

Ref: BIZ 006/2022

18 March 2022

Subject Notification of adding a meeting format for the attending of the 2022 Annual General Meeting of Shareholders in the form of Hybrid Meeting (Physical and E-AGM)

To The President of the Stock Exchange of Thailand

Enclosure

1. Guidelines for attending the Annual General Meeting of Shareholders at the meeting venue (Physical)
2. Procedures and methods for attending the Annual General Meeting of Shareholders through The Electronic Meeting System (E-AGM)

We, Business Alignment Public Company Limited (“**the Company**”) would like to notify that according to the Board Resolution to call the 2022 Annual General Meeting of Shareholders on Friday, 8 April 2022 at 2.00 p.m. at the Conference Hall 1-2 Glowfish room, Sathorn Thani Building 2, 2nd Floor, Silom Sub-district, Bang Rak District, Bangkok 10500.

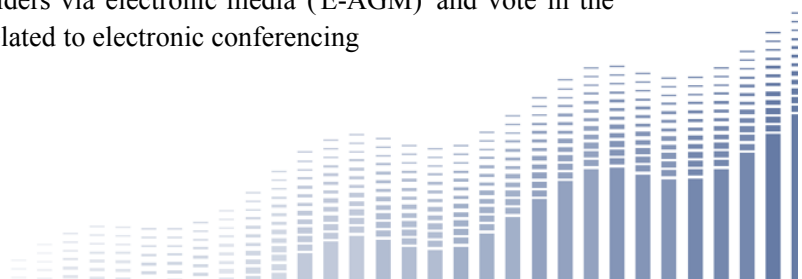
Due to the current situation of the new coronavirus outbreak (COVID-19) in Thailand has widened the scope of the epidemic in many areas, the Company facilitates and provides the optional to attend the 2022 Annual General Meeting of Shareholders and the meeting agenda is the same as shown in the shareholders' meeting invitation sent to the shareholders. Detail about the Hybrid Meeting are as follows:

1) Attendance at the meeting venue (Physical)

For shareholders/proxy holders who wish to attend the 2022 Annual General Meeting of Shareholders at the meeting venue as stated above. In this regard, the Company would like to notify all shareholders that in order to prevent the spread of COVID-19, and to comply with the government’s regulations in respect of the distancing between the individual seats as well as to control the number of attendees not to be crowded and serve for 50 persons only, therefore, the meeting venue shall be limited number of attendees. Under such circumstances, the Company would like to invite shareholders/proxy, please attend the Meeting via E-AGM as no. 2) However, for shareholders who wish to attend the 2022 Annual General Meeting of Shareholders by themselves, the Company asks for cooperation in complying with preventive measures and guidelines for attending the Annual General Meeting of Shareholders at the meeting venue of the Company under the situation of the epidemic of the Covid-19 virus strictly

2) Attendance via electronic media by application (E-AGM)

The Company facilitates and provide the optional for shareholders/proxy holders to attend the 2022 Annual General Meeting of Shareholders via electronic media (E-AGM) and vote in the E-Voting system in accordance with the laws related to electronic conferencing



Shareholder/Proxy can study details of meeting attendance and procedures for conducting meetings via electronic media (E-AGM) via Application IR PLUS AGM and other information regarding the 2022 Annual General Meeting of Shareholders can be found at the Company's website. www.bizalignment.com, Investor Relations menu under the topic “Shareholders Meeting”

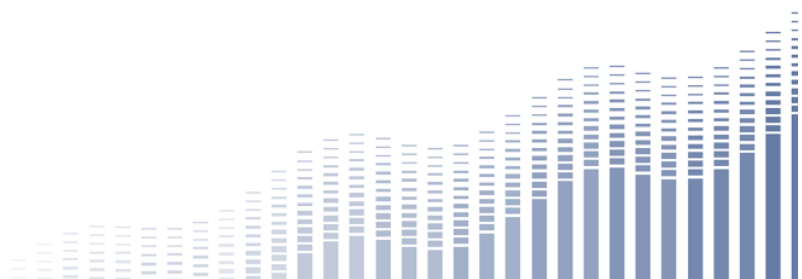
However, if shareholders are unable to attend the meeting via electronic media (E-AGM), shareholders can appoint independent directors of the company. As the Company has specified and informed in the documents of the 2022 Annual General Meeting of Shareholders, can attend the meeting instead and vote on your behalf. Shareholders should study the details of the meeting agenda before deciding to appoint a proxy. It shall be noted that the Company strictly complies and monitors the casting votes of shareholders in accordance with the relevant laws.

Kindly be informed accordingly.

Yours faithfully,



(Mr. Sompong Chunekitiyanone)
Chief Executive Officer
Business Alignment Public Company Limited



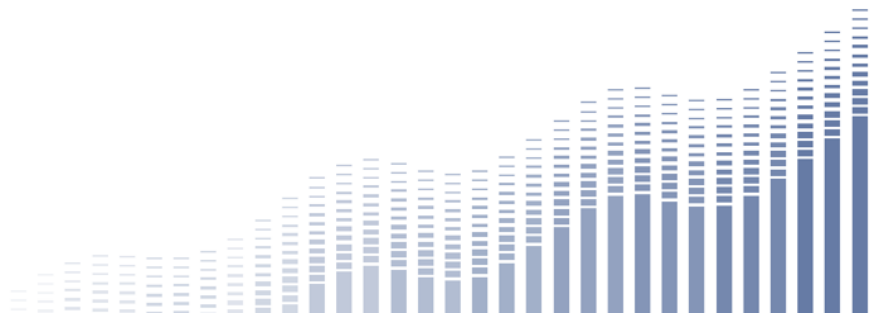
Enclosure 1

Guidelines for attending the 2022 Annual General Meeting of Shareholders at the meeting venue: Business Alignment Public Company Limited

