

Supporting documents for the appointment of proxy

Granting of proxy

1. Shareholders are allowed to grant a proxy to only one representative to attend and vote on at the meeting by using the proxy form (Form A., Form B. and Form C.) (Enclosure 6)
2. In the case that shareholders wish to grant a proxy to the Company's independent directors, shareholders may appoint the independent directors as their proxy, the details of which specified in Enclosure 4.
3. For the sake of convenience, please (1) grant a proxy via e-Request system in accordance with methods and procedures as set out in the Guidelines and procedures for registration to attend the Annual General Meeting of Shareholders for the Year 2022 via electronic means (Enclosure 3) by submitting the supporting documents for the appointment of proxy (as elaborated below) **via such system**. The e-Request system will be opened from 08.30 hrs. on March 16, 2022 until the meeting is adjourned on April 7, 2022; or (2) sending the supporting documents for the appointment of proxy (as elaborated below) via **email to corporatesecretary@pttor.com** **or by post via registered mail with return receipt** to the Office of the President and the Corporate Secretary, PTT Oil and Retail Business Public Company Limited, No. 555/2, Energy Complex Building B, 12th Floor, Vibhavadi Rangsit Road, Chatuchak Sub-district, Chatuchak District, Bangkok, 10900, by 17.00 hrs., April 5, 2022.

After the Company has verified the registrations and documents that the shareholders have submitted to the Company as mentioned above, and has verified the names of the shareholders that are entitled to attend the 2022 Annual General Meeting of Shareholder as at the Record Date, i.e., March 1, 2022, Inventech Systems (Thailand) Co., Ltd., the meeting control system provider, certified by the Electronic Transaction Development Agency (ETDA), will send the "Link", "Username", and "Password" for logging into the Annual General Meeting of Shareholder via electronic means to the shareholders using the email address as notified to the Company.

4. In case that the shareholder appointed a proxy, such shareholder will be unable to attend and vote at the meeting due to the fact that a proxy has been granted, except such shareholder cancel the proxy as per details specified in "Cancellation of the Appointment of Proxy".

In this regard, if the proxy attended the meeting and logged out of the system during the meeting, for whatever reason, the votes casted in advance in the proxy form shall be cancelled and not be counted as part of the votes for the remaining agenda items that have not yet completed. However, the logging out of the system will not affect the votes in the agenda items that have been completed.

Documents required for the appointment of proxy

1. Shareholder being a natural person

- A duly completed proxy form, signed by the shareholder and the proxy, together with 20 Baht stamp duty;
- A certified true copy of the documents of the shareholder issued by governmental authorities, e.g., identification card, driver's license, or passport;

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- **E-mail of the proxy and contact number, so that the meeting control system provider will send a meeting link, username and password for accessing to the system for the AGM via electronic means** (for submitting the supporting documents for proxy via e-mail to corporatesecretary@pttor.com or by post via registered mail with return receipt to the Office of the President and the Corporate Secretary)

2. Shareholder being a juristic person registered in Thailand

- A duly completed proxy form, signed by the proxy and the authorized signatory(ies) of the shareholder, with the company seal affixed (if any), and 20 Baht stamp duty;
- A copy of the affidavit or certificate of incorporation of the shareholder issued by the Ministry of Commerce or relevant authority not more than three months prior to the date of the Meeting, certified by the authorized signatory(ies) of the shareholder, with the company seal affixed (if any);
- A certified true copy of the documents of the authorized signatory(ies) of the shareholder issued by governmental authorities, e.g., identification card, driver's license, or passport;
- A certified true copy of the documents of the proxy issued by governmental authorities, e.g., identification card, driver's license, or passport; and
- **E-mail of the proxy and contact number, so that the meeting control system provider will send a meeting link, username and password for accessing to the system for the AGM via electronic means** (for submitting the supporting documents for proxy via e-mail to corporatesecretary@pttor.com or by post via registered mail with return receipt to the Office of the President and the Corporate Secretary)

