

(Translation)

Precautionary Measures and Guidelines for attending the 2021 Annual General meeting of Shareholders, regarding the outbreak of Coronavirus 2019 (COVID-19)

Due to the ongoing situation of COVID-19 in Thailand, PTT is concerned over the risk of the infection at the shareholders' meeting. PTT, therefore, kindly asks shareholders to be informed and cooperate with the following measures:

1. Following the government measures, the number of seat available in the meeting room will be at maximum 300 seats according to the Announcement of the Bangkok Metropolitan Administration subject: Order of Temporary Closure of Premise (No.20) dated February 23, 2021. PTT, therefore request for Shareholders' cooperation to giving a proxy to PTT's Independent Director to attend the meeting on behalf of Shareholders

To prevent and reduce the risk of spreading possibility of COVID-19 virus from the crowding of shareholders on the meeting day, PTT asks for Shareholders' kind cooperation to grant a proxy to PTT's Independent Director to attend the meeting. By sending the proxy form along with accompanying documents for proxy appointment in the envelope enclosed with the Notice (no stamp needed) to **Office of President, 24th floor, PTT, 555 Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900**

2. PTT would provide Shareholders that have appointed proxies and cannot attend the Meeting in persons, **the Meeting Broadcast (Web-live Broadcast) via www.pttplc.com**, by which the shareholders' ID number and/ or registration numbers are required for the Broadcast login. Please be informed that the meeting would be conducted in Thai.

3. Shareholders are welcome to submit relevant questions regarding the meeting and agenda items prior to the meeting date through the following channels:

3.1 Mail: Office of President 24th floor, PTT, 555 Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900

3.2 Email: corporatesecretary@pttplc.com

3.3 Facsimile: +66(0)2537 3887

4. **In the case that any shareholder or proxy-holder still wants to attend in person**, PTT would like to request attendees for cooperation to follow PTT's measures as follows:

4.1 PTT shall conduct health screening, in compliance with the guidelines of Department of Disease Control, at the meeting entrance. For those being identified with respiratory symptom, PTT reserves the right to deny entry into the meeting. In case that the aforementioned shareholder presents at the venue, such shareholder may grant a proxy to PTT's Independent Director to attend the meeting.

Each attendee will be required to stand at any line for health screening, documents check and registration, with 1.5 meters space from each other.

4.2 Attendees shall be required to register via Thaichana or Morchana applications before entering and exiting the venue as prescribed by the government.

4.3 Attendees will be assigned to a seat with appropriate social distancing at the minimum of 1.5 meters from each other. This will significantly reduce the number of seats available in the meeting venue. PTT reserves the right to arrange seating with first come first serve basis. After the Registration, each attendee will be assigned a

seating number and required to sit as specified for the sake of the disease prevention or following up in case of any unforeseen circumstances. When the seats are fully occupied, no more participants will be allowed to enter the meeting venue. To protect shareholder voting right, Shareholders who attend the meeting in persons, are required to grant proxy to the Company's Independent Directors to attend the Meeting instead of participating in persons.

- 4.4 The venue will be sanitized and cleaned with Ozone Sterilization and Alcohol prior to the meeting.
- 4.5 **PTT kindly requests everyone to prepare and wear a facemask at all times.**
- 4.6 For the safety and well-being of attendees, NO microphone will be available to ask questions at the meeting. Attendees can submit their written questions to the Company's staff to submit it to the Company's Chairman of the Board of Directors.
- 4.7 **Neither lunchbox nor coffee or tea will be served at the meeting in order to minimize personal direct contact in which may risk the infection of the disease.**
- 4.8 **Printed copies of 56-1 One report 2020 will not be provided at the meeting.**
- 4.9 Attendees shall be required to fill in the form for health screening for being infected or possibly infected of COVID-19. Please note that concealment of health information or traveling record could be considered a violation of the Communicable Diseases Act B.E. 2558.
- 4.10 If there are any changes in the situation or additional AGM-related measures from the Government Official, PTT will inform Shareholders via the Company's website (www.pttplc.com) or SET's website.

If there are many attendees or they arrive at the same time, there may be delay in screening and registration for the meeting. PTT hereby apologizes for any such inconvenience that may arise.

Please be informed accordingly.

Yours Sincerely,

PTT Public Company Limited