

Administrative Details

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

Date	: Tuesday, 10 June 2025
Time	: 10.00 a.m.
Meeting Venue	: Grand Ballroom, First Floor Sime Darby Convention Centre 1A, Jalan Bukit Kiara 1 60000 Kuala Lumpur, Malaysia
Online Meeting	: https://investor.boardroomlimited.com with Remote Participation Platform and Electronic Voting Facilities (provided by Boardroom Share Registrars Sdn Bhd)

1. FIFTY-SECOND ANNUAL GENERAL MEETING (“52ND AGM”)

The Securities Commission and Bursa Malaysia Berhad had announced that all public listed companies on Bursa Malaysia must hold hybrid or physical general meetings effective 1 March 2025.

Following the above announcement, the 52nd AGM of Sime Darby Property Berhad (“**the Company**”) will be conducted in a hybrid mode which is also in line with Principle C of the Malaysian Code on Corporate Governance (MCCG) 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 52nd AGM to exercise your right to attend, participate and vote at the meeting **either**:

- in person or physically at the Meeting Venue (“**Physical Attendance**”); or
- 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 AGM (“**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 members whose names appear on the Record of Depositors as at 30 May 2025 shall be eligible to attend, speak and vote at the 52nd AGM or appoint a proxy(ies) to attend and vote on his/her behalf.

If you are unable to participate at the 52nd AGM, you may:

- Appoint proxy/proxies to participate and vote on your behalf; or
- Appoint the Chairman as your proxy to vote on your behalf,

and indicate your voting instructions in the Proxy Form.

If you wish to participate at the 52nd AGM, you must not submit any Proxy Form. Otherwise, you will not be permitted to attend the meeting alongside with proxy/proxies appointed by your goodself.

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

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3. MEETING PARTICIPATION

I) PHYSICAL ATTENDANCE

All Member(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the 52nd AGM physically are required to register for the meeting at the Meeting Venue.

Please refer to item 7 for other information in relation to Physical Attendance at the 52nd AGM.

II) VIRTUAL ATTENDANCE

The RPEV facilities will open for registration from **Wednesday, 30 April 2025 until such time before the poll voting session ends at the 52nd AGM on Tuesday, 10 June 2025.**

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 52nd 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 52nd 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.

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

4. REGISTRATION PROCEDURES FOR 52ND AGM




4.1 REGISTRATION FOR REMOTE PARTICIPATION

For shareholders who wish to attend the 52nd 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 and submission of proxy form	<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 Wednesday, 30 April 2025 until such time before the voting session ends at the 52nd AGM on Tuesday, 10 June 2025 ("Registration Deadline").</p> <p>The instrument appointing a proxy must be received latest by Sunday, 8 May 2025 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 52ND 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'

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PROCEDURES		ACTIONS
Before the day of the AGM (continued)		
Step (2)	Submit request for remote participation and submission of proxy form	<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 52ND 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 52nd AGM, i.e. Monday, 9 June 2025 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 52nd AGM at 10.00 a.m. on Tuesday, 10 June 2025 Click into 'Meeting Event(s)' and go to 'SIME DARBY PROPERTY BERHAD 52ND ANNUAL GENERAL MEETING' and then click 'Join Live Meeting' to join the proceedings of the 52nd 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 52nd 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 session 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 52nd AGM, 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 52nd 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 Sunday, 8 June 2025 at 10.00 a.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 notorially 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.

b) 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 4.1 (Step 2).

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 52nd 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 52nd 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 52ND 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 52nd AGM. In such event, shareholders should advise their proxy/proxies accordingly.

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4.3 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 Sunday, 8 June 2025 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.

5. POLL VOTING

The voting at the 52nd 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** 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 resolutions from the commencement of the 52nd AGM at 10.00 a.m. on Tuesday, 10 June 2025 (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 resolutions proposed at the 52nd AGM and the results of the voting will be announced at the 52nd AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

6. SUBMISSION OF QUESTIONS FOR THE 52ND AGM

The Board recognises that the 52nd AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 52nd AGM, shareholders may in advance, before the 52nd AGM, 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 52nd AGM which is from 9.00 a.m. on Tuesday, 10 June 2025.
- c) You may also speak or raise questions during the meeting.

