

Registration Methods, Attendance and Proxy
Of the 2021 Annual General Meeting of Trust Unitholders of
Bualuang Office Leasehold Real Estate Investment Trust (B-WORK)

On 27 April 2021, at 1.30 p.m.,
Broadcasting at , Crowne Ballroom, Crowne Plaza Bangkok Lumpini Park,
No. 952, Rama IV Road, Suriyawong Subdistrict, Bang Rak District, Bangkok 10500

Via electronic method

1. **Registration**

Unitholders or proxies who wish to attend the 2021 Annual General Meeting of Trust Unitholders need to inform the REIT Manager via the email address bworkreit@bblam.co.th of their intention to attend the meeting within 22 April 2021, together with submitting identification document. After the REIT Manager completes the verification of the list of unitholders according to the list as of the Record Date indicating the unitholders who are entitled to attend the meeting, the REIT Manager shall share the username, password and manual for using the system to the email addresses that unitholders inform the REIT Manager for the purpose of attending the electronic unitholders meeting system.

2. **Attending the meeting via electronic method** The unitholders have to provide the following documents together with the Acceptance form to attend the E-AGM Meeting (Attachment 16) to the REIT Manager

(1) **In the case of natural person**

- Please provide the unitholder's unexpired identification card or government card or passport, certified true copy, in order to obtain the username, password and manual for using the system.

(2) **In the case of juristic person**

In order to obtain the username, password and manual for using the system of electronic meeting,

- **In the case of juristic person registered in Thailand**, please provide a copy of the certification document, issued within six months and duly certified true and correct by the person(s) being authorized to sign binding upon the juristic person with the juristic person's seal affixed (if any).
- **In the case of foreign juristic person**, please provide a copy of certification document, issued within one year by the governmental authority of the country where such juristic person is situated, and duly certified true and correct by the person(s) being authorized to sign binding upon the juristic person with the juristic person's seal affixed (if any).

- If the original documents are not in English, please provide the English translation of such documents, duly certified true translation by the person(s) being authorized to sign binding upon the juristic person with the juristic person's seal affixed (if any).
- The person being authorized to sign binding upon the juristic person as per the certification document must provide the copy of unexpired identification card or government card or passport for registration, certified true copy.

3. Proxy

- A unitholder who would like to appoint a proxy shall appoint only one proxy to attend the meeting and vote, pursuant to the proxy form, which have three types, summarized as follows:
 - (1) Form A which is a general proxy form;
 - (2) Form B which is a proxy form which completely and clearly specifies the matters for proxy.
 - (3) Form C which shall only be used for the case that the unitholder is a foreign investor and has appointed a custodian.
- For convenience and to speed up the registration process, the REIT Manager would like ask for cooperation of the unitholders to submit the proxy form to the REIT Manager within 22 April 2021, by delivering to “**Bbl Asset Management Co.,Ltd.** (Real Estate & Infrastructure Investment Department) 175 Sathorn City Tower, 21st Floor, South Sathorn Road, Sathorn, Bangkok 10120”
- The proxy form shall duly filled in and signed. If there is any material amendment or removal of the wording, the grantor must countersign such amendment or removal. The stamp-duty of THB 20 shall be affixed.

Document to be used for Proxy

- (1) In case that the grantor is a natural person, the grantor shall submit the following documents:
 - Proxy form duly signed by the grantor and the proxy.
 - A copy of the unexpired identification card or government card or passport of the grantor, duly certified true and correct by the grantor.
 - A copy of the unexpired identification card or government card or passport of the proxy, duly certified true and correct by the proxy.
- (2) In case that the grantor is a juristic person, the grantor shall submit the following documents:
 - Proxy form duly signed by the person being authorized to sign binding upon the juristic person pursuant to the certification document with the juristic person's seal (if any).
 - A copy of the unexpired identification card or government card or passport of the person being authorized to sign binding upon the juristic person pursuant to the certification document, who signs the proxy form, duly certified true and correct by such authorized person.
 - In case that the grantor is a juristic person registered in Thailand, please submit a copy of the certification document, issued within six months, and certified true and correct by the person being authorized to sign binding upon the juristic person with the juristic person's seal (if any).

- In case that the grantor is a foreign juristic person, please submit a copy of certification document, issued within one year by the governmental authority of the country where such juristic person is situated, and duly certified true and correct by the person(s) being authorized to sign binding upon the juristic person with the juristic person's seal affixed (if any).
- If the original documents are not in English, please provide the English translation of such documents, duly certified true translation by the person being authorized to sign binding upon the juristic person with the juristic person's seal affixed (if any).
- A copy of the proxy's unexpired identification card or government card or passport, certified true and correct by the proxy.

4. Verification of Unitholders or Proxies

Unitholders or proxies must submit acceptance form, supporting document and copy of identification card of unitholders and proxies (in case of proxies) together with email address and phone number for contact (that can be reachable). There are two ways for the verification as follows.

Unitholders attending the meeting via electronic method

- sending to email address : bworkreit@bblam.co.th (Submission to the REIT Manager within 22 April 2021)

Proxies attending the meeting via electronic method

- submit the proxy form to the REIT Manager within 22 April 2021, by delivering to “**Bbl Asset Management Co.,Ltd.** (Real Estate & Infrastructure Investment Department) 175 Sathorn City Tower, 21st Floor, South Sathorn Road, Sathorn, Bangkok 10120” (Submission to the REIT Manager within 22 April 2021)

5. Attendance to the meeting via electronic method (E-AGM Meeting)

- Once unitholders or proxies have expressed their intention and verified their identities to the REIT Manager within the prescribed timeline, the REIT Manager shall share the username, password and manual for using the system to the email addresses that unitholders inform the REIT Manager for the purpose of attending the electronic unitholders meeting system of OJ International Co., Ltd. (within 23 April 2021).
- Registration and vote counting program can be used with computer, laptop, tablet and smartphone through Internet Explorer and Chrome web browser using 4G high speed internet or LAN, which support both E-Meeting and E-Voting for unitholders attending by themselves or proxies,

6. 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.

- Casting votes for each agenda item shall be made in public by expressing the intention through online system. The unitholders or proxies shall cast the votes through online system when the Chairman asks if the attendees have any question. Each unitholder or proxy can cast only one type of votes for each agenda item through online system and the responsible officers of the REIT Manager will count and verify the votes.
- 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.
- Unitholders or proxies who approve the matter shall cast their votes in public by voting through the online system. It will be deemed that such unitholders or proxies cast the approval votes in case such unitholders or proxies do not perform any action. Only the unitholders or proxies who intend to cast disapproval votes or abstain from voting will need to cast their votes by voting through the online system.
- 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.