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## ADMINISTRATIVE GUIDE FOR THE THIRTEENTH ANNUAL GENERAL MEETING ("AGM" or the "Meeting")

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- Day & Date of AGM : **Thursday, 30 October 2025**
- Time of AGM : **3.00 p.m.**
- Venue : The Banquet Hall, Level 3, The Ritz-Carlton Kuala Lumpur, 168 Jalan Imbi, 55100 Kuala Lumpur
- AGM Documents : The following documents can be viewed and downloaded from YTL Hospitality REIT's website at <https://www.ytlhospitalityreit.com/meetings> -
- (a) Annual Report 2025
  - (b) Notice of AGM
  - (c) Form of Proxy
  - (d) Administrative Guide for the AGM

### I. ENTITLEMENT TO PARTICIPATE AND VOTE

For the purpose of determining the unitholders who shall be entitled to attend the Meeting, Pintar Projek Sdn Bhd, the Manager for YTL Hospitality REIT shall request Bursa Malaysia Depository Sdn Bhd, in accordance with Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at 23 October 2025. Only a depositor whose name appears on the General Meeting Record of Depositors as at 23 October 2025 shall be entitled to attend the Meeting and appoint proxy to attend on his behalf.

### II. REGISTRATION

1. Registration will be at the **foyer of The Banquet Hall, Level 3, The Ritz-Carlton Kuala Lumpur.**
2. Registration will start at 1.00 p.m. until the conclusion of the AGM or such other time as may be determined by the Chairman of the Meeting.
3. Please read the signage to ascertain where you should register yourself for the Meeting and join the queue accordingly.
4. Please present your original identity card ("IC") or passport (for foreigners) during registration for verification and ensure that you collect your IC or passport thereafter.
5. After the verification and registration, you will be given an identification slip with a special QR code for purposes of:
  - (i) entry to the Meeting venue; and
  - (ii) voting at the Meeting. Kindly refer to paragraph V pertaining to poll voting.
6. If you are attending the Meeting as unitholder, proxy or corporate representative, you will be registered once and will only be given one (1) identification slip.
7. No person will be allowed to register on behalf of another person even with the original IC or passport of that other person.

8. The registration counters will only handle verification of identities and registration. If you have other queries or need clarification relating to registration, please proceed to the Help Desk located at the foyer of The Banquet Hall, Level 3, The Ritz-Carlton Kuala Lumpur for assistance.

### III. APPOINTMENT OF PROXY

The appointment of proxy may be made in hardcopy form or by electronic means as specified below and must be received by Boardroom Share Registrars Sdn Bhd (“Boardroom”) not less than 48 hours before the time appointed for holding the AGM i.e. no later than **Tuesday, 28 October 2025 at 3.00 p.m.:**

(a) In hardcopy form

The original Form of Proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified or office copy of that power or authority shall be deposited at the office of Boardroom at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.

**OR**

(b) Electronically via Boardroom Smart Investor Portal (“BSIP”)

The procedures for this are summarised below:

	<b>Procedure</b>	<b>Action</b>
1.	Register as a user with BSIP <b>(for first time registration only)</b>	<p><i>[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2.]</i></p> <ul style="list-style-type: none"> <li>• Access BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>• Click “Register” to sign up as a user and select the correct “Account Type” i.e. sign up as “<u>Individual Shareholder (Unitholder)</u>” or “<u>Corporate Holder</u>”.</li> <li>• Complete the registration with the required information and documents and click “Sign Up”.</li> <li>• You will receive an e-mail from BSIP for e-mail address verification. Click “Verify E-mail Address” from the e-mail received to continue with the registration.</li> <li>• Once your email address is verified, you will be re-directed to BSIP for verification of your 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.</li> <li>• Your registration will be verified and approved within one (1) business day and email notification will be provided to you.</li> </ul>

	Procedure	Action
2.	Submission of Form of Proxy	<p><b><u>For Individual Unitholder and Corporate Holder</u></b></p> <ul style="list-style-type: none"> <li>• Login to BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with your registered email address and password.</li> <li>• Click “Meeting Event” and select “<b>YTL HOSPITALITY REIT – 13TH ANNUAL GENERAL MEETING</b>” and click “Enter”.</li> <li>• Select the company you would like to represent (only applicable to Corporate Holder).</li> <li>• Go to “PROXY” and click on “Submit eProxy Form”.</li> <li>• Click “Submit eProxy Form” at the right hand corner.</li> <li>• Enter your CDS account number and number of securities held.</li> <li>• Select your proxy – either the Chairman of the Meeting or individual named proxy/proxies.</li> <li>• Read and accept the General Terms and Conditions by clicking “Next”.</li> <li>• Enter the particulars of your proxy/proxies and indicate voting instructions – “FOR”, “AGAINST” or “ABSTAIN”, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy/proxies appointment and click “Submit”.</li> <li>• Download and print the eProxy form as acknowledgement.</li> </ul> <p><b><u>For Authorised Nominee and Exempt Authorised Nominee</u></b></p> <ul style="list-style-type: none"> <li>• Login to BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with your registered email address and password.</li> <li>• Click “Meeting Event” and select “<b>YTL HOSPITALITY REIT – 13TH ANNUAL GENERAL MEETING</b>” and click “Enter”.</li> <li>• Select the company you would like to represent.</li> <li>• Click on “Submit eProxy Form”.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” from BSIP.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> </ul>

