

## Guidelines for attending meeting through electronics media (E-EGM) and the appointment of proxy

Trust unitholders or proxy holders who intend to attend the Extraordinary General Meeting of Trust Unitholders of WHART No. 1/2021 through electronic media (E-EGM) is requested to submit an acceptance form for meeting attendance through electronic media (E-EGM), details of which are provided in Enclosure 12, or send the information through 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 Premium Growth Freehold and Leasehold Real Estate Investment Trust (“WHART”) within 7 June 2021. 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 Extraordinary General Meeting of Trust Unitholders of WHART No. 1/2021 on 25 May 2021. The service provider, which is OJ International Co., Ltd. (“Service Provider”) will circulate the link to access the meeting through electronic 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 electronic 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 electronic 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 electronic media (E-EGM), details of which are provided in Enclosure 12 to notify the intention to attend the meeting through electronic media (E-EGM). 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 electronic media (E-Meeting)

- a copy of the trust unitholders’ unexpired identification card or government official identification card or passport duly certified by themselves;

- In the case where a trust unitholder grants a proxy to other to attend the meeting through electronic media (E-Meeting)
  - A Proxy Form per Enclosure 13 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 electronic 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.
- In the case of granting a proxy to proxy holder to attend the meeting on behalf through electronic media (E-Meeting)

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

- Proxy forms per Enclosure 13, 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 13, 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).
- 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: if the original documents are not in Thai or English, an English translation of such documents duly certified true translation by trust unitholder or the person being authorized to sign binding upon the juristic person (In case of juristic person), in the case where the document or the said evidence are not in Thai or English.

1.3 Submit requested documents and an acceptance form for meeting attendance through electronic media (E-EGM) in accordance with Item 1.1 and copy of identification document with supporting documents in accordance with Item 1.2, by way of delivery to the Company within 7 June 2021 via following channels:

- (a) Email : whart@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

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

2.1 Notify the attention to attend the meeting via Web Browser : Chrome using:

Scan QR Code	Web Link
	<a href="https://whart.thekoble.com/egm/emeeting/index/1">https://whart.thekoble.com/egm/emeeting/index/1</a>

2.2 Fill in the trust unitholder's information

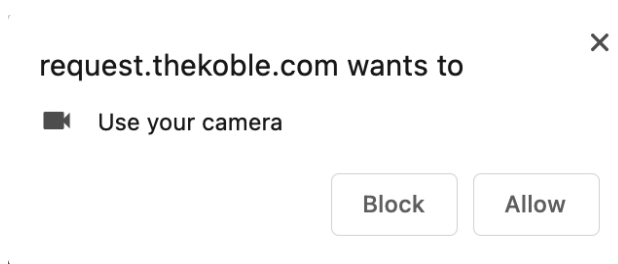
1. Security holder registration number
2. Name (no prefix required) if the trust unitholder is a juristic person, do not fill in this field.
3. Surname (in the case where the trust unitholder is a juristic person, fill in the name of juristic person in this surname field.)
4. Identification Card Number
5. Attach a file of the company's affidavit (in the case where a trust unitholder is a juristic person)
6. Choose to accept the terms and consent to access to personal data
7. Press "confirm"

2.3 Check the name of the trust unitholder and the number of trust units. If correct, please fill out the information of the trust unitholder.

- (a) Name-surname (English)
- (b) Email to receive the link to attend the meeting
- (c) Mobile phone number
- (d) Select the type of attendance
  - Attend in person through E-EGM
  - Grant a proxy to an individual to attend through E-EGM
  - Grant a proxy to an Independent Director to attend

2.4 Press "Next"

- Attend in person through E-EGM
  - Save a photo of the trust unitholder
    - 1) Press allow to consent the website to access the camera. Press "Allow".



- Take a photo of the full Identification Card
  - 1) Press "Take Photo"
  - 2) Press "Save"
  - 3) If you would like to retake a photo again, please press "Retry"
- Take a picture of the trust unitholder holding the Identification Card (as shown in sample image)
  - 1) Press "Take Photo"
  - 2) Press "Save"
  - 3) If you would like to retake a picture again, please press "Retry"
  - 4) Press "Next"
  - 5) The system will show a message "The information has received successfully", please check the name, surname and number of trust units again.
  - 6) Press "Finish"

- Grant a proxy to an individual to attend through E-EGM
  - Register pictures of information of the trust unitholder (as in the case where a trust unitholder attends the meeting by himself/herself)
  - Register information of the proxy holder and attach the supporting documents as specified
    - 1) Name-surname of the proxy holder (Thai)
    - 2) Name-surname of the proxy holder (English)
    - 3) Attach a copy of the identification document as specified in Item 1.2
    - 4) Attach a Proxy Form which is completely filled out and signed
    - 5) Press “Next”
    - 6) The system will show a message “The information has received successfully”, please check the name, surname and number of trust units again.
    - 7) Press “Finish”
  
- Grant a proxy to an Independent Director to attend
  - Register pictures of information of the trust unitholder (as in the case where a trust unitholder attends the meeting by himself/herself)
  - Attach a Proxy Form which is completely filled out and signed
    - 1) Press “Next”
    - 2) The system will show a message “The information has received successfully”, please check the name, surname and number of trust units again.
    - 3) Press “Finish”

Remark: the system to receive the intention to attend the meeting will be available from 28 May 2021 until 7 June 2021.

