



บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน)
555/2 ศูนย์เอนเนอร์ยีคอมเพล็กซ์ อาคารบี ชั้น 12
ถนนวิภาวดีรังสิต แขวงจตุจักร เขตจตุจักร
กรุงเทพฯ 10900 โทรศัพท์ : +66 (0) 2196 5959
เลขประจำตัวผู้เสียภาษี : 0107561000013

PTT Oil and Retail Business Public Company Limited
555/2 Energy Complex Building B, 12th Floor,
Vibhavadi Rangsit Rd., Chatuchak,
Bangkok 10900 Tel : +66 (0) 2196 5959
Tax ID PTTOR : 0107561000013



No. 31300001/ 39

March 4, 2022

Re: Invitation to attend the Annual General Meeting of Shareholders for the Year 2022

To: Shareholders of PTT Oil and Retail Business Public Company Limited

Enclosures:

1. Annual Registration Statement / Annual Report for the Year 2021 (Form 56-1 One Report) in QR Code format and shareholders information form for registration (use for registration);
2. Profiles of candidates nominated for election as directors of the Company (Agenda Item 5);
3. Guidelines and procedures for registration to attend the Annual General Meeting of Shareholders for the Year 2022 via electronic means;
4. Qualifications of independent directors of the Company, including profiles of independent directors nominated by the shareholders to serve as proxies;
5. Articles of Association of the Company concerning shareholders' meetings;
6. Proxy Form A, B, and C (Proxy Form B is recommended.);
7. Requisition form for hard copy of Annual Registration Statement / Annual Report for the Year 2021 (Form 56-1 One Report);
8. Privacy Notice for the Company's Annual General Meeting of Shareholders for the Year 2022; and
9. Supporting documents for the appointment of proxy.

The Board of Directors of PTT Oil and Retail Business Public Company Limited (the “**Company**”) has resolved that the Annual General Meeting of Shareholders for the Year 2022 (the “**Meeting**”) be held on April 7, 2022, at 14.00 hrs. via electronic means only, in accordance with the requirements of the laws in relation to Electronic Meetings, and has determined March 1, 2022, to be the record date for the list of shareholders who have the right to attend the Annual General Meeting of Shareholders (Record Date).

For the determination of the agenda for the Annual General Meeting of Shareholders for the Year 2022, the Company has announced on the Company's website and via the Stock Exchange of Thailand's system to give the opportunity to shareholders to present important matters to be considered as meeting agendas between September 22, 2021, and December 22, 2021, in accordance with the principles of good corporate governance of listed companies. However, when the specified period lapsed, no shareholder had proposed any matters to be considered as agenda items in the Annual General Meeting of Shareholders for the Year 2022. The Company would like to inform the meeting agenda of the Annual General Meeting of Shareholders for the Year 2022 according to the resolutions of the Board of Directors as follows:

Agenda Item 1 To acknowledge the operating results for the year 2021 and approve the financial statements for the year ended December 31, 2021

Objective and Reason: Pursuant to Section 112 of the Public Limited Companies Act B.E. 2535 (1992) (including any amendments thereto) (the “**Public Limited**

Companies Act”) and Article 49 of the Articles of Association of the Company, the Board of Directors shall prepare a balance sheet and a statement of profit and loss, an auditor’s report, and an annual report as at the fiscal year ended for submission to the annual general shareholders’ meeting for approval within four (4) months of the last day of the fiscal year of the Company. Also, the Board of Directors shall have an auditor examine the balance sheet and the statement of profit and loss prior to submitting them to the meeting. In this regard, the Company has prepared its operating results for the year 2021 and the financial statements for fiscal year 2021 December 31, 2021, as detailed in Section 3 - Financial Statements of the Annual Registration Statement / Annual Report for the Year 2021 (Form 56-1 One Report), (Shareholders can download the report using the QR Code shown in Enclosure 1). The details are summarized as follows:

| Items | 2021 (Current proposal) | 2020 |
|--|--|-------------|
| Total Assets (Million Baht) | 207,658.9 | 144,979.3 |
| Total Liabilities (Million Baht) | 107,786.7 | 107,063.3 |
| Total Shareholders’ Equity (Million Baht) | 99,872.2 | 37,916.0 |
| Paid-up Capital (Million Baht) | 120,000.0 | 90,000.0 |
| Total Revenue from Sales and Services (Million Baht) | 511,799.3 | 428,804.1 |
| Net Profit (Million Baht) | 11,474.0 | 8,791.1 |
| Earnings per share (Baht per share) | 0.99 | 0.98 |

Opinion of the Board of Directors: Deems it appropriate to propose that the annual general meeting of shareholders acknowledge the Company’s operating results for the fiscal year 2021 and approve the financial statements of the Company for the fiscal year ended December 31, 2021, which have been audited by the auditor and reviewed by the Audit Committee, as well as endorsed by the Board of Directors, for approval.

Votes required for approval: A majority vote of the shareholders present at the Meeting and casting their votes.

Agenda Item 2 To consider and approve the allocation of net profit for the year 2021 and dividend payment from the operating results for the year 2021

Objective and Reason: Pursuant to Section 115 of the Public Limited Companies Act and Article 56 of the Articles of Association of the Company, no dividends shall be paid other than out of profits. If the Company still has an accumulated loss, no dividends shall be distributed. Moreover, dividend payment shall be distributed equally according to the number of shares, unless otherwise provided in the case of preference shares, for which the allocation of dividends is determined differently from ordinary shares. The dividend payment shall be approved by the shareholders’ meeting. In addition, Section 116 of the Public Limited Companies Act and Article 57 of the Articles of Association of the Company stipulate that the Company must appropriate to a reserve fund, from the annual net profit, at least five (5) percent of

the annual net profit less carried-forward accumulated losses (if any) until the reserve fund attains an amount of no less than ten (10) percent of the registered capital.

The Company's dividend policy is to pay to its shareholders an annual dividend each year of at least 30 percent of the net profits for the year, after making deductions for any reserve requirements as required under the applicable law and as further determined by the Company. No dividend payment shall exceed the retained earnings of the Company, and the Company cannot pay dividends if the Company has an accumulated loss in its financial statements. The Board of Directors will consider the ability to pay dividends based on the applicable law and the Articles of Association, by taking into consideration various factors for the benefit of the shareholders, such as the economic situation, the operating results and financial position of the Company, cash flow, investment plans, compliance with debt covenants and reserves for debt repayments, working capital, and other factors in relation to appropriateness for the Company in the future, as well as the necessity, and any other relevant factors as the Board of Directors deems appropriate.

According to the operating results and financial position of the Company based on consolidated financial statements for the year 2021, the Company has a net profit of 11,474,030,437 Baht, equivalent to a profit per share of 0.99 Baht. (In the Company's separate financial statements, the Company has retained earnings of 7,426,319,386 Baht for the year 2021.) The Board of Directors deemed it appropriate to allocate 458,443,000 Baht to a legal reserve for the year 2021, equivalent to approximately 5 percent of the year's net profit, and proposed that the shareholders approve the dividend payment for the year 2021 of 0.46 Baht per share, totaling of 5,520,000,000 Baht, equivalent to approximately 46.7 percent of the net profit of consolidated financial statements, in accordance with the Company's dividend policy, as detailed below.

1) The interim dividend payment for the Company's operating results for the first half of the year 2021 (January 1, 2021- June 30, 2021)

The Company has already made an interim dividend payment in compliance with Article 56 of the Articles of Association of the Company, which stipulates that the Board of Directors may from time to time pay to the shareholders interim dividends if the Board of Directors estimates that the profits of the Company justify such payment. After the interim dividends have been paid, such dividend payment shall be reported to the shareholders at the following meeting of shareholders. In this regard, Board of Directors Meeting No. 8/2021, held on August 25, 2021, resolved to make an interim dividend payment for the first half of the year 2021 (January 1, 2021 - June 30, 2021) at a rate of 0.27 Baht per share, with a total of 12,000,000,000 ordinary shares, totaling of 3,240,000,000 Baht. Such interim dividend was paid to the shareholders on September 23, 2021.

2) The dividend payment for the operating results for the second half of the year 2021 (July 1, 2021 – December 31, 2021) (if approved by the Annual General Meeting of Shareholders for the Year 2022)

Board of Directors Meeting No. 2/2022, held on February 15, 2022, approved the dividend payment at a rate of 0.19 Baht per share, with a total of 12,000,000,000 shares, equivalent to 2,280,000,000 Baht. The dividend will be paid on April 28, 2022. The dividend will be paid from the retained earnings of the Company that is subject to corporate income tax at the rate of 20 percent. The shareholders who are individuals can request tax credit from the payment of such annual dividends under Section 47 bis of the Revenue Code. The Company will make the dividend payment

to the shareholders upon approval from the Annual General Meeting of Shareholders for the year 2022.

A comparison with the previous year of the rate of dividend payment is as follows:

| Items | 2021 (Current proposal) | 2020 |
|---|-------------------------------|--------|
| 1. Net Profit (Million Baht) | 11,474 | 8,791 |
| 2. Number of Shares (Million shares) | 12,000 | 9,000 |
| 3. Earnings per Share (Baht) | 0.99 | 0.98 |
| 4. Dividend Payment per Share (Baht) | 0.46 | 0.78 |
| - Interim Dividend for the operating results for the first half of the year | 0.27 | 0.68* |
| - Dividend for the operating results for the second half of the year | 0.19 | 0.10** |
| 5. Total Dividend Payment (Million Baht) | 5,520 | 7,320 |
| 6. Dividend Payout Ratio (Percentage) | 46.7 | 83.3 |

Remarks

* The dividend payment per share for the operating results for the nine-month period of 2020 (between January 1, 2020 to September 30, 2020)

** The dividend payment per share for the operating results for the fourth quarter of 2020 (between October 1, 2020 to December 31, 2020)

Opinion of the Board of Directors: The Board of Directors has considered various factors e.g., operating results, estimated cash flow, the Company's dividend policy and deems it appropriate to propose that the shareholders' meeting to consider the followings: -

- (1) approve the allocation of net profit to a legal reserve for the year 2021 in the amount of 458,443,000 Baht, equivalent to approximately 5 of net profit of the year;
- (2) acknowledge the interim dividend payment based on the Company's operating results for the first half of the year 2021 (January 1, 2021 – June 30, 2021) at a rate of 0.27 Baht per share, for a total of 12,000,000,000 ordinary shares, totaling of 3,240,000,000 Baht. Such interim dividend was paid to the shareholders on September 23, 2021; and
- (3) approve the dividend payment based on the operating results for the second half of the year 2021 (July 1, 2021 – December 31, 2021) at a rate of 0.19 Baht per share, with a total of 12,000,000,000 ordinary shares, totalling of 2,280,000,000 Baht. The dividend will be paid from the retained earnings of the Company that is subject to corporate income tax at the rate of 20 percent. The shareholders who are individuals can request tax credit from the payment of such annual dividends under Section 47 bis of the Revenue Code.

In this regard, the Company will make the dividend payment to the shareholders that are entitled to receive dividends according to the list of names as it appears at the Record Date on March 1, 2022. The dividend will be paid on April 28, 2022. However, the payment of the dividends is uncertain. It is subjected to the approval of Annual General Meeting of Shareholders for the Year 2022.

Votes required for approval: A majority vote of the shareholders present at the Meeting and casting their votes.

Agenda Item 3 To consider and approve the appointment of auditors and the determination of audit fees for the year 2022

Objective and Reason: According to Section 120 of the Public Limited Companies Act and Article 52 of the Articles of Association of the Company, the annual general meeting of the Company shall appoint the Company’s auditor and determine the audit fees every year. A retiring auditor is eligible for re-appointment.

The State Audit Office of the Kingdom of Thailand (“SAO”) had requested the Company to engage other auditor in replacement of SAO for the audit of the Company’s financial statements. The new auditor shall be endorsed by SAO. The Company, therefore, arranged a tender to select an auditor for the year 2022 in compliance with the Public Procurement and Supplies Administration Act B.E. 2560 (2017) and the relevant regulations, guidelines, procedure, and conditions as set out by the State Audit Commission.

The Audit Committee considered the qualifications of auditors from both a performance perspective, examining their experience and qualifications, and a price perspective, in terms of their fee, and is of the opinion that EY Office Company Limited (“EY”) is a reliable audit firm with an excellent performance record and a sufficient number of qualified staff who are knowledgeable and skilled. The Audit Committee provided its opinion to the Board of Directors to propose that the shareholders approve the appointment of EY as the auditing firm of the Company and found it appropriate to appoint one of the proposed auditors from EY as the auditor of the Company and to express his/her opinion on the financial statements of the Company for the year 2022.

- (1) Mr. Kittiphun Kiatsomphob CPA Registration No. 8050; or
- (2) Miss Waraporn Prapasirikul CPA Registration No. 4579; or
- (3) Mrs. Saifon Inkaew CPA Registration No. 4434;

The audit fee for the auditing of the financial statements for the year 2022 at an amount of 3,500,000 Baht, as recommended by the Audit Committee after carefully consideration and endorsed by the Board of Directors. The details of the auditor’s remuneration are as follows:

| Audit Fee | 2022 (Baht) (Current proposal) | 2021 (Baht) | Increase (Decrease) (Baht) |
|--|---|--------------------|---|
| For the quarterly periods ended March 31, June 30, and September 30. | 900,000 | 1,330,000 | (430,000) |
| For the year ended December 31 | 2,600,000 | 3,024,000 | (424,000) |
| Total | 3,500,000 | 4,354,000 | (854,000) |

For the non-audit fee, i.e., the inspection fee for certification and confirmation of the sales volume of fuel and natural gas at Don Mueang Airport and Suvarnabhumi Airport for the year 2022, amounting to 200,000 Baht (for the year 2021, amounting to 170,000 Baht).

The company has changed the auditor from PricewaterhouseCoopers ABAS Ltd. (which was approved by the Annual General Meeting of Shareholders for the year 2021) to EY because EY is a reliable company, efficient, meets all criteria in terms of performance and price, offering lower audit fees, and has expertise in the company's business.

In this regard, the SAO has approved EY and the proposed auditors above as auditor of the Company, and to express his/her opinion on the financial statements of the Company for the year 2022. In addition, the proposed auditors have qualifications that comply with the guidelines of the Securities and Exchange Commission and have no relationship or conflict of interest with the Company, its subsidiaries, management, major shareholders, or their related parties. Therefore, the proposed auditors have the necessary independence to audit and express their opinion on the Company's financial statements. For some of the Company's subsidiaries which are audited by other auditors, the Board of Directors is responsible for ensuring that the financial statements of those subsidiaries are completed on time, in accordance with the law.

