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## Guidelines for Attending the Meeting through Electronics Media (E-Meeting) and the Appointment of Proxy

Trust unitholders or proxy holders intended to attend the Meeting of Trust Unitholders of WHA Business Complex Freehold and Leasehold Real Estate Investment Trust No. 1/2024 through Electronics Media (E-Meeting) are requested to submit an Acceptance Form for Attending the Meeting through Electronics Media (E-Meeting), details of which are provided in Enclosure 3, or submit the information via website or QR code with a copy of identification documents as per the details provided in this enclosure, to WHA Real Estate Management Company Limited (the “**Company**”), in its capacity of the REIT Manager of WHA Business Complex Freehold and Leasehold Real Estate Investment Trust (“**Trust**”) **within 26 September 2024**. Once the Company has verified the name of the trust unitholders as of the date to determine the list of trust unitholders having the right to attend the Meeting of Trust Unitholders of the Trust No. 1/2024 on 2 September 2024 (Record date). The service provider, which is Inventech Systems (Thailand) Co., Ltd. (“**Service Provider**”) will circulate the link to access the meeting through electronics media and the manual for trust unitholders via email that the trust unitholders have informed within 2 days prior to the date of the meeting.

- **Notification of the intention to attend the meeting through electronics media**

A trust unitholder who wishes to attend the meeting shall notify his/her intention to attend the meeting in methods as follows: (1) via Email or Post Mail or (2) via Website or QR Code.

The details of the method of the notification of the intention to attend the meeting through electronics media, are as follow:

1. **Notification of the intention to attend the meeting via Email or Post Mail**

- 1.1 Fill out an acceptance form for meeting attendance through electronics media (E-Meeting), details of which are provided in Enclosure 3 to notify the intention to attend the meeting through electronics media (E-Meeting). Please provide your Email and mobile phone number clearly to be used for the meeting registration.

- 1.2 Attach a copy of the following identification documents to confirm the right to attend the meeting (E-Meeting), as follow:

- (a) For a trust unitholder who is a natural person

- In the case where a trust unitholder wishes to attend the meeting through electronics media (E-Meeting)
      - a copy of the trust unitholder’s unexpired identification card or government official identification card or passport duly certified by themselves;

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- In the case where a trust unitholder grants proxy to others to attend the meeting through electronics media (E-Meeting)
  - A Proxy Form per Enclosure 4 which is correctly and completely filled out and signed by the proxy grantor and the proxy holder, and completely affixed with stamp duty of Baht 20;
  - A copy of identification card or government official identification card or passport of grantors duly certified true and correct by the proxy grantor;
  - A copy of identification card or government official identification card or passport of proxy holders duly certified true and correct by the proxy holder.
- (b) For the trust unitholders who are juristic persons
  - In the case where an authorized person(s) on behalf of the juristic person wishes to attend the meeting in person through electronics media (E-Meeting)

In case of juristic persons which are established under Thai laws

- A copy of the juristic person certificate issued by the relevant governmental authority (not more than 3 months from the issuing date) and duly certified true and correct by the person being authorized to sign binding upon the juristic person together with the juristic person's seal affixed (if any).
- A copy of unexpired identification card or government official identification card or passport of the authorized person of the juristic person duly certified copy true and correct.

In case of juristic persons which are established under foreign laws

- A copy of the juristic person certificate issued by the governmental authority of the country where such juristic person is situated and duly certified true and correct by the person being authorized to sign binding upon the juristic person together with the juristic person's seal affixed (if any).
- A copy of unexpired identification card or government official identification card or passport of the authorized person of the juristic person duly certified copy true and correct.

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- In the case of granting a proxy to proxy holder to attend the meeting on behalf through electronics media (E-Meeting)

In the case that grantors are juristic persons established under Thai laws

- Proxy forms per Enclosure 4, duly signed by the person being authorized to sign binding upon the juristic person pursuant to the latest juristic person certificate issued by the governmental authority (not more than 3 months from the issuing date) together with the juristic person's seal affixed (if any) and affixed with stamp duty of Baht 20.
- A copy of the company's latest juristic person certificate issued by the governmental authority (not more than 3 months old from the issuing date) duly certified true and correct by the person being authorized to sign binding upon the juristic person together with the juristic person's seal affixed (if any).
- A copy of identification card of the director(s) who sign in the proxy or a copy of passport of the director(s) who sign in the proxy (in case of foreign director(s)), certified true and correct by such director(s).
- A copy of identification card or government official identification card or passport of proxy holders duly certified true and correct by the proxy holders.

