

Documents, Evidence, Methods of Registration and Authorization

For 2019 Annual General Meeting of Trust Unitholders of Bhiraj Office Leasehold Real Estate Investment Trust

On Wednesday, 24 April 2019, at 10:00 Hours

1. Registration

A unitholder or a proxy may register and submit documents or evidence for verification at the meeting venue in advance from 9:00 hours on 24 April 2019, at 222-223 Meeting Room, 2nd Floor, Bangkok International Trade & Exhibition Centre (BITEC), located at 88 Debaratana (km. 1) Road, Bangna Tai, Bangna, Bangkok, 10260, in accordance with the attached map of the meeting venue in [Enclosure 7](#)

2. Documents or Evidence that must be presented by attendees before attending the meeting

Natural Person

- (1) In the case of unitholders attending the meeting in person
A valid document issued by a government agency, such as an identification card, government official identification card, driving license, or passport, shall be presented. If there is a change of name or surname, supporting evidence shall also be submitted.
- (2) In the case of unitholders attending the meeting by proxy
 - (a) The proxy form in accordance with Enclosure 5 (Proxy Form A or Form B) that is filled out correctly and completely, and signed by the proxy grantor and the proxy
 - (b) A copy of the valid document issued by a government agency of the unitholder and certified as a true and correct copy by the unitholder as the grantor
 - (c) A valid document issued by a government agency of the proxy as provided in Item (1) above together with copy of the valid document and certified as a true and correct copy by the unitholder as the proxy

Juristic person

- (3) In the case of an authorized person of a unitholder attending the meeting in person
 - (a) A valid document issued by a government agency of the juristic person, as same as the case of a natural person under item (1) above
 - (b) A copy of the affidavit of the unitholder issued by the Department of Business Department, Ministry of Commerce, or a competent government agency of the country where the juristic person is located, and issued for a period of no longer than 6 months before the date of the

unitholders meeting, and which is certified as a true and correct copy by the authorized person of juristic person together with affixing with the juristic person's seal (if any), specifying the name of the juristic person, name of authorized person who acts on behalf the juristic person, conditions or limitations on the authority to place a signature, and location of the head office

- (4) If the unitholder grants proxy authority to a proxy to attend the meeting
- (a) The proxy form in accordance with Enclosure 5 (Proxy Form A or Form B) that is filled out correctly and completely, and signed by the authorized person of the juristic person who is the grantor and affixed with the juristic person's seal (if any), and the proxy
 - (b) A copy of the affidavit of the unitholder issued by the Department of Business Department, Ministry of Commerce, or a competent government agency of the country where the juristic person is located, issued for a period of no longer than 6 months before the date of the unitholders meeting, and which is certified as a true and correct copy by the authorized person of juristic person and affixed with the juristic person's seal (if any), specifying the name of juristic person, name of authorized representative who acts on behalf the juristic person, conditions or limitations on the authority to affix the signature, and location of the head office, with the statement indicates that the authorized person of juristic person who signs the proxy form has the authority to act on behalf of the juristic person who is the unitholder under the law, shall be presented.
 - (c) A copy of valid document issued by a government agency of the authorized person of the juristic person which is certified as a true and correct copy by the grantor of proxy under item (1) above.
 - (d) A valid document issued by a government agency of the proxy, the same as the case of a natural person under item (1) above, shall be presented together with copy of the valid document and certified as a true and correct copy by the unitholder as the proxy
- (5) **In case of unitholder is a foreign investor who appoints a custodian in Thailand to take the trust units into custody and authorizes the custodian to sign the proxy form on his or her behalf**
- (a) The documents of the unitholders that are the same as the case of a natural person under item (2) (b) above (in the case that the unitholder is a natural person) or item (4) (b) and (C) above (in the case that the unitholder is a juristic person) shall be prepared and presented

The following evidence shall also be submitted:

- The proxy form from the foreign unitholder who authorizes the custodian to sign the proxy form on his or her behalf.
- The confirmation letter which indicates that the person who signs the proxy form on behalf of the unitholder has been granted permission to engage in the custodian business.

In this regard, the English translation shall be prepared and attached to any document's original which is not issued in English and shall be certified as an accurate translation by the unitholder or the authorized person of such juristic person and affixed with the juristic person's seal (if any).

3. Methods for Granting Proxy

The REIT Manager has delivered 3 types of proxy form in accordance with Enclosure 5 as follows:

- (1) Form A: a general proxy form which is a simple form.
- (2) Form B: a proxy form which specifies relevant particulars of the proxy to be granted.
- (3) Form C: a proxy form which is particularly used in the case that the unitholder is a foreign investor and appoints a custodian in Thailand to take the trust units into custody.

A unitholder who is unable to attend the 2019 Annual General Meeting of Trust Unitholders in person may grant a proxy by taking the following actions:

- (1) Select only one proxy form from the above three types as follows:
 - (a) A general unitholder shall select only one proxy form: Form A or Form B.
 - (b) A unitholder whose name appears in the unitholder register book as a foreign investor and who appoints a custodian in Thailand to take the trust units into custody shall select Form C.
- (2) Grant a proxy to any person in accordance with the intention of unitholder or grant a proxy to an independent director of Bhiraj REIT Management Company Limited as the REIT Manager and, in case of grant a proxy to an independent director of Bhiraj REIT Management Company Limited, specify the name and the details of the person to which the unitholder wishes to grant a proxy. Only one person shall be elected to be granted proxy in order to attend the meeting.
- (3) Affix 20 Baht stamp duty which is crossed out and dated on the date of the proxy form.
- (4) Return the proxy form in an envelope to

Investor Relations Department

Bhiraj REIT Management Company Limited

591 Sukhumvit Road, Klongton Nuea, Vadhana , Bangkok 10110

by 19 April 2019, or present such documents to the registration staff at least half an hour prior to the commencement of the meeting.

In this regard, the unitholder may not divide the trust units by granting proxy to multiple persons in order to divide his or her votes. The unitholder must grant a proxy in accordance with the number of the trust units he or she holds and may not grant a proxy for a portion less than the trust units he or she holds, except in the case of a custodian being appointed by the unitholder who is a foreign investor to take the trust units into custody in accordance with Proxy Form C.