II) VIRTUAL ATTENDANCE

a) Prior to 52nd AGM

Shareholders may submit questions in relation to the agenda items for the 52nd AGM via BSIP at <https://investor.boardroomlimited.com> **not later than Sunday, 8 June 2025 at 10.00 a.m.** Click 'Submit Questions' after selecting 'SIME DARBY PROPERTY BERHAD 52ND ANNUAL GENERAL MEETING' from 'Meeting Event(s)'. The responses to these questions will be shared at the 52nd AGM.

b) During the meeting

During the 52nd 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 52nd AGM from 9.00 a.m. on Tuesday, 10 June 2025). 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

- Indoor parking is available at Sime Darby Convention Centre ("SDCC") and multi-storey visitor parking at Kuala Lumpur Golf & Country Club ("KLGCC"), subject to availability. Shuttle service will be provided between the multi-storey visitor parking at KLGCC and SDCC, commencing at 7.15 a.m. onwards.
- You are encouraged to use public transportation to reach the Meeting Venue, as parking spaces are limited. A shuttle service will be available at regular intervals (subject to traffic conditions) from the TTDI-Deloitte (Mass Rapid Transit) Station (Entrance B). To access this service, please take the Sungai Buloh - Kajang MRT Line to the TTDI-Deloitte MRT station (Entrance B). Upon arrival, kindly exit the station via Entrance B before boarding the shuttle. The shuttle service will commence at 7.00 a.m. and will operate throughout the duration of the 52nd AGM. Following the conclusion of the AGM, the shuttle will be available to transport shareholders back to the TTDI-Deloitte MRT station.

Map to SDCC



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II) REGISTRATION

- a) Registration will commence at 7.00 a.m. at Ballroom 3, First Floor, SDCC 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 national Identification Card (I/C) or Passport (for foreign shareholder) during registration for verification. Please ensure you collect your I/C 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 breakfast coupon.
- 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 AGM. For any other clarification or query, you may proceed to the Registration or Secretariat Help Desk.

III) HELPDISK

- a) The Help Desk for Registration is located at the Ballroom 3, First Floor, SDCC 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, i.e. phones/pagers/other sound emitting devices are put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

V) SEATING ARRANGEMENT FOR THE AGM

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

VI) NO SMOKING POLICY

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

VII) WI-FI

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

VIII) SURAU/PRAYER ROOM

The Surau is located at First Floor, SDCC.

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 SDCC will not be held responsible for any missing items.

XI) BREAKFAST AND GIFT VOUCHER

- a) After registration, shareholders/proxies at Meeting Venue are advised to proceed to Banyan Room (Ground Floor) to redeem your breakfast pack on the same day.
- b) Breakfast will be served from 7.00 a.m. to 11.30 a.m.
- c) Shareholders/proxies at the Meeting Venue 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
- d) Gift vouchers will be provided to shareholders/proxies who participate the meeting virtually and whose addresses, as recorded in the Record of Depositors, are in Malaysia. We regret to inform that due to geographical restrictions, shareholders/proxies residing outside of Malaysia are not eligible for this gift voucher.
- e) 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.
- f) In the event that your breakfast coupon is lost or misplaced, no replacement will be provided.

XII) HEALTH AND SAFETY MEASURES

- a) All physical attendees at the Meeting Venue must be medically fit to attend the 52nd AGM. If you have symptoms of being unwell with Covid-19 or influenza, you are advised not to attend the 52nd AGM physically. If you still wish to attend the 52nd AGM, 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 52nd AGM is strictly prohibited without the prior written consent of the Company.

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9. INTEGRATED ANNUAL REPORT 2024 AND OTHER DOCUMENTS

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

- i) Integrated Annual Report 2024
- ii) Sustainability Report 2024
- iii) Corporate Governance Report 2024
- iv) Notice of 52nd AGM
- v) Proxy Form
- vi) Administrative Details
- vii) Request Form
- viii) Notice to Shareholders and Proxies under the PDPA 2010

The Integrated Annual Report 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, in the event that you still require a hard copy, you may request for a copy 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://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services".

10. ENQUIRY

If you have any enquiry prior to the 52nd 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 : Nur Atiqah binti Mohd Arif

If you have any enquiry in relation to the request of hard copy of the Integrated Annual 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@vistra.com
- iv) Officers : Zakiah Wardi (+603-2783 9287/Zakiah@vistra.com)
Jiang Shen Tew (+603-2783 9281/Jiang.Shen.Tew@vistra.com)

11. 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.