

Practices and Documents or evidence required to attend in the Shareholders' Meeting

In order for the shareholders' meeting of the company to be transparent, fair and beneficial to shareholders, the company considers it appropriate to inspect the documents or evidence showing an identity of the shareholder or a representative of the shareholder entitled to attend the meeting. This will also be applied in the future. However, since some shareholders may not be familiar with this, the company reserves the right to waive any of these requirements for some of the shareholders on a case by case basis as the company considers appropriate.

1. Natural person

- 1.1. Thai nationality
 - 1.1.1. identification card of the shareholder
 - 1.1.2. in case of proxy, a copy of identification card of the shareholder and identification card or passport (in case of a foreigner) of the proxy.
- 1.2. Non-Thai nationality
 - 1.2.1. passport of the shareholder
 - 1.2.2. in case of proxy, a copy of passport of the shareholder and identification card or passport (in case of a foreigner) of the proxy.

2. Juristic person

- 2.1. Juristic person registered in Thailand
 - 2.1.1. A copy of corporate affidavit, issued within 12 months by Department of Business Development, Ministry of Commerce;
 - 2.1.2. A copy of identification card or passport (in case of a foreigner) of the authorized director(s) who sign(s) the proxy form including identification card or passport (in case of a foreigner) of the proxy
- 2.2. Juristic person registered outside of Thailand
 - 2.2.1. A copy of corporate affidavit
 - 2.2.2. A copy of identification card or passport (in case of a foreigner) of the authorized director(s) who sign (s) the proxy form including identification card or passport (in case of a foreigner) of the proxy

A copy of the documents must be certified true copy.

According to the outbreak of the Coronavirus Disease 2019 (COVID-19), The company would like to notify the rules and practices for attending the meeting through various methods as follows:

1. Requesting cooperation and supporting shareholders to grant proxy to independent directors instead of attending the meeting in person. To reduce the risk of the outbreak of the Coronavirus Disease 2019 (COVID-19) from the congestion of shareholders on the meeting date. The shareholders can proxy to the company's independent directors to attend the meeting and vote according to the names as detailed in Attachment 5 and the Proxy Forms as detailed in Attachment 8, and send the documents back to the company via the following channels:
 - 1.1 Electronic mail to ir@bizalignment.com in advance and
 - 1.2 Send the original proxy by post 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

In case shareholders would like to submit questions in advance, you can send via electronic mail in item 1.1.

2. Stamp duty of 20 Baht with a strikethrough dated proxy to make such a valid and legally binding. The company to facilitate the preparation of stamp duty at checking the documents of the meeting date as well and prepare for shareholders who also deliver complete and accurate documents by post as well.
3. The shareholder will hold shares of the company amount. The shareholder may not split shares to proxy several proxies for splitting votes.
4. In order to reduce and prevent the chance of the spread of the outbreak of the Coronavirus Disease 2019 (COVID-19), the company therefore limits the number of seats for shareholders who attend the meeting themselves or proxy to attend the meeting, totaling 40 seats. The company therefore apologizes for the inconvenience occur for this opportunity.