

**Guidelines for Participating in Two-way Communication in Person with Trust Unitholders**

For attending the 2024 Two-way Communication in Person with Trust Unitholders

of Bhiraj Office Leasehold Real Estate Investment Trust

On Friday, 26 April 2024, at 10:00 Hours

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**1. Registration**

A Trust Unitholder or a attorney may register and submit documents or evidence for verification at the Two-way Communication venue in advance from 09:00 hours on Friday, 26 April 2024, at SILK 1 Meeting Room, 2<sup>nd</sup> Floor, Bangkok International Trade & Exhibition Centre (BITEC BURI), located at No. 88 Debaratana (km. 1) Road, Bangna Tai, Bangna, Bangkok, 10260, in accordance with the attached map of the Two-way Communication venue in **Enclosure 8**.

**2. Documents or evidence that must be presented by attendees before attending the Two-way Communication**

**Natural Person**

- (1) In the case of Trust Unitholders attending the Two-way Communication in person

A valid original 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 Trust Unitholders attending the Two-way Communication by attorney-in-fact

(a) The power of attorney form that is filled out correctly and completely, and signed by the principal and the attorney.

(b) A copy of the valid original document issued by a government agency of the Trust Unitholder and certified as a true and correct copy by the Trust Unitholder as the principal.

(c) A valid original document issued by a government agency of the attorney-in-fact as provided in Item (1) above together with a copy of the valid document and certified as a true and correct copy by the Trust Unitholder as the attorney.

**Juristic person**

- (3) In the case of an authorized person of a Trust Unitholder attending the Two-way Communication in person

- (a) A valid original document issued by a government agency of the juristic person's authorized person, as same as the case under item (1) above.
  - (b) A copy of the affidavit of the Trust 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 Trust 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 or authorized signatory, conditions or limitations on the authority to affix the signature, and location of the office.
- (4) If the Trust Unitholder grants authority to an attorney-in-fact to attend the Two-way Communication
- (a) The power of attorney form that is filled out correctly and completely, and signed by the authorized person of the juristic person who is the principal and affixed with the juristic person's seal (if any), and the attorney.
  - (b) A copy of the affidavit of the Trust 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 Two-way Communication, 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 or authorized signatory, conditions or limitations on the authority to affix the signature, and location of the head office, with a statement indicating that the authorized person of juristic person who signs the power of attorney form has the authority to act on behalf of the juristic person who is the Trust Unitholder under the law, shall be presented.
  - (c) A copy of valid original 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 principal of authority under item (1) above.
  - (d) A valid original document issued by a government agency of the principal, as same as the case under item (1) above, shall be presented together with a certified true copy thereof.

(5) In case of a Trust 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 power of attorney form on his or her behalf

- (a) The documents of the Trust Unitholders that are the same as the case under item (2) (b) above (in the case that the Trust Unitholder is a natural person) or item (4) (b) and (c) above (in the case that the Trust Unitholder is a juristic person) shall be prepared and presented.

The following evidence shall also be submitted:

- The power of attorney from the foreign Trust Unitholder who authorizes the custodian to sign the power of attorney form on his or her behalf.
- The confirmation letter indicates that the person who signs the power of attorney form on behalf of the Trust 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 accurate translation by the Trust Unitholder or the authorized person of such juristic person and affixed with the juristic person's seal (if any).

### **3. Methods for Granting Attorney**

The REIT Manager has delivered 2 types of power of attorney forms in accordance with **Enclosure 7** as follows:

- (1) Form A: a general power of attorney form.
- (2) Form B: a power of attorney form which is particularly used in the case that the Trust Unitholder is a foreign investor and appoints a custodian in Thailand to take the trust units into custody.

A Trust Unitholder who is unable to attend the 2024 Two-way Communication in Person with Trust Unitholders in person may grant an attorney-in-law by taking the following actions:

- (1) Grant authority to any person in accordance with the intention of the Trust Unitholder.
- (2) Affix 20 Baht stamp duty which is crossed out and dated on the date of the power of attorney form.
- (3) present the power of attorney form and such documents subject to items (2) or (4) or (5) as the case may be to the registration staff at least half an hour prior to the commencement of the Two-way Communication.