **no door gift** provided for the EGM.

XIII) HEALTH AND SAFETY MEASURES

a) All physical attendees at the Meeting Venue must be medically fit to attend the EGM. If you have symptoms of being unwell with influenza or any other infectious disease, you are advised not to attend the EGM physically. If you still wish to attend the EGM, you are encouraged to wear and keep your mask on during the meeting.

b) The Company will take the necessary measures against any of the attendees who do not meet the foregoing health protocols.

8. NO RECORDING OR PHOTOGRAPHY

Recording or photography of the EGM is strictly prohibited without the prior written consent of the Company.

9. CIRCULAR TO SHAREHOLDERS AND OTHER DOCUMENTS

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

i) Circular to Shareholders dated 19 October 2026 in relation to the Proposed Acquisition of Two Parcels of Freehold Land with a Total Land Area Measuring Approximately 556.96 Acres Located in Mukim of Senai, District of Kulai, State of Johor, by Sime Darby Property (Kulai) Sdn Bhd, a Wholly-Owned Subsidiary of the Company, from SD Guthrie Berhad for a Total Cash Consideration of RM418.5 Million ("**Circular**")
ii) Notice of EGM
iii) Proxy Form
iv) Administrative Details
v) Request Form
vi) Privacy Notice

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

As part of our commitment to environmental sustainability, we strongly encourage our shareholders to refer to the digital version available online. Nevertheless, should you require a printed copy of Circular, you may submit your request by duly completing the Request Form and forwarding it to our Share Registrar, Vistra Investor & Issuing House Services Sdn Bhd (formerly known as Tricor Investor & Issuing House Services Sdn Bhd) ("**Vistra**") at the address stated therein. Alternatively, you may request a printed copy via Vistra's website at https://srmy.vistra.com by selecting "Request for Circular" under the "Investor Services" section.

10. ENQUIRY

If you have any enquiry prior to the EGM or require technical assistance to participate in the hybrid EGM, 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 : Nur Atiqah binti Mohd Arif

If you have any enquiry in relation to the request of hard copy of the Circular to Shareholders, please contact the Company's Share Registrar, Vistra 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) Email : is.enquiry@vistra.com

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

11. PRIVACY NOTICE

By registering for the RPEV and/or submitting the instrument appointing a proxy(ies) and/or representative(s) and/or submitting the Request for Circular, you consent to Sime Darby Property Berhad processing your personal data in the manner stipulated in the Privacy Notice as set out in https://www.simedarbyproperty.com/investor-relations/shareholders#egm and warrant and undertake that the proxy(ies) and/or representative(s) has/have given his/her/their explicit consent for the collection, use, and disclosure of his/her/their personal data by the Company in accordance with the Privacy Notice.