



- Translation -

Guidelines on Registration, Attendance to the Two-way Communication, and Proxy for the Two-way Communication via Electronic Media (E - Two-way communication)

The trust unitholders or the proxies who wish to attend the 2024 Two-way communication of Bualuang Office Leasehold Real Estate Investment Trust via electronic media (E - Two-way communication), whereby Inventech Systems (Thailand) Co., Ltd. will be responsible for organizing the Two-way communication, are requested to follow the instructions below:

1. **Expression of the intention to attend the Two-way communication via electronic media (E - Two-way communication)**

For trust unitholder who would like to attend or appoint a proxy to attend the Two-way communication via electronic media

- Please register in the pre-registration system (E - Two-way communication e-Request), which will be available from 11 April 2024 at 8.30 hours to 19 April 2024 at 17.30 hours. Please refer to the details regarding the documents required to register for the Two-way communication via electronic media (E - Two-way communication) in **No. 2** and the guidelines for attending the Two-way communication via electronic media (E - Two-way communication) in **No. 3** of this attachment.

2. **Documents required to register for the Two-way communication via electronic media (E - Two-way communication)**

For the registration in the pre-registration system (E - Two-way communication e-Request), the documents for registration which the trust unitholders and the proxies shall also submit are as follows:

For a trust unitholder who is a natural person

- **In the case that the trust unitholder wishes to attend the Two-way communication via electronic media (E - Two-way communication) by herself/himself:**
 - A copy of ID card or a copy of government official ID card, or a copy of passport (for foreign trust unitholders) of the trust unitholder, which is still valid, signed and certified as a true copy by the trust unitholder.
- **In the case that the trust unitholder appoints a proxy to attend the Two-way communication via electronic media (E - Two-way communication):**
 - A Proxy Form as detailed in **Attachment 2** of this Two-way Communication Invitation Letter, completely and accurately filled out and signed by the grantor and the proxy, and also affixed with stamp duty of 20 Baht.



- o A copy of ID card or a copy of government official ID card, or a copy of passport (for foreign trust unitholders) of the grantor, which is still valid, signed and certified as a true copy by the grantor.
- o A copy of ID card or a copy of government official ID card, or a copy of passport (for foreign proxies) of the proxy, which is still valid, signed and certified as a true copy by the proxy.

For a trust unitholder who is a juristic person

- In the case that an authorized signatory of the juristic person wishes to attend the Two-way communication via electronic media (E - Two-way communication) by herself/himself:
 - o A copy of the affidavit, certified as a true copy by such authorized signatory of the juristic person with the juristic person's seal affixed (if any), whereby:
 - For a juristic person registered in Thailand: such copy of the affidavit shall be issued not more than 6 months before the date of Two-way communication via electronic media.
 - For a juristic person registered in a foreign country: such copy of the affidavit shall be issued by a government authority of the country in which the juristic person has been registered and incorporated or a copy of any other document having the same legal effects may be submitted. Such documents shall be issued not more than 1 year before the date of Two-way communication via electronic media. In the case that any of the originals of such documents are not in English language, the English translation thereof must also be provided, signed and certified as an accurate translation by the authorized signatory of the juristic person with the juristic person's seal affixed (if any).
 - o A copy of ID card or a copy of government official ID card, or a copy of passport (for foreign authorized signatories of juristic persons) of the authorized signatory of the juristic person, which is still valid, signed and certified as a true copy by such person.
- In the case that the trust unitholder which is a juristic person appoints a proxy to attend the Two-way communication via electronic media (E - Two-way communication):
 - o A copy of the affidavit, certified as a true copy by such authorized signatory of the juristic person with the juristic person's seal affixed (if any), whereby:
 - For a juristic person registered in Thailand: such copy of the affidavit shall be issued for not more than 6 months before the date of Two-way communication via electronic media.
 - For a juristic person registered in a foreign country: such copy of the affidavit shall be issued by a government authority of the country in which the juristic person has been registered and incorporated or a copy of any other document having the same legal effects may be submitted.



Such documents shall be issued for not more than 1 year before the date of Two-way communication via electronic media. In the case that any of the originals of such documents are not in English language, the English translation thereof must also be provided, signed and certified as an accurate translation by the authorized signatory of the juristic person with the juristic person's seal affixed (if any).

- A copy of ID card or a copy of government official ID card, or a copy of passport (for foreign authorized signatories of juristic persons) of the authorized signatory of juristic person, which is still valid, signed and certified as a true copy by such person.
- A copy of ID card or a copy of government official ID card, or a copy of passport (for foreign proxies) of the proxy, which is still valid, signed and certified as a true copy by such person.
- A Proxy Form as detailed in Attachment 2 of this Two-way Communication Invitation Letter, completely and accurately filled out and signed by the authorized signatory of the juristic person with the juristic person's seal affixed (if any) and by the proxy, and also affixed with stamp duty of 20 Baht.
- Power of Attorney (if any)

In the case that the aforementioned documents or evidence are not in Thai language or English language, the trust unitholder must provide the English translation thereof, signed and certified as an accurate translation by the trust unitholder or the juristic person's authorized signatory and submit such translation as an attachment.

