

Documents and Evidence for registered via e-Request system

1. In the event the shareholders attend the meeting through electronic media (E-Meeting) in person

1.1 Individual Person

- (1) Notice of Meeting with barcode
- (2) A valid official document of the shareholder issued by the government agency e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the shareholder and the shareholder signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).

1.2 Juristic person

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

- (1) Notice of Meeting with barcode
- (2) A copy of the shareholder's Affidavit evidencing that the shareholder representative who attends the meeting is the authorized person of the juristic person holding the shares, issued no longer than three (3) months prior to the date of the meeting, certified by the authorized person and affixed with the company's seal (if any).
- (3) A valid official document of the authorized person issued by the government agency e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the authorized person and the authorized person signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).

2. In the case where the shareholder appoints a proxy to attend the meeting via electronic media (E-Meeting)

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 2. And 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, therefore, if the shareholder wish to appoint a proxy to any individual person or the independent directors of the Company to attend and vote in Shareholders' Meeting, the Company hereby informs the shareholders as follows:

- 2.1 Shareholders are advised to review the details of agenda items before appointing a proxy;
- 2.2 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 5), together with THB 20 stamp duty along with crossing out and date of making the said proxy to be legal and legally binding;.
- 2.3 In the case that a shareholder appoints any individual person who is not an independent director of the Company as their proxy to attend the the meeting via electronic means, the shareholder may register or appoint a proxy via e-Request

system according to methods and procedures as set out in the Step and procedures for registration and process to attend the Annual General Meeting of Shareholders via electronic means in Enclosure 3 by submitting the required document for the appointment of proxy (as the detail of which prescribed below) through such system. The company will open a registration system for submitting petition forms from March 28, 2024 at 8:30 hrs. until the meeting adjourned on April 10, 2024.

- 2.4 In the case that a shareholders who wish to appoint an independent director of the Company as the name and information of which appeared in Enclosure 2, the shareholder may appoint a proxy via e-Request system. The company will open a registration system for submitting petition forms from March 28, 2024 at 8:30 hrs. until April 5, 2024 at 17.00 hrs., or the shareholder can post the required document for the appointment of proxy (as the detail of which prescribed below) **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, from March 28, 2024 at 08.30 hrs., until April 5, 2024 at 17.00 hrs. However, the proxy posted via registered mail must be arrived at the Company by April 5, 2024 at 17.00 hrs.
- 2.5 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., February 27, 2024, 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.
- 2.6 In the case that a shareholder appoints a 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. In case the Company fails to record a shareholder's votes as indicated in the proxy form, or if the independent director who has been appointed as a proxy does not act as you have specified in the proxy form and such failure or omission causes damage to the shareholder, the shareholder will have the right to pursue legal action.
- 2.7 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.

3. Supporting Documents for the Appointment of Proxies

3.1 For shareholders who are natural persons:

- (1) Notice of Meeting with barcode
- (2) A duly completed Proxy Form A or Proxy Form B (Enclosure 5) signed by the shareholder and the proxy, together with THB 20 stamp duty;
- (3) A valid official document of the shareholder issued by the government agency e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the shareholder and the shareholder signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).
- (4) A valid official document of the proxy issued by the government agency e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the shareholder and the shareholder signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).
- (5) **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).

3.2 For shareholders who are juristic persons registered in Thailand:

- (1) Notice of Meeting with barcode
- (2) A duly completed Proxy Form A or Proxy Form B (Enclosure 5) signed by the authorized signatory of the juristic person granting the proxy with a seal (if any) and the proxy, together with THB 20 stamp duty
- (3) A copy of the shareholder's Affidavit evidencing that the authorised signatory is the authorized person to sign on behalf of the juristic person who is the shareholder, issued no longer than three (3) months prior to the date of the meeting, certified by the authorized person and affixed with the company's seal (if any).
- (4) A valid official document of the authorised person of the shareholder issued by the government agency e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the shareholder and the shareholder signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).
- (5) A valid official document of the proxy issued by the government agency e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the shareholder and the shareholder signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).
- (6) **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).

