

Documents and Evidence for registered via e-Request system

Documents that must be presented for registered via e-Request system

In the event the shareholder is present in person as an individual person:

The identification card of the shareholder issued by a government unit, which has not yet expired, such as, ID card, a driving license or a passport which certified true and correct copy. And in the event of a change of first name and/or family name, evidence thereof shall also be submitted.

In the event of a juristic person

In the event a representative (director) of the shareholder is present in person:

1. The juristic person's representative's document issued by a government unit, same as the event of an individual;
2. A copy of the shareholder's certificate of registration of a juristic person, which copy is certified true and correct by the signature of the juristic person's representative (director) and affixed with the seal (if any), with a statement indicating that the juristic person's representative present at the meeting is authorized to act on behalf of the juristic person who is the shareholder.

Supporting Documents for the Appointment of Proxies

Granting of proxy

1. Shareholders are allowed to grant a proxy to only one representative to attend and vote at the meeting by using the proxy form (Proxy Form A, Proxy Form B, or Proxy Form C) (Enclosure 6).
2. In the case that shareholders wish to grant a proxy to the Company's independent directors, shareholders may do so by appointing the independent directors as their proxy, as specified in Enclosure 3.
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 via electronic means (Enclosure 4) by submitting the required supporting documents for the appointment of proxy (as elaborated below) **via the e-Request system**. The e-Request system will be available from March 23rd, 2023 at 8.30 hrs. until the meeting is adjourned on April 5th, 2023. In the case that granting a proxy via e-Request system to the Company's independent directors, the system will be available from March 23rd, 2023 at 8.30 hrs. until March 31st, 2023 at 17.00 hrs., or (2) shareholders may send the required supporting documents for the appointment of proxy (as elaborated below) **by post via registered mail with return receipt** to the Office of the Chief Executive Officer 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, starting from March 23rd, 2023 at 8.30 hrs. and the document must be delivered at the Company within March 31st, 2023 at 17.00 hrs.

After the Company has verified the registrations and documents submitted by the shareholders, as mentioned above, and has verified the names of the shareholders that are entitled to attend the 2023 Annual General Meeting of Shareholders as at the Record Date, i.e., March 1, 2023, 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" to the shareholders via email addresses as provided to the Company, enabling them to log into the Annual General Meeting of Shareholders via electronic means.

4. In the case that a shareholder has appointed a proxy, the shareholder will be unable to attend and vote at the meeting due to the fact that a proxy has been granted (unless the shareholder cancels the appointment of the proxy as specified in the "*Cancellation of the appointment of proxy*" section below).

In this regard, if the appointed proxy attends the meeting but intentionally logs out of the system during the meeting for any reason, the votes cast in advance on the proxy form will be canceled and will not be counted for any remaining agenda items that have not been completed. However, logging out of the system will not affect the votes cast for any agenda items that have already been completed.

Documents required for appointment of proxy

1. For shareholders who are natural persons:
 - A duly completed proxy form signed by the shareholder and the proxy, together with THB 20 stamp duty;
 - A certified true copy of the shareholder's identification document issued by governmental authorities, e.g., identification card, driver's license, or passport;
 - A certified true copy of the proxy's identification document issued by governmental authorities, e.g., identification card, driver's license, or passport; and
 - **The proxy's email address and contact number, so that the meeting control system provider can send a meeting link, username, and password for accessing the system for the Annual General Meeting of Shareholders via electronic means** (for the case that the documents required for appointment of proxy will be post via registered mail with return receipt to the Office of the Chief Executive Officer and the Corporate Secretary).
2. For shareholders who are juristic persons 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 THB 20 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 identification 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 identification document of the proxy issued by governmental authorities, e.g., identification card, driver's license, or passport; and
 - **The proxy's email address and contact number, so that the meeting control system provider can send a meeting link, username, and password for accessing the system for the Annual General Meeting of Shareholders via electronic means** (for the case that the documents required for appointment of proxy will be sent by post via registered mail with return receipt to the Office of the Chief Executive Officer and the Corporate Secretary).
3. For shareholders who are juristic persons registered overseas:
 - 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 THB 20 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 the 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 identification document 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 identification document of the proxy issued by governmental authorities, e.g., identification card, driver's license, or passport;
- An English translation of any original document that is not in English, with such translation being certified as a true translation by the authorized signatory(ies) of the shareholder; and
- **The proxy's email address and contact number, so that the meeting control system provider can send a meeting link, username, and password for accessing the system for the Annual General Meeting of Shareholders via electronic means** (for the case that the documents required for appointment of proxy will be post via registered mail with return receipt to Office of the Chief Executive Officer and the Corporate Secretary).

