



Privacy Notice

For Annual General Meeting of Shareholders, Proposing Agenda Items and Nominating Candidates for Election as Directors of PTT Oil and Retail Business Public Company Limited

PTT Oil and Retail Business Public Company Limited (the “ Company”) values the importance of the personal data of each of its shareholders who will propose agenda items of the Annual General Meeting of Shareholders and/or nominate candidates as directors or shareholder, proxy holder, or attorney of those persons who attend Annual General Meeting of Shareholders (“AGM”)) and would like to inform the details of the protection and the treatment of the personal data under the Personal Data Protection Law. The Company therefore inform as the following information.

Data Controller Information: PTT Oil and Retail Business Public Company Limited, the details of contact are as appear under Clause 9 of this privacy notice and at <https://pdpa.pttor.com>.

1. Your Personal Data Collected by the Company

The Company requires the collection of personal data of the shareholder, proxy holder, attorney of those persons and/or the persons who will be nominated to be elected as directors of the Company for the purpose of proposing the agenda items of the AGM and nominating candidates for election as directors of the Company, including for the purpose of AGM arrangement and AGM attendance, as follows:

1.1 General Personal Data

- (a) **Contact information:** e.g. address, telephone number, mobile phone number, fax number, email, social media user accounts (e.g. Line ID, Facebook account).
- (b) **Identifying information:** e.g. name, surname, gender, nationality, occupation, date of birth, status, photographs, signature, identification card number, passport number, or data on any similar cards issued by the government or government departments.
- (c) **Other information:** e.g. shareholder identification number, evidence of shareholding for shareholders from securities companies (brokers), or other evidence from the Stock Exchange of Thailand or Thailand Securities Depository

Co., Ltd., including work experience, personal records, and the educational background of persons who will be nominated to be elected as directors of the Company, data from still photographs or motion photographs and voice that recorded during the AGM activities relevant to the preparation and conducting of the AGM.

1.2 Sensitive Personal Data

Of which the information related to nationality, religion, labour union information, biometrics data (such as face recognition and fingerprint), health information or condition of physical or mental information and criminal record.

If the personal data of the another person has been provided to the Company (e.g. name, surname, address, and telephone number) for the purposes set forth in this Privacy Notice, please inform such person of the contents prescribed in this Privacy Notice and/or obtain any required consent from such person (if necessary).

2. Objectives and Legal Basis for Collection, Use, Processing, or Disclosure of Data and Personal Data

The Company collects, uses, processes, or discloses the personal data in accordance with the legal basis below.

a) Legal Obligation

For the purpose of proposing agenda items of the AGM and nominating candidates for election as directors of the Company, calling and conducting the AGM, or sending any related documents, or carrying out any action according to the AGM's resolutions, including verifying an identity and carrying out other activities in order to comply with the laws and orders of the competent government authority in accordance with the Public Limited Companies Act B.E. 2535 (A.D. 1992), the Civil and Commercial Code, or other laws.

b) Legitimate Interest

For the purpose of considering the qualifications of nominated candidates for election as directors of the Company, and for an evidence of proposed agenda items of the AGM in order to prepare the minutes of AGM, and an evidence of attendance to the AGM, including the conducting an opinion and satisfaction survey of the Company's service or activities, also acknowledgement of OR Brand Health Check, and any related

activities to the legitimate interests of the Company and other persons, to the extent that it is within the scope that can be reasonably predicted

The Company collects, uses, processes, or discloses the sensitive personal data under item no. 1.2 in compliance with the measures and guidelines of AGM.

The Company will record still photographs, motion photographs and voice in relation to the assembling and conducting AGM for the purpose of meeting attendance registration, announcing and publicizing of AGM via electronic means and publication, still photographs and motion photographs of the AGM which the photos of the attendance may appear during the meeting.

c) The establishment, compliance, exercise or defense of legal claims

For the purpose of personal verifying and identifying.

3. Source of Personal Data

The Company collects the personal data directly from the shareholder, the proxy appointed by the shareholder, and/or Thailand Securities Depository Co., Ltd., and/or the nominated shareholders.

