

**Documentation and Evidence Required to be Presented before Attending the Meeting,
Procedures for the Appointment of Proxies, Registration, and Voting
at the 2022 Annual General Meeting of Unitholders via Electronic Meeting
on Wednesday 27th April 2022, at 09:30 a.m.**

1. Registration

In order to facilitate the attendee registration for the 2022 Annual General Meeting of Unitholders of Thailand Prime Property Freehold and Leasehold Real Estate Investment Trust via electronic meeting, the unitholders or the proxies (as the case may be) who will attend the meeting, please follow the below instruction:

2. Attending the Meeting in person

Please complete the Electronic Conferencing (E-AGM) Registration Form as shown in Enclosure 9 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:

2.1 In the case of individual

- Please present the Trust Unitholders' a valid official document issued by the relevant governmental authorities e.g. citizen identification card, government officer identification card, or passport, including the evidence of the change of name or last name (if any).

2.2 In the case of juristic persons

- In case of juristic persons who are established under Thai laws, please present the following evidence to the officer for registration prior the meeting.
 - a) A copy of unexpired the juristic person's affidavit certified issued, for a period of no longer than 6 months before the date of the unitholders meeting, by the relevant governmental authority and duly certified as true and correct copy by the authorized person of juristic person together with affixing with the juristic person's seal (if any).
 - b) A copy of a valid citizen identification card, government officer identification card, or passport, the evidence of the change of name or last name (if any) of the authorized person of the juristic person.
- In case of juristic persons which are established under foreign laws, please present the following evidence:
 - a) A copy of unexpired juristic person's affidavit certified issued, for a period of no longer than 1 year before the date of the unitholders meeting, by the relevant governmental authority and duly certified as true and correct copy by the authorized person of the juristic person together with affixing with the juristic person's seal (if any).

- b) A copy of a valid citizen identification card, government officer identification card, or passport, the evidence of the change of name or last name (if any) of the authorized person of the juristic person and duly certified as true and correct copy.
- c) If the original documents are not in English, an English translation of such documents shall be presented with duly certified true translation by the authorized person of the juristic person together with affixing with the juristic person's seal (if any).

2.3 Process before Attending the Meeting in person

- You are requested to submit the registration form for the electronic meeting and the above mentioned proof of identity to the REIT Manager within Wednesday 20th April 2022 via the following channels:
 - (1) via E-mail: info@sccpreit.com and
 - (2) via Registered mail:

SCCP REIT Company Limited

388 Exchange Tower, 17th Floor, unit 1701-2, Sukhumvit Road,
Klongteoy, Klongteoy, Bangkok 10110
(For the Annual General Meeting of Trust Unitholders 2022)

- When the REIT manager receives the documents under item 2.1 and 2.2 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 23 April 2022, please contact the REIT Manager immediately.***
- 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.

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



- 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 09.30 am onwards.
- 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 “Abstain”.
- 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 already attached three proxy forms in accordance with Attachment 7, ***the unitholders shall select only one proxy form***, 3 proxy forms as follows:

- (1) Form A : a general proxy form that is not complicated.
- (2) Form B : a proxy form that specifies details for which the proxy will be granted.
- (3) Form C : a proxy form used particularly in case of a foreign unitholder appointing a custodian in Thailand to keep in custody and take care of the trust units.

However, a general unitholder shall select only one proxy form: Form A or Form B and 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.

3.1 If the Trust Unitholder is a natural person or a juristic person registered in Thailand

- Choose only one of the Proxy Form, either Form A or Form B attached herewith.
- The Trust Unitholder (granting unitholder) must appoint only one proxy, either individual or juristic person, to attend and vote at the meeting. The company will deem the casting votes of the trust unitholders' proxy holders as the casting vote of total trust unitholders, or as the casting vote of total voting rights of such trust unitholders, as the case maybe.
- In the case of granting a proxy to an Independent Director of the REIT Manager to consider and vote in all respects as he deems appropriate or if an Independent Director is appointed as proxy, but does not specify the intention to vote on any agenda or is unclear, an Independent Director, as a proxy holder, shall vote **abstained** on such resolution on every agenda item.

3.2 If the Trust Unitholder is a foreign investor and appoints a custodian in Thailand to be a custodian and trustee

- Select only Proxy Form C attached herewith.
- The Trust Unitholder (granting unitholder) must appoint only one proxy, either individual or juristic person, to attend and vote at the meeting. The company will deem the casting votes of the trust unitholders' proxy holders as the casting vote of total trust unitholders, or as the casting vote of total voting rights of such trust unitholders, as the case maybe.
- In the case of granting a proxy to an Independent Director to consider and vote in all respects as he deems appropriate or if an Independent Director is appointed as proxy, but does not specify the intention to vote on any agenda or is unclear, an Independent Director, as a proxy holder, shall vote **abstained** on such resolution on every agenda item.

For a purpose of convenience, please send your proxy form to SCCP REIT Company Limited at 388 Exchange Tower 17th Floor, Unit 1701-2, Sukhumvit Road, Khlongtoey, Klongtoey, Bangkok 10110 to the REIT Manager's company within Wednesday 20th April 2022, by completing the form and duly sign your name. All corrections or crosses made on material statements must be countersigned by the grantor. The proxy form must be affixed with THB 20 of stamp duty.

Document required in granting of proxy

- (1) Grantor who is an individual must submit the followings:
 - The proxy form which is duly sign and affixed with THB 20 of stamp duty.
 - Copy of valid and unexpired identification card or governmental identification card or passport which is certified as true and correct copy by the grantor.
 - The proxy must present his valid and unexpired identification card or governmental identification card or passport (in the event that the proxy is foreigner) to register for the meeting.
- (2) Grantor who is a juristic person must submit the followings:
 - A proxy form signed by an authorized person of the juristic person, as indicated in its affidavit issued by relevant governmental authority no longer than 6 months before the date of the unitholders meeting, with affix with THB 20 of stamp duty.
 - In case where the grantor is a juristic person registered in Thailand, a copy of an affidavit issued by relevant governmental authority no longer than 6 months before the date of the unitholders meeting which certified as true and correct copy by its authorized person together with affixing with the juristic person's seal (if any).
 - In case where the grantor is a juristic person registered in foreign country, a copy of a certificate of incorporation issued for no longer than 1 year before the date of the unitholders meeting by a competent government agency of the country in which the person is located which is certified as true and correct copy by its authorized person together with affixing with the juristic person's seal (if any).
 - In case of a foreign juristic person, if the original documents are not in English, an English translation of such documents shall be presented with duly certified true translation by the authorized person of the juristic person together with affixing with the juristic person's seal (if any).
 - Copy of valid and unexpired identification card or governmental identification card or passport (in the event that the proxy is foreigner) which is certified as true and correct copy by an authorized person of the juristic person.
 - The proxy must present his valid and unexpired identification card or governmental identification card or passport to register for the meeting.