

**Explanation of Procedure of Proxy and Registration  
For the Annual General Meeting of Trust Unitholders for the year 2018  
GLAND Office Leasehold Real Estate Investment Trust (GLANDRT)  
Dated 26 April 2018**

**The authorization of a proxy:** If you will not be able to attend the Meeting in person, please authorize another person as your proxy to attend and vote at the Meeting on your behalf to ensure the Meeting achieves a quorum as specified in the Trust Deed.

The unitholder appointing the proxy must authorize only one proxy to attend and vote at the meeting by the proxy form enclosed herewith. Choose only one of the proxy forms as follows:

- (1) Form Kor is a proxy form specifying specific authorized matters; and
- (2) Form Khor is 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.

After said proxy is filled out, marked, signed and affixed with a Baht 20 stamp duty, please send the said proxy form to the GLAND REIT Management Company Limited at 16th Floor, Tower B, the Ninth Towers Grand Rama 9, No.33/4, Rama 9 Road, Huay Kwang Sub-District, Huay Kwang District, Bangkok 10310, at least 1 day prior to the date of the Meeting. All corrections or crosses made on material statements must be countersigned by the grantor.

**Meeting registration:** The Unitholders or proxies may register or submit documents or evidence for verification at the place of the meeting in advance, from 9:00 a.m. on 26 April 2018, at 12th Floor, the Ninth Towers Grand Rama 9, No.33/4, Rama 9 Road, Huay Kwang Sub-District, Huay Kwang District, Bangkok, as shown in the attached map. (Attachment 4)

**Documents or Evidence which the participants are required to show before attending the meeting (depending on each case)**

**1. Unitholder who is a natural person.**

- 1.1 If a unitholder attend the Meeting in person, the unitholder is required to show valid evidence of identity issued by a State agency which bears the photograph of the unitholder, and identification number, e.g. identification card, driver's license or passport.
- 1.2 If a unitholder authorizes a proxy to attend the Meeting on behalf of the unitholder, the proxy must show:
  - The proxy statement in the form as attached to the Notice of the Meeting, duly filled out and signed by the proxy grantor and the proxy.
  - A copy of the unitholder's valid evidence of identity issued by the State agency, as specified in item 1.1 above, which is certified by the unitholder as a true and correct copy.
  - The valid evidence of identity of the proxy issued by a State agency with details as indicated in Item 1.1 above.

## **2. Unitholder who is a juristic person.**

### **2.1 Representative of the unitholder (authorized director) attending the meeting.**

- The valid evidence of identity issued by a State agency to the representative with details as indicated in item 1.1 above.
- In case of juristic persons registered in Thailand, a copy of an affidavit issued by Ministry of Commerce for not more than 6 months certified as true and correct copy by the representative and affix the juristic person's seal (if any), with text indicating that the representative who attends the Meeting has the authority to act on behalf of the unitholder under the law.
- In case of juristic persons registered in foreign country, a copy of the juristic person certificate issued for not more than 1 year by the relevant government authority and duly certified as true and correct copy by the representative and affix the juristic person's seal (if any).
- In case of a foreign juristic person, any document of which the original is not in English must be accompanied by an English translation and certified as correct translation by the representative and affix the juristic person's seal (if any).

### **2.2 Attendance by Proxy Holder**

- The proxy statement in the form as attached to the Notice of the Meeting, duly filled out and signed by juristic person's authorized director together with the seal affixed (if any) as the proxy grantor, and the proxy.
- In case the grantor is a juristic person registered in Thailand, a copy of an affidavit issued by Ministry of Commerce for not more than 6 months certified as true and correct copy by the representative and affix the juristic person's seal (if any), with text indicating that the representative who signs the proxy statement has the authority to act on behalf of the unitholder under the law.
- In case the grantor is a juristic person registered in foreign country, a copy of the juristic person certificate issued for not more than 1 year by the relevant government authority and duly certified as true and correct copy by the representative and affix the juristic person's seal (if any).
- In case of a foreign juristic person, any document of which the original is not in English must be accompanied by an English translation and certified as correct translation by the representative and affix the juristic person's seal (if any).
- A copy of the representative's valid evidence of identity issued by the State agency, with details as indicated in item 1.1 above, which certified by the representative as a true and correct copy.
- The valid evidence of identity of the proxy issued by a State agency with details as indicated in item 1.1 above, shall be presented.

### **2.3 If a foreign unitholder appoints a custodian in Thailand to keep in custody and take care of the trust units, the following evidence must also be submitted:**

- Proxy form from the foreign unitholder authorizing the custodian to sign the proxy form on its behalf.
- Letter of confirmation stating that the person signing the proxy form on behalf of the unitholder is permitted to carry on a custodian business.