In the case that grantors are juristic persons established under foreign laws

- Proxy forms per Enclosure 4, duly signed by the person being authorized to sign binding upon the juristic person pursuant to the latest juristic person certificate issued by the governmental authority of the country where such juristic person is situated, together with the juristic person's seal affixed (if any) and affixed with stamp duty of Baht 20.
- A copy of juristic person certificate issued by the governmental authority of the country where such juristic person is situated, and duly certified true and correct by the person being authorized to sign binding upon the juristic person together with the juristic person's seal affixed (if any)
- A copy of identification card of the director(s) who sign in the proxy or a copy of passport of the director(s) who sign in the proxy (in case of foreign director(s)), certified true and correct by such director(s).

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- A copy of identification card or government official identification card or passport of proxy holders duly certified true and correct by the proxy holders.

Remark: Should the original documents be neither in Thai nor English, an English translation of such documents duly certified true translation by the trust unitholder, or the person being authorized to sign binding upon the juristic person (In case of juristic person), are needed to be attached in the case where the said document or evidence is not in Thai or English.


1.3 Submit requested documents and an acceptance form for meeting attendance through electronics media (E-Meeting) in accordance with Item 1.1 and the copy of identification document with supporting documents in accordance with Item 1.2, delivered to the Company **26 September 2024** via following channels:

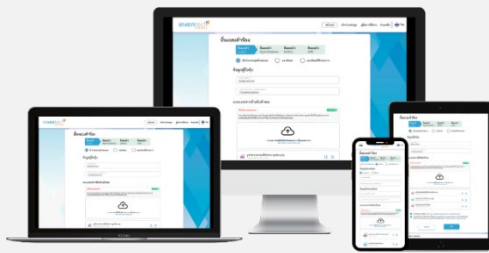
- (a) Email: whabt@wha-rem.co.th; or
- (b) Post Mail: WHA Real Estate Management Co., Ltd.  
777 WHA TOWER, 22nd Floor, Room 2206,  
Moo 13, Debaratna Road (Bangna-Trad) KM.7,  
Bang Kaeo, Bang Phli, Samutprakarn 10540 Thailand

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2. Notification of the intention to attend the meeting via Website or QR code

## Step for requesting Username &amp; Password from via e-Request system

1. The Trust Unit Holders must submit a request to attend the meeting by Electronic Means via Web Browser at <https://app.inventech.co.th/WHABT331021R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



- 1 Click link URL or scan QR Code in the Invitation Letter
- 2 Choose type of request form, in order to perform 4 steps:
  - Step 1 Fill in the information shown on the registration
  - Step 2 Fill in the information for verification of unitholder
  - Step 3 Verify via OTP
  - Step 4 Complete transaction, The system will display information of unitholder
- 3 Please wait for an email informing details of meeting and Password

**\*\* Merge user accounts, please using the same email and phone number \*\***

2. For the trust unitholders attending by themselves or granting proxy to other people than the independent directors via electronics media, the request submission system will be opened for registration from 20 September 2024 8.30 a.m. to 5.30 p.m. on 26 September 2024 17.00 p.m.

3. The electronic conference system will be available on 30 September 2024 at 12:30 p.m. (1 hours before the opening of the meeting). Trust Unit Holders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.

## If you have any problems with the software, please contact Inventech Call Center



02-931-9137



@inventechconnect



The service will be available during 23 September 2024 – 26 September 2024 at 08.30 a.m. – 05.30 p.m.



Report a problem:  
@inventechconnect

## Steps for registration for attending the meeting (e-Register) and voting process (e-Voting)

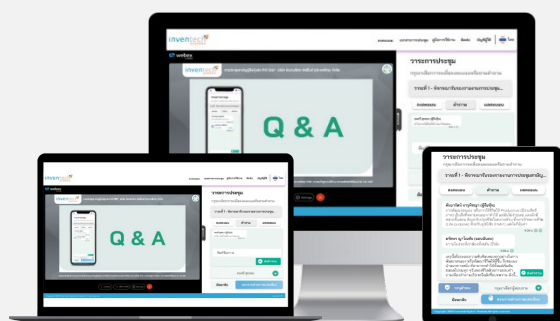
- 1 Enter the email and password that you received from your email or enter mobile phone number and OTP
- 2 Click on "Register" button and the vote will be considered as a quorum
- 3 Click on "Join Attendance" button then click on "Join Meeting" button
- 4 Select which agenda that you want to vote
- 5 Click on "Vote" button
- 6 Click the voting button as you choose
- 7 The system will display the status of your latest vote