Opinion of the Board of Directors: Deems it appropriate to propose that the annual general meeting of shareholders approve the appointment of Mr. Kittiphun Kiatsomphob CPA Registration No. 8050, or Miss Waraporn Prapasirikul CPA Registration No. 4579, or Mrs. Saifon Inkaew CPA Registration No. 4434., to serve as the auditor of the Company, and fix the audit fee for the year 2022 at an amount of 3,500,000 Baht, as proposed by the Audit Committee and endorsed by the Board of Directors.

Votes required for approval: A majority vote of the shareholders present at the Meeting and casting their votes.

Agenda Item 4 To consider and approve the election of directors to replace those who are retired by rotation

Objective and Reason: Pursuant to Section 71 of the Public Limited Companies Act and Article 19 of the Articles of Association of the Company, One-third of the directors shall retire at the Annual General Meeting of Shareholders and a retiring director is eligible for re-election. In such case, there are 5 directors that are due to retire by rotation at the Annual General Meeting of Shareholders for the Year 2022, as follows:

- | | |
|-----------------------------|----------------------|
| (1) Mr. Auttapol Rerkpiboon | Director |
| (2) Dr. Chaichana Mitrpant | Independent Director |
| (3) Dr. Twarath Sutabutr | Director |
| (4) Miss Jiraphon Kawswat | Director |

(5) Assoc. Prof. Dr. Pipop Udorn

Independent Director

The Company has announced on the Company's website and via the Stock Exchange of Thailand's system to give the opportunity to shareholders to nominate a person to be elected as the Company's director in the Annual General Meeting of Shareholders for the Year 2022 between September 22, 2021, and December 22, 2021, in accordance with the principles of good corporate governance of listed companies. However, when the specified period lapsed, no shareholders had nominated any persons to be considered as directors of the Company.

The Board of Directors (excluding the directors who have an interest in the matter) considered the candidates' qualifications required by law, the Company's Articles of Association and related regulations, including the Board Skills Matrix and required qualifications, skills, experience and expertise of the candidates, based on who will be most suitable and beneficial to the operations of the Company, as well as the list of state enterprise directors of the State Enterprise Policy Office and the proposal of PTT Public Company Limited as major shareholder, carefully and thoroughly and is of the opinion that the directors listed in items 1-4, totaling 4 directors, who are due to retire by rotation have characteristics that are suited to the business of the Company, and finds it suitable to propose that the directors listed in items 1- 4 are re-elected for another term and proposed the appointment of Dr. Kobsak Pootrakool as new director in place of Assoc. Prof. Dr. Pipop Udorn, as recommended by the Nomination and Remuneration Committee.

Dr. Chaichana Mitrpant and Dr. Kobsak Pootrakool, who are nominated to be independent directors, have the qualifications that meet the Company's requirements of independent directors, according to the relevant law (as it appears in Enclosure 4), and can provide their opinions independently and in accordance with the relevant guidelines. Additionally, these two persons do not hold the position of director or management in any companies which have conflicts of interest with the Company.

Opinion of the Board of Directors: Deems it appropriate to propose that the annual general meeting of shareholders approve the election of the directors as recommended by the Nomination and Remuneration Committee. These proposed candidates have been carefully and thoroughly selected with due regard by the Board of Directors in accordance with the nomination procedure of the Company and related laws, and are as follows:

- | | |
|-----------------------------|--|
| (1) Mr. Auttapol Rerkpiboon | to be a director for another term |
| (2) Dr. Chaichana Mitrpant | to be an independent director for another term |
| (3) Dr. Twarath Sutabutr | to be a director for another term |
| (4) Miss Jiraphon Kawswat | to be a director for another term |
| (5) Dr. Kobsak Pootrakool | to be an independent director in place of Assoc. Prof. Dr. Pipop Udorn |

In this regard, the directors who have a conflict of interest did not cast a vote for this proposal.

In addition, the list of 5 candidates was submitted to the State Enterprise Policy Committee (“SEPO”) for approval, in accordance with the Regulations of the Office of the Prime Minister on State Enterprise Policy and Governance Determination, and SEPO already approved the list of candidates listed in items 1- 4 as aforementioned on January 11, 2022, and approved Dr. Kobsak Pootrakool to be a director of the Company on February 11, 2022.

Profiles of the nominated directors, as well as definition of an independent director, are shown in Enclosure 2 and Enclosure 4, respectively.

Votes required for approval: A majority vote of the shareholders present at the Meeting and casting their votes.

Agenda Item 5 To consider and approve the directors’ remuneration for the year 2022

Objective and Reason: Section 90 of the Public Limited Companies Act stipulates that the payment of remuneration under the Articles of Association of the company and be in accordance with resolutions of meetings of shareholders with the votes of not less than two-thirds (2/3) of the total votes of the shareholders present at the meeting and Article 26 of the Articles of Association of the Company prescribes that directors are entitled to receive remuneration from the Company in the form of a financial reward, meeting allowance, retirement pension, bonus, or benefit of another nature in accordance with the Articles of Association of the Company or a resolution of the shareholders’ meeting of not less than two-thirds (2/3) of the total votes of the shareholders present at the meeting.

The Board of Directors, after careful and thorough considered by the Nomination and Remuneration Committee, has considered the criteria for the remuneration of the Company’s directors, by taking into account the scope of responsibilities, the Company’s performance, the directors’ performance, levels of responsibilities, and good corporate governance, and deems it appropriate to propose that the shareholders’ meeting consider and approve the directors’ remuneration as follows:

| Remuneration | 2022 (Current proposal) | 2021 |
|---|--|-------------------|
| 1. Board of Directors | | |
| Monthly Remuneration | Baht/person/month | Baht/person/month |
| <ul style="list-style-type: none"> • Chairman ⁽¹⁾ • Director | 31,000 25,000 | 31,000 25,000 |
| Meeting Allowance (for those in attendance only) ⁽²⁾ | Baht/person/time | Baht/person/time |
| <ul style="list-style-type: none"> • Chairman ⁽¹⁾ • Director | 50,000 40,000 | 50,000 40,000 |
| 2. Subcommittees (limited to once a month) ⁽³⁾ | | |
| 2.1 <u>Audit Committee</u> | | |
| Monthly Remuneration | Baht/person/month | Baht/person/month |
| <ul style="list-style-type: none"> • Chairman of Audit Committee ⁽⁴⁾ • Member of Audit Committee | 50,000 40,000 | 50,000 40,000 |

| Remuneration | 2022 (Current proposal) | 2021 |
|---|--|--|
| Meeting Allowance | None | None |
| The secretary to the Audit Committee receives monthly remuneration of 20,000 Baht. | | |
| 2.2 <u>Nomination and Remuneration Committee, Enterprise Risk Management Committee, Corporate Governance Committee, Other subcommittees which may be appointed by the Board of Directors as deemed appropriate in the future</u> Monthly Remuneration <ul style="list-style-type: none"> • Chairman of Subcommittee • Member of Subcommittee | None | None |
| Meeting Allowance (for those in attendance only) <ul style="list-style-type: none"> • Chairman of Subcommittee ⁽⁵⁾ • Member of Subcommittee | Baht/person/time 25,000 20,000 | Baht/person/time 25,000 20,000 |
| 3. Other benefits | None | None |
| 4. Directors' Bonus ⁽⁶⁾ | 0.3 percent of the net profit up to a maximum of 60 million Baht | 0.3 percent of the net profit up to a maximum of 60 million Baht |

Remarks

- (1) *The Chairman shall receive a 25 percent higher monthly remuneration and meeting allowance than the other directors.*
- (2) *The payments are limited to once a month; in case of reasonable causes, the payments may be made more than once a month but not more than 15 times annually.*
- (3) *Each member of a subcommittee shall receive a maximum of 2 attendance fees of specific subcommittee, limited to only one payment per month.*
- (4) *The Chairman of the Audit Committee shall receive a 25 percent higher monthly remuneration than the other members.*
- (5) *The Chairmen of the other Subcommittees shall receive a 25 percent higher attendance fee than the other members.*
- (6) *The bonuses will be payable to the members of the Board of Directors who held such position in the year 2021, including those who retired or resigned during the year, on a pro rata basis. The Chairman of the Board of Directors shall receive a 25 percent higher bonus than the other directors.*

Opinion of the Board of Directors: Deems it appropriate to propose that the annual general meeting of shareholders approve the remuneration of directors and subcommittees, i.e., monthly remuneration, meeting allowance, and directors' bonus for the year 2021 at the same rate as approved by the Annual General Meeting of Shareholders for the Year 2021, as recommended by the Nomination and Remuneration Committee, which was considered by taking into account the scope of duties and responsibilities of the Board of Directors, and the Company's performance, including taking into account the appropriateness in various matters such as the success and growth of the Company that resulting in increasing of the Board of Directors and subcommittees' duties. The Board of Directors has already endorsed this proposal.

Votes required for approval: Not less than two-thirds of the total number of votes of the shareholders present at the meeting.

Agenda Item 6 Other matters (if any)

The Company has given the shareholders an opportunity to submit questions regarding each agenda item of the Annual General Meeting of Shareholders for the Year 2022 or any other material information of the Company before the date of the Meeting via email to corporatesecretary@pttor.com, in order that the Board of Directors or the management can prepare the information for clarification.

The Company, therefore, invites the shareholders to attend the Meeting on April 7, 2022, at 14.00 hrs., via electronic means only in accordance with the rules stipulated in the law relating to electronic meetings. It is advisable that the shareholders study the Guidelines and procedures for registration to attend the Annual General Meeting of Shareholders for the Year 2022 via electronic means and proxy method as per the details set out in Enclosure 3.

For shareholders who wish to attend the meeting in person via electronic means or appoint a proxy who is not an independent director of the Company to attend the meeting via electronic means, you may register or appoint a proxy via e-Request system according to 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 in Enclosure 3, from 08.30 hrs. on March 16, 2022 until the Meeting is completed on April 7, 2022 or submit the proxy form 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. The details of supporting documents for the appointment of proxy are shown in Enclosure 9.

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 Meeting 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 Meeting via electronic means to the shareholders using the email address as notified to the Company.

The Company recommend using Proxy Form B as shown in Enclosure 6, as the shareholders can cast their vote for a specific agenda item. The Company will conduct the Meeting in compliance with its Articles of Association as set out in Enclosure 5.

On the date of the Meeting, the shareholders, or proxies (in the case of a proxy), are requested to attend the Meeting via the “Link”, by filling in the “Username” and “Password” that the shareholders received via the email address as notified to the Company during the registration process. The Company shall allow the shareholders and proxies to register to attend the Meeting via electronic means on April 7, 2022, from 12.00 hrs. onwards, and the Meeting shall start at 14.00 hrs.

The Company is minimizing the printing of documents in order to combat global warming by preparing the Annual Registration Statement / Annual Report for the Year 2021 (From 56-1 One Report) in QR Code format (Enclosure 1). However, if the shareholders would like to receive a hard copy, they may request it by using the requisition form in Enclosure 7 and returning it to the Company via email to corporatesecretary@pttor.com or by post 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. The Company will send the hard copy of the Annual Registration Statement / Annual Report for the Year 2021 (From 56-1 One Report) to you.

Yours faithfully,

-Jiraphon Kawswat-

Ms. Jiraphon Kawswat
President and CEO (Acting)

Office of the President and the Corporate Secretary
Tel: 02-196-6243, 6249



แบบแจ้งการประชุม
Notification of Meeting
บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน)
PTT OIL AND RETAIL BUSINESS PUBLIC COMPANY LIMITED

สิ่งที่ส่งมาด้วย 1
Enclosure 1

เรื่อง กำหนดการประชุมสามัญผู้ถือหุ้น
Subject Schedule of Annual General Meeting of Shareholders

วันที่ 04 มีนาคม 2565
Date

สัญชาติ
Nationality

เรียน
To
บ้านเลขที่
Address

เลขทะเบียนผู้ถือหลักทรัพย์
Shareholder's Registration No.

สิ่งที่ส่งมาด้วย เอกสารประกอบการประชุม ฯลฯ
Attachment Details of meeting document

โดยผู้ถือหลักทรัพย์จำนวนทั้งสิ้นรวม
Holding the total amount of

หุ้น/หน่วย
shares/units

ข้อมูลบริษัท / หลักทรัพย์
Company / Securities Information

หุ้นสามัญ
Ordinary share

หุ้น/หน่วย
shares/units



หุ้นบริวาร
Preferred share

หุ้น/หน่วย
shares/units

<https://www.set.or.th/set/tsd/meetingdocument.do?symbol=OR&date=220407>

วันที่ประชุม : วันพฤหัสบดีที่ 07 เมษายน 2565 เวลา 14:00 น.
Meeting Date : Thursday, April 07, 2022 at 14:00 hrs.

สถานที่ประชุม : รูปแบบการประชุมผ่านสื่ออิเล็กทรอนิกส์
Meeting Venue : via electronic means

ข้าพเจ้า.....เป็น [] ผู้ถือหลักทรัพย์ [] หรือผู้รับมอบฉันทะ
I/We am/are shareholder or proxy of a shareholder

ของ บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน)
of PTT OIL AND RETAIL BUSINESS PUBLIC COMPANY LIMITED

หมายเลขบัตรประจำตัวประชาชน.....ได้มาเข้าร่วมการประชุมดังกล่าวข้างต้น
which the identification (ID) number attend the above mentioned meeting.


ลงชื่อ.....ผู้เข้าประชุม
Sign Meeting Attendee
(.....)

