

1. Duties of the REIT Manager

The REIT Manager shall provide channels for communicating the following information:

1.1. Information regarding BOFFICE's management, which is the following types of information:

- (a) BOFFICE's key management matters and future management strategy
- (b) Appointment of BOFFICE's auditor and audit expenses

1.2. Financial position and operating results of BOFFICE, and audit expenses, which include at least the financial statements that have been audited and expressed an opinion therefor by an auditor.

by communicating with the Trust Unitholders according to the following criteria and taking into account the opportunity for the Trust Unitholders to equally and fairly receive information:

- 1) communication in the form of two-way communication, whether by means of a meeting directly with the Trust Unitholders in person or by any other means, to allow the Trust Unitholders to inquire about additional information within four (4) months from the end of the fiscal year of BOFFICE;
- 2) should the Trust Unitholders have inquiries about relevant information, a summary of key issues thereof shall be prepared in the form of questions and answers and also disclosed for acknowledgment by other Trust Unitholders within fourteen (14) days from the date that actions according to item 1) are completed.

If the Trust Units of BOFFICE are listed on the Stock Exchange of Thailand (the "SET"), they must be disclosed through the information disclosure system of the SET as well.

2. Invitation of the Trust Unitholders to Attend Two-way Communication

2.1. In case of convening two-way communication by means of a meeting with the Trust Unitholders:

- 1) For the invitation of the Trust Unitholders to attend two-way communication, the REIT Manager shall prepare an invitation to participate in two-way communication with the agendas to be reported in the two-way communication with reasonable details, including the opinions of the REIT Manager on each agenda, specifying the date, time, venue (if arranged by On-site meeting) and the format of the two-way communication;
- 2) The REIT Manager shall send an invitation to participate in two-way communication to the Trust Unitholders at least seven (7) days in advance of the meeting date;
- 3) The venue for the meeting must be in the locality where the office of the Trustee or the REIT Manager is located or in any nearby province.

2.2. In case of holding two-way communication by other means:

- 1) The REIT Manager shall prepare a letter to the Trust Unitholders with the agendas to be reported according to items 1.1 and 1.2 to allow the Trust Unitholders to inquire about additional

information. The due date and channels for receiving questions from the Trust Unitholders must be clearly specified.

3. Preparation of a Summary of Questions and Answers (subject to Trust Deed of Bhiraj Office Leasehold Real Estate Investment Trust dated 15 January 2018 and Amendments, regarding Two-way Communication)

3.1. After holding two-way communication, the REIT Manager shall prepare a summary of key issues that the Trust Unitholders have inquired about during the two-way communication in the form of questions and answers and disclose them through appropriate channels, such as through the REIT Manager's website for acknowledgment by other Trust Unitholders;

3.2. The REIT Manager shall also publish a summary of key issues according to item 3.1 through the information disclosure system of the Stock Exchange.

within fourteen (14) days from the meeting date with the Trust Unitholders or the due date for receiving questions from the Trust Unitholders.