

**Guidelines for attending the Annual General Meeting of Trust Unitholders through Electronic Media  
(E-AGM) and Appointment of Proxy**

Trust Unitholders or a proxy who desires to attend the 2022 Annual General Meeting of Trust Unitholders of BOFFICE through electronic media (“E-AGM”) kindly proceed as per the details provided in this document.

**Registration to attend the E-AGM**

Trust Unitholders who desires to attend the E-AGM should proceed with the registration to attend the meeting, through the following channel **(1) through e-mail or registered mail or (2) through website or QR code**. The details of methods of registration to attend the E-AGM are as follows:

**1. Registration to the meeting through e-mail or registered mail**

Please complete the Electronic Conferencing (E-AGM) Registration Form as shown in Enclosure 8 by clearly providing email and mobile phone number for registration of the meeting and attach a copy of proof of identity to confirm the right to attend the E-AGM meeting as follows:

**1.1. In case that Trust Unitholders is a natural person**

1.1.1. In case Trust Unitholders desires to attend the E-AGM by himself/herself

- A valid document issued by a government agency, such as an identification card, government official identification card, driving license, or passport, shall be presented.

1.1.2. In case Trust Unitholders appoints another person or the independent director of the Company as a proxy to attend the E-AGM.

The REIT Manager has delivered 3 proxy forms per Enclosure 7 as follows:

- Form A: a general proxy form which is a simple form.
- Form B: a proxy form which specifies relevant particulars of the proxy to be granted.
- 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 Proxy Form as provided in Enclosure 7 which is completely filled and signed by the proxy grantor and the proxy; and
- A copy of ID card or passport which has not yet expired and certified true and correct by the proxy grantor; and

- A copy of ID card or passport which has not yet expired and certified true and correct by the proxy; and
- Affix THB 20 stamp duty which is crossed out and dated with the date of the proxy form.
- For the person who is not a Thai citizen If the documents or evidence as aforementioned is not in Thai or in English, Trust Unitholders must present an English translation of those documents which is certified correct translation by Trust Unitholders.

## 1.2. In case that Trust Unitholders is a juristic person

1.2.1. In case the authorized person(s) of such juristic person desires to attend the E-AGM by himself/herself (themselves)

- If Trust Unitholders is a juristic person registered in Thailand, please submit a copy of the affidavit of such juristic person, issued in the period of not exceeding 6 months prior to Trust Unitholders' meeting, certified true and correct copy by the authorized person(s) and affixed with the company's seal (if any) or if Trust Unitholders is a juristic person registered in a foreign country, please submit a copy of the affidavit certifying the status of such juristic person, issued in the period of not exceeding 1 year prior to Trust Unitholders' meeting by the competent authority in a particular country where the juristic person is located, and those shall be certified true and correct copy by the authorized person(s) and affixed with the company's seal (if any); and
- A copy of ID card or passport which has not yet expired and certified true and correct copy by the authorized person(s) of such juristic person; and
- A power of attorney (if any) which is completely filled and signed by such juristic person's authorized person(s) and have such juristic person's company seal affixed (if any); and
- A copy of ID card or passport which has not yet expired and certified true and correct copy by the assignee (If there is a power of attorney); and
- **For the person who is registered as a foreign juristic person** If the documents or evidence as aforementioned is not in Thai or in English, Trust Unitholders must present an English translation of those documents which is certified correct translation by the authorized person(s) of such juristic person and affixed with the company's seal (if any).

1.2.2. In case the authorized person(s) of a juristic person appoints another person or the independent director of the Company as a proxy to attend the E-AGM

The REIT Manager has delivered 3 proxy forms per Enclosure 7 as follows:

- Form A: a general proxy form which is a simple form.

- Form B: a proxy form which specifies relevant particulars of the proxy to be granted.
- 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 Proxy Form as provided in Enclosure 7 which is completely filled and signed by such juristic person's authorized person(s) and have such juristic person's company seal affixed (if any) of the proxy grantor and signed by the proxy; and
- If the proxy grantor is a juristic person registered in Thailand, please submit a copy of the affidavit of the proxy grantor, issued in the period of not exceeding 6 months prior to Trust Unitholders' meeting, certified true and correct copy by the authorized person(s) and affixed with the company's seal (if any) or if the proxy grantor is a juristic person registered in a foreign country, please submit a copy of the affidavit certifying the status of a juristic person of the proxy grantor, issued in the period of not exceeding 1 year prior to Trust Unitholders' meeting by the competent authority in a particular country where the juristic person is located, and those shall be certified true and correct copy by the authorized person(s) and affixed with the company's seal (if any); and
- A copy of ID card or passport which has not yet expired and certified true and correct copy by the authorized person(s) of such juristic person (proxy grantor); and
- A copy of ID card or passport which has not yet expired and certified true and correct copy by the proxy; and
- Affix THB 20 stamp duty which is crossed out and dated with the date of the proxy form.
- **For the person who is registered as a foreign juristic person** If the documents or evidence as aforementioned is not in Thai or in English, the Trust Unitholder must present an English translation of those documents which is certified correct translation by the authorized person(s) of such juristic person and affixed with the company's seal (if any)