ท่านสามารถค้นหารายละเอียดระเบียบวาระการประชุม พร้อมความเห็นกรรมการในเรื่องดังกล่าว รวมทั้งสิ่งที่จะเสนอต่อที่ประชุมพร้อมรายละเอียดและเอกสารประกอบการประชุมอื่นๆ ผ่าน QR Code หรือ URL <https://www.set.or.th/set/tsd/meetingdocument.do?symbol=OR&date=220407> หรือ ติดต่อขอรับเอกสารประกอบการประชุมได้ที่บริษัทผู้ออกหลักทรัพย์
เว็บไซต์: www.pttor.com / โทร 021965573 ต่อ - / email : corporatesecretary@pttor.com
สอบถามข้อมูลเพิ่มเติมได้ที่ SET Contact Center เว็บไซต์ : www.set.or.th/contactcenter/ / โทร 02 009 9999

The details of Meeting document is available online by scanning QR Code on this form or at URL <https://www.set.or.th/set/tsd/meetingdocument.do?symbol=OR&date=220407>
You can also contact the issuer for the annual report
Website : www.pttor.com /Tel. +66 21965573 Ext. - / email : corporatesecretary@pttor.com
For further information please contact SET Contact Center Website : www.set.or.th/contactcenter/ /Tel. +662 009 9999

Profiles of candidates nominated for election as directors of the Company

(Document accompanying Agenda 5)

| | | |
|--|---|---|
| Name | : Mr. Auttapol Rerkpiboon |  |
| Current Position in the Company's Board of Directors | : Director / Chairman of the Board | |
| Proposed type of directorship | : Director | |
| Age | : 56 years | |
| Education | : Diploma of Petroleum Management, College of Petroleum Studies, Oxford, England (Scholarship from the British Council) : Master of Economics Program, National Institute of Development Administration : Bachelor of Engineering (Civil Engineering), Chulalongkorn University | |
| Expertise according to the Company's Board Skill Matrix | : Information Technology and Innovation / Business Management / Engineering and Energy / Industry and Oil Trading / Corporate communication or Marketing communication / Marketing / International Business / Retail Business / Human Resource Management / Public Administration | |

Training Experience in Directors' Program of Thai Institute of Directors (IOD)

- : Director Certification Program (DCP 173/2013)
- : Company Secretary Program (CSP 14/2005)

Other Training Experience

- : TLCA Executive Development Program (EDP) (Class 1), Thai Listed Companies Association
- : Diploma, National Defence College, The National Defence Course Class 58
- : Politics and Governance in Democratic for Executives (Class 14), King Prajadhipok's Institute
- : Top Executive Program (Class 20), Capital Market Academy
- : Senior Executive Program in Energy Science (Class 12), Thailand Energy Academy
- : Executive Program on Rule of Law and Development (RoLD) (Class 2), Thailand Institute of Justice (Public Organization)
- : NIDA-Wharton Executive Leadership Program 2009, The Wharton School of the University of Pennsylvania, USA
- : PTT Executive Leadership, General Electric, GE, New York, USA
- : Rule of Law for Democracy (Class 8), College of the Constitutional Court

Current PositionsPositions in the Company Listed in the Stock Exchange of Thailand (3 positions)

- : Director, Company Secretary, Chief Executive Officer, and President of PTT Public Company Limited
- : Director, PTT Exploration and Production Public Company Limited
- : Director and Chairman, PTT Oil and Retail Business Public Company Limited

Positions in Other Organizations / Institutes / Businesses (Non-Listed Companies) (19 positions)

- : Expert Committee, Payment Systems Committee (PSC), Bank of Thailand
- : Director, Suan Luang Rama 9 Foundation
- : Advisory Board, Institute of Industrial Energy
- : Director, Ruamchit Normkloa Foundation (for Children and Youth) under Her Majesty's Royal Patronage
- : Vice President, Thailand Swimming Association
- : Honorary Advisor of The National Institute of Development Administration Alumni Association under the Royal Patronage
- : Expert Committee of NIDA Council, National Institute of Development Administration
- : Honorary Advisor, Thai-Laos Business Council
- : Director, Petroleum Institute of Thailand
- : Vice Chairman, Thailand Energy Academy
- : Committee Member, Khung Bang Kachao Development for Sustainability
- : Director, Green Globe Institute
- : Director, Power of Innovation Foundation
- : Director, Power for Sustainable Future Foundation
- : Director, VISTEC Council, Vidyasirimedhi Institute of Science and Technology
- : President, PTT Group Employee Association
- : Advisor to the Committee of PTT Natural Gas Business Saving Co-Operative, Limited
- : Director, Thai Foundation
- : Director of Social Cooperation Development, Her Royal Highness Princess Maha Chakri Foundation

Work Experiences (last 5 years)

- April 2018 - July 2020 : Director / Chairman of the Risk Management Committee / Member of the Nomination and Remuneration Committee, Thai Oil Public Company Limited
- December 2018 - May 2020 : Chairman, PTT Tank and Terminal Limited

October 2017 - May 2020 : Chief Operating Officer, Downstream Petroleum Business Group, (acting as Senior Executive Vice President for strategic management of Downstream Petroleum Business Group, PTT Public Company Limited

October 2015 - October 2018 : Director/ Member of the Corporate Governance Committee/ Member of the Risk Management Committee, PTT Global Chemical Public Company Limited

November 2015 - September 2017 : Chairman, PTT Retail Management Company Limited

October 2015-September 2017 : Senior Executive Vice President of the Oil Business Unit, PTT Public Company Limited

Terms of Directorship : Second Terms (Appointment Date: 9 March 2018 (The date that OR converted to public company limited))

Meeting attendance in 2021 : 17/17 (100%)

Meeting attendance for sub - committees in 2021 : None

Positions in other organization that compete with/ related to the Company that may cause a conflict of interest :
 President of PTT Public Company Limited
 (Engaging in energy business and public utility and major shareholder of the Company)

Shareholding interests in the Company (Including Spouse and Minor Children) (as at 7 February 2021) : 0.000028%
 (held by himself:
 0.000020
 and held by spouse:
 0.000008%)

Having qualifications required by the applicable law and does not have prohibited characteristics according to the announcement of the Capital Market Supervisory Board : Yes

Legal Dispute in the past 10 years : None

Family relationship with other directors, executives or major shareholders of the Company or its subsidiary : None

Profiles of candidates nominated for election as directors of the Company

(Document accompanying Agenda 5)



- Name** : **Dr. Chaichana Mitrpant**
- Current Position in the Company's Board of Directors** : Independent Director /Chairman of the Enterprise Risk Management Committee / Member of the Audit Committee
- Proposed type of directorship** : Independent Director
- Age** : 48 years
- Education** :
- : Ph.D. in Engineering, Universität Duisburg–Essen, Essen, NRW, Germany
 - : Master of Engineering, University of Michigan, Ann Arbor, Michigan, USA
 - : Bachelor of Engineering, Rice University, Houston, Texas, USA
- Expertise according to the Company's Board Skill Matrix** : Information Technology and Innovation, Public Administration
- Training Experience in Directors' Program of Thai Institute of Directors (IOD)**
- : Director Refreshment Program Boardroom for Business Breakthrough (DRP 1/2021)
 - : Advanced Audit Committee Program (AACP 33/2019)
 - : Risk Management Program for Corporate Leaders (RCL 18/2019)
 - : Director Certification Program (DCP 199/2015)
- Other Training Experience** :
- : Senior Executive Program in Energy Science (Class 15), Thailand Energy Academy
 - : Certified Information Systems Security Professional (CISSP)
 - : Executive Development Program 2556 (EDP) (Class 9), Ministry of Finance
 - : National Security Management for Senior Executives (Class 7), National Intelligence Agency
 - : Politics and Governance in Democratic Systems Course for Senior Executives (Class 20), King Prajadhipok's Institute
 - : Establishment of ASEAN-Japan Cybersecurity Capacity Building Centre: AJCCBC

Current PositionsPositions in the Company Listed in the Stock Exchange of Thailand (1 position)

- : Independent Director / Chairman of the Enterprise Risk Management / Member of the Audit Committee, PTT Oil and Retail Business Public Company Limited

Positions in Other Organizations / Institutes / Businesses (Non-Listed Companies) (1 position)

- : Director, Electronic Transactions Development Agency (Public Organization) (ETDA), Ministry of Digital Economy and Society

Work Experiences (last 5 years)

- 2013 - 2020 : Deputy Director, Electronic Transactions Development Agency (Public Organization) (ETDA), Ministry of Digital Economy and Society
- 2017 - 2020 : Director, Metropolitan Waterworks Authority (MWA)
- 2017 - 2019 : Director, the Bangkok Mass Transit Authority

Terms of Directorship : Second Terms (**Appointment Date:** 21 September 2018)

Meeting attendance in 2021 : 16/17 (94.2%)

Meeting attendance for sub-committees in 2021 : Enterprise Risk Management Committee 5/5 (100%)
Audit Committee 11/12 (91.67%)

Positions in other organization that compete with/ related to the Company that may cause a conflict of interest : None

Shareholding interests in the Company (Including Spouse and Minor Children) : None

Having qualifications required by the applicable law and does not have prohibited characteristics according to the announcement of the Capital Market Supervisory Board : Yes

Legal Dispute in the past 10 years : None

Family relationship with other directors, executives or major shareholders of the Company or its subsidiary : None

Additional Information to Consider for Independent Director Election

(Having the following interests in the Company, parent company, subsidiaries, affiliates or any legal entities that may have conflicts at present or in the past 2 years.)

Being a director who takes part in the management and/or employee, staff member, advisor who receives regular salary : No

Being professional services provider, e.g., auditor, legal advisor, financial advisor : No

Having material business relationship which affects directors' independence : No

Being an entrepreneur or a director who takes part in the management and/or employee, staff member, advisor who receives a regular salary or holding more than one percent of the total number of voting shares of the company which operating under similar business nature and significant competition to the company or its subsidiary : No

Profiles of candidates nominated for election as directors of the Company

(Document accompanying Agenda 5)

| | | |
|--|---|---|
| Name | : Dr.Twarath Sutabutr |  |
| Current Position in the Company's Board of Directors | : Director / Member of the Enterprise Risk Management Committee | |
| Proposed type of directorship | : Director | |
| Age | : 52 years | |
| Education | : Ph.D. Civil & Environmental Engineering, Massachusetts Institute of Technology (MIT), U.S.A. : M.S. Soil Mechanics, Asian Institute of Technology (AIT) : Bachelor of Engineering (Civil Engineering), Chulalongkorn University | |
| Expertise according to the Company's Board Skill Matrix | : Information Technology and Innovation / Business Management/ Corporate communication and Marketing communication / International Business / Public Administration | |

Training Experience in Directors' Program of Thai Institute of Directors (IOD)

- : Director Certification Program (DCP 115/2009)
- : Financial Statements for Directors (FSD 4/2009)
- : Anti-Corruption: Leadership Role of the Board

Other Training Experience

- : CERAWeek 2019, Houston, Texas, U.S.A.
- : Executive Program in International Management, Stanford – National University of Singapore
- : Ministry spokesman Course, Public Relation Institution, Department of Public Relations
- : Executive Program on Rule of Law and Development (RoLD) (Class 2), Thailand Institute of Justice (Public Organization)
- : Senior Executive Program in Energy Science (Class 10), Thailand Energy Academy (TEA)
- : Top Executive Program (Class 24), Capital Market Academy
- : International Leadership Program (ILP)
- : E-Government Executive Program (e-GEP) (Class 5), Electronic Government Institution (Public Organization)
- : Advance Management Program (AMP) INSEAD Institution, France (Scholarship for top executive government official, Office of the Civil Service Commission)
- : Top Executive Program in Commerce and Trade (TEPCoT) (Class 6), Trade Science Institution, University of Thai Chamber of Commerce
- : TLCA Executive Development Program (EDP) (Class 9), Capital Market Academy
- : Top Executive Program (Class 61), Office of the Civil Service Commission
- : New Wave Leader Course (Class 3), Office of the Civil Service Commission
- : Senior Executive Program in Energy Management (Class 2) Ministry of Energy
- : Infrastructure in a Market Economics, Harvard University, Cambridge, USA (Scholarship for top executive government official, Office of the Civil Service Commission)

Current Positions

Positions in the Company Listed in the Stock Exchange of Thailand (1 position)

- : Director / Member of the Enterprise Risk Management Committee, PTT Oil and Retail Business Public Company Limited

Positions in Other Organizations / Institutes / Businesses (Non-Listed Companies) (11 positions)

- : Expert Director of College Council, Siam Technology College
- : Extraordinary Sub-Committee of Quality Manpower, Office of the Civil Service Commission

- : Expert Director of University Council, Khonkaen University
- : Expert Director in the Committee of Energy Transition in South East Asia
- : Honorary Researcher, Asia EDGE Fellow, National Bureau of Asia Research
- : Special Counsel, Teach For Thailand Foundation
- : Governing Board Member, The Renewable Energy and Energy Efficiency Partnership
- : Board of Director, Dhanarak Asset Development Co., Ltd (Under Ministry of Finance)
- : Director, Chulalongkorn University Alumni Association Under the Royal Patronage of His Majesty the King
- : Executive Committee, Asian Institute of Technology (AIT)
- : Chief Inspector General, Office of the Permanent Secretary, Ministry of Energy

Work Experiences (last 5 years)

- 2015 – April 2021 : Director and Member of the Risk Management Committee, PTT Exploration and Production Public Company Limited
- 2017 - December 2019 : President of Asian Institute of Technology (AIT) Alumni
- 2017 – November 2019 : President of Associations of Thai Government Scholarship Students, Office of the Civil Service Commission
- 2015 - 2018 : Director-General, Energy Policy and Planning Office, Ministry of Energy
- 2014 - February 2018 : Spokesman of Ministry of Energy
- 2014 - 2015 : Deputy Permanent Secretary, Ministry of Energy

Terms of Directorship : First Term (Appointment Date: 17 February 2021)

Meeting attendance in 2021 : 13/13 (100%)

Meeting attendance for sub-committees in 2021 : Enterprise Risk Management Committee 4/4 (100%)
(appointed on 8 April 2021)

Positions in other organization that compete with/ related to the Company that may cause a conflict of interest : None

Shareholding interests in the Company (Including Spouse and Minor Children) (as at 7 February 2021) : 0.000063%
(held by himself
0.000063%)

Having qualifications required by the applicable law and does not have prohibited characteristics according to the announcement of the Capital Market Supervisory Board : Yes

Legal Dispute in the past 10 years : None

Family relationship with other directors, executives or major shareholders of the Company or its subsidiary : None

Profiles of candidates nominated for election as directors of the Company

(Document accompanying Agenda 5)

| | | |
|--|---|---|
| Name | : Miss Jiraphon Kawswat |  |
| Current Position in the Company's Board of Directors | : Director / Secretary of the Board of Directors / Member of the Enterprise Risk Management Committee / Acting President and Chief Executive Officer | |
| Proposed type of directorship | : Director | |
| Age | : 60 years | |
| Education | : Master of Business Administration (Financial Management), Kasetsart University : Master of Accountancy (Cost Accounting), Chulalongkorn University : Bachelor of Science (Accounting), Kasetsart University | |
| Expertise according to the Company's Board Skill Matrix | : Finance, Accounting, Business Management, Industry and Oil Trading | |

Training Experience in Directors' Program of Thai Institute of Directors (IOD)

