

Criteria for the shareholders to propose meeting agenda or to propose director candidate for the 2020 ordinary shareholders meeting

To comply with Section 89/28 of the Securities and Exchange Act B.E.2535 by requiring single or multiple shareholders to hold no less than five (5) percent of the total number of shares or voting rights. All voting rights (Paid up capital of the company) or about 20,000,000 shares can be proposed for consideration as agenda for the Annual General Meeting of Shareholders or director candidate to be elected as directors according to the following conditions:

1. **Ordinary Shareholders Meeting Agenda Propose Form**
2. **Ordinary Shareholder Meeting Director Candidate Proposal Form**

Print the form and submit the completed form including the attachment to the company as following address;

Company Secretary
Business Alignment Public Company Limited
92/45 Sathorn Thani Building 2, 16th Floor,
North Sathorn Rd., Silom, Bangrak, Bangkok 10500

The shareholders can informally submit proposing agenda or proposing director candidate from now to December 30, 2019 and send the original to the company in address above.

Other Criteria

1. The Board of Directors reserves the right to consider the agenda item for the meeting of shareholders, which is important and beneficial to the shareholders and the company.
2. The company reserves the right not to consider any matters that not proposed by the shareholders of the company.
3. The company reserves the right not complete documents.
4. In case of propose for director candidate. There should be at least the following information: -
 - 4.1. Information of director candidate;
 - 4.1.1 Basic Information; The name, age, work experience, education background, company shareholding and photo, etc.
 - 4.1.2 Position in competing business or companies whose business is related to the business of the company significantly. (if any)
 - 4.1.3 Letter of consent of nominate candidate who proposed to director appointment.

Qualification of Directors

- 4.2.1 Are highly qualified and possess none of the characteristics prohibited under the Public Company Limited
 - 4.2.2 Are knowledgeable, capable and possess a variety of skills and working experiences that are beneficial for the Company
 - 4.2.3 Are capable of providing leadership and able to efficiently monitor the business conduct of the Company's executives.
 - 4.2.4 Having and interest in the Company's business with dedication of time to perform the duty.
 - 4.2.5 Not being a political official, director or official of a political party.
5. For the person nominated to be selected as a director of the company, in addition to the letter of consent. Such person must be ready to present himself/herself to the Nomination Committee of the company. If requested

Company Secretary will consider the accuracy and completeness of the proposed agenda before propose to the Board of Directors for consideration. In case there is an agenda item, the company will inform the meeting in the invitation letter that the agenda is set by the shareholders. If the Board of Directors reject the issues proposed by the shareholders. The Board of Directors will explain the reason for the meeting.

2020 Ordinary Shareholders Meeting Agenda Propose Form
Business Alignment Public Company Limited

Subject: Proposed an agenda for AGM 2020

ATTN: Company Secretary

Information of shareholders who propose an agenda for AGM 2020

Name Mr./Mrs./Miss _____

ID No. / Passport No. _____ being the shareholder of BIZ

Address:

House No. _____ Building _____ Street _____ Soi _____

Sub-district _____ District _____ Province _____ Zip code _____

Telephone No. _____ Fax No. _____ Mobile No. _____ E-mail _____

Number of shareholders _____ Number of shareholding _____ shares

(Including shareholders who together proposed as the attach document. – if any)

The detail of proposed agenda To consider and approve To acknowledge other _____

Objectives / Reasons (Please attach document)

I, (Mr./Mrs./Miss) _____, certify that the information provided above is completely fulfilled and true, and the evidence of share held and other supporting documents submitted herewith are authentic.

Signature _____ Shareholder

(_____)

Date _____ / _____ / _____

Return the completed form within December 30, 2019 as the detail followed;
(Company Secretary) Business Alignment Public Company Limited 92/45 Sathorn Thani Building 2, 16th Floor,
North Sathorn Rd., Silom, Bangrak, Bangkok 10500

Shareholders must attach the following evidence:

1. Evidence of the shareholding; certificate of Securities or Thailand Securities Depository Co., Ltd. or Stock Exchange of Thailand (SET) or other documents that show the securities holding.
2. In case the shareholder is a natural person, a copy of identification card must be attached or identification card, civil servant or driver's license or passport that not expiration and certify signed authentication.
3. In the case of a shareholder being a juristic person, a certified copy of the juristic person's affidavit of not more than 3 months, certified by the authorized person of the juristic person and a certified copy of his / her identification card or identification card, civil servant's license or driver's license or passport that not expiration and certify signed authentication.
4. In case several shareholders jointly propose the agenda. All shareholders must complete the agenda form with signature. And send to the company including set of all documents.
5. Where there is evidence to support the consideration, the document must also be authenticated/certify.
6. The company reserves the right to disqualify the shareholders who provide inaccurate, inaccurate or inaccessible information.

