

Terms and Conditions for Meeting Attendance via Inventech Connect

To attend meeting of company via Inventech Connect, please thoroughly study and fully observe the terms and conditions stated below.

1. Filing of request for meeting registration and attendance via Inventech Connect

1.1 Attendee intending to attend the meeting are required to file a request to attend the meeting via Inventech Connect. In doing so, all required personal data and relevant documents as indicated in the notice of invitation letter the Company must be duly and completely provided in support of the identity verification.

The Company reserves the right to accept requests for meeting attendance via Inventech Connect from attendee who are, as of the record date announced by the Company, eligible to attend the meeting

1.2 In filing the request stated in 1.1 above, attendee hereby affirm that all information provided is complete and correct, and acknowledge that the Company reserves the right to proceed with relevant verification. Should findings from such verification give grounds for doubts about the validity of relevant information or documents, the Company may at its discretion proceed with any actions, which include but are not limited to the rejection of their requests and the suspension of their meeting attendance rights, to ensure compliance of the meeting with applicable laws and the Company's rules and regulations.

2. Meeting attendance and voting via Inventech Connect

2.1 After the meeting attendance request filed each attendee has been approved, a username and a password will be sent to the e-mail address specified during the request filing stated in 1.1 above. Kindly note that such username and password are considered personal data. Therefore, attendee shall be accountable for the confidentiality of such information and shall disclose the username and password provided by the Company to any other parties.

2.2 The rights to attend and vote at the meeting are personal rights of attendee. As each username can log into Inventech Connect only from one device at a time, attendee shall keep the username and password only for their own and sole use without allowing other parties to use their username and password. The Company shall not be responsible for any damage arising from or in consequence of non-compliance of attendee with these terms and conditions.

2.3 With regard to voting via Inventech Connect, attendee may opt for advance voting on all agenda items or for live voting. However, attendee must remain logged in throughout the session of such agenda item(s) and are required to cast their votes on each agenda item prior to its close of voting. In the case, the attendee who intentionally leave the meeting (log-out) prior to the close of voting of any agenda item will not be counted toward the quorum for such agenda item and their votes will be annulled for such agenda item. Nonetheless, log-out during any agenda items does not bar the rights of attendee to re-login or vote on remaining agenda items.

- 2.4 To make inquiries or express opinions, attendee may press the microphone button on the screen and then type their name, surname, status (attendee), followed by their questions and/or opinions. The questions and/or opinions raised by attendee must be related to items on the meeting agenda. Suggestions and questions that are irrelevant to any items on the meeting agenda may be presented during the open session at the end of the meeting. The Company reserves the right to provide answers and clarifications in response to matters that are relevant to the items on the meeting agenda only.
- 2.5 In the event that audiovisual communication is used as a means for attendee to raise their questions and/or opinions, attendee give consent that the Company may create, use and distribute video and audio records of attendee for the benefit of the electronic meeting and relevant documentation. The Company reserves the right to limit the number of attendee presenting their questions and/or opinions to the meeting via the audiovisual communication as deemed appropriate. In addition, the Company reserves the right to terminate any inquiries and/or opinions that are considered profanity, intimidation, harassment, obscenity, or violation of laws or rights of others.
- 2.6 If there are any attendee who cause disturbance to the meeting or nuisance to other meeting participants during the meeting, the Company reserves the right to revoke the meeting attendance rights of such attendee and to immediately remove them from the system without prior notice.

3. Personal data

- 3.1 The Company will collect, use and process personal data of attendee in support of rights and identity verification, meeting attendance, voting, and meeting minutes preparation. The Company will also collect, use, distribute and create video and audio records of attendee for the benefit of the meeting. Attendee may further study the Privacy Policy Notice as set out in Enclosure 8 to understand how the Company collects, uses and discloses personal data and the data owner's legitimate rights under the Personal Data Protection Law. Therefore, in the case that the attendee who have provided personal data of third parties shall be accountable for notifying such third parties the details about the collection, use and disclosure of personal data and rights according to the Privacy Policy Notice.
- 3.2 Personal data will be retained by the Company according to the data retention period prescribed by laws but no longer than 10 years. Such personal data will be erased/destroyed upon the end of the data retention period.

4. Other terms and conditions

- 4.1 Contents, including video and audio records, of this meeting are intellectual property of the Company as the sole owner. Recording, extraction, copying, use, and distribution of contents, including video and/or audio records, of the meeting by any means are strictly prohibited, and the Company reserves the right to take legal actions against any breaches of such prohibitions.
- 4.2 In the event that attendee use any systems related to the meeting via Inventech Connect in any manners which violate the terms and conditions stated herein or any other stipulations of the Company for this meeting


and therefore potentially cause damages or losses to the Company in any manners whatsoever, such attendee shall be liable for fully compensating the Company for all costs and expenses arising from litigation initiated by any third parties and litigation initiated by the Company against them or violators.