3. Shareholder being a juristic person registered overseas

- A duly completed proxy form, signed by the proxy and the authorized signatory(ies) of the shareholder, together with the company seal affixed (if required), and 20 Baht stamp duty;
- A copy of the certificate of incorporation or equivalent constitutional document(s) of the shareholder issued by the relevant authority, containing the name of the shareholder, its registered address, and name(s) of the authorized signatory(ies) and the authority of such person(s), certified by the authorized signatory(ies) of the shareholder, with the company seal affixed (if any);
- A certified true copy of the documents of the authorized signatory(ies) of the shareholder issued by governmental authorities, e.g., identification card, driver's license, or passport;
- A certified true copy of the documents of the proxy issued by governmental authorities, e.g., identification card, driver's license, or passport;
- An English translation of any original document which is not in English, and such translation must be certified a true translation by the authorized signatory(ies) of the shareholder; and

- **E-mail of the proxy and contact number, so that the meeting control system provider will send a meeting link, username and password for accessing to the system for the AGM via electronic means** (for submitting the supporting documents for proxy via e-mail to corporatesecretary@pttor.com or by post via registered mail with return receipt to the Office of the President and the Corporate Secretary).

Proxy to the Independent Director

Shareholders who wish to appoint a proxy may appoint any one person of their choosing, or either one of the independent directors of the Company. Profiles of the independent directors are set out in Enclosure 4.

In order to comply with the requirements under the Notification of the Capital Market Supervisory Board No. TorJor. 79/2564 re: Criteria on the General Solicitation relating to the Appointment of Proxy by the Shareholders to Attend and Vote in the Shareholders' Meeting, the Company hereby informs the shareholders as follows:

- (A) The shareholders are advised to review the details of the agenda items before deciding to appoint a proxy;
- (B) In case that the shareholder who appoints independent director as his/her proxy and such shareholder has casted in vote in each agenda in Proxy Form B in advance, the Company will record the votes of such shareholder in accordance with the votes specified in such proxy form. If the shareholders who appoints independent director as his/her proxy does not cast his/her vote in the proxy form in advance, the independent director who has been appointed as a proxy shall cast the votes on behalf of the shareholder as he / she deems suitable and appropriate. However, such shareholders who appoints independent director as his/her proxy will not be able to attend the meeting and cast the votes since the shareholder has already appointed the independent director as the proxy (unless the shareholder will cancel the proxy as per details specified in "*Cancellation of the Appointment of Proxy*")

In case the Company fails to record your votes as indicated in the proxy form, and such failure or omission causes damage to you, you will be eligible to pursue the legal proceedings.

Cancellation of the Appointment of Proxy

In case you wish to cancel the appointment of proxy, you may notify the Chairman of the board in writing via email to corporatesecretary@pttor.com , prior to the commencement of the meeting (i.e. within April 7, 2022, 14.00 hrs.)

Shareholders who have questions about the registration documents or how to complete the proxy forms may contact the Office of the President and the Corporate Secretary via email to corporatesecretary@pttor.com.

Voting Procedures and Vote Counting

1. To cast a vote, one (1) share shall have one (1) vote.
2. A shareholder may cast his or her vote to approve, disapprove or abstain from voting. The allocation of voting is not allowed (except voting of the Custodian).
3. Before casting the vote in each agenda, the Chairman of the Meeting will give shareholders an opportunity to make inquiries or comments on the issues related to such agenda as appropriate.
4. To pass a resolution of all agenda items, a simple majority vote of the shareholder who is attending the Meeting and casting the vote is required, **except** Agenda item 5 regarding approval of the remuneration of directors, which requires the vote of not less than two-thirds of the total votes cast by the shareholders attending the Meeting.
5. The Chairman of the Meeting will announce the voting result to the Meeting once the vote counting for such agenda is completed.