- : Risk Management Program for Corporate Leaders (RCL 19/2020)
- : Successful Formulation & Execution of Strategy (SFE 21/2014)
- : Director Certification Program Update (DCPU 2/2014)
- : How to Develop a Risk Management Plan (HRP 6/2014)
- : Director Certification Program (DCP 180/2013)
- : Company Secretary Program (CSP 53/2013)
- : Director Leadership Certification Program (DLCP 2021)

- Other Training Experience**
- : Senior Executive Program in Energy Science (Class 12), Thailand Energy Academy
 - : Top Executive Program (Class 26), Capital Market Academy
 - : Executive Development Program (EDP), Thai Listed Companies Association
 - : Corporate Governance for Directors and Senior Executives of State Enterprises and Public Organizations Program (Class 20/2019), King Prajadhipok's Institute
 - : TIJ Executive Program on the Rule of Law and Development: RoLD 2019)
 - : Senior Executive Program, London Business School, United Kingdom

Current PositionsPositions in the Company Listed in the Stock Exchange of Thailand (2 positions)

- : Senior Executive Vice President, reporting to Chief Operating Officer, Downstream Petroleum Business Group, PTT Public Company Limited
- : Director / Secretary to the Board / Member of the Enterprise Risk Management Committee / Acting President and Chief Executive Officer, PTT Oil and Retail Business Public Company Limited

Positions in Other Organizations / Institutes / Businesses (Non-Listed Companies) (- position)

- : None

Work Experiences (last 5 years)

- 2017 - 2019 : Chairman, PTT Retail Management Company Limited
- 2018 : Director, IRPC Public Company Limited
- 2017 - 2018 : Senior Executive Vice President, Oil Business Unit, PTT Public Company Limited
- 2016 - 2017 : Managing Director, PTT Retail Management Company Limited
- 2012 - 2016 : Executive Vice President, Planning, Oil Business Unit, PTT Public Company Limited

Terms of Directorship : Second Terms (Appointment Date: 9 March 2018 (The date that OR converted to public company limited))

Meeting attendance in 2021 : 17/17 (100%)

Meeting attendance for sub-committees in 2021 : Enterprise Risk Management Committee 5/5 (100%)

Positions in other organization that compete with/ related to the Company that may cause a conflict of interest

Senior Executive Vice President, reporting to Chief Operating Officer, Downstream Petroleum Business Group PTT Public Company Limited (Engaging in energy business and public utility and major shareholder of the Company)

Shareholding interests in the Company (Including Spouse and Minor Children) : None

Having qualifications required by the applicable law and does not have prohibited characteristics according to the announcement of the Capital Market Supervisory Board : Yes

Legal Dispute in the past 10 years : None

Family relationship with other directors, executives or major shareholders of the Company or its subsidiary : None

Profiles of candidates nominated for election as directors of the Company

(Document accompanying Agenda 5)

| | | |
|---|---|---|
| Name | : Dr. Kobsak Pootrakool |  |
| Current Position in the Company's Board of Directors | : Not holding a position as a director of the Company. | |
| Proposed type of directorship | : Independent Director | |
| Age | : 53 years | |
| Education | : Ph.D. in Economics Massachusetts Institute of Technology, USA : Bachelor of mathematics and economics, Williams College, USA | |
| Expertise according to the Company's Board Skill Matrix | : Finance, Laws , International Business, Public Administration | |
| Training Experience in Directors' Program of Thai Institute of Directors (IOD) | | |
| | : None | |
| Other Training Experience | | |
| | : None | |
| Current Positions | | |
| <u>Positions in the Company Listed in the Stock Exchange of Thailand (1 position)</u> | | |
| | : Senior Executive Vice President, Bangkok Bank Public Company Limited | |
| <u>Positions in Other Organizations / Institutes / Businesses (Non-Listed Companies) (1 position)</u> | | |
| | : Director, National Vaccine Institute | |
| Work Experiences (last 5 years) | | |
| 2019 - 2020 | : Deputy Secretary-General to the Prime Minister, Political Affairs | |
| 2017 - 2019 | : Minister to Prime Minister's Office | |
| 2016 - 2017 | : Vice Minister for Prime Minister's Office | |

Terms of Directorship : None

Meeting attendance in 2021 : None

Meeting attendance for sub-committees in 2021 : None

Positions in other organization that compete with/ related to the Company that may cause a conflict of interest : None

Shareholding interests in the Company (Including Spouse and Minor Children) : None

Having qualifications required by the applicable law and does not have prohibited characteristics according to the announcement of the Capital Market Supervisory Board : Yes

Legal Dispute in the past 10 years : None

Family relationship with other directors, executives or major shareholders of the Company or its subsidiary : None

Additional Information to Consider for Independent Director Election

(Having the following interests in the Company, parent company, subsidiaries, affiliates or any legal entities that may have conflicts at present or in the past 2 years.)

Being a director who takes part in the management and/or employee, staff member, advisor who receives regular salary : None

Being professional services provider, e.g., auditor, legal advisor, financial advisor : None


Having material business relationship which affects directors' independence : None

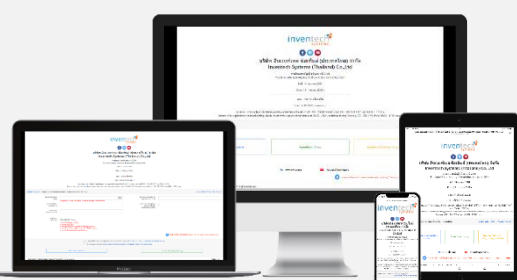
Being an entrepreneur or a director who takes part in the management and/or employee, staff member, advisor who receives a regular salary or holding more than one percent of the total number of voting shares of the company which operating under similar business nature and significant competition to the company or its subsidiary : None

Guidelines for attending of Electronic Meeting by Inventech Connect

Shareholders and proxies wishing to attend the meeting can proceed according to the procedure for submitting the request form (e-Request) to attend the meeting via electronic media as following :

Step for requesting Username & Password from via e-Request system

1. The Shareholders must submit a request (e-Request) to attend the meeting by Electronic Means via Web Browser at <https://inet.inventech.co.th/OR142041R> or scan QR Code  and follow the steps as shown in the picture.



**** 1 email account per 1 shareholder ID****

- 1 Click link URL or scan QR Code in the letter notice Annual General Meeting.
- 2 Shareholders choose to file a request form.
- 3 Fill in the information shown on the registration page.
- 4 Agree to the Requirements for Meeting Attendance via the Inventech Connect.
- 5 Click "Request" button.
- 6 Please wait for an email from the officer informing you of meeting details and Username & Password.

2. For Shareholders who would like to attend the Meeting through the Electronic Means either through the Electronic Means by yourself or someone who is not the provided independent directors, please note that the electronic registration (e-Request) will be available from 16 March 2022 at 8:30 a.m. and shall be closed on 7 April 2022 until the end of the meeting.

3. The electronic conference system will be available on 7 April 2022 at 12:00 p.m. (2 hours before the opening of the meeting). Shareholders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.

Appointment of Proxy to the Company's Independent Directors

Please submit the proxy form together with required documents via e- Request or via email to corporatesecretary@pttor.com or by post via registered mail with return receipt the following address within 5 April 2022 at 5.00 p.m.


PTT Oil and Retail Business Public Company Limited

Office of President and Corporate Secretary


12th Floor, Energy Complex B Building

555/2 Vibhavadi Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok, 10900 Thailand

If you have any problems with the software, please contact Inventech Call Center

 02-931-9132

 @inventechconnect

 The system available every day during 16 March – 7 April 2022
from 08.30 a.m. – 05.30 p.m.



Report a problem

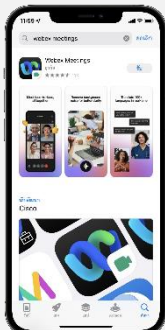
Installation Guide for Webex Meetings

For IOS Operating System

1 Go to Application **App Store**



2 Search **Webex Meetings**



3 Click **“GET”** for install application

4 Please **wait** until to download is complete

5 **Finish** the application has installed it will appear on your smart phone

For Android Operating System

1 Go to Application **Play Store**



2 Search **Webex Meetings**



3 Click **“INSTALL”** for install application

4 Please **wait** until to download is complete

5 **Finish** the application has installed it will appear on your smart phone

For Windows Operating System

1 Go to website <https://www.webex.com/downloads.html>

2 Click **“For Windows (64 bit)/For Windows (32 bit)”** choose to the operating system on your computer.

3 Click the downloaded file **“webex.msi”** for installation Webex Meetings.

4 Click **“Next”** button for install program.

5 Please **wait** until to download is complete.

6 Click **“Finish”** button when the system finishes installation.

7 Click **“Agree”** button for accept the terms in the license

8 Enter **“your email”** and click **“Next”** button to get access.



Step for registration for attending the meeting (e-Register)

1 Click registration link URL from email approved.

2 Get Username and Password that you received from your email or request OTP to login.

3 Click **“REGISTER”** button the system has already registered and counted as a quorum.

4 Click **“Live broadcast”** button

5 Use Cases PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows

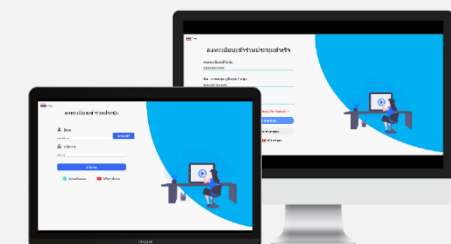
5.1 Fill in the email address in the Email Address field to match the email address you submitted the application form.

5.2 Click **“Join Now”** button

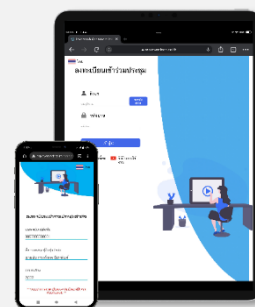
5.3 Click **“Run a temporary application”**

5.4 Click the downloaded file.

5.5 Click **“Join Event”** button to attend the meeting.




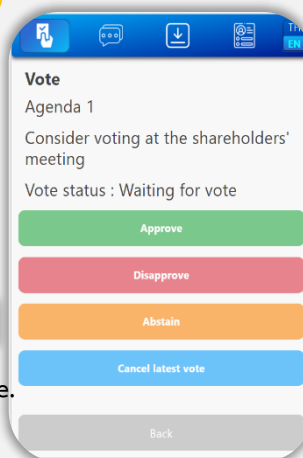
- 5 **Use Cases Mobile/iPad:** Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
- 5.1 Click “Join” button
In case if never use Webex Meetings. In the first use it will have get popup, you must click "ACCEPT" (Android) or click "I Accept" (iOS).
- 5.2 Enter your name in the Name box, fill out email in an e-mail address box match the e-mail address for submitting the application.
- 5.3 Click “Accept” for accept access for application.
- 5.4 Click “Join” button to get in to meeting.






Step voting process (e-Voting)

Use Cases PC/Laptop

- 1 Click “Continue” button on menu “Multimedia Viewer”.
- 2 Get Username and Password that you received from your email or request OTP to login.
- 3 Click “Login” button.
- 4 Click on menu “Voting” or symbol 
- 5 Select which agenda that you want to vote.
- 6 Click the voting button as you choose.
- 7 The system will display status your latest vote.



Use Cases Mobile/iPad

- 1 Click on menu “Participants” or symbol 
- 2 Click on menu “Chat” and choose message from Inventech connect (Android) or click on “Chat” or  symbol (iOS)
- 3 Shareholders can click link in the chat message.
- 4 Then click on “Continue” button.
- 5 Get Username and Password that you received from your email or request OTP to login.
- 6 Click “Login” button.
- 7 Click on menu “Voting” or symbol 
- 8 Select which agenda that you want to vote.
- 9 Click the voting button as you choose.
- 10 The system will display status your latest vote.




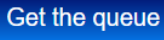
To cancel the last vote, please press the button

Cancel latest vote

(This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result) Shareholders can conduct a review of the votes on an agenda basis. When the voting results are closed.

Step to ask questions via Inventech Connect



- Click “Ask a question” on menu or symbol 
- 1 Ask a question via send the question.
 - Select which agenda that you want to ask.
 - Type the question then click “Send” 
- 2 Ask the question via video record.
 - Select which agenda that you want to ask.
 - Click “Get queue ask the question via video” button or symbol 
 - Fill out your name that show in Webex
 - Click ““Get the queue” button or symbol 
 - Please wait for the signal from the officer to ask questions in the Chat channel.

Installation Guide for Webex Meetings and How to use Inventech Connect



1 User Manual via e-Request



2 Installation Guide for Webex Meetings

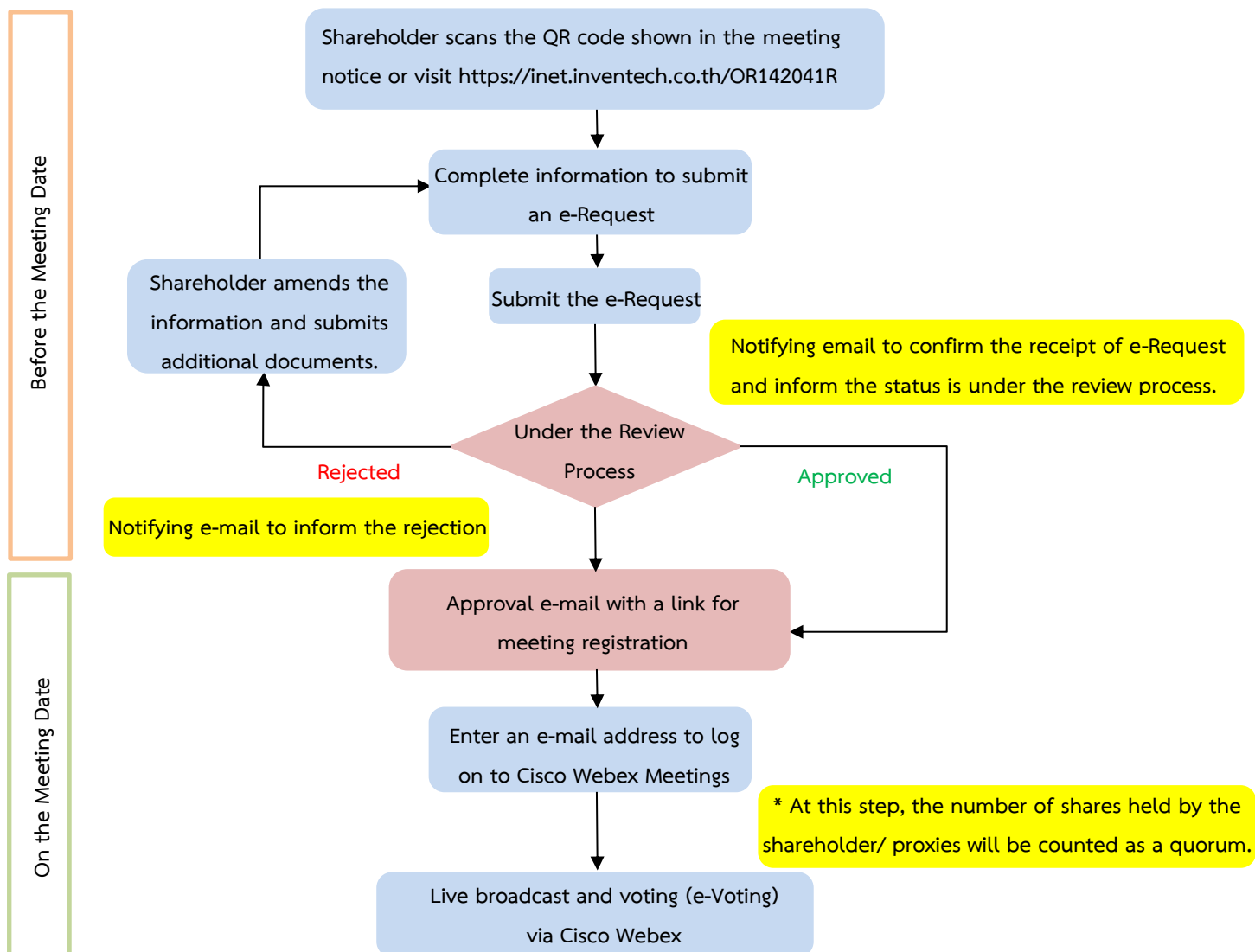


3 User Manual Inventech Connect

Note Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

1. Internet speed requirements
 - High-Definition Video: Must be have internet speed at 2.5 Mbps (Speed internet that recommend).
 - High Quality Video: Must be have internet speed at 1.0 Mbps.
 - Standard Quality Video : Must be have internet speed at 0.5 Mbps.
2. Equipment requirements.
 - Smartphone/Tablet that use IOS or android OS.
 - PC/Laptop that use Windows or Mac OS.
3. Requirement Browser Firefox or Chrome (Recommend) or Safari

