



IGB REAL ESTATE INVESTMENT TRUST

(constituted by a Deed of Trust dated 18 July 2012 as amended by the First Amending and Restating Deed dated 25 October 2018 between IGB REIT Management Sdn Bhd and MTrustee Berhad)

NOTICE OF VIRTUAL EIGHTH ANNUAL GENERAL MEETING

To the Unitholders of IGB REIT:

After taking into account the health, safety and well-being of Unitholders, the extension of the Conditional Movement Control Order to 9 June 2020 to mitigate and contain the outbreak of the Coronavirus (Covid-19) pandemic, the various standard operating procedures prescribed by the Malaysian National Security Council, the Ministry of Health and other relevant authorities relating to social distancing and avoiding all forms of public gatherings, the Board of Directors (Board) of IGB REIT Management Sdn Bhd, being the Manager of IGB REIT, has decided to hold the Eighth Annual General Meeting (8th AGM) of IGB REIT by remote communication through an internet webcast. As such, **a physical meeting at an identified location will not be held.**

The previously announced date, time and venue of the 8th AGM on 22 April 2020 at 2.00 p.m. will no longer apply. Instead, the 8th AGM will be broadcast by webcast at the following date and time:

Date : **Monday, 29 June 2020**

Time : **10.30 a.m.**

Broadcast Venue : **Matahari 3 & 4, Level 5, Cititel Mid Valley, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Malaysia**

Unitholders are advised that the Broadcast Venue is NOT the venue for the 8th AGM.

Unitholders at the close of business on 18 June 2020 (Record of Depositors - 8th AGM) may participate and vote at the 8th AGM by logging online to the Unit Registry, Tricor Investor & Issuing House Services Sdn Bhd's (TIH) website at <https://tjih.online> and complete the online form.

The following are enclosed with this Notice:

- (a) Administrative Guide; and
- (b) Proxy Form

The Notice of the 8th AGM, which sets out the details of the resolutions to be proposed at the 8th AGM included in the Annual Report 2019 distributed to Unitholders on 28 February 2020 will not be revised to reflect this Notice.

It is important that you read the Administrative Guide, and we strongly encourage you to vote in advance of the 8th AGM or to appoint the Chair of the meeting as your proxy with your voting instructions, regardless whether you plan to log-in and participate in the 8th AGM by webcast via the Remote Participation and Voting (RPV). In addition, we advise all Unitholders afford themselves ample time to complete the log-in process in advance of the commencement of the 8th AGM. Please call the technical support number on the Administrative Guide if you encounter any log-in difficulties.

Notice, Administrative Guide and Proxy Form are available electronically at www.igbreit.com.

Any inconvenience is most regretted. However, the health, safety and well-being of Unitholders is and remains of paramount importance to the Board of IGB REIT Management Sdn Bhd.

By Order of the Board

Tina Chan
Company Secretary
(MAICSA 7001659/SSM PC No. 201908000014)

Kuala Lumpur
5 June 2020

ADMINISTRATIVE GUIDE

1. Virtual AGM

This year's 8th AGM of IGB REIT will be held virtually. You can participate online using your smartphone, tablet or computer. By participating online, you will be able to view a live webcast of the 8th AGM, ask questions online and submit your votes in real time. Unitholders may send questions ahead of the 8th AGM to corporate-enquiry@igbreit.com by 25 June 2020 at the latest. The Board will answer the questions (related to the business of the 8th AGM) at its dutiful and free discretion in the 8th AGM.

The Board encourages Unitholders to participate and vote remotely at the 8th AGM using the RPV facility by logging to the TIH Online website at <https://tiih.online>. As usual, you may also provide proxy voting instruction before the meeting by completing the Proxy Form, or to appoint the Chair of the meeting as your proxy with your voting instruction. All valid proxy forms (along with a copy of My Kad and/or the original certificate of appointment), whether submitted electronically or in hard copy to the Manager's registered office not later than 10.30 a.m. on 28 June 2020), will be included in the poll to be taken at the 8th AGM. In view of the current Covid-19 situation and the related safe-distancing measures which may make it difficult for Unitholders to submit completed Proxy Forms by post/by hand, Unitholders are strongly encouraged to submit completed Proxy Forms electronically (e-Proxy) via TIH Online website at <https://tiih.online>.

2. RPV

The guidance notes for RPV are detailed below.

	Procedure	Action
BEFORE IGB REIT 8th AGM		
(a)	Sign up as user of TIH Online	<ul style="list-style-type: none"> ■ Using your computer, access the website at https://tiih.online. Sign up as a user under the "e-Services" (refer to the tutorial guide posted on the homepage). If you are already a user with TIH Online, you are not required to sign up. ■ You will be notified via e-mail your remote participation for registration at TIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> ■ Registration is open until 10.30 a.m. on Sunday, 28 June 2020. ■ Login your user ID and password and select the corporate event: "(REGISTRATION) IGB REIT 8th AGM". ■ Read and agree to the Terms & Conditions and confirm the Declaration. ■ Select "Register for Remote Participation and Voting". ■ Review your registration and proceed to register. ■ System will send an e-mail notifying your registration for remote participation is received and to be verified. ■ After verification of your registration against the Record of Depositors - 8th AGM, the system will send you an e-mail, approving or rejecting your registration for remote participation.
IGB REIT 8th AGM DAY		
(c)	Login to TIH Online	<ul style="list-style-type: none"> ■ Login your user ID and password for remote participation at the 8th AGM from 10.10 a.m. i.e. 20 minutes before the commencement of the 8th AGM at 10.30 a.m. on Monday, 29 June 2020.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> ■ Select the corporate event: "(LIVE STREAM MEETING) IGB REIT 8th AGM" to engage in the 8th AGM proceedings 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 (related to the business of the 8th AGM) submitted by remote participants during the AGM, as timing and circumstances permit. ■ 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.

