

ADMINISTRATIVE GUIDE FOR THE MEETING OF THE UNITHOLDERS OF AmFIRST REAL ESTATE INVESTMENT TRUST (“AmFIRST REIT”) (“UNITHOLDERS’ MEETING”)

Day and Date	: Monday, 21 September 2026
Time	: 11:00 a.m. or immediately following the conclusion of the 14th Annual General Meeting of the unitholders of AmFIRST REIT (“Unitholders”) that is scheduled to be held at the same venue and on the same date at 10:00 a.m., whichever is later, or at any adjournment thereof (as the case may be)
Venue	: Manhattan II, Level 14 Berjaya Times Square Hotel Kuala Lumpur No.1 Jalan Imbi 55100 Kuala Lumpur
Mode	: Physical Attendance

This Administrative Guide is prepared in accordance with the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, Chapter 13 of the Guidelines on Listed Real Estate Investment Trusts issued by the Securities Commission Malaysia, and the Malaysian Code of Corporate Governance relating to stakeholder communication and the conduct of general meetings.

1. COPIES OF THE UNITHOLDERS’ MEETING DOCUMENTS

The following documents are available on our corporate website:

- 1.1 Notice of Unitholders’ Meeting, Form of Proxy and Administrative Guide at <https://ir2.chartnexus.com/amfirstreit/investor-relations/general-meeting.php>.
- 1.2 Should you require a printed copy of the above documents including the Circular to Unitholders, you may submit your request through telephone/email to the number/email address provided in the enquiry section of this document.

2. ENTITLEMENT TO PARTICIPATE IN THE UNITHOLDERS’ MEETING

For the purposes of determining a Unitholder who shall be entitled to participate at the Unitholders’ Meeting, we shall be requesting from Bursa Malaysia Depository Sdn Bhd, to issue a General Meeting Record of Depositors as at 14 September 2026. In respect of the deposited securities, only Unitholders whose names appear in the Record of Depositors of AmFIRST REIT on 14 September 2026 shall be entitled to participate at the meeting or appoint a Proxy to attend, participate, speak and vote on their behalf at the Unitholders’ Meeting.

3. REGISTRATION

3.1 Pre-Registration (Online)

Procedure		Action
(i)	Step 1: Register Online with Boardroom Smart Investor Portal (BSIP)	For first-time registration, please refer to the URL below to create an account with BSIP: (a) How to register as Individual Holder (b) How to register as Corporate Holder <i>[Note: If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.]</i>
(ii)	Step 2: Pre-Registration to attend the Meeting	Pre-registration to attend the Unitholders’ Meeting is opened from the date of the Notice of Unitholders’ Meeting on 4 September 2026 . (a) Access BSIP at https://investor.boardroomlimited.com using your User ID (registered email address) and Password.

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		(b) Enter the OTP sent to your registered email address to verify your identity (c) Select "AmFIRST REAL ESTATE INVESTMENT TRUST EXTRAORDINARY GENERAL MEETING" from the list of Corporate Meetings and click "Enter". (d) Go to Physical and click on "Pre-Register". (e) Read and accept the General Terms and Conditions by clicking "Next". (f) Enter your CDS Account Number and thereafter submit your request.
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3.2 On The Day Registration

- (i) Registration will start at 8.00 a.m. at Manhattan II, Level 14, and will end at a time directed by the Chairman of the Unitholders' Meeting.
- (ii) Please present your original MYKAD or Passport [for foreigners] during registration for verification. No photocopy of MYKAD or Passport will be accepted. No person will be allowed to register on behalf of another person even with the original MYKAD or Passport of that other person. Please make sure you collect your MYKAD or Passport thereafter.
- (iii) After verification and registration, you will be provided with an identification wristband/tag. If you are attending the Unitholders' Meeting as a Unitholder as well as Proxy, you will be registered once and will only be given one identification wristband/tag to enter the Meeting Hall. No person will be allowed to enter the Meeting Hall without wearing the identification wristband/tag. The identification wristband/tag must be worn throughout the Unitholders' Meeting. There will be no replacement in the event that you lose/misplace the identification wristband/tag.