Flowchart for the Meeting Attendance via e-Meeting



Note

1. For a proxy appointed by multiple shareholders:

- Such proxy may press the "Switch Account" button to log into other accounts, and the votes and the meeting quorums of previously used accounts will still be included as the base number of votes.

2. Leaving the meeting

- Meeting participants may press the "Leave Meeting" button to leave the meeting. As such, the votes of shareholders/proxies will be annulled for the remaining agenda items that have not yet been voted on.

**Qualifications of Independent Directors
of PTT Oil and Retail Business Public Company Limited**

The qualifications of the independent directors of the Company, which are more stringent than the minimum requirements of the Office of the Securities and Exchange Commission and the Stock Exchange of Thailand, are as follows:

1. An independent director holds no more than 0.5% of the total voting shares of the Company, parent company, subsidiary, associated company, major shareholder or controlling person of the Company, including shares held by the connected persons of such independent director.
2. An independent director is not or has not been an executive director, employee, staff, advisor earning regular monthly salary or controlling person of the Company, its parent company, subsidiary, associated company, same-level subsidiary, major shareholder or controlling person, unless the foregoing status has ended for at least two years prior to the date of his/her appointment as an independent director. Such prohibited characteristics shall exclude the case where an independent director used to be a government official or advisor of a governmental agency, which is a major shareholder or a controlling person of the Company.
3. An independent director is not a person who is related by blood or legal registration as father, mother, spouse, sibling and child, including spouse of child of other directors, executives, major shareholders, controlling person, or person to be nominated as director, executive or controlling person of the Company or its subsidiary.
4. An independent director has no or had have a business relationship with the Company, its parent company, subsidiary, associated company, major shareholder or controlling person in a manner that may interfere with independent discretion, which includes not being or not having been a significant shareholder or controlling person of any person having a business relationship with the Company, its parent company, subsidiary, associated company, major shareholder or controlling person of the Company, unless such forgoing relationships have ended for at least two years prior to his/her appointment as an independent director.

Such business relationship in paragraph one shall include normal business transactions, rental or lease of real estate, transactions related to assets or services or granting or receipt of financial assistance through receiving or extending loan, guarantee, providing assets as collateral, and any other similar actions, which result in the Company or the counterparty being subject to indebtedness payable to the other party in an amount starting from 3 percent of the net tangible assets (NTA) of the Company or from Baht 20 Million, whichever is lower. In this regard, the calculation of such indebtedness shall be in accordance with the method for calculating the value of related party transactions under the Notification of the Capital Market Supervisory Board Re: Rules on Execution of Related Party Transactions, *mutatis mutandis*. In any case, the consideration of such indebtedness shall include the indebtedness incurred during the period of one year to the date of establishing the business relationship with the related person.

5. An independent director is not or has not been an auditor of the Company, its parent company, subsidiary, associated company, major shareholder or controlling person, and is not a significant shareholder, controlling person, or partner of the audit firm which employs the auditor of the Company, its parent company, subsidiary, associated company, major shareholder, or controlling person, unless the foregoing relationship has ended for not less than two years prior to his/her appointment as an independent director.

6. An independent director is not or has not been a provider of professional services which includes serving as a legal advisor or financial advisor being paid with a service fee of more than Baht 2 Million per year by the Company, the parent company, subsidiary, associated company, major shareholder, or controlling person of the Company, and is not a significant shareholder, a controlling person or a partner to such professional service provider, unless the foregoing relationship has ended for not less than two years prior to his/her appointment.
7. An independent director is not appointed as the representative of directors of the Company, major shareholder, or shareholder who is connected person with a majority shareholder.
8. An independent director does not undertake any business of the same nature and in significant competition with the business of the Company or its subsidiary, and is not a significant partner in a partnership, or an executive director, employee, staff, advisor earning regular monthly salary, or holding more than 1 percent of the voting shares of another company which undertakes a business of the same nature and in significant competition with the business of the Company or its subsidiary.
9. An independent director does not have any other characteristics which cause the inability to express independent opinions on the business operation of the Company. After being appointed as an independent director with the characteristics in item (1) to (8), the independent director may be assigned by the Board of Directors to make a decision on the business operation of the Company, its parent company, subsidiary, associated company, same-level subsidiary, major shareholder, or controlling person in the form of collective decision.

In the case that an independent director holds the position as an independent director in the parent company, subsidiary, associated company, same-level subsidiary, the Company shall disclose information about such position and total remuneration that such independent director has received in the Annual Registration Statement / Annual Report (Form 56-1 One Report).

Profiles of Independent Directors acting as shareholder proxies

(Exclude the directors are due to retire by rotation at the AGM for the year 2022)



1. Assist.Prof. Dr.Duangkamol Chartprasert
Independent Director, Chairman of the Corporate Governance Committee
Age : 59 years
Address : PTT Oil and Retail Business Plc.
No. 555/2 17th floor, Vibhavadi Rangsit Road,
Chatuchak Subdistrict, Chatuchak District, Bangkok 10900

Special conflicts of interests in meeting agenda: None



2. Mr. Yanyong Detpiratmongkol
Independent Director, Chairman of the Nomination and Remuneration Committee, Audit Committee
Age : 54 years
Address : PTT Oil and Retail Business Plc.
No. 555/2 17th floor, Vibhavadi Rangsit Road,
Chatuchak Subdistrict, Chatuchak District, Bangkok 10900

Special conflicts of interests in meeting agenda: None



3. Mr.Chintapun Dansubutra
Independent Director, Corporate Governance Committee
Age : 52 years
Address : PTT Oil and Retail Business Plc.
No. 555/2 17th floor, Vibhavadi Rangsit Road,
Chatuchak Subdistrict, Chatuchak District, Bangkok 10900

Special conflicts of interests in meeting agenda: None



4. Mr. Rawit Hanutsaha
Independent Director, Audit Committee
Age : 42 years
Address : PTT Oil and Retail Business Plc.
No. 555/2 17th floor, Vibhavadi Rangsit Road,
Chatuchak Subdistrict, Chatuchak District, Bangkok 10900

Special conflicts of interests in meeting agenda: None



5. Mr. Supat Metheworapote
Independent Director, Corporate Governance Committee,
Nomination and Remuneration Committee
Age : 39 years
Address : PTT Oil and Retail Business Plc.
No. 555/2 17th floor, Vibhavadi Rangsit Road,
Chatuchak Subdistrict, Chatuchak District, Bangkok 10900

Special conflicts of interests in meeting agenda: None



6. Miss Dujduan Hetrakul
Independent Director, Nomination and Remuneration Committee
Age : 38 years
Address : PTT Oil and Retail Business Plc.
No. 555/2 17th floor, Vibhavadi Rangsit Road,
Chatuchak Subdistrict, Chatuchak District, Bangkok 10900

Special conflicts of interests in meeting agenda: None

Company's Articles of Association

Regarding the Shareholders General Meeting and Voting

**Chapter 5
Board of Directors**

Article 16. The shareholders meeting shall elect the Company's Board of Directors to operate the Company's business, consisting of not less than five (5) directors, but not more than fifteen (15) directors, and amongst such directors, not less than three (3) directors shall be independent directors; provided that not less than half (1/2) of all directors shall have residence in the Kingdom of Thailand. All of the Company's directors shall have qualifications as required by laws and this Articles of Association. In this regard, at least one (1) director shall be an expert in accounting and finance.

The directors shall operate the Company's business in accordance with the laws, Company's objectives, and this Articles of Association, as well as the resolutions of the shareholders meeting, with integrity and in line with moral principles and business ethics; and shall exercise their best efforts with prudence to protect the interests of the Company and its shareholders.

The Board of Directors shall elect one of the directors to be the Chairman of the Board of Directors. In case where the Board of Directors deems expedient, the Board of Directors may elect one or several directors to be the Vice-Chairman(s).

The Board of Directors has the right to appoint the Chief Executive Officer and President from the nomination in accordance with the procedures and methods prescribed by relevant laws and regulations. The Chief Executive Officer and President shall also hold the position of a director and a secretary to the Board of Directors.

It is not required that directors shall be the shareholders of the Company.

Article 17. The independent directors shall have the qualifications and not possess prohibited characteristics as prescribed under Article 16, as well as shall have the qualifications in accordance with the criteria under the law on securities and exchange.

Article 18. The directors shall be elected by the shareholders meeting in accordance with the following rules and procedures:

- (1) one shareholder shall have one vote for each share held;
- (2) each shareholder may exercise all the votes he or she has under (1) to elect one or several persons to be director(s). In the latter case, such votes cannot be divided for allocation to any particular person at any extent; and
- (3) persons receiving the highest votes in a descending order will be elected as directors in proportion to the number of directors who shall be elected at that time. In case where the number of persons, who are elected in descending order, and receive equal votes, exceeds the number of directors required or who shall be elected at that time, the Chairman shall have a casting vote.

Article 19. At every annual general meeting, one-third (1/3) of the number of the directors at that time shall vacate the office. If the number is not a multiple of three, then the number nearest to one-third (1/3) shall retire from the office.

A retiring director is eligible for re-election.

The directors to retire during the first and second year following the registration of the Company shall be determined by means of drawing lots. In subsequent years, the director who has been in the office for the longest term shall retire.

Article 26. Directors shall be entitled for remuneration from the Company in the form of a financial rewards, meeting allowances, retirement pensions, bonuses, or other benefits in other forms pursuant to the Company's Articles of Association or the approval of the shareholders meeting by a vote of not less than two-third (2/3) of the number of shareholders present at the meeting. The remuneration may be designated in a fixed amount or as prescribed by specific rules, and which may be fixed from time to time or remain effective until further change by a resolution of the shareholders meeting. In addition, the directors are entitled to the per diem and other benefits in accordance with the Company's regulations.

The provision under the first paragraph shall not prejudice rights of the Company's officer or employee, who has been elected as a director, in receiving remuneration and other benefits as the Company's officer or employee.

The payment of remuneration under the first and second paragraph shall not contradict or be in contrary to the qualifications of the independent directors as required by the law on securities and exchange.

Chapter 6 Shareholders Meeting

Article 38. The Board of Directors shall convene an annual general meeting of shareholders within four (4) months from the last day of the Company's fiscal year.

Meetings of shareholders, other than that specified under the first paragraph, shall be called extraordinary meeting. The Board of Directors may summon the extraordinary meeting whenever it deems appropriate.

A shareholder or shareholders holding shares in aggregate of not less than ten (10) percent of the total number of shares sold, may, at any time, subscribe their names in a letter requesting the Board of Directors to call an extraordinary meeting; provided that they must clearly state the reasons and purposes for such request in the said letter. In this case, the Board of Directors shall convene the shareholders meeting within the forty-five (45) days from the date of receipt of such letter.

In case the Board of Directors fails to convene the meeting within the period specified under the third paragraph, shareholders who subscribed their names or other shareholders holding the required aggregate number of shares may convene the meeting by themselves within forty-five (45) days from the date of expiration of the period under the third paragraph. In such case, the meeting is deemed to be shareholders meeting called by the Board of Directors, provided that the Company shall be responsible for necessary expenses as

may be incurred in the course of convening such meeting and the Company shall reasonably provide facilitation.

In the case where the number of shareholders present at the meeting called by the shareholders under the fourth paragraph does not constitute a quorum, the shareholders under the fourth paragraph shall jointly be responsible for the expenses arising from the arrangement of such meeting to the Company.

Article 39. In summoning the shareholders meeting, the Board of Directors shall prepare a written notice of the meeting specifying the place, date, time, agenda of the meeting and the matters to be proposed to the meeting together with reasonable details explicitly stating whether the matters are for acknowledgment, for approval, or for consideration, as the case may be, including the opinions of the Board of Directors on the said matters, and shall send the same to the shareholders and the registrar for their information not less than seven (7) days prior to the date of the meeting. The notice of the meeting shall be published in a newspaper at least three (3) days prior to the date of the meeting for three (3) consecutive days.

A meeting of shareholders shall be held in the province where the Company's head office is located or any other locations as may be specified by the Board of Directors. The Company and its Board of Directors shall facilitate such convening of a shareholders meeting by means of establishing procedures and methods that encourage equitable treatment amongst all shareholders.

Article 40. In every shareholders meeting, in order to constitute a quorum, there shall be shareholders and proxies (if any) attending the meeting amounting not less than twenty-five (25) persons or not less than half (1/2) of the total number of shareholders, holding in an aggregate amount number of not less than one-third (1/3) of the total number of shares sold.

