

Guidelines for attending the Annual General Meeting of Trust Unitholders through electronic meeting  
(E-Meeting) and appointment of proxy

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1. In case the Trust Unitholders attending the Annual General Meeting through electronic meeting (E-Meeting) by themselves

Any Trust Unitholders who wish to attend 2023 Annual General Meeting of Trust Unitholders, please complete the registration form for the Annual General Meeting of Trust Unitholders via electronic meeting (E-Meeting) in Enclosure No. 5 by requesting Trust Unitholders clearly provide your e-mail and mobile phone number for using the meeting registration and attach a copy of identity documents to confirm the rights to attend the 2023 Annual General Meeting of Trust Unitholders via electronic meeting (E-Meeting).

Documents to confirm the right to attend the 2023 Annual General Meeting of Trust Unitholders via electronic meeting (E-Meeting)

In case the Trust unitholders is an ordinary person

It is required to attach a copy of valid identification card or government officer card or driving license or passport (in case of foreign unitholders) in which it has not expired and please certified as true and correct copy. Moreover, please attach the evidence of name or surname change (if any).

In case the Trust unitholders is a juristic person

- *Juristic Person **registered in Thailand** is required to attach the following documents:*

- a.) Copy of a certification of the Juristic Person, issued by governmental authorities (not more than 3 months old from the issuing date), certified as true and correct copy by the authorized person of such Juristic Person and have it seal affixed (if any).
- b.) Copy of valid identification card or government officer card or driving license or passport (in case of foreign unitholders) of the authorized person, certified as true and correct copy.

- *Juristic Person **registered in foreign country** is required to attach the following documents:*

- a.) Copy of a certification of the Juristic Person, issued by its national state authorities, certified as true and correct copy by the authorized person of such Juristic Person and have it seal affixed (if any).
- b.) Copy of valid identification card or government officer card or driving license or passport (in case of foreign unitholders) of the authorized person, certified as true and correct copy.

For Juristic Person registered in foreign country, please provide the documents in accordance with the above Items as the case may be. In case the original documents are not in English, the English translation shall be required and certified as true and correct translation by the authorized representative(s) of the unitholder (in case of juristic person).

**Note:** *The Company is required to comply with the provisions of the Personal Data Protection Act B.E. 2562, therefore, Trust Unitholders, proxies and grantors are required to cross, conceal or do any act that does not reveal information about religion and blood group which are appeared on the copy of identity document. The Company reserves the right to cross, conceal or do any act above the event that the Trusts Unitholders, proxies and grantors have not crossed out, concealed or performed such act.*

Please kindly send the registration form for attending the 2023 Annual General Meeting of Trust Unitholders through electronic meeting (E-Meeting) (shown in Enclosure No. 5) and attached with the required documents stated above for proof of identity to the Company within April 18, 2023, via the following channels:

- Via Email: [ir@amatareit.com](mailto:ir@amatareit.com) or
- Via Registered Mail: IR and Operation Department, Amata Summit REIT Management Co., Ltd. Address 2126 Kromadit Building, 5th floor, New Petchburi Road., Bang Kapi, Huay Kwang, Bangkok 10310

**Electronic Meeting Attendance (E-Meeting):**

1. Once the Trust Unitholders or proxies have been fully verified, you will receive an email from the meeting organizer, via e-mail given to the Company in Enclosure No. 5. They will send username and password together with WebLink for logging in E-Meeting system, and the system user manual. Please study the manual on how to use the 2023 Annual General Meeting of Trust Unitholders through electronic meeting (E-Meeting) meeting system in details.

Kindly keep it confidential and refrain from giving your username and password to other persons. In the case your username and password are lost, or you have not received it within April 24, 2023,

Please immediately contact the Company via E-mail: [ir@amatareit.com](mailto:ir@amatareit.com) or call 081-915-0007 or 02-792-0089.


2. Please prepare the following information for logging in the meeting

- Self-Attending: Trust Unitholders' Account Number (10 digits Number) and Trust Unitholders' ID Number.

- Proxy: Proxy's ID Number and Proxy's Mobile Number.

3. Meeting attendance and voting via electronic media can be done on computer/notebook/tablet and mobile phone via Web Browser: Chrome with 4G internet speed or basic home internet.

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

IOS system	Android system
	
<a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a>	<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>

4. The system will be opened for meeting 60 minutes before the start of the meeting. However, the live broadcast will only start at 2:00 p.m.

5. To log in, attendees must use the Trust Unitholder's registration number and the Trust Unitholder's ID card number.

**In case you have encounter with any technical problem in using the E-Meeting system**

If the Trust Unitholders or the proxy holders have encounter with any technical problem in using the E-Meeting system in the 2023 Annual General Meeting of Trust Unitholders before or during the meeting, please contact Oj international Co., Ltd., the meeting control system provider who provides E-Meeting system in which the contact channels will be provided to you in the e-mail sending username and password.

**2. In case the Trust unitholders who wish to appoint a proxy to attend the 2023 Annual General Meeting of Trust Unitholders via electronic meeting (E-Meeting)**

In the case that the Trust Unitholders are unable to attend the 2023 Annual General Meeting of Trust Unitholders through electronic meeting (E-Meeting), the Trust Unitholders can appoint an independent director of the Company (as detailed in Enclosure No. 6) or other person as their proxy to attend the meeting and vote on their behalf. The Company has provided 2 proxy forms, which are Proxy Form A and Proxy Form B (please see Enclosure No. 7). In addition, please complete the registration form for the Annual General Meeting of Trust Unitholders through electronic meeting (E-Meeting) as shown in Enclosure No. 5, by requesting Trust Unitholders to clearly provide your e-mail and mobile phone number for using the meeting registration and attach a copy of identity documents to confirm the rights to attend the 2023 Annual General Meeting of Trust Unitholders via electronic meeting (E-Meeting). The Trust Unitholders who would like to appoint other persons to be their proxy to attend and vote shall give proxies to nature persons. The Company will deem the casting votes of the Trust Unitholders' proxy as the casting vote of total voting rights of such Trust Unitholders, as the case may be.

Documents to be used for Proxy

(1) In case of the Trust Unitholders (Grantor) are **natural persons**, the proxy holders shall attach and submit the following documents:

- The Proxy Forms correctly and completely filled in and signed by the grantor and the proxy and affixed with a stamp duty of Bath 20.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreign unitholders) of the grantor, certified as true and correct copy by the grantor.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreign unitholders) of the proxy, certified as true and correct copy by the proxy.

(2) In case of the Trust Unitholders (Grantor) are **juristic persons**, the proxy holders shall attach and submit the following documents:

- The Proxy Forms correctly and completely filled in and 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 old from the issuing date) together with the juristic person's seal affixed (if any) and affixed with a stamp duty of Baht 20.
- In the case that grantors are juristic persons established under Thai laws, please submit 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) with certified as 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).
- In case that grantors are juristic persons established under foreign laws, please submit a copy of the juristic person certificate issued by the governmental authority of the country where such juristic person is situated and certified as 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)
- As for juristic person who are established under foreign laws, if the original documents are not in English, an English translation shall be required and certified as true and correct translation by the person being authorized to sign binding upon the juristic person.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreign unitholders) of the proxy, certified as true and correct copy by the proxy.

**Note:** *The Company is required to comply with the provisions of the Personal Data Protection Act B.E. 2562, therefore, Unitholders Trust, proxies and grantors are required to cross, conceal, or do any act that does not reveal information about religion and blood group which are appeared on the copy of identity document. The Company reserves the right to cross, conceal or do any act above the event that the Trust Unitholders, proxies, and grantors have not crossed out, concealed, or performed such act.*