3.3 For shareholders who are juristic persons registered overseas:

- (1) Notice of Meeting with barcode
- (2) A duly completed Proxy Form (Enclosure 5) signed by the authorized signatory of the juristic person granting the proxy with a seal (if any) and the proxy, together with THB 20 stamp duty
- (3) A copy of the shareholder's Affidavit evidencing that the authorised signatory is the authorized person to sign on behalf of the juristic person who is the shareholder, issued no longer than three (3) months prior to the date of the meeting, certified by the authorized person and affixed with the company's seal (if any).
- (4) A valid official document of the authorised person of the shareholder issued by the government agency e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the shareholder and the shareholder signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).
- (5) A valid official document of the proxy issued by the government agency e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the shareholder and the shareholder signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).
- (6) 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
- (7) **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).**

3.4 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:

- (1) Notice of Meeting with barcode
- (2) A duly completed Proxy Form C (Enclosure 5) 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;
- (3) Documents of the shareholder appointing the proxy:
 - A copy of the certificate of incorporation of the shareholder issued by the government agency of the country in which such juristic person has been registered (evidencing that the director who acts as a shareholder appointing a proxy is the authorized director(s) of the juristic person holding the shares) issued no longer than three (3) months prior to the date of the meeting, certified by an authorized director(s) and affixed with the company's seal (if any).
 - A copy of a valid official document of the authorized person signed on behalf of the shareholder e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's

license, on which there is a photo of the shareholder and the authorized person signed on behalf of the shareholder signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).

- A copy of a power of attorney of the shareholder appointing a custodian to attend and cast the vote on behalf of the shareholders which certified by an authorized person and affixed with the company's seal (if any).

(4) Documents of the Custodian

- A copy of a power of attorney evidencing that the custodian authorizes its director, executive, or employee to grant a proxy to any of its employees or another person to attend the shareholders' meeting on behalf of its customer, certified by a director, executive, or employee of the custodian who grants a proxy.
- A letter certifying the business operation or a copy of the business operation certificate of the custodian, certified by the person who grants a proxy and affixed with the company's seal (if any).
- A copy of the certificate of incorporation of the custodian issued by the related government agency, issued no longer than three (3) months prior to the date of the meeting, evidencing that the authorised signatory is the authorized person of the custodian who sign on behalf of the custodian and certified by the authorized person of the custodian and affixed with the company's seal (if any).
- A copy of a valid official document of the authorized person of the custodian e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the authorized person, and the authorized person signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).
- A copy of a valid official document of the proxy e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which there is a photo of the proxy, and the proxy signs to certify as a true copy (In the case of a change in first name or last name, a document evidencing such change is required to be presented).

(5) Sub-authorization before granting of proxy to the custodian:

- Documents of sub-authorization must show every stage of sub-authorization with a statement that empowers the sub-authorized person to further sub-authorize another person.
- A copy of a valid official document of every sub-authorized person e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which certified by the person grants a proxy (in the case of a juristic person, by an authorized director of the proxy grantor).

- (6) If any document's original is not issued in English, the English translation is required and must be attached with the original, and certified as a true translation by an authorized director(s) of such juristic person

3.5 Appointment of proxy to independent director

For the shareholders who wish to grant proxy to one of the Company's independent directors, please prepare the following documents.

- (1) Notification of Meeting with barcode.
- (2) Proxy Form A. or Proxy Form B. (either Proxy Form A or Proxy Form B only) which has been filled out, selecting a proxy from one of the Company's independent directors (the name list is set out in Attachment 2), and signed by the shareholder
- (3) In case of natural-person shareholders, prepare supporting document as a copy of a valid official document of the shareholder e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which certified by the shareholder (in the case of a juristic person, by an authorized director of the proxy grantor)
- (4) In case of juristic-person shareholders, prepare supporting document as copy of the certificate of incorporation of the shareholder, issued no longer than three (3) months prior to the date of the meeting, and certified by the authorized person of the shareholder and affixed with the company's seal (if any) and a copy of a valid official document of the authorized person of the shareholder who sign in the proxy e.g. copy of passport (for non-Thai nationality shareholders), copy of identification card, copy of driver's license, on which certified by such person (in the case of a juristic person, by an authorized director of the proxy grantor).

4. 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 9th, 2024, 12.00 hrs.).

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 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.