At any shareholders meeting, if one (1) hour has passed since the time for which the meeting is scheduled and the number of shareholders present at the meeting is inadequate to constitute a quorum as specified in the first paragraph, and if such shareholders was convened pursuant to a request of the shareholders, such meeting shall be cancelled. If such meeting was not convened pursuant to the request of the shareholders, the meeting shall be adjourned and the notice of the adjourned meeting shall be sent to shareholders not less than seven (7) days prior to the date of the meeting. In the subsequent meeting, a quorum is not required.

Article 41. A shareholder may appoint any other person to be his or her proxy to vote at the meeting on his or her behalf. The appointment of proxy shall be made in writing, signed by the shareholder, and submitted to the Chairman of the Board of Directors or the person designated by the Chairman of the Board of Directors at the place of the meeting before the proxy attends the meeting.

The proxy form shall be as prescribed by the registrar and shall contain at least the following particulars:

- (1) the number of shares held by the shareholder;
- (2) the name of the proxy;

- (3) the number and date of the meeting in which the shareholder appoint the proxy to attend and cast vote.

In casting votes, it shall be deemed that the proxy has votes equivalent to the total number of votes of the shareholder, unless the proxy has declared to the meeting prior to the vote casting that he or she will vote on behalf of only certain shareholders, indicating the names of those shareholders and the number of shares held by each of them.

Article 43. The shareholders have the rights to attend and cast votes at every shareholders meeting. One (1) share is entitled to one (1) vote. Voting shall be made openly by show of hands, unless at least five (5) shareholders request for secret ballots and the meeting resolved to vote secret ballots.

Article 44. In casting votes at a shareholders meeting, any shareholder who has special interest in any matter shall not be entitled to vote on such matter, except for the voting of election of directors. The resolution of the shareholders meeting shall comprise of the following votes:

- (1) in general, a resolution shall be passed by majority votes of shareholders present at the meeting and cast their votes. In case of a tie vote, the Chairman of the meeting shall have a casting vote;
- (2) in the following circumstances, resolutions shall be passed by a votes of not less than three-quarters ($\frac{3}{4}$) of the total votes of the shareholders who attend the meeting and are entitled to vote:
 - (a) the addition to or amendment of the Memorandum of Association or the Articles of Association of the Company;
 - (b) the increase of the Company's registered capital;
 - (c) the reduction of the Company's registered capital;
 - (d) the issuance of debentures of the Company;
 - (e) the amalgamation of the Company's business with another company;
 - (f) the winding up of the Company;
 - (g) the sale or transfer of the whole or substantial part of the businesses of the Company to other persons;
 - (h) the purchase or acceptance of transfer of businesses of private limited companies or public limited companies by the Company;
 - (i) the making, amendment, or termination of agreements relating to the leasing out of the whole or substantial part of the Company's business;
 - (j) the designation of any other persons to manage the Company's business;
 - (k) the consolidation of the business with other persons with an objective towards profit and loss sharing; and

- d) the performance of other acts, as required by law, which must be approved by a vote of not less than three-quarters (3/4) of the total votes of the shareholders present at the meeting and entitled to vote.

Chapter 7
Accounting, Finance, and Auditing

- Article 48. The Company shall prepare and maintain accounts, arrange for the auditing in accordance with the relevant governing laws, and shall prepare a balance sheet and a profit and loss statement at least once in every twelve (12) months which is the fiscal year of the Company.
- Article 49. The Board of Directors shall prepare the balance sheet, the profit and loss statement, the auditor's audit report, as well as the Board of Directors' annual report, at the end of the fiscal year of the Company, and shall propose the same to the shareholders meeting for approval at the annual general meeting within four (4) months from the end of the fiscal year. The Board of Directors shall arrange for the auditor to complete the auditing prior to the proposal of the said balance sheet and the profit and loss statement to the shareholders meeting.
- Article 50. The Board of Directors shall deliver to the shareholders the following documents, together with a notice calling for shareholders annual general meeting:
- (1) a copy of the balance sheet and the profit and loss statement which have been audited by the auditor, as well as the auditor's audit report; and
 - (2) the annual report of the Board of Directors, and the supporting documents.
- Article 52. The annual general meeting of shareholders shall annually appoint an auditor and determine the audit fee of the Company. The former auditor may be re-appointed. No director, officer, employee, or any other person holding a position in the Company shall not be appointed as an auditor.
- Article 53. The auditor has the power to examine the accounts, documents, and any other evidence relating to the revenues and expenditures, including the assets and debts of the Company during the business hours of the Company. In this regard, the auditor shall have the power to interrogate the directors, officers, employees, or any other persons holding a position in the Company, including the Company's agents, as well as to request for a clarification regarding any matters or to deliver documents or evidence in connection with the operation of the business of the Company.
- Article 54. The auditor has the right to present a written explanation to the meeting of shareholders and has the duty to attend every meeting of shareholders at which the balance sheet, the profit and loss statement, and the issues relating to the accounts of the Company are to be considered in order to clarify to the shareholders the auditing of accounts. The Company shall deliver to the auditor the report and all relevant documents of the Company which are to be received by the shareholders at that meeting of shareholders.

Chapter 8
Dividends and Reserve

Article 56. No dividend shall be paid other than out of profits. If the Company still has an accumulated loss, no dividend shall be paid.

Payment of dividend shall be equally paid in accordance with the number of shares, except in the case of preference shares, for which the dividends are determined to be allocated differently from those of ordinary shares. The payment of dividend must obtain approval from the shareholders meeting.

The Board of Directors may from time to time pay to the shareholders an interim dividend when the Board of Directors deems that the profit of the Company justifies such payment. After such payment has been made, it shall be reported to the shareholders at the next shareholders meeting.

The payment of dividend shall be made within one (1) month from the date the resolution was passed by the shareholders meeting or by the Board of Directors meeting, as the case may be. In this regard, the shareholders shall be notified in writing and the notice of such payment of dividend shall also be published in a newspaper for not less than three (3) consecutive days.

Article 57. The Company must appropriate to a reserve fund, from the annual net profit, at least five (5) percent of the annual net profit less carried-forward accumulated loss (if any) until the reserve fund attains an amount of not less than ten (10) percent of the registered capital.

Article 58. The Board of Directors may propose that the shareholders meeting approve other reserves in the interests of the operation of the Company. In case where the shares of the Company have not yet been completely sold up to the number of shares registered or where the company has already registered an increase in the registered capital, the Company may distribute dividends, in whole or in part, by issuing new ordinary shares to the shareholders, provided that it has received the approval of the meeting of shareholders.

หนังสือมอบฉันทะ (แบบ ก.)
Proxy (Form A.)

เลขทะเบียนผู้ถือหุ้น
Shareholders register no.

เขียนที่
Written at

วันที่ เดือน พ.ศ.
Date Month Year

(1) ข้าพเจ้า สัญชาติ อายุ ปี
I/We nationality age years, residing at
ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet
จังหวัด รหัสไปรษณีย์
Province Postal Code

(2) เป็นผู้ถือหุ้นของ บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน) (บริษัท)
Being a shareholder of PTT Oil and Retail Business Public Company Limited (the Company)

โดยถือหุ้นจำนวนทั้งสิ้นรวม หุ้น และออกเสียงลงคะแนนได้เท่ากับ เสียง ดังนี้
Holding the total amount of shares and have the right to vote equal to votes as follows:
 หุ้นสามัญ หุ้น ออกเสียงลงคะแนนได้เท่ากับ เสียง
Ordinary share shares and have the right to vote equal to votes
 หุ้นบริวาร หุ้น ออกเสียงลงคะแนนได้เท่ากับ เสียง
Preferred share shares and have the right to vote equal to votes

(3) ขอมอบฉันทะให้ (1) อายุ ปี
Hereby appoint age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet
จังหวัด รหัสไปรษณีย์ หรือ
Province Postal Code or

(2) อายุ ปี
Age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet
จังหวัด รหัสไปรษณีย์ หรือ
Province Postal Code or

(3) อายุ ปี
Age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet
จังหวัด รหัสไปรษณีย์
Province Postal Code

คนหนึ่งคนใดเพียงคนเดียวเป็นผู้แทนของข้าพเจ้าเพื่อเข้าประชุมและออกเสียงลงคะแนนแทนข้าพเจ้าในการประชุมสามัญผู้ถือหุ้นประจำปี 2565 ในวันที่ 7 เมษายน 2565 เวลา 14.00 น. ผ่านสื่ออิเล็กทรอนิกส์หรือที่ซึ่งจะเลื่อนไปในวัน เวลา และสถานที่อื่นด้วย

As only one of my/our proxy to attend and vote on my/our behalf at the meeting of the 2022 Annual General Meeting of shareholders on April 7, 2022, at 14.00 hrs., through an electronic media platform, or such other date, time and place as may be adjourned.

กิจการใดที่ผู้รับมอบฉันทะกระทำไปในการประชุมนั้น ให้ถือเสมือนว่าข้าพเจ้าได้กระทำเองทุกประการ
Any acts performed by the proxy in this meeting shall be deemed to be the actions performed by myself/ourselves.

ลงนาม/Signed ผู้มอบฉันทะ/Grantor
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

หมายเหตุ/Remarks

ผู้ถือหุ้นที่มอบฉันทะจะต้องมอบฉันทะให้ผู้รับมอบฉันทะเพียงรายเดียวเป็นผู้เข้าร่วมประชุมและออกเสียงลงคะแนน ไม่สามารถแบ่งแยกจำนวนหุ้นให้ผู้รับมอบฉันทะหลายคนเพื่อแยกการลงคะแนนเสียงได้
The shareholder appointing the proxy must authorize only one proxy to attend and vote at the meeting and may not split the number of shares to many proxies for splitting votes.

หนังสือมอบฉันทะ (แบบ ข.)
Proxy (Form B.)

เลขทะเบียนผู้ถือหุ้น
Shareholders' Registration No.

เขียนที่ _____
Written at

วันที่ _____ เดือน _____ พ.ศ. _____
Date Month Year

(1) ข้าพเจ้า สัญชาติ อายุ ปี อยู่บ้านเลขที่
I/We nationality age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet

จังหวัด รหัสไปรษณีย์
Province Postal Code

(2) เป็นผู้ถือหุ้นของ บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน) (บริษัท)

Being a shareholder of PTT Oil and Retail Business Public Company Limited (the Company)

โดยถือหุ้นจำนวนทั้งสิ้นรวม หุ้น และออกเสียงลงคะแนนได้เท่ากับ เสียง ดังนี้
Holding the total amount of shares with the voting rights or votes as follows:

หุ้นสามัญ หุ้น ออกเสียงลงคะแนนได้เท่ากับ เสียง
Ordinary share shares with the voting rights or votes

หุ้นบุริมสิทธิ หุ้น ออกเสียงลงคะแนนได้เท่ากับ เสียง
Preferred share shares with the voting rights or votes

(3) ขอมอบฉันทะให้ (ผู้ถือหุ้นสามารถมอบฉันทะให้กรรมการอิสระของบริษัทได้ โดยมีรายละเอียดกรรมการอิสระของบริษัท ปรากฏตามสิ่งที่ส่งมาด้วย 4)
Hereby appoint (May grant proxy to the Company's Independent Director of which details as shown in Enclosure 4)

(1) อายุ ปี อยู่บ้านเลขที่
Name Age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet

จังหวัด รหัสไปรษณีย์ หรือ
Province Postal Code or

(2) อายุ ปี อยู่บ้านเลขที่
Name Age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet

จังหวัด รหัสไปรษณีย์ หรือ
Province Postal Code or

(3) อายุ ปี อยู่บ้านเลขที่
Name Age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet

จังหวัด รหัสไปรษณีย์
Province Postal Code

คนหนึ่งคนใดเพียงคนเดียวเป็นผู้แทนของข้าพเจ้าเพื่อเข้าประชุมและออกเสียงลงคะแนนแทนข้าพเจ้าในการประชุมสามัญผู้ถือหุ้นประจำปี 2565 ในวันที่ 7 เมษายน 2565 เวลา 14.00 น. ผ่านสื่ออิเล็กทรอนิกส์หรือที่ซึ่งจะเลื่อนไปในวัน เวลา และสถานที่อื่นด้วย

As only one of my/our proxy to attend and vote on my/our behalf at the meeting of the 2022 Annual General Meeting of shareholders on April 7, 2022, at 14.00 hrs., through an electronic media platform, or such other date, time and place as may be adjourned.

- (4) ข้าพเจ้าขอมอบอำนาจให้ผู้รับมอบอำนาจออกเสียงลงคะแนนแทนข้าพเจ้าในการประชุมครั้งนี้ ดังนี้
I/We authorize my/our Proxy to cast the votes according to my/our intention as follows:

**ระเบียบวาระที่ 1 พิจารณารับทราบรายงานผลการดำเนินงานในรอบปี 2564 และพิจารณาอนุมัติงบการเงินประจำปี
สิ้นสุด ณ วันที่ 31 ธันวาคม 2564**

Agenda Item 1 To acknowledge the operating results for the year 2021 and approve the financial statements for the year ended December 31, 2021

(ก) ให้ผู้รับมอบอำนาจมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบอำนาจออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
Approve Disapprove Abstain

**ระเบียบวาระที่ 2 พิจารณาอนุมัติการจัดสรรกำไรสุทธิของปี 2564 และการจ่ายเงินปันผลสำหรับผลการดำเนินงานของปี
2564**

Agenda Item 2 To consider and approve the allocation of net profit for the year 2021 and dividend payment from the operating results for the year 2021

(ก) ให้ผู้รับมอบอำนาจมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบอำนาจออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
Approve Disapprove Abstain

ระเบียบวาระที่ 3 พิจารณาแต่งตั้งผู้สอบบัญชีและกำหนดค่าสอบบัญชี ประจำปี 2565

Agenda Item 3 To consider and approve the appointment of auditors and the determination of audit fees for the year 2022

(ก) ให้ผู้รับมอบอำนาจมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบอำนาจออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
Approve Disapprove Abstain

ระเบียบวาระที่ 4 พิจารณาเลือกตั้งกรรมการแทนกรรมการที่ออกจากตำแหน่งตามวาระ

Agenda Item 4 To consider and approve the election of directors to replace those who are retired by rotation

(ก) ให้ผู้รับมอบอำนาจมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบอำนาจออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

การแต่งตั้งกรรมการเป็นรายบุคคล ดังนี้

The appointment of certain directors as follows:

1. นายอรรถพล ฤกษ์พิบูลย์

Mr. Auttapol Rerkpiboon

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
Approve Disapprove Abstain

2. ดร. ชัยชนะ มิตรพันธ์

Dr. Chaichana Mitrpant

เห็นด้วย

Approve

ไม่เห็นด้วย

Disapprove

จดออกเสียง

Abstain

3. ดร. ทวารัฐ สูตะบุตร

Dr. Twarath Sutabutr

เห็นด้วย

Approve

ไม่เห็นด้วย

Disapprove

จดออกเสียง

Abstain

4. นางสาวจิราพร ขาวสวัสดิ์

Miss Jiraphon Kawswat

เห็นด้วย

Approve

ไม่เห็นด้วย

Disapprove

จดออกเสียง

Abstain

5. ดร. กอบศักดิ์ ภูตระกูล

Dr. Kobsak Pootrakool

เห็นด้วย

Approve

ไม่เห็นด้วย

Disapprove

จดออกเสียง

Abstain

ระเบียบวาระที่ 5 พิจารณากำหนดค่าตอบแทนกรรมการ ประจำปี 2565

Agenda Item 5 To consider and approve the directors' remuneration for the year 2022

(ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย

Approve

ไม่เห็นด้วย

Disapprove

จดออกเสียง

Abstain

ระเบียบวาระที่ 6 พิจารณาเรื่องอื่น ๆ (ถ้ามี)

Agenda Item 6 Other matters (if any)

(ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย

Approve

ไม่เห็นด้วย

Disapprove

จดออกเสียง

Abstain

(5) การลงคะแนนเสียงของผู้รับมอบฉันทะในวาระใดที่ไม่เป็นไปตามที่ระบุไว้ในหนังสือมอบฉันทะนี้ ให้ถือว่าการลงคะแนนเสียงนั้นไม่ถูกต้อง และไม่ใช่ว่าเป็นการลงคะแนนเสียงของข้าพเจ้าในฐานะผู้ถือหุ้น

Voting of the proxy holder in any agenda that is not specified in this proxy shall be considered as invalid and not my/our voting as a shareholder.