- In the case that a unitholder is a foreign investor and has appointed a custodian in Thailand for the purpose of custody of securities;
 - A copy of the affidavit of the custodian, issued for not more than 6 months before the date of Two-way communication via electronic media, signed and certified as a true copy by the custodian's authorized signatory or attorney together with the juristic person's seal affixed (if any), and a power of attorney (if such copy of the document has been signed and certified as a true copy by the attorney).
 - A power of attorney issued by the trust unitholder authorizing the custodian to sign the Proxy Form on her/his behalf.
 - A confirmation letter, confirming that the person signing the Proxy Form on behalf of the trust unitholder has been permitted to operate custodian business.
 - A Proxy Form as detailed in Attachment 2 of this Two-way Communication Invitation Letter, completely and accurately filled out and signed by the grantor and the proxy, and also affixed with stamp duty 20 Baht.



- o A copy of ID card or a copy of government official ID card, or a copy of passport (for foreign proxies) of the proxy, which is still valid, signed and certified as a true copy by such person.

By submitting documents for verification of identity according to the list and the process specified above to the REIT Manager through the pre-registration system (E - Two-way communication e-Request), the trust unitholders and/or the proxies certify that the information specified in the documents, including any documents submitted to the REIT Manager, are correct and the trust unitholders and/or the proxies (as the case may be) signed such documents and agreed that the trust unitholders and/or the proxies (as the case may be) are bound by the documents submitted through the pre-registration system (E - Two-way communication e-Request), and the REIT Manager shall use such information for reference whether the original documents have been submitted by the trust unitholders and/or the proxies (as the case may be) to the REIT Manager or not.

3. Guidelines for attending the Two-way communication via electronic media (E - Two-way communication)

The trust unitholders who would like to attend the Two-way communication via electronic media (E - Two-way communication) themselves or by proxies can proceed with the step for submission of e-Request form to attend the Two-way communication via electronic media as follows:

**Step for submission of e-Request form to attend
the Two-way communication via electronic media**

1. To submit an e-Request form to attend the Two-way communication via electronic media, please proceed as follows:

(1) Click the URL <https://serv.inventech.co.th/BWORK184563R/#/homepage> or scan QR Code.

(2) Choose the type of request to proceed with the following 4 steps:

Step 1 Fill in the information of the trust unitholder.

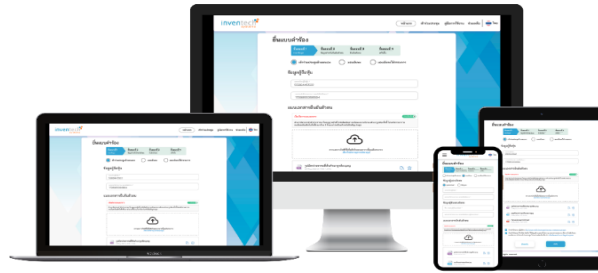
Step 2 Fill in the information for verification of the identity of the trust unitholder.

Step 3 Verify via OTP

Step 4 Once the transaction is completed, the system will display the trust unitholder's information again to verify the accuracy of the information.



(3) Please wait for an email confirming the information of meeting details and password after the approval.



**** To merge user accounts, please use the same email and phone number ****

2. For the trust unitholders who would like to attend the Two-way communication via electronic media either by herself/himself or by proxy, please note that the electronic registration system will be available from 11 April 2024 at 08.30 hours to 19 April 2024 at 17.30 hours.
3. The Two-way communication system via electronic media will be available on 22 April 2024 at 8.00 hours (2 hours before the opening of the meeting). The trust unitholders shall use the provided Username and Password and follow the instruction manual to access the system.

If you have any problems with the system, please contact Inventech Call Center



Tel: 02-931-9136

LINE: @inventechconnect

The service will be available during 11 – 22 April 2024 at 08.30 hours. – 17.30 hours.

(Only business days, excluding holidays and public holidays)

Report a problem

Steps for registration for attending the meeting (e-Register)

1. Get email and password that you received from your email or request OTP
2. Click on “Register” button.
3. Click on “Join Attendance” button.
4. Click on “Join Meeting” button.

Step to ask questions via Inventech Connect

- Select the agenda as specified by the REIT Manager.
- Click on “Question” button.
 1. Submit the question via text message.
 - Type the question, then click “Send”.
 2. Ask the question via visual and audio.
 - Click on “Conference”.
 - Click on “OK” for confirm the queue.





- Please wait for the queue to be arranged for asking questions before unmuting your microphone and turning on your camera.