4. LODGMET OF FORM OF PROXY

Procedure		Action
4.1	e-Proxy Lodgment in electronic form	(i) <u>For Individual</u> (a) Access BSIP at https://investor.boardroomlimited.com using your User ID (registered email address) and Password. (b) Enter the OTP sent to your registered email address to verify your identity (c) Select "AmFIRST REAL ESTATE INVESTMENT TRUST EXTRAORDINARY GENERAL MEETING" from the list of Meeting Event and click "Enter". (d) Click on "Submit e-Proxy Form". (e) Read and accept the General Terms and Conditions by clicking "Next". (f) Enter your CDS Account Number and indicate the number of securities. (g) Appoint your Proxy(ies) or the Chairman of the Meeting and enter the required particulars for your Proxy(ies). (h) Review and confirm your Proxy(ies) appointment. (i) Click "Apply". (j) Download or print the e-Proxy Form acknowledgement. (ii) <u>For Corporate Holder (via email)</u> (a) Write in to bsr.proxy@boardroomlimited.com by providing the name of unitholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative of Form of Proxy to submit the request. (b) Please provide a copy of the Corporate Representative's or Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format together with his/her email address.

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		Note for Corporate holder: If you are the authorised representative for more than one (1) corporate holder, kindly click the home button and select "Edit Profile" in order to add Company name. (iii) <u>For Authorised Nominee and Exempt Authorised Nominee</u> (a) <u>Via BSIP</u> • Login to https://investor.boardroomlimited.com using your User ID and Password from Step 1 above. • Enter the OTP sent to your registered email address to verify your identity • Select "AmFIRST REAL ESTATE INVESTMENT TRUST EXTRAORDINARY GENERAL MEETING" from the list of Corporate Meeting and click "Enter." • Click on "Submit e-Proxy Form". • Select the company you would like to represent (if more than one). • Proceed to download the file format "Submission of Form of Proxy". • Prepare the file for the 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 and click "Submit". • Download or print the e-Proxy Form as acknowledgement. (b) <u>Via Email</u> • Write in to bsr.proxy@boardroomlimited.com by providing the name of Unitholder, CDS Account Number accompanied with the Form of Proxy to submit the request. • Please provide a copy of the Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format together with his/ her email address. Note: You must be a registered BSIP user. Otherwise, please refer to Step 1 (note 3.1(i)) above to register an account with BSIP.
4.2	In hard copy	(i) <u>By hand or post</u> Please ensure that the original Form of Proxy is deposited at our Share Registrar's office, Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than forty-eight (48) hours before the time set for the Unitholders' Meeting. Details of our Share Registrar's office can be found in the enquiry section of this document. (ii) <u>By Email</u> To the Share Registrar of AmFIRST REIT, Boardroom Share Registrars Sdn Bhd via email to bsr.proxy@boardroomlimited.com, no later than forty-eight (48) hours before the time set for the Unitholders' Meeting.

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5. REVOCATION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the Unitholders' Meeting by yourself, please write in to bsr.proxy@boardroomlimited.com or via BSIP (as the case maybe) to revoke the earlier appointed Proxy forty-eight (48) hours before the Unitholders' Meeting.

6. SUBMISSION OF QUESTIONS BEFORE AND DURING THE UNITHOLDERS' MEETING

6.1 Pre-submission before the Unitholders' Meeting: Unitholders may submit questions in relation to the agenda of the Unitholders' Meeting in advance commencing from 4 September 2026, and in any event no later than 11:00 a.m., 18 September 2026 via the following manner:

- (i) To the Manager's email at amfirstreit-custcare-investor@ambankgroup.com; or
- (ii) To BSIP at <https://investor.boardroomlimited.com> by logging in and select "SUBMIT QUESTION" to pose questions (**Pre-Unitholders' Meeting Questions**).

6.2 Submission during the Unitholders' Meeting: During the Unitholders' Meeting, Unitholders who are physically present will be able to ask questions in person.

7. SECRETARIAT HELPDESK

For any general enquiry, please proceed to the Secretariat Helpdesk located in front of Manhattan II.

8. RECORDING OR PHOTOGRAPHY

Strictly no recording or photography of the Unitholders' Meeting proceedings (in any form whether in person or live streaming) is allowed.

9. DOOR GIFT

There will be no door gift to be distributed to Unitholders and Proxies who participate at the Unitholders' Meeting.

10. MEETING REFRESHMENT

Meeting refreshment (lunch) will be provided to eligible Unitholders and Proxies.