(6) ในกรณีที่ข้าพเจ้าไม่ได้ระบุความประสงค์ในการออกเสียงลงคะแนนในวาระใดไว้ หรือระบุไว้ไม่ชัดเจน หรือในกรณีที่ประชุมมีการพิจารณาหรือลงมติในเรื่องใดนอกเหนือจากเรื่องที่จะระบุไว้ข้างต้น รวมถึงกรณีที่มีการแก้ไขเปลี่ยนแปลงหรือเพิ่มเติมข้อเท็จจริงประการใด ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

In case I/we have not specified my/our voting intention in any agenda or not clearly specified or in case the meeting considers or passes resolutions in any matters other than those specified above, including in case there is any amendment or addition of any fact, the proxy shall have the right to consider and vote on my/our behalf as he/she may deem appropriate in all respects.

กิจการใดที่ผู้รับมอบฉันทะได้กระทำไปในการประชุม เว้นแต่กรณีที่ผู้รับมอบฉันทะไม่ออกเสียงตามที่ข้าพเจ้าระบุในหนังสือมอบฉันทะ ให้ถือเสมือนว่าข้าพเจ้าได้กระทำเองทุกประการ

Any business carried on by the proxy holder in the said meeting except the proxy holder does not vote as I/we specify in the proxy form, shall be deemed as having been carried out by myself/ourselves in all respects.

ลงนาม/Signed ผู้มอบฉันทะ/Grantor
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

หมายเหตุ/Remarks

1. ผู้ถือหุ้นที่มอบฉันทะจะต้องมอบฉันทะให้ผู้รับมอบฉันทะเพียงรายเดียวเป็นผู้เข้าประชุมและออกเสียงลงคะแนนไม่สามารถแบ่งแยกจำนวนหุ้นให้ผู้รับมอบฉันทะหลายคนเพื่อแยกการลงคะแนนเสียงได้
The shareholder appointing the proxy must authorize only one proxy to attend and vote at the meeting and may not split the number of shares to many proxies for splitting votes.
2. ระเบียบวาระแต่งตั้งกรรมการ สามารถเลือกตั้งกรรมการทั้งหมดหรือเลือกตั้งกรรมการเป็นรายบุคคล
In agenda regarding the appointment of directors, the meeting may consider appointing the entire board as a whole or any individual director(s).
3. ในกรณีที่ระเบียบวาระที่ต้องพิจารณาในการประชุมมากกว่าที่ระบุไว้ข้างต้น ผู้มอบฉันทะสามารถระบุเพิ่มเติมได้ในใบประจำต่อแบบหนังสือมอบฉันทะแบบ ข. ตามแบบ
In case there are agenda other than the agenda specified above, the additional statement can be specified by the shareholder in the Supplemental Proxy Form B as enclosed.

**ใบประจำต่อแบบหนังสือมอบฉันทะแบบ ข.
Supplemental Proxy Form B.**

การมอบฉันทะในฐานะเป็นผู้ถือหุ้นของ บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน)

The proxy is granted by a shareholder of PTT Oil and Retail Business Public Company Limited

ในการประชุมสามัญผู้ถือหุ้นประจำปี 2565 ในวันที่ 7 เมษายน 2565 เวลา 14.00 น. ผ่านสื่ออิเล็กทรอนิกส์หรือที่ฟังจะเลื่อนไปในวัน เวลา และสถานที่อื่นด้วย

For the Annual General Meeting of shareholders for the year 2022 on April 7, 2022, at 14.00 hrs., through an electronic media platform, or such other date, time and place as may be adjourned.

ระเบียบวาระที่... ..
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่... ..
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่... ..
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่... ..
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่... ..
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่..... พิจารณาแต่งตั้งกรรมการ (ต่อ)

Agenda Item To consider and approve the appointment of directors (Continued)

ชื่อกรรมการ
 Name of Director

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
 Approve Disapprove Abstain

ชื่อกรรมการ
 Name of Director

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
 Approve Disapprove Abstain

ชื่อกรรมการ
 Name of Director

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
 Approve Disapprove Abstain

ชื่อกรรมการ
 Name of Director

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
 Approve Disapprove Abstain

ชื่อกรรมการ
 Name of Director

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
 Approve Disapprove Abstain

ชื่อกรรมการ
 Name of Director

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
 Approve Disapprove Abstain

ชื่อกรรมการ
 Name of Director

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
 Approve Disapprove Abstain

ชื่อกรรมการ
 Name of Director

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
 Approve Disapprove Abstain

ข้าพเจ้าขอรับรองว่า รายการในใบประจำต่อหนังสือมอบฉันทะถูกต้องบริบูรณ์และเป็นความจริงทุกประการ
I/We certify that the statements in this Supplemental Proxy Form are correct, complete and true in all respects.

ลงนาม/Signed ผู้มอบฉันทะ/Grantor
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
(.....)

หนังสือมอบฉันทะ แบบ ค.
(สำหรับผู้ถือหุ้นเป็นผู้ลงทุนต่างประเทศและแต่งตั้งให้คัสโตเดียนในประเทศไทยเป็นผู้รับฝากและดูแลหุ้น)
Proxy Form C.

(For shareholders who are foreign investors appointing a local custodian in Thailand to keep their shares in custody)

เลขทะเบียนผู้ถือหุ้น เขียนที่
Shareholders register no. Written at

วันที่ เดือน พ.ศ.
Date Month Year

(1) ข้าพเจ้า
I/We

สำนักงานตั้งอยู่เลขที่ ถนน ตำบล/แขวง
Residing at Road Tambol/Khwaeng

อำเภอ/เขต จังหวัด รหัสไปรษณีย์
Amphur/Khet Province Postal Code

ในฐานะผู้ประกอบธุรกิจเป็นผู้รับฝากและดูแลหุ้น (Custodian) ให้กับ
As being the custodian of
ซึ่งเป็นผู้ถือหุ้นของ บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน) (บริษัท)
Being a shareholder of PTT Oil and Retail Business Public Company Limited (the Company)

โดยถือหุ้นจำนวนทั้งสิ้นรวม หุ้น และออกเสียงลงคะแนนได้เท่ากับ เสียง ดังนี้
Holding the total amount of shares and have the right to vote equal to votes as follows:

หุ้นสามัญ หุ้น ออกเสียงลงคะแนนได้เท่ากับ เสียง
Ordinary share shares and have the right to vote equal to votes

หุ้นบุริมสิทธิ หุ้น ออกเสียงลงคะแนนได้เท่ากับ เสียง
Preferred share shares and have the right to vote equal to votes

(2) ขอมอบฉันทะให้ (1) อายุ ปี อยู่บ้านเลขที่
Hereby appoint age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet

จังหวัด รหัสไปรษณีย์ หรือ
Province Postal Code or

(2) อายุ ปี อยู่บ้านเลขที่
Age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet

จังหวัด รหัสไปรษณีย์ หรือ
Province Postal Code or

(3) อายุ ปี อยู่บ้านเลขที่
Age years, residing at

ถนน ตำบล/แขวง อำเภอ/เขต
Road Tambol/Khwaeng Amphur/Khet

จังหวัด รหัสไปรษณีย์
Province Postal Code

คนหนึ่งคนใดเพียงคนเดียวเป็นผู้แทนของข้าพเจ้าเพื่อเข้าประชุมและออกเสียงลงคะแนนแทนข้าพเจ้าในการประชุมสามัญผู้ถือหุ้นประจำปี 2565 ในวันที่ 7 เมษายน 2565 เวลา 14.00 น. ผ่านสื่ออิเล็กทรอนิกส์หรือที่ที่จะเลื่อนไปในวัน เวลา และสถานที่อื่นด้วย

As only one of my/our proxy to attend and vote on my/our behalf at the meeting of the 2022 Annual General Meeting of shareholders on April 7, 2022, at 14.00 hrs., through an electronic media platform, or such other date, time and place as may be adjourned.

- (3) ข้าพเจ้าขอมอบฉันทะให้ผู้รับมอบฉันทะเข้าร่วมประชุมและออกเสียงลงคะแนนในครั้งนี้ ดังนี้

I/We hereby authorize the proxy to attend the meeting and to cast the votes on my/our behalf at this meeting as follows:

- มอบฉันทะตามจำนวนหุ้นทั้งหมดที่ถือ และมีสิทธิออกเสียงลงคะแนนได้

Grant proxy the total amount of shares holding and entitled to vote

- มอบฉันทะบางส่วน คือ
Grant partial shares of

หุ้นสามัญ หุ้น มีสิทธิออกเสียงลงคะแนนได้เท่ากับ..... เสียง
Ordinary share shares and have the right to vote equal to votes

หุ้นบุริมสิทธิ หุ้น มีสิทธิออกเสียงลงคะแนนได้เท่ากับ..... เสียง
Preferred share shares and have the right to vote equal to votes

รวมสิทธิออกเสียงลงคะแนนได้ทั้งหมด เสียง
Total voting rights votes

- (4) ข้าพเจ้าขอมอบฉันทะให้ผู้รับมอบฉันทะออกเสียงลงคะแนนแทนข้าพเจ้าในการประชุมครั้งนี้ ดังนี้
I/We hereby authorize the proxy to cast the votes on my/our behalf at this meeting as follows:

**ระเบียบวาระที่ 1 พิจารณารับทราบรายงานผลการดำเนินงานในรอบปี 2564 และพิจารณาอนุมัติงบการเงินประจำปี
สิ้นสุด ณ วันที่ 31 ธันวาคม 2564**

Agenda Item 1 To acknowledge the operating results for the year 2021 and approve the financial statements for the year ended December 31, 2021

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
Approve Disapprove Abstain

**ระเบียบวาระที่ 2 พิจารณาอนุมัติการจัดสรรกำไรสุทธิของปี 2564 และการจ่ายเงินปันผลสำหรับผลการดำเนินงานของปี
2564**

Agenda Item 2 To consider and approve the allocation of net profit for the year 2021 and dividend payment from the operating results for the year 2021

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
Approve Disapprove Abstain

ระเบียบวาระที่ 3 พิจารณาแต่งตั้งผู้สอบบัญชีและกำหนดค่าสอบบัญชี ประจำปี 2565

Agenda Item 3 To consider and approve the appointment of auditors and the determination of audit fees for the year 2022

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย ไม่เห็นด้วย งดออกเสียง
Approve Disapprove Abstain

ระเบียบวาระที่ 4 พิจารณาเลือกตั้งกรรมการแทนกรรมการที่ออกจากตำแหน่งตามวาระ

Agenda Item 4 To consider and approve the election of directors to replace those who are retired by rotation

(ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

การแต่งตั้งกรรมการเป็นรายบุคคล ดังนี้

The appointment of certain directors as follows:

1. นายอรุณพล ฤกษ์พิบูลย์

Mr. Auttapol Rerkpiboon

เห็นด้วย

ไม่เห็นด้วย

งดออกเสียง

Approve

Disapprove

Abstain

2. ดร. ชัยชนะ มิตรพันธ์

Dr. Chaichana Mitrpant

เห็นด้วย

ไม่เห็นด้วย

งดออกเสียง

Approve

Disapprove

Abstain

3. ดร. ทวารัฐ สูตะบุตร

Dr. Twarath Sutabutr

เห็นด้วย

ไม่เห็นด้วย

งดออกเสียง

Approve

Disapprove

Abstain

4. นางสาวจิราพร ขาวสวัสดิ์

Miss Jiraphon Kawswat

เห็นด้วย

ไม่เห็นด้วย

งดออกเสียง

Approve

Disapprove

Abstain

5. ดร. กอบศักดิ์ ภูตระกูล

Dr. Kobsak Pootrakool

เห็นด้วย

ไม่เห็นด้วย

งดออกเสียง

Approve

Disapprove

Abstain

ระเบียบวาระที่ 5 พิจารณากำหนดค่าตอบแทนกรรมการ ประจำปี 2565

Agenda Item 5 To consider and approve the directors' remuneration for the year 2022

(ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย

ไม่เห็นด้วย

งดออกเสียง

Approve

Disapprove

Abstain

ระเบียบวาระที่ 6 พิจารณาเรื่องอื่น ๆ (ถ้ามี)

Agenda Item 6 Other matters (if any)

(ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.

(ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้

(b) To grant my/our proxy to vote at my/our desire as follows:

เห็นด้วย

ไม่เห็นด้วย

งดออกเสียง

Approve

Disapprove

Abstain

(5) การลงคะแนนเสียงของผู้รับมอบอำนาจในวาระใดที่ไม่เป็นไปตามที่ระบุไว้ในหนังสือมอบอำนาจนี้ ให้ถือว่าการลงคะแนนเสียงนั้นไม่ถูกต้อง และไม่ใช้เป็นการลงคะแนนเสียงของข้าพเจ้าในฐานะผู้ถือหุ้น

Voting of the proxy holder in any agenda that is not specified in this proxy shall be considered as invalid and not my/our voting as a shareholder.

