

**Privacy Notice**  
**For Proposing Agenda Items and Nominating Candidates for Election as Directors of**  
**PTT Oil and Retail Business Public Company Limited at Annual General Meetings of**  
**Shareholders**

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 and would like to inform you the details of the protection and the treatment of your personal data under the personal data protection law. The Company therefore inform you the following information.

**Data Controller Information:** PTT Oil and Retail Business Public Company Limited, the details of contact are as appear under Clause 8 of this privacy notice and at <https://pdpa.pttor.com>.

**1. Your Personal Data Collected by the Company**

The Company requires the collection of your personal data for the purpose of proposing the agenda items of the Annual General Meetings of Shareholders and nominating candidates for election as directors of the Company, as follows:

- (a) **Contact information:** e.g. address, telephone number, mobile phone number, fax number, and email.
- (b) **Identifying information:** e.g. name, surname, 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.

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

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

**a) Legal Obligation**

The Company collects and uses your personal data for the purpose of proposing agenda items of the Annual General Meetings of Shareholders and nominating candidates for election as directors of the Company, including verifying your identity and carrying out other activities so as to comply with the law or the orders of governmental authorities in accordance with the Public Limited Companies Act B.E. 2535 (A.D. 1992), the Civil and the Civil and Commercial Code, or other laws.

**b) Legitimate Interest**

The Company collects and uses your personal data for the purpose of considering the qualifications of nominated candidates for election as directors of the Company, for retention as evidence of proposed agenda items of the Annual General Meeting of Shareholders, and for any activity as necessary and related to the legitimate interests of the Company and other persons, to the extent that it is within the scope of the Company’s objectives which you can reasonably expect.

**3. Source of Personal Data**

The Company collects your personal data directly from you, and/or Thailand Securities Depository Co., Ltd., and/or the nominated shareholders.

#### **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 persons or via the means as set out below:

- Governmental authorities, law enforcement agencies, courts, supervisory agencies (i.e., the Ministry of Commerce, the Office of the Securities and Exchange Commission, and the Stock Exchange of Thailand), or other persons, where 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 safety of persons, including with regard to performing duties necessary for the transfer or acceptance of the rights and/or duties of the Company;
- Shareholders, investors or other persons via the website of the Company, the Stock Exchange of Thailand and Thailand Securities Depository Co., Ltd.
- Personal data processors;
- Service providers, advisors, law enforcement agencies, courts, competent officers, government agencies, and other supervisory agencies; and
- Via electronic and print media used for reporting minutes of meetings and publicizing meetings.

#### **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 the collection of such personal data. In this regard, the Company expects to keep the personal data under item no. 1 for a period of 10 years from the date that the Company receives your 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 your personal data for longer if required to do so by relevant law.

#### **6. Rights of Data Owner**

In accordance with the regulations and exceptions stipulated under the relevant laws, a personal data owner has the right to access and/or receive a copy of, transfer, correct, erase, or anonymize the personal data owner's personal data, as well as to object to and restrict the collection, use, or disclosure of the personal data in certain cases. 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 for which you did not consent to the 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 may file a complaint with the relevant government authority under the law.

#### **7. Data Protection Measures**

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

#### **8. Contact Us**

If you have any questions 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, 12<sup>th</sup> Floor

Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900

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

Personal Data Protection Officer

Email: [dpo@pttor.com](mailto:dpo@pttor.com)



## Criteria for Shareholders to propose Agenda Items and Director Candidates for Annual General Meeting of Shareholders

PTT Oil and Retail Business Public Company Limited (“OR”) attaches utmost significance to the Good Corporate Governance Policy regarding the rights of shareholders and equitable treatment of shareholders, therefore, the Board of Directors of OR invites shareholders to propose agenda items and director candidates for OR’s Annual General Meeting of Shareholders (“AGM”) in advance. The criteria is as follows:

### 1. Qualification of Shareholder

Shareholders who wish to propose AGM agenda items and/or to nominate director candidates must possess the following qualifications:

1.1 Being the shareholder(s) of OR which can be either one shareholder or combined shareholders

1.2 Minimum Shareholding:

1.2.1 Holding not less than 5 percent of the total voting rights of OR (600,000,000 shares)

or

1.2.2 Holding not less than 1,000,000 shares of OR consecutively at least 1 year until the date of proposing agenda items and/or nominating director candidates. Except for the proposal of agenda for the 2022 Annual General Meeting of the Shareholders, provided that the shareholder(s) must hold the shares consecutively since the first trading day of OR i.e. February 11, 2021 until the date of proposing agenda items and/or nominating director candidates.