Remark: the personal data that have sent to the Company such as copy of identification card or any other governmental documents may appear sensitive personal data e.g. religion, nationality, etc. which are not necessary for the AGM. Therefore, the Company do not wish to keep such sensitive personal data appeared on the identification card, it is requested to delete/ conceal such information before making a copy and send such data to the Company.

4. Personal Data Disclosure

In order to proceed with the objectives as described in this notice, the Company may have to disclose the personal data to the persons as set out below:

- Government authorities, law enforcement agencies, courts, regulatory agencies (e.g. the Ministry of Commerce, the Securities and Exchange Commission, and the Stock Exchange of Thailand), or other persons, when the Company has reason to believe that it is necessary to comply with the law or protect the rights of the Company, the rights of third parties, or the personal safety, including with the performing of necessary duties for the transfer or acceptance of the rights and/or duties of the Company;

- Shareholders, investors and other persons via the website of the Company, the Stock Exchange of Thailand and Thailand Securities Depository Co., Ltd.;
- Personal data processors;
- Service providers, consultants, law enforcement agencies, courts, officers, government authorities, and other regulatory agencies; and
- Digital media and print media using for propagation of minutes of meetings and meetings publicizing.

5. International transfer of Personal Data

Some of the recipients that the Personal Data have shared with may be located outside Thailand. The destination countries may or may not have the same equivalent level of protection for Personal Data protection standards. In such case, the Company needs to be ensured that the appropriate safeguards in place, and oblige the recipients to protect the Personal Data in accordance with this Privacy Policy and as allowed by applicable laws using appropriate security measures. The Company will request the data owner's consent where consent to cross-border transfer is required by law.

6. Period of Personal Data Storage

The Company will keep the personal data as long as it is necessary for the accomplishment of the objectives for the collection of such personal data. In this regard, the Company anticipates to keep the personal data under item no. 1 for a period of 10 years from the date that the Company receives such data. In order to comply with the above objectives, upon the lapse of such respective periods, the Company will destroy the personal data or anonymize such data. However, the Company may store the personal data longer if required by relevant laws.

7. Rights of Personal Data Owner

In accordance with the regulations and exceptions stipulated under the relevant laws, a personal data owner has the rights to access and/or receive a copy, transfer, correct, erase, or anonymize the personal data of the personal data's owner, as well as to object to and restrict the collection, use, or disclosure of the personal data in certain cases. In the case that the Company requires a consent from the personal data owner for collection, use, processing, or disclosure of personal data, the personal data owner that gave the consent, may revoke such consent, and the personal data owner still have the right to request the Company to disclose the source of the personal data for which did not consent to the collection.

Furthermore, if the personal data owner would like to exercise any of its right, please contact the Company, and the Company will consider the personal data owners' request and contact as soon as possible. If the Company fails to comply with the laws related to Personal Data Protection, the personal data owner may file a complaint with the relevant government authorities under the law.

8. Data Protection Measures

The Company has the proper data protection measures for your personal data. These measures will apply to the collection, use, or disclosure of Personal Data in hard copy, electronic, or other formats, of which including the organizational, technical and physical safeguards that covers the various components of information systems involved in the processing of personal data. Taking into account security operations as required by Personal Data Protection laws in order to maintain secrecy, accuracy and completeness and the availability of personal data appropriately according to the level of risk and the nature and purpose of processing personal data, as well as the likelihood and consequences of a personal data breach. This includes controlling access to personal data and critical information system components, proper user access management, defining the responsibilities of users and providing a method for retrospectively reviewing appropriate access, change, correction, or deletion of personal data, inspecting and monitoring threats and incidents of personal data violations, response when threats and personal information violations are detected and treatment and recovery of damages caused by threats or incidents of personal data violations. It has also arranged to enhance knowledge and understanding related to Personal Data Protection and security for relevant personnel in order to prevent loss, access, use, change, modification, or disclosure the personal data without authority or unlawfully.

9. Contact Us

In the case of any questions or queries or would like to exercise any of the rights with regard to the personal data, please contact the Company or the Company's 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, Bangkok 10900

<https://pdpa.pttor.com>, Contact Center: 1365

Personal Data Protection Officer

Email: dpo@pttor.com

However, if the personal data owner has any objections, please notify the Company within December 31, 2024 at 17.00 hrs. in order to the Company to further proceed with the relevant section.