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To cancel the vote casted, please press the button “Cancel latest vote” (This means that you did not vote yet). The trust unit holders can change the vote until the time is over, if the Trust unit holders did not vote within the time specified, your vote shall be deemed abstained and will be included with the votes counting as specified by the meeting.

### Step to ask questions via Inventech Connect



- Select agenda
- Click on “Question” button
- 1 Ask a question
  - Type the question then click “Send”

### How to use Inventech Connect



User Manual Inventech Connect



Video of using Inventech Connect

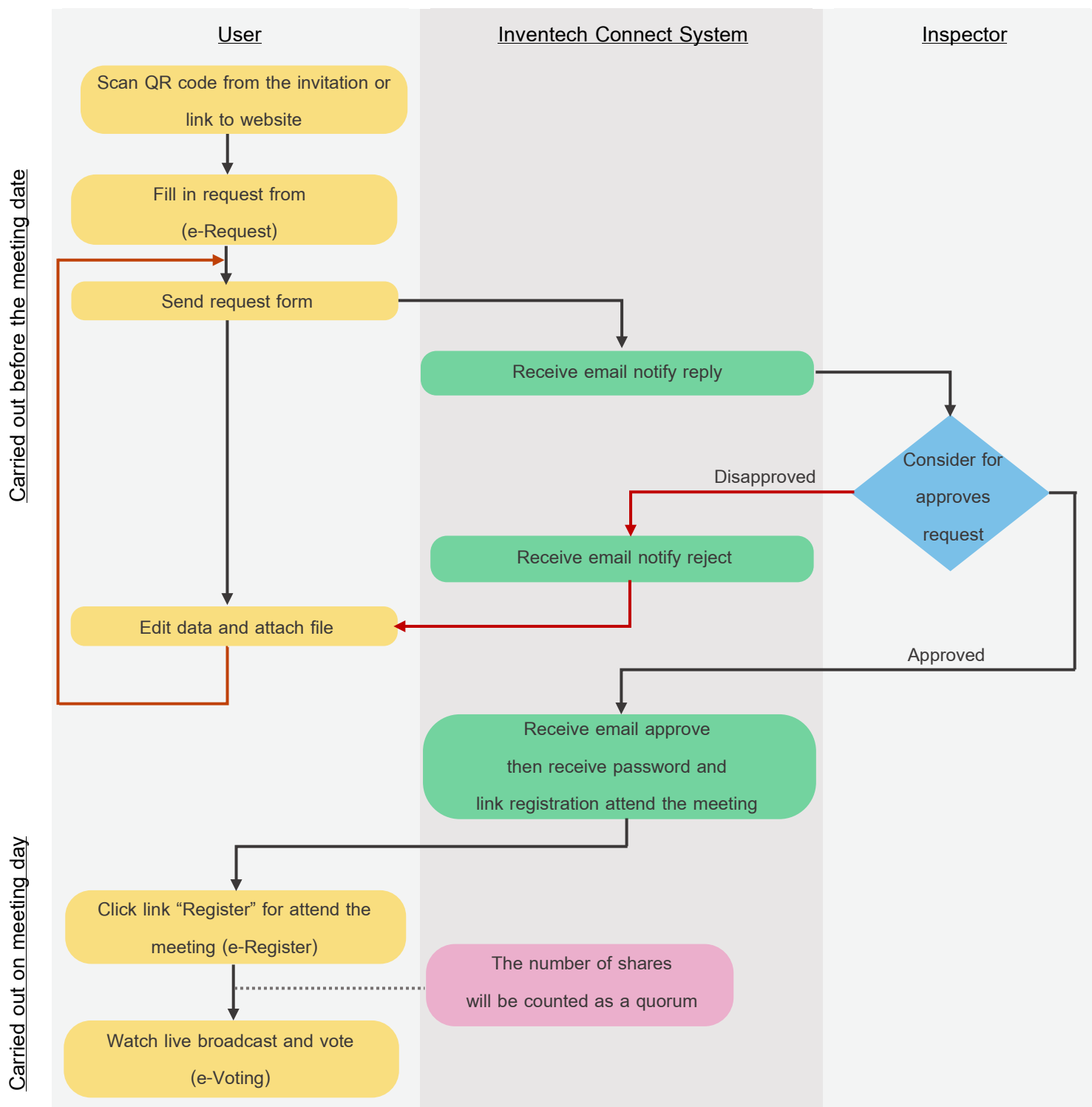
**\*Remark:** The operation of the electronic conferencing system and Inventech Connect systems are subject to the internet system of the Trust Unit Holders or proxy, including equipment and/or program. Please use equipment and/or program as the follows to use systems.