**1.3. Channel to send the registration documents for attending the E-AGM through e-mail or registered mail**

Trust Unitholders or a proxy who desires to attend the E-AGM kindly send the completely filled and attached documents as aforementioned to the REIT Manager within 18 April 2022, before the starting of the meeting through the following channels:


- E-mail: Boffice.BRRM@bhirajburi.co.th or

- Registered Mail:

To: BHIRAJ REIT MANAGEMENT COMPANY LIMITED  
(Investment Relation Division)  
591 Sukhumvit Road  
Klongton Nuea, Wattana, Bangkok 10110  
(For the 2022 AGM of Trust Unitholders)

## 2. QR Code Registration to the meeting through website or QR code

2.1. registration application form to attend E-AGM through the website by accessing into

Access to link	Scan QR Code
<a href="https://boffice.foqus.vc/registration/">https://boffice.foqus.vc/registration/</a>	

The system will be available to access from 7 – 19 April 2022.

2.2. After logging into the system, Trust Unitholders or proxies must prepare the following information (which should be in line with Trust Unitholders information determined as at the Record Date from the Thailand Securities Depository Co., Ltd.) to fill in through the system:

- Name – Surname or Name of a juristic person (in case Trust Unitholder is a juristic person)
- ID card number or passport number or juristic person number (in case Trust Unitholder is a juristic person)
- Trust Unitholder's Register number
- Mobile phone number (of the person who will attend the meeting)
- E-Mail address for receiving the Web Link, Username and Password for attending the Meeting
- Additional documents as follows:

Attending in person	Proxy to any person who is not the Company's Independent Director / Juristic person
as stipulated in clause 1.1 And original documents to send by post.	as stipulated in clause 1.2 And original documents to send by post.

2.3. When the Company receives the documents according to item 2.2 from Trust Unitholders or proxies. The Company will check the documents to confirm the right to attend the meeting. After that Trust Unitholders or proxies will receive an email with the following details.

- Username and Password
- WebLink for attending E-AGM system
- User manual

In case the request is rejected, Trust Unitholders will receive an e-mail to notify on the details and reason for rejection, then Trust Unitholder can resubmit through the system.

2.4. Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by 20 April 2022, please contact Tel.02-261-0170 during 8 - 20 April 2022 at 8.00 hrs. - 17.00 hrs. (only on business days, excluding public holidays)

2.5. Please study the manual on how to use the E-AGM meeting system that the Company has sent to you by e-mail carefully. The system will allow you to register for the meeting 1 hours before the start of the meeting. However, the live broadcast of the conference will only start at 10:00 AM

2.6. For the voting method during the E-AGM meeting, you can vote on each agenda by voting "Agree" or "Disagree" or "Abstain". In case you do not vote for any agenda, your vote will be counted as "Agree" automatically.

2.7. In case you encounter technical problems while using the E-AGM meeting system before the meeting or during the meeting, please contact Quidlab, the E-AGM conference system provider of the Company. The channel to contact Quidlab can be found in the email that has sent username and password to Trust Unitholders.

**3. The channel for Trust Unitholder or a proxy kindly send any comments or questions related to agenda to be considered in this E-AGM through the channels as follows**

- During the E-AGM, Trust Unitholders attending the meeting can send comments or questions through the E-AGM system.
- Trust Unitholders can submit comments or questions in advance to the Company within 20 April 2022 through the following channels:
  - E-mail: Boffice.BRRM@bhirajburi.co.th or
  - Registered Mail:

To: BHIRAJ REIT MANAGEMENT COMPANY LIMITED  
(Investment Relation Division)  
591 Sukhumvit Road  
Klongton Nuea, Wattana, Bangkok 10110  
(For the 2022 AGM of Trust Unitholders)

**\*\*\* This E-AGM will be conduct through electronic media only and will be no prepared venue for the meeting. Thus, Trust Unitholders please do not come to the Company \*\*\***