

Procedure on Registration to Attend the Meeting and Proxy Granting
for the Annual General Meeting of Trust Unitholders of the 2021 of
Bualuang Office Leasehold Real Estate Investment Trust (B-WORK)

On Tuesday, 27 April 2021, at 1.30 p.m.

at Crowne Ballroom, Crowne Plaza Bangkok Lumpini Park,
952 Rama 4 Road, Suriya Wong, Bang Rak, Bangkok 10500

Attending the Meeting in Person

1. Registration

For your convenience, please present documents, registration form and evidence (in clause 2 or 3) to the officer for verification and registration at the registration desk prior to attending the Meeting time on 27 April 2021 from 12.30 p.m. onwards.

2. Attending the Meeting in person

(1) In case of individual

- Please present the Trust Unitholders' valid official document issued by the relevant governmental authorities e.g. citizen identification card, government office identification card or passport, including the evidence of the change of name or last name (if any).

(2) In case of juristic persons

In case of juristic persons who are established under Thai laws, please present the following evidence to the officer for registration prior to the meeting.

- A copy of unexpired, no later than 6 months, the juristic person's affidavit certified issued by the relevant governmental authority and duly certified true and correct by the representative of the juristic person being authorities to sign binding upon the juristic person together with the juristic person's real affixed (if any).
- A copy of valid citizen identification card, government officer identification card, or passport, including the evidence of the change of name or last name (if any) of the authorized person of the juristic person duly certified copy of true and correct.

In case of juristic person which are established under foreign laws, please present the following evidence.

- A copy of unexpired, no later than one year, the juristic person's affidavit certified issued by the relevant governmental authority and duly certified true and correct by the representative of the

juristic person being authorized to sign binding upon the juristic person together with the juristic person's seal affixed (in any).

- As for juristic person which are established under foreign laws, if the original documents are not the English, an English translation of such documents duly certified true translation by the person being authorized to sign binding upon the juristic person.
- A copy of valid citizen identification card, government officer identification card, or passport, including the evidence of the change of name or last name (if any) of the authorized person of the juristic person duly certified copy true and correct.

3. Granting for proxy

REIT Manager Has already attached three proxy forms in accordance with Attachment 10 as follows.

- (1) Form A: a general proxy form that is not complicated.
- (2) Form B: a proxy form that specifies details for which the proxy will be granted.
- (3) Form C: a proxy form used particularly in case of a foreign unitholder appointing a custodian in Thailand to keep in custody and take care of the trust units.

For the purpose of convenience, please send your proxy form to the REIT Manager within 26 April 2021 via registered mail to "BBL Asset Management Co., Ltd. (Real Estate and Infrastructure Investment department), 175 Sathorn City Tower, 21st Floor, South Sathorn Road, Sathorn, Bangkok, 10120". Please complete form and duly sign your name. All corrections or crosses made on material statements must be countersigned by the grantor. The proxy form must be affixed with Baht 20 of stamp duty.

Documents required in granting of proxy

- (1) Grantor who is an individual must submit the followings:
 - The proxy form must be duly signed and affixed with Baht 20 of Stamp duty.
 - Valid and unexpired copy of identification card or governmental identification card or passport which certified as true by grantor.
 - The proxy must present valid and unexpired identification card or governmental identification card or passport to register the meeting.
- (2) Grantor who is a juristic person must submit the followings:
 - A proxy form signed by an authorized person of the juristic person as indicated in its affidavit together with a common seal of the juristic person (if any) and must be affixed with Baht 20 of stamp duty.
 - A copy of valid citizen identification card, government officer identification card, or passport, including the evidence of the change of name or last name (if any) of the authorized person of the juristic person duly certified copy of true and correct.

- In case the grantor is a juristic person registered in Thailand, a copy of an affidavit issued by Ministry of Commerce for not more than 6 months certified as true by its authorized person together with a common seal of the juristic person (if any).
- In case of the grantor is a juristic person registered in foreign country, a copy of unexpired, no later than one year, the juristic person's affidavit certified issued by the relevant governmental authority and duly certified true and correct by the representative of the juristic person being authorized to sign binding upon the juristic person together with the juristic person's seal affixed (in any).
- As for juristic person which are established under foreign laws, if the original documents are not the English, an English translation of such documents duly certified true translation by the person being authorized to sign binding upon the juristic person.
- A copy of valid citizen identification card, government officer identification card, or passport, including the evidence of the change of name or last name (if any) of the authorized person of the juristic person duly certified copy true and correct.

4. Verification of Unitholders or Proxies (submission to the REIT Manager within 26 April 2021)

Unitholders or proxies must submit the acceptance form, supporting document and copy of identification card of unitholders and proxies via registered mail to "BBL Asset Management Co., Ltd. (Real Estate and Infrastructure Investment department), 175 Sathorn City Tower, 21st Floor, South Sathorn Road, Sathorn, Bangkok, 10120".

5. Procedure of the Meeting and Voting

The meeting will consider agenda items according to the items in the notice to attend the unitholders meeting in a respective order. The Chairman, director or relevant executive will present information in each agenda item and provide unitholders with opportunities to ask questions before casting votes and reporting the resolution of each agenda item. In this respect, the unitholders or proxies can ask questions and cast votes according to the voting criteria below.

- In the event that unitholders or proxies have inquires during the meeting, the unitholders or proxies shall provide their names and last names, for the purpose of recording for the preparation of the minutes of the meeting of unitholders.
- Unitholders or proxies can only choose to vote to approve, disapprove or abstain. Unitholders or proxies cannot divide the units they hold to divide the votes, except the proxy of a custodian of foreign investor who will be able to divide the units in their voting. In case of providing more votes than the number of entitled votes that the person is entitled to, such voting will be deemed incorrect and not considered as a vote of unitholder or proxy.

- The vote counting in each agenda will only be for those casting disapproval and abstain. Then those numbers shall be deducted from the total votes of unitholders who attend the meeting. The result is the number of approval votes. In this vote counting process, there is a legal counsel of the REIT being witness.