1.3 Shareholder(s) according to No. 1.1 and 1.2 is requested to provide evidence to confirm the foregoing qualifications, such as copies of share certificates or the statement / confirmation of shareholding from the brokers. For the benefit of identity verification, identification documents of shareholders, namely copies of identification card or passport (in case of foreigners), home address, telephone number, and mobile number which are convenient to contact, are required.

## 2. Proposal of Agenda Items

### 2.1 Method for Proposal

1) Proposal must be made by the shareholder(s) possessing qualifications as set out in No. 1.

2) The shareholder(s) must fill in “The Proposed Agenda to the Annual General Shareholders’ Meeting Form (Form A)” and submit the original Form A together with other supporting documents as required to OR within timeframe set in line with the Stock Exchange of Thailand’s guideline in order to allow the Board adequate time to consider the proposed agenda. However, the shareholder(s) may unofficially submit Form A via Email.

3) In case shareholders have unified to propose the agenda, each shareholder must individually fill in Form A and affix their signature as evidence, then consolidate and submit to OR in one batch.

### 2.2 Method for Consideration

2.2.1 The Board will consider the agenda proposed by the shareholder(s), which must not possess the following restricted matters;

1) Matters being defined in section 89/28 of the Securities and Exchange Act B.E. 2535, as amended as follows:

(1) The proposal does not comply with the rules as specified in the first paragraph of clause 89/28 : Matters proposed by unqualified shareholder(s), or matters that are not indicated whether it is the matter proposed for information, for approval or for consideration.

(2) The proposal is relevant to the ordinary business operation and the fact given by the shareholder(s) does not indicate any reasonable ground to suspect the irregularity of such matter;

(3) The proposal is beyond OR’s power to produce the purposed result.

(4) The proposal was submitted to the shareholders’ meeting for its consideration within the previous 12 months and received the supporting votes of less than 10 percent of the total number of the voting rights of OR, unless the fact pertaining in the resubmission has significantly changed from that of the previous shareholders’ meeting.

(5) Any other cases as specified in the notification of the Capital Market Supervisory Board.

2) Matters that violate the laws, rules, regulations of government agencies or other governing agencies, or that are not in compliance with the objective, the Articles of Association, the Shareholders' resolution and the Good Corporate Governance and Code of Business Ethics of OR.

3) Matters that OR has already implemented

4) Matters with inaccurate or insufficient information, matters that do not comply with the criteria set out by OR, matters that OR is unable to contact the proposing shareholder(s) for more information, matters that proposed by unqualified shareholder(s) as stated in No.1.

Unless decided otherwise by the Board. In this respect, the Board's decision is final and conclusive.

2.2.2 The proposal approved by the Board will be included as an agenda item to be considered by the Shareholders' Meeting.

2.2.3 If the Board disapproves the proposed agenda items, OR will inform the shareholders and will include such matter as an agenda for acknowledgement in the Shareholders' Meeting.

### **3. Nomination of Director Candidates**

#### **3.1 Method for Proposal**

1) Proposal must be made by the shareholder(s) possessing qualifications as set out in No. 1.

2) The shareholder(s) must fill in "Form to Nominate Director (Form B)" and "Resume of Director Candidate" and submit the original Form B together with other supporting documents as required to OR within timeframe set in line with the Stock Exchange of Thailand's guideline in order to allow the Board adequate time to consider qualifications of the proposed director candidate prior to proposing the list of director candidate to State Enterprise Policy Committee for approval. However, the shareholder(s) may unofficially submit Form B via Email.

3) In case shareholders have unified to propose director candidates, each shareholder must individually fill in Form B and affix their signature as evidence, then consolidate and submit to OR in one batch.

### 3.2 Method for Consideration

3.2.1 The Board will consider the proposed director candidates, who must possess the following qualification(s).

1) Not over 63 years of age as at the proposed date

2) Being qualified and having none of the prohibited characteristics under the Public Company Limited Act, the Securities and Exchange Act, relevant Cabinet Resolutions, OR's Article of Association, other relevant criteria, and the Good Corporate Governance and Code of Business Ethics of OR.