	<b>Procedure</b>	<b>Action</b>
2.	Submission of Form of Proxy (cont'd)	<ul style="list-style-type: none"> <li>• Proceed to upload the duly completed proxy(ies) appointment file.</li> <li>• Review and confirm your proxy(ies) appointment and click "Submit".</li> <li>• Download and print the eProxy form as acknowledgement.</li> </ul>
3.	Email notification	<ul style="list-style-type: none"> <li>• You will receive notification from Boardroom that your request(s) has been received and is being verified.</li> </ul>

#### **IV. APPOINTMENT OF REPRESENTATIVES BY CORPORATE MEMBERS**

For a corporate member who has appointed an authorised representative to attend and vote on your behalf, please deposit the **original certificate of appointment of corporate representative** with Boardroom at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, before the time appointed for holding the AGM or adjourned meeting.

#### **V. POLL VOTING**

In accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements, the resolution set out in the Notice of AGM will be put to vote by poll.

Unitholders/proxies/corporate representatives/attorneys can proceed to vote on the resolution once the Chairman of the meeting announces the commencement of the voting session. Voting must be completed before the Chairman announces the closure of the voting session. Please vote using your own smartphone or tablet with the special QR code given to you during the registration.

Upon completion of the voting session at the AGM, the scrutineers will verify the poll results, followed by an announcement on whether the resolution is duly passed.

#### **VI. COFFEE AND TEA**

Coffee and tea will be served at the foyer of Cesar 1 & 2, Level 3, The Ritz-Carlton Kuala Lumpur.

#### **VII. PARKING**

Unitholders whose vehicles are parked at **JW Marriott Hotel Kuala Lumpur, The Starhill or Lot 10 Shopping Centre ONLY** will be entitled to have their parking ticket validated for complimentary parking.

NO replacement ticket will be issued in the event that you lose or misplace the parking ticket. Valet parking will be at your own cost.

For ticket validation, please proceed to the Parking Ticket Validation Counters located at the foyer of The Banquet Hall, Level 3, The Ritz-Carlton Kuala Lumpur.

## VIII. MEAL VOUCHER (ONLY FOR UNITHOLDER WHO HOLDS AT LEAST 1,000 UNITS OF YTL HOSPITALITY REIT)

Each attendee is entitled to **one (1) meal voucher** only, regardless of the number of unitholders you represent as proxy, or whether you are attending in dual capacity as both unitholder and proxy. In the event a unitholder appoints more than one (1) proxy, the meal voucher will be issued only to the first proxy who has completed the registration.

As the meal voucher will be issued to you electronically, please scan the QR code provided herein to register your particulars, before the end of the Meeting.



## IX. ANNUAL REPORT 2025 (“ANNUAL REPORT”)

In line with our sustainability commitments, there will be **NO distribution** of printed copy of the Annual Report at the Meeting. We encourage you to refer to the electronic copy of the Annual Report available on YTL Hospitality REIT’s website at <https://www.ytlhospitalityreit.com/meetings>.

You may however, request for a printed copy of the Annual Report via email to [shares@ytl.com](mailto:shares@ytl.com) or contact us at +(603) - 2038 0888 (ext. 13321/13382).

## X. MOBILE DEVICES / RECORDING OR PHOTOGRAPHY

Kindly switch your mobile phone to silent mode before entering the Meeting room.

No recording or photography of the AGM proceedings is allowed without the prior written permission of Pintar Projek Sdn Bhd, the Manager for YTL Hospitality REIT.

## XI. ENQUIRIES

If you have any enquiries on the above, please contact the following offices during office hours on Mondays to Fridays (except on public holidays):

### **Boardroom Share Registrars Sdn Bhd**

Tel. : +(603) - 7890 4700  
Fax : +(603) - 7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### **YTL Corporation Berhad**

Tel. : +(603) - 2038 0888 (ext. 13321/13382)  
Fax : +(603) - 2038 0388  
Email : [shares@ytl.com](mailto:shares@ytl.com)