



Summary of Questions and Answers from Allowing the Trust Unitholders to Submit Questions and Inquiries  
Related to the Report of Bualuang Office Leasehold Real Estate Investment Trust (B-WORK)  
for the Year 2020 for the Trust Unitholders in lieu of convening the Annual General Meeting of Trust  
Unitholders for the year 2020 and Related Supporting Documents

As BBL Asset Management Company Limited (the “REIT Manager”) acting as the REIT Manager of Bualuang Office Leasehold Real Estate Investment Trust (B-WORK) (“B-WORK”) has delivered the report of B-WORK for the Year 2020 to the Trust Unitholders in lieu of convening the Annual General Meeting of Trust Unitholders for the year 2020 (the “Report”) along with related supporting documents including the Annual Report of B-WORK for the year 2019 by registered mail and has disclosed the aforementioned documents on the website of B-WORK since 29 April 2020, the REIT Manager has allowed the Trust Unitholders to submit questions and inquiries related to the Report and its related supporting documents including the Annual Report of B-WORK for the year 2019 during 29 April 2020 to 15 May 2020, the REIT Manager has already collected questions and inquiries from the Trust Unitholders and summarized such questions and inquiries in form of questions and answers, details are as follows:

**Question 1** List of the auditors of B-WORK for the year 2020

**Answer** The REIT Manager has appointed KPMG Phoomchai Audit Ltd. which has been approved and in accordance with regulation of the Office of the Securities and Exchange Commission (“Office of the SEC”) as the auditors of B-WORK for the year 2020. The REIT Manager has considered qualifications and competency of the auditors from the qualification and excellence criteria of auditors, work performance, independency without any interest or conflict of interest as the auditors of B-WORK with the details as follows:

1	Ms. Sujitra Masena	Certified Public Accountant Registration No 8645 who has been the auditor of B-WORK for the period of 2 years (from 2018) and/or
2	Ms. Munchupa Singsuksawat	Certified Public Accountant Registration No 6112 who has been the auditor of B-WORK for the period of 2 years (from 2018) and/or
3	Ms. Sawitree Ongksirimemongkol	Certified Public Accountant Registration No 10449 who has been the auditor of B-WORK for the period of 2 years (from 2018)



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Any one of the above auditors will conduct audit and express opinion on the financial statements of B-WORK. In the case where none of the above auditors is able to perform their duties, KPMG Phoomchai Audit Ltd. will designate its other certified public accountant to conduct audit and express opinion on the financial statements of B-WORK in place of the above auditors.

For the determination of remuneration of the auditors of B-WORK for the year 2020, exclusive of other expenses such as photocopy, transportation and others, the details of which are as follows:

Year 2019	Year 2020	% Change
1,300,000 Baht	1,340,000 Baht	3.08 %

**Question 2** The latest disclosure of the overview of Trust Unitholders

**Answer** The latest disclosure of the overview of Trust Unitholders according to the determination of the list of Trust Unitholders entitled to receive the report of B-WORK in lieu of convening the Annual General Meeting of Trust Unitholders for the year 2020 (Record date) as of 13 April 2020, the total number of the Trust Unitholders is 1,380, with the list of top 10 major Trust Unitholders as follows:

No.	Name	Number of the Trust Units	% of Trust Unit Holding Proportion
1.	True Properties Company Limited	56,000,000	15.18
2.	Social Security Office	37,300,600	10.11
3.	Principal Property Income Fund	32,427,400	8.79
4.	Allianz Ayudhya Assurance Public Company Limited	28,000,000	7.59
5.	Government Savings Bank	21,500,000	5.83
6.	Muang Thai Life Assurance Public Company Limited	12,128,900	3.29
7.	Muang Thai Insurance Public Company Limited	10,223,700	2.77
8.	Aioi Bangkok Insurance Public Company Limited	7,323,100	1.99
9.	Krungthai-AXA Life Insurance Public Company Limited	7,071,600	1.92
10.	FWD Life Insurance Public Company Limited	6,830,000	1.85
Total		218,805,300	59.32



**Question 3** Details of the costs of rental and service as appeared in the financial statement for the year ended 31 December 2019 at the amount of 156.8 million Baht, consist of which expenses, account for what percentage of the costs of rental and service?

**Answer** The costs of rental and service for the year 2019 at the amount of 156.8 million Baht consist of approximately 62% of utility cost, approximately 21% of project operating costs, such as fees for hiring contractor for maintaining the systems, security service fee and cleaning service fee etc., and approximately 17% of asset maintenance cost.

