GuocoLand (Malaysia) Berhad (192001000022 (300-K))
A Member of the Hong Leong Group

ADMINISTRATIVE GUIDE
FOR THE EXTRAORDINARY GENERAL MEETING ("EGM")

Date	:	Tuesday, 30 June 2020
Time	:	2.30 p.m.
Venue	:	Wau Bulan Ballroom, Level 2, Sofitel Kuala Lumpur Damansara, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur
Subject	:	Proposed disposal by DC Offices Sdn Bhd, an indirect wholly-owned subsidiary of GuocoLand (Malaysia) Berhad, of an office building known as Menara Guoco to MTrustee Berhad, acting solely in its capacity as Trustee for and on behalf of Tower Real Estate Investment Trust, for a cash consideration of RM242.1 million ("Proposed Disposal")

CIRCULAR TO SHAREHOLDERS

The Circular to Shareholders dated 15 June 2020 of GuocoLand (Malaysia) Berhad ("GLM") in relation to the Proposed Disposal ("Circular") is available on GLM's website at https://guocoland.com.my/investor-relations/ ("GLM Website") under "Bursa Announcements" and also on Bursa Malaysia Securities Berhad's ("Bursa Securities") website at https://www.bursamalaysia.com under "Company Announcements".

You also can view and download the following documents from GLM Website:

1. Notice of EGM
2. Form of Proxy
3. Administrative Guide

If you wish to obtain a printed copy of the Circular, please contact the following persons:

1. Mr Allan Tang Chin Heng at CHTang@hongleong.com.my; or
2. Ms Lee Mun Yee at MYLee@hongleong.com.my.

ENTITLEMENT TO ATTEND AND VOTE

1. Only members whose names appear on the Record of Depositors as at 22 June 2020 shall be eligible to attend the meeting or appoint proxy(ies) to attend and vote on their behalf.

2. If you wish to attend the meeting in person, please do not appoint any proxy(ies) nor submit any Form of Proxy for the meeting. You will not be allowed to attend the meeting together with the proxy(ies) appointed by you.

3. 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 registration counter to revoke the appointment of your proxy(ies).

FORM OF PROXY

1. The Form of Proxy must be deposited at the Registered Office of the Company at Level 10, Wisma Hong Leong, 18 Jalan Perak, 50450 Kuala Lumpur or lodged electronically via email at glm-gmeeting@guocoland.com, not less than 48 hours before the time appointed for holding of the meeting or adjourned meeting.

2. Any Form of Proxy received less than 48 hours before the time appointed for holding of the meeting or adjourned meeting will not be entertained and the said appointment of proxy(ies) shall be deemed invalid.

3. Where 2 or more proxies are appointed, the proportions of members to be represented by each proxy must be specified in the Form of Proxy appointing the proxies, failing which, the appointments shall be invalid.

CORONAVIRUS DISEASE (COVID-19) PANDEMIC

1. In view of the COVID-19 pandemic and as a precautionary measure, temperature checks will be conducted on all members/proxies upon arriving at the meeting venue. If a member/proxy has high temperature or shows symptoms of being unwell, we strongly advise him/her not to attend the meeting and to consult a doctor immediately. For the safety of others, GLM reserves the right to refuse entry of a member/proxy with body temperature of above 37.5°C or displaying any symptoms of being unwell. Attendees may be required to sign a health declaration form and provide their travel history and contact details (to facilitate contact tracing, if required) before entering the meeting venue.

2. In order to ensure social and physical distancing, GLM reserves the right to limit the number of physical attendees to be accommodated at the meeting. Attendees are required to wear a face mask throughout the meeting.

3. In the interest of health and safety of the attendees at the meeting, GLM has the right to make changes to the administration and organisation of the meeting as it deems necessary. Please visit Bursa Securities' website or GLM Website for any latest announcements/updates in relation to the meeting.

REGISTRATION

1. Registration will commence at 1.00 p.m. and will end at a time as directed by the Chairman of the meeting.

2. Please read the signage to ascertain the registration area and proceed to register yourself for the meeting.

3. Please produce your original National Registration Identification Card ("NRIC")/Passport during registration for verification purposes. Only original NRIC/Passport is valid for registration. Please note that you are not allowed to register on behalf of another member/proxy, even if the original NRIC/Passport of that other member/proxy is produced. Please make sure you collect your NRIC/Passport after registration.

4. Upon registration, you will be given a Polling Device to facilitate the voting by way of a poll pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Securities ("Listing Requirements").

5. The registration counter will only handle verification of identity and registration. If you have other enquiries or need clarification, please proceed to the Helpdesk.

POLL VOTING

1. Pursuant to Paragraph 8.29A(1) of the Listing Requirements, the resolution set out in the Notice of EGM will be put to vote by way of a poll. GLM has appointed Propoll Solutions Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting and Symphony Merchant Sdn Bhd has been appointed as the Independent Scrutineer to verify the poll result.

2. Electronic voting for the resolution as set out in the Notice of EGM will take place upon the conclusion of the deliberations of the business transacted. Poll voting shall commence as announced by the Chairman of the meeting.

3. All attendees of the meeting will be briefed and guided by the Poll Administrator before commencement of the voting process. If you encounter any problem in using the Polling Device during the meeting, please raise your hand and our Poll Administrator personnel will provide assistance to you.

PARKING

1. Parking is available at the visitors' parking bays at Levels B2 and B3 of Sofitel Kuala Lumpur Damansara/Damansara City Mall. Please exchange your parking ticket for a "Complimentary Parking Ticket" (not applicable for valet parking) at the Parking Ticket Counter which is located at the foyer of the Ballroom.

2. The Complimentary Parking Ticket does not require validation at the autopay machine before exit.

3. There will be no replacement for lost or misplaced Complimentary Parking Ticket.

REFRESHMENT

To ensure social and physical distancing and in support of the Malaysian Government's effort to curb the spread of the COVID-19 pandemic, there will be no refreshments provided to members/proxies who attend the meeting.

MOBILE DEVICES

1. Please ensure that all mobile devices, i.e. phones/other sound emitting devices are switched off or put on silent mode during the meeting to ensure smooth and uninterrupted proceedings.

2. Photography and recording of the meeting proceedings, vocal or audio-visual, are strictly prohibited.

ENQUIRIES

For enquiries and administrative details concerning the meeting, please contact the following offices during office hours from Mondays to Fridays (except public holidays):

1. Hong Leong Share Registration Services Sdn Bhd
Level 25, Menara Hong Leong
No. 6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur

Tel No. : 03 - 2088 8818
Fax No. : 03 - 2088 8990

Contact person : Mr Allan Tang Chin Heng
Email address : CHTang@hongleong.com.my

Contact person : Ms Lee Mun Yee
Email address : MYLee@hongleong.com.my

2. GuocoLand (Malaysia) Berhad

Level 10
Wisma Hong Leong
No. 18, Jalan Perak
50450 Kuala Lumpur

Tel No. : 03 - 2164 1818
Fax No. : 03 - 2164 2476

Contact person : Ms Chin Min Yann
Email address : glm-gmeeting@guocoland.com

Contact person : Ms Lee Sow Yeang
Email address : glm-gmeeting@guocoland.com

LOCATION MAP