3) Having the knowledge and skill in areas that are significantly beneficial to OR which are finance, accounting, laws, information technology, business administration, oil and retail business, corporate communication/marketing communication, marketing, international business, retail business, and human resources management; being capable of devoting sufficient time for OR, being in good physical and mental health, being a creative participant in meetings, being straightforward, and/or being a businessman with good reputation, good record of work performance and good ethics, as well as being accepted by society.

4) Directorship in other organizations

4.1) Serving in a director position for no more than 3 state enterprises and / or juristic persons shared by a state enterprise (including OR, if elected)

4.2) Serving in a director position for no more than 3 companies listed in the Stock Exchange of Thailand (including OR, if elected) which must not contradict the criteria in 4.1

The total number of director positions in 4.1) and 4.2) must not exceed 5.

5) If nominated to be an independent director, the candidate must possess the qualifications as specified by the Capital Market Supervisory Board.

3.2.2 The Board will propose list of persons with appropriate experience and qualifications who do not have restricted qualifications to the State Enterprise Policy Committee for further consideration and approval in accordance with the Regulations of the Office of the Prime Minister on State Enterprise Policy and Governance Determination B.E. 2014 No. 12.

If the Board disapproves the proposed director candidates, OR will inform the shareholders and will include such matter as an agenda for acknowledgement in the Shareholders' Meeting.

3.2.3 Name of the director nominee approved by the Board or State Enterprise Policy Committee will be included in the agenda item.

If the Board or State Enterprise Policy Committee disapproves the proposed director candidates, OR will inform the shareholders and will include such matter as an agenda for acknowledgement in the Shareholders' Meeting.

#### 4. Submission Channel

Shareholder(s) may unofficially submit proposal documents via Email at [corporatesecretary@pttor.com](mailto:corporatesecretary@pttor.com) before submitting original documents to OR's address:

Office of President and Company Secretary  
PTT Oil and Retail Business Public Company Limited  
555/2 Energy Complex Building B, 17<sup>th</sup> Floor,  
Vibhavadi Rangsit Rd., Chatuchak, Bangkok 10900

#### 5. Submission Period

The shareholder(s) submit the original documents together with other supporting documents as required to OR within December 22, 2021.

## The Proposed Agenda to the Annual General Shareholders' Meeting Form (Form A)

(1) I am (Mr./Mrs./Miss) \_\_\_\_\_  
being the shareholder of PTT Oil and Retail Business Public Company Limited, holding \_\_\_\_\_ shares  
residing at No. \_\_\_\_\_ Road \_\_\_\_\_ Sub- District \_\_\_\_\_  
District \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Mobile Phone Number \_\_\_\_\_ Home/Office Phone Number \_\_\_\_\_  
E-mail address \_\_\_\_\_

(2) I would like to propose the agenda of the \_\_\_\_\_ Annual General Meeting of Shareholders

Matter for Consideration     Matter for Information     Matter for Approval

Subject \_\_\_\_\_

Proposal Objective \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and I have provided supporting information (such as fact or reason etc.)

\_\_\_\_\_

\_\_\_\_\_

and other supporting documents of \_\_\_\_\_ pages in total.

In case of combined shareholders would like to propose a meeting agenda item :

I hereby assign (Mr./Mrs./Miss) \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_ Home/Office Phone Number \_\_\_\_\_

Email \_\_\_\_\_ as my representative to contact with OR.

I certify that all information written in this Form A, the evidence of shareholding, and other supporting documents are correct. I agree that the Company may disclose such information and evidences. I hereby affix the name as evidence below.

\_\_\_\_\_ Shareholder's Signature

( \_\_\_\_\_ )

Date \_\_\_\_\_

### Remarks

- The shareholder(s) must enclose the following documents with this Form:
  - The evidence of shares held as of the proposal date, such as certified true copies of share certificates or the certificate of shares held from Security Company or any other certificates from the Stock Exchange of Thailand (SET) or Thailand Securities Depository Co. Ltd. (TSD).
  - In case shareholder(s) is juristic person, the copy of the company's affidavit and copy of identification card or passport (in case of non-Thai nationality) of authorized director must be enclosed, and certified true copies by such director.
  - In case shareholder(s) is a natural person, the certified true copy of identification card or passport (in case of non-Thai nationality) must be enclosed.
  - In case shareholder(s) has their title, name, or surname changed, the copy of evidence of those changes must be enclosed and certified true copy.
- In case shareholders have unified to propose the agenda, each shareholder must individually fill in Form A and affix their signature as evidence, then consolidate and submit to OR in one batch.
- In case shareholder(s) wish to propose more than one agenda item, the shareholder(s) must complete one set of Form A. per one agenda item.