2020 Ordinary Shareholder Meeting Director Candidate Proposal Form
Business Alignment Public Company Limited

Subject: Director Candidate Proposal

ATTN: Company Secretary

Information of shareholders who propose nominated candidate for director

Name Mr./Mrs./Miss _____

ID No. / Passport No. _____ being the shareholder of BIZ

Address:

House No. _____ Building _____ Street _____ Soi _____

Sub-district _____ District _____ Province _____ Zip code _____

Telephone No. _____ Fax No. _____ Mobile No. _____ E-mail _____

Number of shareholders _____ Number of shareholding _____ shares

(Including shareholders who together proposed as the attach document. – if any)

I would like to nominate (Mr./Mrs./Miss) _____

Age _____ Occupation _____ as a qualified candidate who possesses all qualifications as stated in criteria of director to be appointed as the company's director. Such people has made his/her consent and certifies that all documents submitted herewith, personal profile, resume and other supporting documents as such, are true and authentic. (The additional details in attached document)

Signature _____ Shareholder

(_____)

Date _____ / _____ / _____

Return the completed form within December 30, 2019 as the detail followed;
(Company Secretary) Business Alignment Public Company Limited 92/45 Sathorn Thani Building 2, 16th Floor,
North Sathorn Rd., Silom, Bangrak, Bangkok 10500

Information of nominated candidate for director

1. Name (Mr./Mrs./Miss) _____ Nationality _____
Date of birth _____ Age _____

2. Address
House No. _____ Building _____ Street _____ Soi _____
Sub-district _____ District _____ Province _____ Zip code _____
Telephone No. _____ Fax No. _____ Mobile No. _____ E-mail _____

3. Number of shareholding (if any) _____ shares (The Shareholder must enclose the evidence of shareholding)

4. The position of director for consideration and appointment
 Director Independent Director Audit Committee

5. Current Occupation _____
Workplace/Address _____

6. Educational Background

Year	Educational Background	Educational Institution

7. Work Experience

Year	Position	Organization

8. Marital Status Single Married Others _____

	Name - Surname	Age	Number of shareholding (BIZ)
Name of spouse			
Name of child			
Name of child			
Name of child			

9. Being stakeholder directly or indirectly with the company, subsidiaries, affiliate and related companies of Business Alignment Public Company Limited (In case of directly or indirectly, please specify the activities and interest including the amount of money)

Yes (Specify details) _____

No

10. Shareholding or being director of s subsidiaries, affiliate and related companies of Business Alignment Public Company Limited (In case of shareholding, please specify company’s name, amount of shares by percentage of registered capital and also the status of the company such subsidiaries, affiliate or related companies)

Yes (Specify details) _____

No

11. Shareholding or participate as the partner in partnership or being director of company that operates the same type of business and also being competition with Business Alignment Public Company Limited (Please specify name of partnership/ company/ amount of shares by percentage of registered capital and type of business)

Yes (Specify details) _____

No

12. Being related person or close relative with executive committee, director, or the major shareholder of Business Alignment Public Company Limited (Please clearly specify name) whom you are related

Yes (Specify details) _____

No

I, (Mr./Mrs./Miss) _____ the nominated candidate for consideration and appointment to be director. I, certify that the information provided above is complete and true, and the supporting documents submitted herewith are authentic.

Signature _____ who has been nominated

(_____)

Date ____ / ____ / ____

Shareholders must attach the following evidence:

1. Evidence of the shareholding; certificate of Securities or Thailand Securities Depository Co., Ltd. or Stock Exchange of Thailand (SET) or other documents that show the securities holding.
2. In case the shareholder is a natural person, a copy of identification card must be attached or identification card, civil servant or driver's license or passport that not expiration and certify signed authentication.
3. In the case of a shareholder being a juristic person, a certified copy of the juristic person's affidavit of not more than 3 months, certified by the authorized person of the juristic person and a certified copy of his / her identification card or identification card, civil servant's license or driver's license or passport that not expiration and certify signed authentication.
4. In case several shareholders jointly propose the agenda. All shareholders must complete the agenda form with signature. And send to the company including set of all documents.
5. The person proposed to be considered as a director of the company, please attach supporting evidence that will be useful for consideration and the document must also be authenticated/certify.
6. The company reserves the right to disqualify the shareholders who provide inaccurate, inaccurate or inaccessible information.