	Procedure	Action
IGB REIT 8th AGM DAY		
(e)	Online Remote Voting	<ul style="list-style-type: none"> ■ Select the corporate event: “(REMOTE VOTING) IGB REIT 8th AGM”. ■ Read and agree to the Terms and Conditions and confirm the Declaration. ■ Voting session commences from 10.30 a.m. on Monday, 29 June 2020 until a time when the Chairman announces the completion of the voting session of the 8th AGM. ■ Select the CDS account that represents your unitholdings. ■ Indicate your votes for the resolutions that are tabled for voting. ■ Confirm and submit your votes.
(f)	End of RPV	<ul style="list-style-type: none"> ■ Upon the announcement by the Chairman on the closure of the 8th AGM, the live streaming will end.

Note:

Should you need assistance on the RPV, please contact TIIH's Help Lines at 011-40805616/ 011-40803168/ 011-40803169/ 011-40803170 or e-mail to tiih.online@my.tricorglobal.com.

3. e-Proxy

The guidance notes for submission of e-Proxy are detailed below:

	Procedure	Action
(a)	Sign up as user with TIIH Online	<ul style="list-style-type: none"> ■ Using your computer, access the website at https://tiih.online. ■ Sign up as a user under the “e-Services” (refer to the tutorial guide posted on the homepage). If you are already a user of TIIH Online, you are not required to sign up.
(b)	Proceed with submission of e-Proxy	<ul style="list-style-type: none"> ■ Login with your user name (i.e. email address) and password. ■ Select the corporate event: “Submission of Proxy Form”. ■ Read and agree to the Terms & Conditions and confirm the Declaration. ■ Insert your CDS account number and indicate the number of units for your proxy(s) to vote on your behalf. ■ Appoint your proxy(s) or chairman and insert the required details of your proxy(s). ■ Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote. ■ Review and confirm your proxy(s) appointment. ■ Print e-Proxy for your record.

4. Enquiry

Should you need assistance on RPV and e-Proxy submission, please contact the following persons at TIIH:

Puan Ros Sakila: +603 2783 9277 (Sakila@my.tricorglobal.com)
Encik Mohammad Amirul: +603 2783 9263 (Mohammad.Amirul@my.tricorglobal.com)



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PROXY FORM – 8TH AGM

CDS Account No.	
No. of Units Held	

*I/We (full name as per NRIC No./Certificate of Incorporation) _____

NRIC No./Company No. _____ of (full address) _____

being a Unitholder of IGB REIT hereby appoint the following person(s):

Name of proxy, NRIC No. & Address	No. of Units to be represented by proxy
1. _____ _____	_____
2. _____ _____	_____

or, both of whom failing, the Chairman of the 8th AGM as my/our proxy to participate and vote for me/us on my/our behalf, at the 8th AGM of IGB REIT to be broadcast by webcast (instruction to participate as set out in the Administrative Guide) at the following date and time:

- Date** : **Monday, 29 June 2020**
- Time** : **10.30 a.m.**
- Broadcast Venue** : **Matahari 3 & 4, Level 5, Cititel Mid Valley, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Malaysia**

I/We direct my/our proxy/proxies to vote for or against the resolution to be proposed at the 8th AGM as indicated hereunder. If no specific direction as to voting is given, the proxy/proxies will vote or abstain from voting at his/their discretion:

Ordinary Resolution	First Proxy		Second Proxy	
	For*	Against*	For*	Against*
RRPT Mandate				

* If you wish to exercise all your votes "For" or "Against", please tick (✓) within the box provided.

Dated this _____ day of _____ 2020
Signature/Common Seal of Unitholder

Notes:

- A Unitholder is entitled to appoint 1 or 2 proxies (none of whom need be a Unitholder of IGB REIT).
- A Unitholder, who is an authorised nominee, may appoint not more than 2 proxies in respect of each securities account held; whereas, an exempt authorised nominee may appoint multiple proxies in respect of each securities account held.
- Where a Unitholder appoints 2 proxies, the appointment shall be invalid unless the proportion of the unitholdings to be represented by each proxy is specified.
- Only Unitholder registered in the Record of Depositors - 8th AGM as at 18 June 2020 shall be entitled to participate and vote at the 8th AGM via RPV facility.
- Proxy Form and power of attorney or other authority, if any, under which it is signed or certified or office copy of such power or authority, to be deposited at the Manager's registered office, OR to be submitted electronically via TIH Online website at <https://tiih.online> not later than 10.30 a.m. on Sunday, 28 June 2020.

Fold This Flap For Sealing

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PROXY FORM

AFFIX
RM0.80
STAMP

The Company Secretary

IGB REIT Management Sdn Bhd 201201006785 (908168-A)

the Manager of IGB REIT

Level 32, The Gardens South Tower

Mid Valley City

Lingkaran Syed Putra

59200 Kuala Lumpur

Malaysia

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