## Form to Nominate Director (Form B)

(1) I am (Mr./Mrs./Miss) \_\_\_\_\_  
being the shareholder of PTT Oil and Retail Business Public Company Limited, holding \_\_\_\_\_ shares  
residing at No. \_\_\_\_\_ Road \_\_\_\_\_ Sub- District \_\_\_\_\_  
District \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Mobile Phone Number \_\_\_\_\_ Home/Office Phone Number \_\_\_\_\_  
E-mail address \_\_\_\_\_

(2) I would like to nominate (Mr./Mrs./Miss) \_\_\_\_\_  
to be the director of OR, and enclose Resume of Director Nominee together with other supporting documents \_\_\_\_\_  
pages in total.

In case of combined shareholders would like to propose a director candidate :

I hereby assign (Mr./Mrs./Miss) \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_ Home/Office Phone Number \_\_\_\_\_

Email \_\_\_\_\_ as my representative to contact with OR.

I certify that all information written in this Form B, Resume of Director Candidate, the evidence of shareholding, and other supporting documents are correct. I agree that the Company may disclose such information and evidences. I hereby affix the name as evidence below.

\_\_\_\_\_ Shareholder's Signature

( \_\_\_\_\_ )

Date \_\_\_\_\_

(3) I (Mr./Mrs./Miss) \_\_\_\_\_, hereby provide my consent to be nominated as the director as per item (2) above and certify the qualifications and information written in Resume of Director Candidate and other supporting documents are correct. I agree that the Company may disclose such information and evidences. I therefore affix the name as evidence below.

\_\_\_\_\_ Director Candidate's Signature

( \_\_\_\_\_ )

Date \_\_\_\_\_

### Remarks

- The shareholder(s) must enclose the following documents with this Form:
  - The evidence of shares held as of the proposal date, such as certified true copies of share certificates or the certificate of shares held from Security Company or any other certificates from the Stock Exchange of Thailand (SET) or Thailand Securities Depository Co. Ltd. (TSD).
  - In case shareholder(s) is juristic person, the copy of the company's affidavit and copy of identification card or passport (in case of non-Thai nationality) of authorized director must be enclosed, and certified true copies by such director.
  - In case shareholder(s) is a natural person, the certified true copy of identification card or passport (in case of non-Thai nationality) must be enclosed.
  - In case shareholder(s) has their title, name, or surname changed, the copy of evidence of those changes must be enclosed and certified true copy.
- In case shareholders have unified to propose the director candidate, each shareholder must individually fill in Form B and affix their signature as evidence, then consolidate and submit to OR in one batch.
- In case shareholder(s) wish to propose more than one director candidate, the shareholder(s) must complete one set of Form A. per one agenda item.

## Resume of Director Candidate

Attachment of Form to Nominate Director (Form B)

| General Information  |                   |
|--|-------------------|
| Name - Surname   |                   |
| Former Name – Surname  |                   |
| Date of Birth  |                   |
| Age  |                   |
| Current Workplace  |                   |
| Current Position   |                   |
| Education and Training Background  |                   |
| Education  | Ph.D.             |
|  | Master's Degree   |
|  | Bachelor's Degree |
| Training Record with Thai Institute of Directors (IOD)                         |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
| Other Training Record  |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
|  |                   |
| Current Position   |                   |
| Listed Company-The Stock Exchange of Thailand                                  |                   |
| Year   | to present        |
|  |                   |
| Year   | to present        |
|  |                   |
| Year   | to present        |
|  |                   |
| Year   | to present        |
|  |                   |
| Year   | to present        |
|  |                   |
| Other Organizations / Companies (Not Listed in the Stock Exchange of Thailand) |                   |
| Year   | to present        |
|  |                   |
| Year   | to present        |
|  |                   |
| Year   | to present        |
|  |                   |
| Year   | to present        |
|  |                   |

