Administrative Details for the Forty-Fifth (45th) Annual General Meeting ("AGM") of Sime Darby Property Berhad

Date   : **Wednesday, 31 October 2018**
Time   : **10.00 a.m.**
Meeting venue   : **Grand Ballroom, 1st Floor, Sime Darby Convention Centre, 1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia**

Parking

- Indoor parking is available at Sime Darby Convention Centre ("SDCC") (subject to availability).
- Outdoor parking is available at Stadium Juara which is adjacent to SDCC (subject to availability).

Shuttle Service

- Shuttle service is available at designated drop off/pick up points between Stadium Juara and SDCC.

Registration

- Registration will commence at **7.00 a.m.** at Ballroom 3, 1st Floor, SDCC.
- 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 purposes. Only original I/C or Passport is valid for registration. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the production of original I/C or Passport of that other shareholder/proxy. Please make sure you collect your I/C or Passport after the registration.
- Upon verification of your I/C and signing the Attendance List, you will be given an identification wristband to be secured around your wrist. If you are attending the AGM as a shareholder as well as proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/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 Help Desk or Secretariat Help Desk.
- After registration, please proceed to Banyan Room (Ground Floor) to redeem your breakfast pack. Light refreshments (coffee/tea) will be available from 7.00 a.m. to 11.30 a.m.

Registration Help Desk

- The Registration Help Desk is located at Ballroom 3, 1st Floor, SDCC.
- You may proceed to the Registration Help Desk for any clarification or query on registration matters.

Secretariat Help Desk

- The Secretariat Help Desk is located at the entrance of the Grand Ballroom.
- The Secretariat Help Desk handles any general clarification or enquiry.

Breakfast and Gift Voucher

- The distribution of the breakfast pack will start at 7.00 a.m. at Banyan Room, Ground Floor, SDCC.
- A shareholder entitled to attend and vote at the AGM is entitled to appoint not more than two (2) proxies. Each shareholder/proxy who is present will be given one (1) breakfast pack and one (1) gift voucher upon registration. A proxy will only be entitled to one (1) breakfast pack irrespective of the number of shareholders he/she represents.
- If the proxy/proxies has/have obtained the breakfast pack earlier, shareholder(s) who register subsequently will not be given any breakfast pack.
- 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 pack.

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 23 October 2018 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.

Voting at Meeting

- Pursuant to the Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Malaysia"), all resolutions to be tabled at the meeting will be voted by poll instead of by show of hands. For this purpose, 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 tag issued during registration.
- Alternatively, shareholder/proxy could cast vote using your own smartphone device with access to Tricor e-Vote App. Shareholder/proxy are advised to download the Tricor e-Vote App onto your smartphone device before attending the meeting. Kindly refer to Appendix 1 on how to download the Tricor e-Vote app.

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 at https://www.bursamalaysia.com.

Mobile Devices

- Please ensure that all mobile devices, ie 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 wifi for the convenience of shareholders/proxies.

Surau/Prayer Room

- The Surau is located at 1st 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

- An evaluation form is available at the Secretarial Help Desk. To enable us to improve on the administration and quality of services, we would appreciate your completed Evaluation Form. Please leave it at the Secretariat Help Desk once completed.

Annual Report 2018

- The Annual Report is available on the Company's website at https://www.simedarbyproperty.com and Bursa Malaysia at https://www.bursamalaysia.com under Company's 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).

Location Map to SDCC

Administrative Details for the Forty-Fifth (45th)
Annual General Meeting ("AGM") of Sime Darby Property Berhad

Appendix 1

A. For voting using your own smartphone device

- Shareholders and proxies are advised to download Tricor e-Vote App onto your smartphone device before attending the meeting.
- Tricor e-Vote App download is available at no cost from Google Play Store or Apple App Store.
- Please follow the steps below on how to download the Tricor e-Vote App.

How to download Tricor e-Vote from	
Google Play Store (Android) – Minimum version of Android 4.0.3 or later	**Apple App Store (IOS) – Minimum version of IOS 8.0 or later**
1. Locate the Play Store icon and tap on it to open	1. Open the **App Store** application
2. Type in the name of the app: **"Tricor e-Vote"**, into the menu bar and search	2. Tap the **Search icon** at the bottom of the screen.
3. Tapping the three dots on the right side of the box will provide options to install right away.	3. Enter the **app name: "Tricor e-vote"** and tap Search.
	4. Tap on 'Get' button
4. Tap the Install button to start downloading. You will be prompted to provide certain device permissions for the installation to continue.	5. Tap on 'Install' button to start downloading
	6. Enter your Apple ID Password. Click 'Buy' to proceed (please note that there is no cost incurred)
5. Once the download and installation are completed, you can tap the Open button in the Play Store listing, or tap the icon from the notification tray to open your app. Otherwise, the app will be accessible by tapping the App icon in the bottom of your home screen, assuming an icon has not been put on your home screen.	7. Once the download and installation are completed, you can tap the Open button in the App Store listing. Otherwise, the app will be accessible by tapping the App icon in your home screen.

B. For access to Tricor e-Vote App

- To use Tricor e-Vote App, you need to connect the Wi-Fi network provided by Tricor during the voting session:

Wi-Fi Name: Tricor_eVote	Password: simeprop3110

- An identification tag with passcode will be issued to you by Tricor upon registration of attendance for the meeting.
- Please retain the identification tag for voting purpose during the meeting.
- You will be required to use the camera function of your device to capture the passcode 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.

Voters who do not have a suitable device
- Voting kiosks equipped with tablet will be set up by Tricor in the voting area.
- Once the voting session begins, you may proceed to the kiosks to cast your vote.