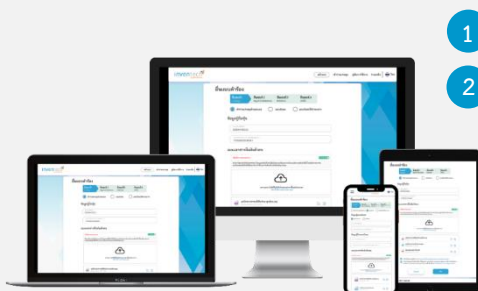
- 4.3 The Company reserves the rights to deny access to this meeting by attendee who do not agree to comply with the terms and conditions stated herein and to terminate access to this meeting by attendee who do not follow the terms and conditions stated herein or the decisions of the chairman of the meeting.
- 4.4 Attendee acknowledge that the audio and video quality of the meeting will vary with the internet network, data transmission and connectivity, and devices of attendee. Therefore, the attendee agree that if they cannot attend the meeting due to any reasons that are beyond the Company's control, they will not make any claims nor take any actions to impose responsibilities on the Company.

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 to attend the meeting via electronic media as follows :

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

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at <https://pro.inventech.co.th/OR102542R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



- 1 Click link URL or scan QR Code in the letter notice Annual General Meeting
- 2 Choose type request for request form to 4 step
 - Step 1 Fill in the information shown on the registration
 - Step 2 Fill in the information for verify
 - Step 3 Verify via OTP
 - Step 4 Successful transaction, The system will display information again to verify the exactitude of the information
- 3 Please wait for an email information detail of meeting and Password

**** Merge user accounts, please using the same email and phone number ****

2. For Shareholders who would like to attend the Meeting either through the Electronic Means by yourself or someone who is not the provided independent directors, please note that the electronic registration will be available from March 28, 2024 at 8:30 hrs. and the registration system shall be closed on April 10, 2024 until the meeting is adjourned.
3. The electronic conference system will be available on April 10, 2024 at 12:00 hrs. (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

For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, The Shareholders can submit a request to attend the meeting by Electronic Means via e-Request system under the specified procedures, or send the proxy form together with the required documents to the Company by post via registered mail with return receipt at the following address starting from March 28, 2024 at 8.30 hrs. until April 5, 2024 at 17.00 hrs. The proxy form and required documents send by post via registered mail with return receipt shall be delivered to the Company by April 5, 2024 at 17.00 hrs.

PTT Oil and Retail Business Public Company Limited

Office of Chief Executive Officer and Corporate Secretary

No. 555/2, Energy Complex Building B, 12th Floor, Vibhavadi Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok

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



02-931-9135



@inventechconnect



Report a problem

@inventechconnect

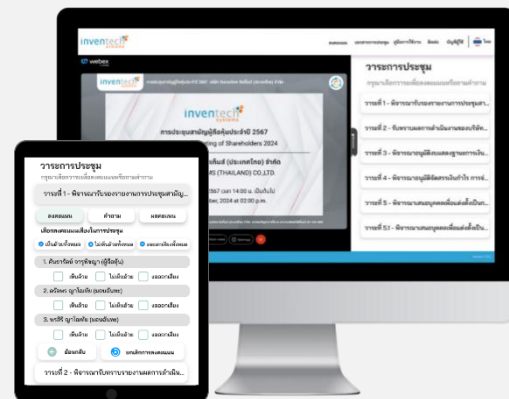


The system available during 28 March – 10 April 2024 at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)

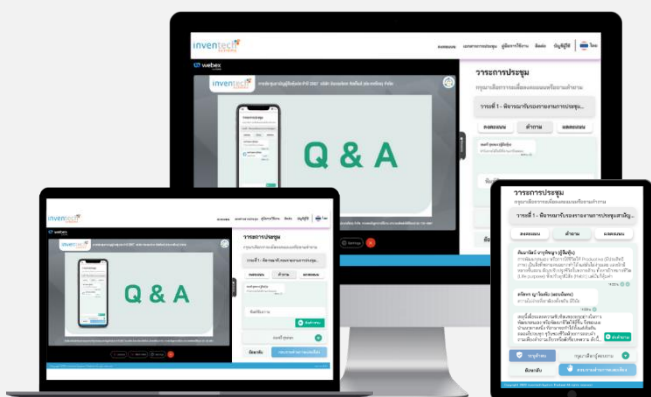
Step for registration for attending the meeting (e-Register) and voting process (e-Voting)

- 1 Get email and password that you received from your email or request OTP
- 2 Click on “Register” button, the system has already registered and counted as a quorum.
- 3 Click on “Join Attendance”, Then click on “Join Meeting” button
- 4 Select which agenda that you want to vote
- 5 Click on “Vote” button
- 6 Click the voting button as you choose
- 7 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 for that agenda are closed.