With respect to the COVID-19 outbreak is still spreading today. Due to reduce the risk from the outbreak and with regards to the health and safety of its Shareholders' Business Alignment Public Company Limited (the "Company") would like to inform guidelines for attending the Meeting as follows:

1. All attendees must always wear a mask including having to maintain social distance
2. The Company will organize the meeting venue to avoid crowding of the seating arrangement with appropriate social distancing. This will limit number of available seats in the meeting room to a maximum of 50 seats, Seats are not allowed to be moved and when the seats are fully occupied on first come first served basis, the Company kindly requests Shareholders to grant their proxy to the Company's Independent Directors to attend the Meeting instead of participating in persons or attend electronic meetings with Application IR PLUS AGM on mobile device or webagm.irplus.in.th on computer
3. The Company shall conduct health screening at the meeting entrance by checking every attendee's temperature
4. Shareholder/Proxy who attending the meeting must show the negative ATK test results within 24 hours or check the ATK before registering to attend the meeting at the entrance of the meeting area.
5. The Company kindly requests Shareholders' cooperation in giving their proxy authority to the Company's Independent Director as stated in the Notice by sending back the filled-in proxy form together with required documents to Company Secretary, Business Alignment Public Company Limited 92/45 Sathorn Thani Building 16th Floor, North Sathorn Rd., Silom, Bangrak, Bangkok 10500 before the meeting date, at least 3-5 working days
6. The company provides channels for submitting questions in advance. Shareholders can submit questions related to the meeting agenda and request to attend the meeting. By submitting questions, name-surname, telephone number and e-mail address by sending to ir@bizalignnment.com or in the case that the shareholder appoints a proxy to an independent director of the company, you can be sends with the proxy form as stated above.
7. The Company kindly requests shareholders who wish to ask questions at microphone set up point for the safety and well-being of attendees.
8. Do not allowed to eat snacks or any food in the premises of the meeting venue. (Except drinking water)

In addition, the guidelines changes may be made in accordance with guidelines, rules and/or regulations that may be issued by the Ministry of Health. and/or other relevant agencies according to the situation during the meeting date. If there are any changes, the Company will notify shareholders via the Company's website.



Enclosure 2

Procedures and methods for attending the meeting through the Electronic Meeting System (E-AGM) via Application IR Plus AGM : Business Alignment Public Company Limited

1. Application installation: “IR PLUS AGM” (“Application”) can be installed on various Smart Phone Tablet mobile devices in iOS system and Android operating system by scanning QR CODE to download the application accordingly

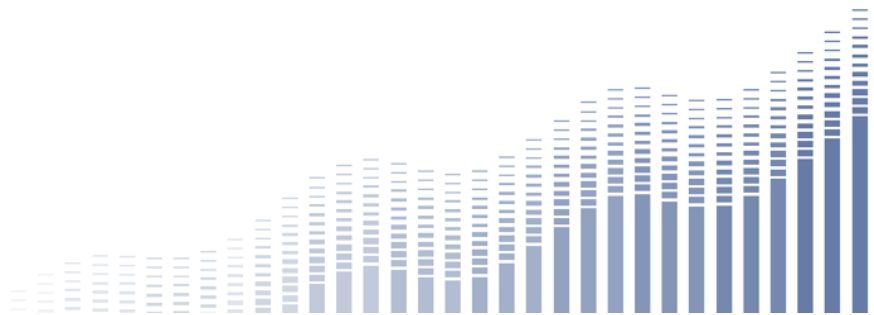
	
<p>Download Application IR PLUS AGM iOS 14.5 and above</p>	<p>Download Application IR PLUS AGM Android Ver.8 and above</p>

In case of access via Web Application system, please going to the browser and then typing: webagm.irplus.in.th to login without downloading or install any program.

2. Guideline for using Application IR PLUS AGM
 - A. User manual for Mobile Application IR PLUS AGM (English language) [Click Here](#) or SCAN from QR CODE
 - B. User manual for Web Application IR PLUS AGM (English language) [Click Here](#) or SCAN from QR CODE



- C. Shareholder/Proxy should study the details and methods of attending the meeting and voting method via application in advance of the meeting date



3. Identity Verification (KYC) – (briefly)

Fill in personal information with mobile phone number and upload a photo of the ID card after that, the shareholders/proxy will enter the OTP code (the system will send the OTP code to the registered mobile number) to verify their identity and wait for the staff verification after successfully verified. The system will bring you to the PIN Code setting page and start using the application. You can able to verify identity in advance to facilitate the management of attendees via electronic system from March 24, 2022 until the meeting date.

4. Attend the meeting

On the meeting date, the Company will open for registration to attend the meeting via electronic system (E-AGM) via application from 13:00 onwards. Shareholders enter the application and enter the PIN Code that has been set.

Shareholders and proxy who have verified their identity able to watch the live broadcast of the 2022 Annual General Meeting of Shareholders via application. The company will publish the meeting record in the company's website after the meeting is finished.

In case of problems with the use of Application IR PLUS AGM, please contact the system administrator. at Tel 02-022-6200 press 2 between Monday and Friday from 9:00 a.m. to 5:30 p.m.