**Question 4** Expenses for improvement of assets in which B-WORK invested are costs of B-WORK or the REIT Manager?

**Answer** Expenses for improvement of assets in which B-WORK invested are costs of B-WORK and will be recorded in the costs of rental and service.

**Question 5** Does the outbreak of Coronavirus Disease (COVID-19) has an impact on B-WORK?

**Answer** According to the performance of B-WORK at the end of the first quarter for the year 2020, the outbreak of Coronavirus Disease 2019 (COVID-19) has no significant impact on B-WORK. There are some tenants who have submitted a request for remedy to the REIT Manager, however, the REIT Manager is now considering the measures to support the tenants who have been affected during the crisis. In this regard, the REIT Manager will monitor and evaluate the situation closely, and will take proper measures under the scope of relevant contractual provision and laws, by taking into account the loyalty, using knowledge, skill and competence, as well as attention and due care in the similar standard or manner as the person having profession shall act, for the utmost benefit of Trust Unitholders (Fiduciary Duty).

**Question 6** Has B-WORK submitted a request for relief to the creditor due to the impact of Coronavirus Disease 2019 (COVID-19) outbreak?

**Answer** At present, the performance of B-WORK has not suffered a significant impact and the loan interest rate of B-WORK is the floating rate that has decreased since the beginning of the year, therefore, the supporting reason for requesting a financial relief from creditor is still limited. However, if the performance is likely to be more affected, the REIT Manager will proceed to request for a financial relief.



However, as the loan interest rate of B-WORK is at MLR-1% and the bank who is a lender has reduced the MLR interest rate by 0.750% since the beginning of the year. Such reduction resulted in decrease of current interest expenses to the amount of approximately 4.8 million Baht per annum, compared to the MLR interest at the beginning of the year 2020 (calculated according to the period that the MLR interest rate has been reduced.)

**Question 7** Can B-WORK claim for damages from the Business Interruption Insurance due to the impact of Coronavirus Disease 2019 (COVID-19) outbreak?

**Answer** The business damage caused by the outbreak of Coronavirus Disease 2019 (COVID-19) is not included in the All Risks Insurance and Business Interruption Insurance, as the principle of Business Interruption Insurance is an insurance that covers the commercial loss (the income of the insured) during the business interruption, which is a subsequence from the damage of insured property as if it is not caused by fire or other disasters which are covered by the insurance. The word Business Interruption means when the business is temporarily suspended the operation for maintenance or reconstruction, which is a subsequence from the property damage, whereby the occurrence of Coronavirus Disease 2019 (COVID-19) outbreak is not included in the definition of such damage.

**Question 8** The outlook of impact on the nature of leasing of office space after the end of Coronavirus Disease 2019 (COVID-19) outbreak and expected impact on the office space leasing market and B-WORK

**Answer** As for the usage of rental office space after the recovery of Coronavirus Disease 2019 (COVID-19) outbreak, the REIT Manager is of the view that in the overall rental office market in the future, some of tenants may adjust the form of the rental office to be more flexible (Agile Workplace), which is the integration between the Head Quarter, Co-Working Space and Working from Home, therefore the demand of rental office will decrease. Nevertheless, it is expected that it will take some time to adjust and prepare for technology, platform and/or infrastructure systems which are necessary for this form of working. Moreover, in actual practice, it still takes time to change the behavior of getting used to working in the traditional office system. The provider of rental office space also needs to improve the system and the management of the building in order to meet the changing demand of the tenants.

As for the long-term impact on B-WORK, the REIT Manager is of the opinion that there is a low probability that the tenants will not renew the office space lease agreements since the tenants' current demand for office space is still greater than the spaces within True Tower 1 and 2 Project which B-WORK can provide. Furthermore, the tenants have invested in renovating the rental space within True Tower 1 Project, and the renovation is partially completed at present. The space usage is an integration between office space,



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co-working space and meeting room. As for True Tower 2 Project, apart from being utilized as a rental office space, some of areas are used as meeting room and training center, data center and studio, which have a large investment costs for area renovation and system installment, thus the risk of tenants moving out is quite low.

In this regard, although there is a situation where some tenants choose not to renew the lease agreement with B-WORK, it will be the obligation of True Properties Company Limited, as the Property Manager, to procure the tenants, while the REIT Manager also has a right to procure the tenants. Also, the average rental rate of B-WORK for each project is not high compared to the average rental rate of the office buildings in the same level which located in the vicinity. Therefore, the procurement of new tenants is within the capacity of the Property Manager and the REIT Manager.