10.1 Eligibility: Unitholders and Proxies are entitled to Redemption Voucher for meeting refreshment, upon successful registration, subject to the following terms and basis:

- (i) Each Unitholder will be entitled to one (1) Redemption Voucher only.
- (ii) Unitholder who is also appointed as a Proxy by another Unitholder shall be entitled to one (1) additional Redemption Vouchers.
- (iii) A Proxy is entitled to one (1) Redemption Voucher only, regardless of the number of Unitholders represented.
- (iv) In respect of 10.1(ii), if a Proxy has already collected the Redemption Voucher, the respective Unitholder will not be eligible for redemption voucher should they later choose to attend the Unitholders' Meeting in person.

10.2 Food Redemption Counter: Redemption must be made at the Food Redemption Counter located at Manhattan II, Level 14 on the same day before 1:00 p.m.

10.3 Lost Redemption Voucher: No replacement will be provided for lost Redemption Voucher.

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11. COMPLIMENTARY PARKING

11.1 **Eligibility:** Complimentary parking is available for Unitholders and Proxies who have successfully registered their attendance at the Unitholders' Meeting.

11.2 **Parking Location:**

- (i) Complimentary parking is available at Basement Levels 1 to 3.
- (ii) Please park at the designated areas near the elevator zones, as outlined below:

Basement 1	- West Zone: Pillars 2 to 6 - Central Zone: Pillars 7, 12, 13, 18, and 19
Basement 2	- West Zone: Pillars 2 to 10 - Central Zone: Pillars 17, 22, and 24
Basement 3	- West Zone: Pillars 2 to 10 - Central Zone: Pillars 17, 22, and 24

11.3 **Parking Entry:**

- (i) The parking entrance is located at the back of the building, opposite Bestow Restaurant.
- (ii) Please use Entrance No. 2 only. Do not enter via Entrance No. 1, 3, or 4.
- (iii) Upon arrival at the parking entrance, the License Plate Recognition (LPR) system will automatically detect your vehicle registration number and grant access to the parking area. No parking ticket will be issued.

11.4 **Redemption of Complimentary Parking:**

- (i) Upon successful registration for the Unitholders' Meeting, please collect your Complimentary Parking Validation Voucher (Parking Voucher) at the designated parking counter located at Manhattan II, Level 14.
- (ii) Prior to exiting the premise, please redeem your complimentary parking by presenting your Parking Voucher at the reception counter located at the reception counter at Level 14. Upon successful redemption, you will have **2-hour grace period** to exit the premise.
- (iii) Kindly ensure that your vehicle exits the premise within this **2-hour grace period**.
- (iv) Standard parking charges will apply for any duration exceeding this **2-hour grace period**.
- (v) Please note that we shall not be liable for any parking fees incurred after the expiry of this **2-hour grace period**.

11.5 **Parking Exit:** Please exit through:

Gate 1	Exit to Jalan Imbi Main Road.
Gate 2	Exit to Changkat Thamby Dollah.

11.6 **Overnight Parking:** We shall not be responsible for any parking charges incurred before the day of the Unitholders' Meeting.

12. ENQUIRY AND HELPLINE CONTACT

12.1 If you have any enquiry relating to the registration and Form of Proxy prior to the Unitholders' Meeting, please contact the following during office hours (8:30 a.m. to 5:30 p.m.) from Monday to Friday:

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13, 46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

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- 12.2 If you have any enquiry relating to the Administrative Guide of the Unitholders' Meeting, please contact the following during office hours (8.45 a.m. to 5.45 p.m.) from Monday to Thursday and (8.45 a.m. to 5.00 p.m.) on Friday.

AmREIT Managers Sdn. Bhd.

Address : Suite 101-2, Level 1, Tower 2
Wisma AmFIRST, Jalan SS7/15
47301 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line : 603-7955 8780/8782
Fax Number : 603-7955 8360/8380
Email : rahman-joned@ambankgroup.com
tan.kuan-long@ambankgroup.com

14. PERSONAL DATA PRIVACY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a Proxy(ies) and/or representative(s), the Unitholder has consented to the use of such data for purposes of processing and administration by AmFIRST REIT (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The Unitholder agrees that he/she will indemnify AmFIRST REIT in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the Unitholder's breach of warranty.

Note: The term "processing" and "personal data" shall have the meaning as defined in the Personal Data Protection Act, 2010.