Step to ask questions via InvenTech Connect



- Select which agenda
 - Click on “Question” button
- 1 Ask a question
 - Type the question then click “Send”
 - 2 Ask the question via video
 - Click on “Conference”
 - Click on “OK” for confirm your queue
 - Please wait for the queue for you then you can open the microphone and camera

How to use InvenTech Connect



User Manual e-Request



User Manual e-Voting

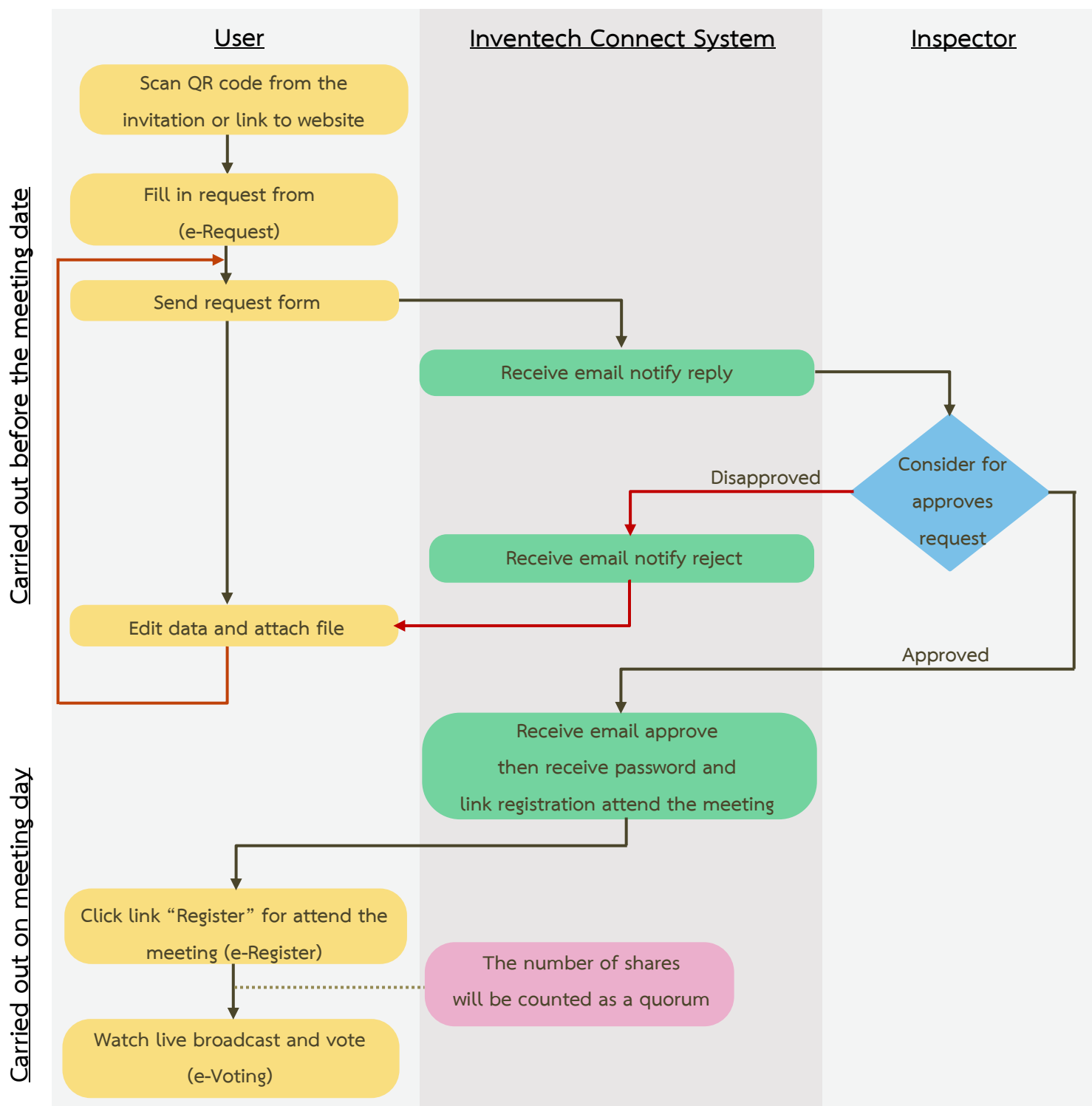


Video of using InvenTech Connect

* 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 Chrome (Recommend) / Safari / Microsoft Edge **** The system does not supported internet explorer.**

Guidelines for attending of Electronic Meeting



Condition of use

In case Merge account/change account

In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account, you can click on "Change account" and the previous account will still count the base in the meeting.

In case Exit the meeting

Attendees can click on "Register for exit the quorum", the systems will be number of your shares out from the meeting base.