1. Internet speed recommendation
  - High-Definition Video: should have internet speed at 2.5 Mbps (Recommended internet speed).
  - High Quality Video: should have internet speed at 1.0 Mbps.
  - Standard Quality Video : should have internet speed at 0.5 Mbps.
2. Equipment requirements.
  - Smartphone/Tablet that use IOS or android.
  - PC/Laptop that use Windows or Mac OS.
3. Recommended Browser: Chrome (Recommend) / Safari / Microsoft Edge

**\*\* The system does not support Internet Explorer.**

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## Guidelines for attending of Electronic Meeting



## Condition of use

## In case Merge account/change account

In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account, you can click on "Change account" and the previous account will still count the base in the meeting.

## In case Exit the meeting

Attendees can click on "Register to leave the quorum", the systems will be number of your shares out from the meeting base.

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**3. In the case where a trust unitholder wishes to grant proxy to the Independent Director**

If trust unitholder is unable to attend the meeting by himself/herself and intends to grant proxy to the Independent Director of the Company, Mr. Somsak Pratomsrimek, to attend the meeting and vote on their behalf in this meeting, please complete and execute the Proxy Form provided in Enclosure 4. The Information of Independent Directors for Trust Unitholders' Proxy appears in Enclosure 5. The proxy and the identification documents in accordance with item 1.2 shall be delivered to the Company **within 26 September 2024** via the following channels:

- (a) Email : whabt@wha-rem.co.th or
- (a) Post Mail: WHA Real Estate Management Co., Ltd.  
777 WHA TOWER, 22nd Floor, Room 2206,  
Moo 13, Debaratna Road (Bangna-Trad) KM.7,  
Bang Kaeo, Bang Phli, Samutprakarn 10540

**Remark:** In the case that the trust unitholder casts the vote on each agenda, the Independent Director shall vote in accordance with the vote casted by the trust unitholder as prescribed in the proxy form. In each agenda, the trust unitholder may only cast the vote to approve, disapprove (or object (as applicable)), or abstain, and the trust unitholder may not split votes (except for the case of the casting of vote by custodian)

**4. In the case that a trust unitholder is a foreign investor and has appointed a Custodian in Thailand to be a depositor of trust unit**

Please submit the following information:

- 4.1 Proxy Form B. per Enclosure 4, correctly and completely filled out and signed by the proxy grantor and the proxy holder and affixed with stamp duty of Baht 20.
- 4.2 Custodian's Certificate of Incorporation duly signed and certified true and correct copy by the authorized person(s) of the Custodian or a grantee who has been authorized and affixed with a juristic person's seal (if any) and power of attorney (in the case that the person certified true and correct copy is the attorney);
- 4.3 Power of Attorney from the trust unitholder authorizing a Custodian to sign the Proxy Form on behalf;
- 4.4 Letter of certification to certify that a person executing the Proxy Form has obtained a permit to act as a Custodian;



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4.5 A copy of identification card or government official identification card or passport of proxy holders duly certified true and correct by the proxy holders.

4.6 Submit the information to the following channel:

(a) Email : whabt@wha-rem.co.th; or

(b) Post Mail: WHA Real Estate Management Co., Ltd.

777 WHA TOWER, 22nd Floor, Room 2206,

Moo 13, Debaratna Road (Bangna-Trad) KM.7,

Bang Kaeo, Bang Phli, Samutprakarn 10540

\*\*\* This E-Meeting is an electronics meeting without physical meeting venue provided.

The trust unitholders are requested not to come to the Company \*\*\*