4. In the event of proxy granted by a shareholder who is a foreign investor and has appointed a custodian in Thailand as the depositary and caretaker of his/her shares:

Documents and evidence from the custodian

- A letter of proxy which has been filled in correctly and completely and signed by such person authorized to act on behalf of the custodian as registered, in his/her capacity as grantor, and signed by the proxy holder and fully affixed THB 20 stamp duty;
- A letter confirming that the person signing the letter of proxy is authorized to carry on the business of a custodian, which letter has been signed by the person authorized to act on behalf of the custodian and affixed with the seal (if any) as registered;
- A copy of the custodian's certificate of registration of a juristic person, which copy is certified true and correct by the signature of the person authorized to act on behalf of the custodian and affixed with the seal (if any) as registered, with a statement indicating that the custodian's representative signing the letter of proxy in his/her capacity as grantor is authorized to act on behalf of the custodian;
- A certified true copy of the identification documents of the authorized signatory(ies) of the shareholder issued by governmental authorities, e.g., identification card, driver's license, or passport, which copy is certified true and correct by his/her signature
- A certified true copy of the documents issued by governmental authorities to the person authorized to act on behalf of the custodian which the proxy is the individual person, with certified true and correct by his/her signature

Documents and evidence from the shareholder

- A power of attorney from the shareholder, whereby the custodian shall sign the letter of proxy on its behalf;
- A copy of the shareholder's certificate of registration of a juristic person, which copy is certified true and correct by the signature of the person authorized to act on behalf of the juristic person and affixed with the seal (if any) as registered, with a statement indicating that

the juristic person's representative signing the letter of proxy is authorized to act on behalf of the juristic person who is the shareholder;

- A certified true copy of the documents issued by governmental authorities to the person authorized to act on behalf of the custodia which the proxy is the individual person, with certified true and correct by his/her signature
- A copy of a document issued by a government unit to the juristic person's representative, in the event of an individual, which copy is certified true and correct by his/her signature;

Document or evidence issued by a government unit to the proxy holder,

- A copy of a document issued by a government unit to the proxy in the individual person case, with certified true and correct by his/her signature.

In addition, a document prepared in other languages than Thai and English versions, an English translation thereof must be prepared and enclosed, and the shareholder or the representative of the relevant juristic person shall sign his/her name to certify the correctness of the translation.

Appointment of proxy to independent director

Shareholders who wish to appoint a proxy may appoint any individual of their choosing, including either of the independent directors of the Company. Profiles of the independent directors are set out in Enclosure 3.

In order to comply with the requirements under 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 Shareholders' Meetings, the Company hereby informs the shareholders as follows:

- (A) Shareholders are advised to review the details of agenda items before appointing a proxy;
- (B) In the case that a shareholder appoints an independent director as their proxy and has cast their votes in advance for each agenda item using Proxy Form B, the Company will record the votes as specified in the proxy form. If the shareholder appointing an independent director as their proxy has not cast their votes in advance using Proxy Form B, the appointed independent director will cast the votes on behalf of the shareholder as deemed suitable and appropriate. However, these shareholders will not be able to attend the meeting and cast their votes, as they have already appointed an independent director as their proxy (unless the shareholder cancels the appointment of the proxy as specified in the “*Cancellation of the appointment of proxy*” section below).

In case the Company fails to record a shareholder's votes as indicated in the proxy form, and such failure or omission causes damage to the shareholder, the shareholder will have the right to pursue legal action.

Cancellation of the appointment of proxy

In the case that shareholders wish to cancel the appointment of a proxy, they may notify the Chairman of the Board in writing by sending an email to corporatesecretary@pttor.com prior to the commencement of the meeting (i.e., by April 4th, 2023, 14.00 hrs.).

Shareholders who have questions about the registration documents or how to complete the proxy forms may contact the The Office of the Chief Executive Officer and the Corporate Secretary by sending an email to corporatesecretary@pttor.com.

Voting Procedures and Vote Counting

1. When casting a vote, one (1) share shall be entitled to one (1) vote.
2. Shareholders may cast their votes to either approve, disapprove, or abstain from voting. The allocation of votes is not allowed (except for voting by the Custodian).
3. Before casting their votes for each agenda item, the Chairman of the Meeting will provide shareholders with an opportunity to make inquiries or comments on issues related to the agenda as appropriate.
4. A simple majority vote of the shareholders who are attending the meeting and casting their votes is required to pass a resolution for all agenda items, **except for the following items:**
 - Agenda Item 4, regarding the approval of the 5-year external fund-raising plan (Years 2023 - 2027), requires a vote of no less than three-fourths (3/4) of the total number of votes of the shareholders attending the meeting and entitled to vote.
 - Agenda Item 5, regarding the approval of the amendment of the Company's Articles of Association, requires a vote of not less than three-fourths (3/4) of the total number of votes of the shareholders attending the meeting and entitled to vote.
 - Agenda Item 6, regarding the approval of the amendment of the Company's objectives and Clause 3 (Objectives) of the Memorandum of Association requires a vote of not less than three-fourths (3/4) of the total number of votes of the shareholders attending the meeting and entitled to vote.
 - Agenda Item 7, regarding the approval of directors' remuneration for the year 2023 requires a vote of not less than two-thirds (2/3) of the total number of votes of the shareholders attending the meeting.
5. Once the vote counting for an agenda item is completed, the Chairman of the Meeting will announce the voting result to the meeting.