In the event that the document or evidence mentioned above is not in Thai or English. The trust unitholder shall present a translation of such document in in English which is certified by a trust unitholder or an authorized person(s) (in case of a juristic person).

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

If a trust unitholder is unable to attend the meeting by himself/herself and intends to grant a proxy to the Independent Director of the Company: Mr. Rattachai Teeratanawat to attend the meeting and vote on their behalf in this meeting, please complete and execute the Proxy Form in Enclosure 13. The Information on Independent Directors for Trust Unitholders' Proxy is appeared in Enclosure 14. Whereby the proxy and the identification documents in accordance with item 1.2 shall be delivered to the Company within **7 June 2021** via the following channels:

- (a) Email : whart@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

Remark : In case the trust unitholder has casting 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, which each agenda, the trust unitholder may only cast the vote to approve, disapprove (or object (as applicable)), or abstain, the trust unitholder may not split votes (except for the case of the casting of vote by custodian)

**4. In the case where 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 13, 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 case 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;
- 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 Send the information to the following channel:
  - (c) Email : whart@wha-rem.co.th; or

(d) 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

● **Attendance of the meeting through electronic media (E-EGM)**

1. When the trust unitholders or proxies who have requested to attend the meeting and have been fully verified, you will receive 2 Emails from the System Provider, which will be a link for attending the meeting through electronic media and the manual for accessing the system. The System Provider will send the Emails 2 days prior to the date of the meeting. In the case where the Email has not been received by 12 June 2021, please contact the Company immediately.
2. The attendance and voting via electronic media are available on computers / notebooks / tablet and mobile phone via Web Browser: Chrome with 4G speed internet and home internet.

Remark: In the case of attending the meeting via tablet and mobile phone, the Zoom Cloud Meeting shall be installed before attending the meeting, which can be downloaded as follows:

iOS System	Android System
	
<p><a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a></p>	<p><a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings">https://play.google.com/store/apps/details?id=us.zoom.videomeetings</a></p>

3. The system will be open for attendance 60 minutes prior to the start of the meeting. However, the live broadcast will begin only at the time of the meeting.



4. To log in to the system, the attendees are required to use information of trust unitholder registration number and ID card number of the trust unitholder.
5. Voting through E-Voting system, you will be able to vote for each agenda by voting approve, disapprove (or object (as applicable)), or abstain, only one or the other. In the case of not voting on any agenda, the system will consider that you vote approved immediately (using the method of counting the votes toward approving).
6. In the case where an attendee has a problem using the E-EGM system, you can contact OJ International Co., Ltd. via the phone number given in the Email that has been sent to you with the manual for accessing the system.

\*\*\* This E-EGM is only an electronic meeting and the meeting venue will not be arranged. We ask for the cooperation of the trust unitholders not to travel to the Company. \*\*\*

- Submitting advice or question regarding the business, industry, performance of WHART, or other related matters which will be considered at the E-EGM

In the case where a trust unitholder wishes to submit any advice or question, it shall be done in 2 methods as follows:

1. Submit advice or question in advance to the Company prior the date of the meeting via the following channel:
  - (e) Email : whart@wha-rem.co.th; or
  - (f) 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
2. Submit advice or question during the meeting for those who attend the E-EGM, the attendee shall specify name and surname and inform that he/she is a trust unitholder who attends the meeting in person, or is a proxy, before every advice or suggestion is submitted, the Company will open the following channels for submitting advice and question during the meeting:
  - (a) Chat channel text messaging system (Chat);
  - (b) Voice chat channel in which an attendee will press the button to raise his/her hand and turn on the microphone on his/her device after the system controller sends you an invitation to chat. Please turn off your microphone after every conversation is over. (The details can be found in the manual for accessing the meeting which has been sent to attendee's Email).

- **In case trust unitholder has any queries regarding the meeting**

if a trust unitholder has any queries regarding the meeting, please contact the Company and OJ International Co., Ltd., as follows:

1. Regarding sending identification document to verify for attending meeting through electronic media (E-Meeting), please contact the Company via following channel:

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

(b) Telephone :                092-254-9750

2. Regarding the procedure for attending the meeting and voting through electronic media (E-Meeting) in the case where the verification of identity is correct and complete. Please contact OJ International Co., Ltd., via the phone number given in the Email that has been sent to you with the manual for accessing the system.