

Documents and Identifications (an attendee has to present prior to attend the meeting), Proxy Authorization, Registration and Voting Procedure at the Meeting of Unitholders

In order to facilitate the attendee registration for the 2024 Annual General Meeting of Unitholders of BA Airport Leasehold Real Estate Investment Trust via electronic mean, the unitholders or the proxies (as the case may be) who will attend the meeting, please follow the below instruction:

1. In case that the unitholders wish to attend the E-AGM meeting

Please complete the Electronic Conferencing (E-AGM) Registration Form as shown in Enclosure No.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 Individual

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

1.2 Juristic person

- (1) A valid document issued by a government agency of the juristic person, as in the case of a natural person.
- (2) A copy of the affidavit of the unitholder issued by the Department of Business Development, 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(s) to act on behalf of the juristic person, conditions or limitations on the authority to affix the signature, and location of the head office.

2. Registration for the meeting

- 2.1 You are requested to submit the registration form for the electronic meeting and the above mentioned proof of identity to the REIT Manager within 12 April 2024 via the following channels:

- E-mail: ir@bangkokreit.com and
- Registered Mail:



Bangkok Reit Management Company Limited
 99, Mu 14, Vibhavadi Rangsit Road, Chom Phon,
 Chatuchak, Bangkok 10900, Thailand

(For the 2024 Annual General Meeting of Unitholders)

2.2 When the REIT Manager receives the documents under item 1.1 and 1.2 from the unitholders, the REIT Manager will check the documents to confirm the right to attend the meeting. When the rights have been verified, the REIT manager will send the username and password together with the website-link to log-in to the E-AGM meeting. In this regard, the unitholders shall not provide their username and password to others. If the username and password are lost or have not been delivered by 18 April 2024, please contact the REIT Manager immediately.

2.3 The attendance of meeting and voting via electronic means can be done through computer/laptop / tablet and mobile device via Web Browser: Google Chrome with 4G internet or Wi-Fi.

Remarks: Attendance via tablet and mobile device shall required Zoom Cloud Meeting before, which can be downloaded here:

IOS	Android
	
https://apps.apple.com/th/app/zoomcloudmeetings/id546505307	https://play.google.com/store/apps/details?id=us.zoom.videomeetings

- 2.4 The REIT Manager will send details which are username, password and a manual on how to use the E-AGM Meeting system to the unitholders, please elaborately study the manual received from the REIT Manager or the meeting control service provider. The system will allow you to register before the begin of the meeting 60 minutes. However, the live broadcast will only start at 10:00 AM onwards.
- 2.5 In the event that there is an agenda to vote during the E-AGM meeting, the unitholders can vote on such agenda by choosing icons “Agree”, “Disagree” or “Abstain”. In case that the unitholders do not vote, the system will automatically count the votes as “Agree”.
- 2.6 In the event that the unitholders encounter technical difficulties in using the E-AGM meeting system before or during the meeting, please contact OJ International Company Limited, which is the REIT's E-AGM meeting system provider. In this regard, the REIT Manager will specify the contact channels in the email that has sent with username and password.

3. In the case of unitholders attending the E-AGM meeting by proxy

The REIT Manager has delivered 3 proxy forms per Enclosure No.3 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 unitholder who is unable to attend the 2023 Annual General Meeting of Unitholders may grant proxy by taking the following actions:

3.1. Select only one proxy form from the above three as follows:

- (1) A general unitholder shall select only one proxy form: Form A or Form B.
- (2) 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.

3.2. Grant a proxy to any person in accordance with the intention of unitholder or grant a proxy to the independent director of Bangkok REIT Management Company Limited., as the REIT Manager (Information of independent directors who are the

representatives of the unitholders at the 2024 Annual General Meeting of Trust Unitholders can be found in Enclosure No.2) In case of choosing to appoint independent directors of Bangkok Reit Management Company Limited. to be a proxy, the unitholders should specify the name and details of the director in the proxy form. Only one person shall be granted proxy in order to attend the meeting.

The unitholders 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 the case of a custodian being appointed by the unitholder who is a foreign investor to take the trust units into custody under Proxy Form C.

In this regard, please fill out and sign the proxy form, and submit the form with the copies of supporting documents to the REIT Manager within 12 April 2024 via following channels:

- E-mail: ir@bangkokreit.com and
- Registered Mail:

Bangkok Reit Management Company Limited

99, Vibhavadi Rangsit Road, Chom Phon,

Chatuchak, Bangkok 10900, Thailand

(For the 2024 Annual General Meeting of Unitholders)

4. In the case of unitholders attending the E-AGM meeting by proxy

4.1 Individual

- (1) The proxy form in accordance with the form attached to the invitation letter (Form A or Form B) that is filled out correctly and completely, and signed by the proxy grantor and the proxy.
- (2) A copy of the valid document issued by a government agency of the unitholder under item 1.1 above which is certified as a true and correct copy by the unitholder as the grantor.
- (3) A copy of valid document issued by a government agency of the proxy such as a copy identification card, passport or government official identification card which is certified by the unitholder.

4.2 Juristic person

- (1) The proxy form in accordance with the form attached to the invitation letter (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 signed by the proxy.
- (2) A copy of the affidavit of the unitholder issued by the Department of Business Development, 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(s) to act on behalf of the juristic person, conditions or limitations on the authority to affix the signature, and location of the head office.
- (3) 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 4.2(1) above.
- (4) A valid document issued by a government agency of the proxy, as in the case of a natural person under item 4.1(3) above, shall be presented.

4.3 **If the unitholder is a foreign investor and appoints a custodian in Thailand, to take the trustunits into custody, and authorizes the custodian to sign the proxy form on his or her behalf**

- (1) The documents of the unitholders under item 4.1 above (in the case that the unitholder is a natural person) or item 4.2 above (in the case that the unitholder is a juristic person) shall be prepared and presented.
- (2) The following evidence shall also be submitted:
 - (2.1) The proxy form from the foreign unitholder authorizing the custodian to sign the proxy form on his or her behalf.
 - (2.2) Document indicating that the person signing the proxy form on behalf of the unitholder is permitted 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).

5. The channel for the unitholders to submit recommendations or questions related to the REIT's business, industry, performance or any other business related to the agendas which will be considered in the E-AGM meeting as follows:

5.1 During the E-AGM meeting, the unitholders who are attending the meeting may submit suggestions or questions via the E-AGM conference system.

5.2 Unitholders can send suggestions or questions in advance before the meeting date within 19 April 2024 via the following channels:

- E-mail: ir@bangkokreit.com and
- Registered Mail:

Bangkok Reit Management Company Limited

99, Vibhavadi Rangsit Road, Chom Phon,

Chatuchak, Bangkok 10900, Thailand

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