How to use Inventech Connect



User Manual e-Request

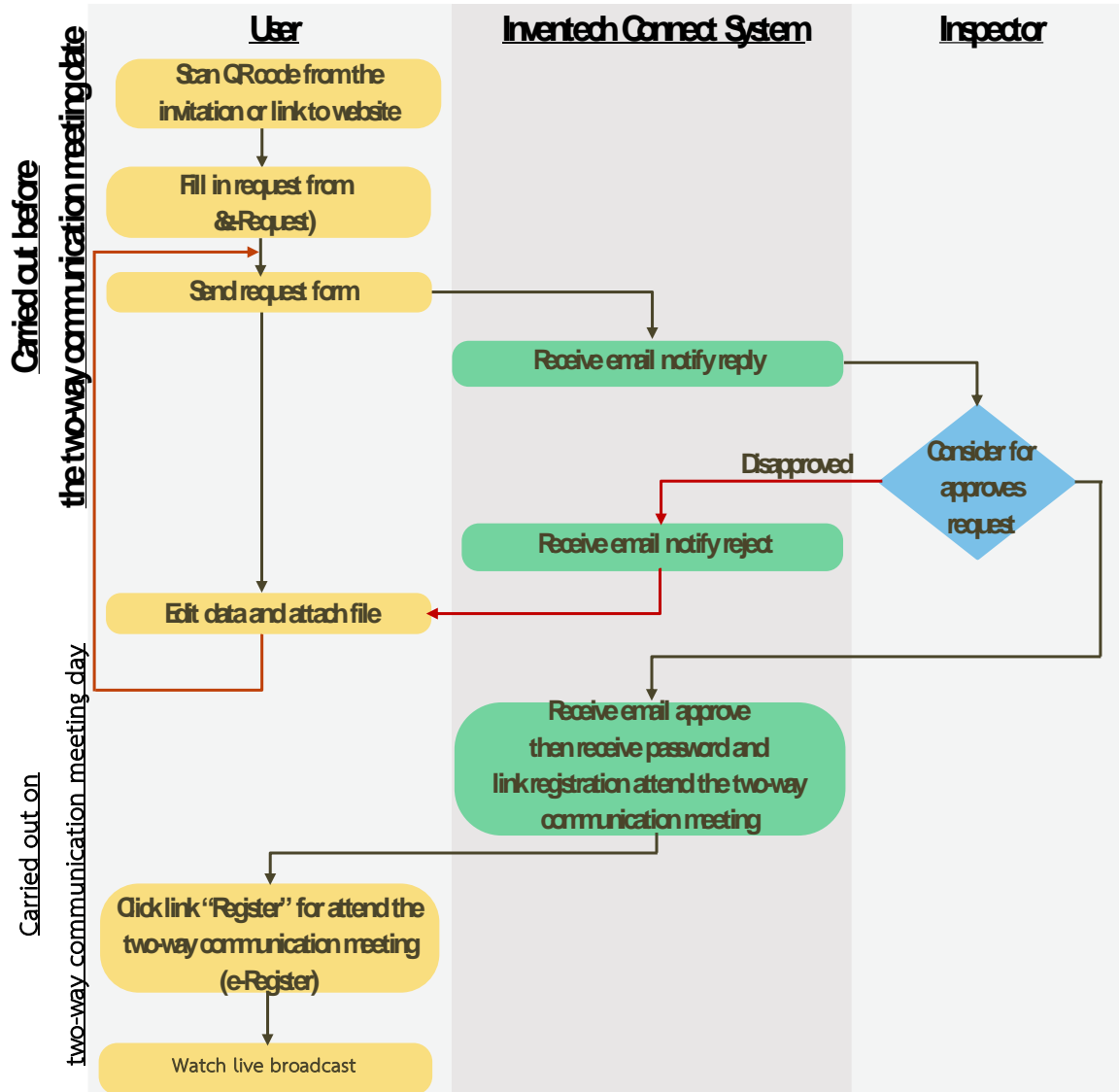
* Note Operation of the Two-way communication system via electronic media and Inventech Connect systems depends on the internet of the trust unitholders, as well as the equipment and/or the program of the equipment. Please use equipment and/or program as follows to use systems.

1. Internet speed recommendations
 - High-Definition Video: internet speed should be at 2.5 Mbps (recommended internet speed).
 - High Quality Video: internet speed should be at 1.0 Mbps.
 - Standard Quality Video: internet speed should be at 0.5 Mbps.
2. Equipment requirements.
 - Smartphone/Tablet that uses IOS or android OS.
 - PC/Laptop that use Windows or Mac OS.
3. Browser Chrome (Recommended browser) / Safari / Microsoft Edge

** The system does not support Internet Explorer.



**Guideline for attending of the Two-way Communication via Electronic Media
 (E - Two-way communication)**



Condition of use

In case Merge account/change account

In case filling request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account, you can click on "Change account".

In case Exit the meeting

Attendees can click on "Register for exit the quorum".