(6) ในกรณีที่ข้าพเจ้าไม่ได้ระบุความประสงค์ในการออกเสียงลงคะแนนในวาระใดไว้ หรือระบุไว้ไม่ชัดเจน หรือในกรณีที่ประชุมมีการพิจารณาหรือลงมติในเรื่องใดนอกเหนือจากเรื่องที่ระบุไว้ข้างต้น รวมถึงกรณีที่มีการแก้ไขเปลี่ยนแปลงหรือเพิ่มเติมข้อเท็จจริงประการใด ให้ผู้รับมอบอำนาจมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร

In case I/we have not specified my/our voting intention in any agenda or not clearly specified or in case the meeting considers or passes resolutions in any matters other than those specified above, including in case there is any amendment or addition of any fact, the proxy shall have the right to consider and vote on my/our behalf as he/she may deem appropriate in all respects.

กิจการใดที่ผู้รับมอบอำนาจได้กระทำไปในการประชุม เว้นแต่กรณีที่ผู้รับมอบอำนาจไม่ออกเสียงตามที่ข้าพเจ้าระบุในหนังสือมอบอำนาจ ให้ถือเสมือนว่าข้าพเจ้าได้กระทำเองทุกประการ

Any business carried on by the proxy holder in the said meeting except the proxy holder does not vote as I/we specify in the proxy form, shall be deemed as having been carried out by myself/ourselves in all respects.

ลงนาม/Signed ผู้มอบอำนาจ/Grantor
(.....)

ลงนาม/Signed ผู้รับมอบอำนาจ/Proxy
(.....)

ลงนาม/Signed ผู้รับมอบอำนาจ/Proxy
(.....)

ลงนาม/Signed ผู้รับมอบอำนาจ/Proxy
(.....)

หมายเหตุ

- หนังสือมอบอำนาจแบบ ค. นี้ใช้เฉพาะกรณีที่ผู้ถือหุ้นที่ปรากฏชื่อในทะเบียนเป็นผู้ลงทุนต่างประเทศและแต่งตั้งให้คัสโตเดียน (Custodian) ในประเทศไทยเป็นผู้ฝากและดูแลหุ้นให้เท่านั้น
The Proxy Form C. only use for shareholders whose names appearing in the foreign investors registration and who appoints a local custodian in Thailand to keep his/her shares in custody only.
- หลักฐานที่แนบพร้อมกับหนังสือมอบอำนาจ คือ
Documents and evidence to be enclosed with the proxy form are:
(1) หนังสือมอบอำนาจจากผู้ถือหุ้นให้คัสโตเดียน (Custodian) เป็นผู้ดำเนินการลงนามในหนังสือมอบอำนาจแทน
Power of attorney from the shareholder authorizing a custodian to sign the Proxy Form on behalf of the shareholder
(2) หนังสือยืนยันว่าผู้ลงนามในหนังสือมอบอำนาจได้รับอนุญาตประกอบธุรกิจคัสโตเดียน (Custodian)
Letter of certification to certify that the authorized signatory of the Proxy Form is licensed to operate the custodian business.
- ผู้ถือหุ้นที่มอบอำนาจจะต้องมอบอำนาจให้ผู้รับมอบอำนาจเพียงรายเดียวเป็นผู้เข้าร่วมประชุมและออกเสียงลงคะแนน ไม่สามารถแบ่งแยกจำนวนหุ้นให้ผู้รับมอบอำนาจหลายคนเพื่อแยกการลงคะแนนเสียงได้
The shareholder appointing the proxy must authorize only one proxy to attend and vote at the meeting and may not split the number of shares to many proxies for splitting votes.
- ระเบียบวาระเลือกตั้งกรรมการ สามารถเลือกตั้งกรรมการทั้งชุด หรือเลือกตั้งกรรมการเป็นรายบุคคล
In agenda regarding the appointment of directors, the meeting may consider appointing the entire board as a whole or any individual director(s).
- ในกรณีที่ระเบียบวาระที่จะต้องพิจารณาในการประชุมมากกว่าที่ระบุไว้ข้างต้น ผู้มอบอำนาจสามารถระบุเพิ่มเติมได้ในใบประจำต่อแบบหนังสือมอบอำนาจแบบ ค. ตามแบบ
In case there are agenda other than the agenda specified above, the additional statement can be specified by the shareholder in the Supplemental Proxy Form C as enclosed.

ใบประจำต่อแบบหนังสือมอบฉันทะแบบ ค.
Supplemental Proxy Form C.

การมอบฉันทะในฐานะเป็นผู้ถือหุ้นของ บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน)

The proxy is granted by a shareholder of PTT Oil and Retail Business Public Company Limited

ในการประชุมสามัญผู้ถือหุ้นประจำปี 2565 ในวันที่ 7 เมษายน 2565 เวลา 14.00 น. ผ่านสื่ออิเล็กทรอนิกส์หรือที่ฟังจะเลื่อนไปในวัน เวลา และสถานที่อื่นด้วย

For the Annual General Meeting of shareholders for the year 2022 on April 7, 2022, at 14.00 hrs., through an electronic media platform, or such other date, time and place as may be adjourned.

ระเบียบวาระที่.....
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่.....
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่.....
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่.....
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่.....
Agenda Item.....

- (ก) ให้ผู้รับมอบฉันทะมีสิทธิพิจารณาและลงมติแทนข้าพเจ้าได้ทุกประการตามที่เห็นสมควร
(a) To grant my/our proxy to consider and vote on my/our behalf as appropriate in all respects.
- (ข) ให้ผู้รับมอบฉันทะออกเสียงลงคะแนนตามความประสงค์ของข้าพเจ้าดังนี้
(b) To grant my/our proxy to vote at my/our desire as follows:
- | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ระเบียบวาระที่..... พิจารณาแต่งตั้งกรรมการ (ต่อ)
 Agenda Item..... To consider and approve the appointment of directors (Continued)

| | | |
|-----------------------------------|--------------------------------------|-------------------------------------|
| ชื่อกรรมการ | | |
| Name of Director | | |
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |
| ชื่อกรรมการ | | |
| Name of Director | | |
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |
| ชื่อกรรมการ | | |
| Name of Director | | |
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |
| ชื่อกรรมการ | | |
| Name of Director | | |
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |
| ชื่อกรรมการ | | |
| Name of Director | | |
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |
| ชื่อกรรมการ | | |
| Name of Director | | |
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |
| ชื่อกรรมการ | | |
| Name of Director | | |
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |
| ชื่อกรรมการ | | |
| Name of Director | | |
| <input type="checkbox"/> เห็นด้วย | <input type="checkbox"/> ไม่เห็นด้วย | <input type="checkbox"/> งดออกเสียง |
| Approve | Disapprove | Abstain |

ข้าพเจ้าขอรับรองว่า รายละเอียดในใบประจำต่อหนังสือมอบฉันทะถูกต้องบริบูรณ์และเป็นความจริงทุกประการ
 I/We certify that the statements in this Supplemental Proxy Form are correct, complete and true in all respects.


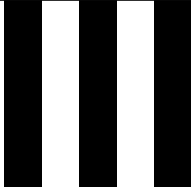
ลงนาม/Signed ผู้มอบฉันทะ/Grantor
 (.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
 (.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
 (.....)

ลงนาม/Signed ผู้รับมอบฉันทะ/Proxy
 (.....)

พับตามรอยเส้นประ

| | |
|---|---|
|  <p>บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน) PTT Oil and Retail Business Public Company Limited</p> | <p>ใบอนุญาตเลขที่ 10900-C226 ปณศ. จตุจักร ถ้าฝากส่งในประเทศไม่ต้องผนึกตราไปรษณีย์</p> |
| <p>บริการธุรกิจตอบรับ</p> |  |
| <p>กรุณาส่ง เลขที่ 555/2 ศูนย์เอนเนอร์ยีคอมเพล็กซ์ อาคาร B ชั้นที่ 12 ถนนวิภาวดีรังสิต แขวงจตุจักร เขตจตุจักร กรุงเทพมหานคร 10900</p> | |

พับตามรอยเส้นประ

**Requisition Form for hard copy of Annual Registration Statements/Annual Report
for the year 2021
(Form 56-1 One Report)**

Shareholder(s) may request the document via email to corporatesecretary@pttor.com by checking the box () using ✓ and filling in the following details.

() Annual Registration Statements/Annual Report 2021 (Form 56-1 One Report) (Thai version)

() Annual Registration Statements/Annual Report 2021 (Form 56-1 One Report) (English version)

Deliver to:

Name-Surname

Address No. Moo. Soi. Village

Road Sub-District District

Province Postal Code Tel. No.

Should you have any query or suggestion, please contact the Office of President and Corporate Secretary
PTT Oil and Retail Business Public Company Limited
Tel. 02-196-6243 or 02-196-6249

Privacy Notice
for 2022 Annual General Meeting of Shareholder via electronic means of
PTT Oil and Retail Business Public Company Limited (“AGM”)

PTT Oil and Retail Business Public Company Limited (the “**Company**”) is greatly aware of the importance of personal data protection of each shareholder, proxy holder, or attorney of those persons. We would like to inform you of the details of procedure for protecting and treatment apply to your personal data which are in line with the personal data protection law as follows.

Data Controller Information: PTT Oil and Retail Business Public Company Limited. The contacting details are as appeared in the invitation to AGM of the Company.

1. Personal Data collected by the Company

The Company needs to collect your personal data for the purpose of AGM arrangement and AGM attendance as follows:

(A) General Personal Data

- 1) **Contacting Information:** address, telephone number, cellphone number, e-mail, social media user accounts (i.e., Line ID, Facebook account).
- 2) **Identifying Information:** name, surname, gender, nationality, occupation, date of birth, status, photographs, signatures, identification number, passport number or data on any similar cards issued by government or any government departments.
- 3) **Other information:** data from still pictures and/or motion pictures and voice that recorded during the AGM and activities relevant to the preparation and conducting of the AGM.

(B) Sensitive Personal Data: nationality, religious, labour union information, biochemical information (such as face recognition and fingerprint), health information or body or mental information and criminal record.

2. Objectives and Legal basis for the Company to collect, use, process, or disclose your personal data

The Company collects, uses, processes, or discloses your personal data in accordance with the legal basis as follows:

(A) Legal Obligation

The Company collects, uses, processes, or discloses your personal data under 1 (A) and 1 (B) for the purpose of calling, conducting the AGM, including verifying your identity, sending any related documents, and carrying out any action according to the AGM’s resolutions and the laws, as well as carrying out any other activities to comply with the laws and any order of the governmental authorities in accordance with the Public Limited Companies Act B.E. 2535 (A.D. 1992), the Civil and Commercial Code, and any other laws.

(B) Legitimate Interest

The Company collects, uses, processes or discloses your personal data under item 1 (A) for the purpose of preparing the minutes of AGM, and keeping evidence of your attendance to the AGM, as well as for any activity as necessary and related to the legitimate interest of Company and other person, to the extent that it is within the scope of the objectives which you can reasonably expect.

The Company collects, uses, processes, or discloses your personal data under item 1 (B) in compliance with the measures and guidelines of AGM.

The Company records still pictures, motion pictures and voice in relation to the convening and conducting AGM for registration purpose, preparation of minutes of the AGM and the public relation for AGM via electronic means and publication, still pictures and motion pictures of the AGM may show your photo during the meeting.

3. Source of Personal Data

The Company collects your personal data directly from you, from the proxy appointed by you and from Thailand Securities Depository Co., Ltd.

Remark: *the personal data that you have sent to the Company such as copy of identification card or any other governmental documents may appear sensitive personal data e.g. religious, nationality, blood type etc. which are not necessary for the AGM. Therefore, the Company wishes not to keep such sensitive personal data appeared on the identification card, you are requested to delete/ conceal such information before making a copy and send such data to the Company. If you could not conceal such sensitive personal data, the Company reserves the rights to conceal the received sensitive personal data and it shall be deemed that the sensitive personal data are not kept.*

4. Personal Data Disclosure

In order to proceed with the objectives as described in this notice, the Company may disclose your personal data to the following persons:

- Law enforcement agencies, law enforcement agencies, courts, government agencies, and other supervisory agencies (i.e., the Ministry of Commerce, the Office of Securities and Exchange Commission and the Stock Exchange of Thailand etc.) or other person when there is a reasonable and necessity for complying with the laws or protecting the right of the Company, third party's rights or for personal safety, including for performing as necessary in relation to the transfer or accept the right and/or the Company's obligations;
- Personal data processor;
- Service providers, advisors; and
- Electronic and print media used for reporting minutes of meeting and publicizing the meeting.

5. Period of Personal Data Storage

The Company will keep your personal data so long as it is necessary for the accomplishment of the objectives for collection of such personal data. In this regard, the Company expects to keep your personal data under item 1 (A) for a period of 10 years, and under item 1 (B) for a period of 6 months from the date that the Company receives your personal data. In order to comply with the above objectives, upon the lapse of those respective periods, the Company will destroy your personal data or anonymize such data. However, the Company may store your personal data for a longer period if it is required by the relevant law.

6. Right of Data Owner

Under the stipulated laws and exceptions under the relevant laws, personal data owner has the rights to access and/or receive the copy, transfer, correct, erase, destroy, or anonymize your personal data, as well as to object and restrain the collection, use, or disclosure of the personal data in certain case. If the Company requires your consent, you may revoke your consent and still have the right to request the Company to disclose the source of the personal data that you did not consent for collection. Further, if you would like to exercise any of your rights, please contact the Company and the Company will consider your request and contact you as soon as possible. If the Company fails to comply with the laws related to personal data protection, you can file a complaint to the relevant government authority under the relevant law.

7. Data Protection Measure

The Company has the proper data protection measures for your personal data, including management protective measure, technical protective measure, and physical protective measure with regard to the accessibility and controllability of personal data in order that the data remains secret, accurate, complete, and being ready for use and that the data shall not be loss, accessible, useable, changeable, amendable, or disclosable by others without the authority or unlawfully in accordance with the applicable laws.

8. Contact Us

If you have any question or queries or would like to exercise any of your rights with regard to your personal data, please contact us or our data controller at:

Data Controller
PTT Oil and Retail Business Public Company Limited
555/2 Energy Complex, Building B, 12th Floor
Vibhavadi Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok 10900
Email: dpo@pttor.com

If you would have any question, please contact the Company by 5 April 2022, at 17.00 hrs. so that the Company could therefore proceed with any necessary steps.

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;

- 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)

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.