

Procedures for Attending the 2025 Annual General Shareholders' Meeting (E-Meeting),
Document Required for Meeting Attendance, and Proxy Granting

Procedures for Attending the Meeting via Electronic Means

Shareholders who wish to attend the meeting electronically, either personally or through a proxy, must submit a request and complete the Pre-Registration process via D AGM system (Pre-Register), which will be available since 28 March 2025 at 08.00 hrs. Shareholders are required to register in advance using a valid email address in order to receive the meeting link (Link), username, and password for access. Each email account can only be used for the registration of one shareholder's registration number.

Pre-Registration and Appointment of Proxy Procedures via D AGM System (Pre-Register)

- Shareholders scan the QR code from the Notification of Meeting Form or access <https://register.pttdigital.com/PTT/registerbase> (Pre-Register System), complete the required information to indicate their intention to attend the meeting through electronic means, select the type of request submission, and follow 3 steps as follows:

Step 1 Fill in shareholder's information and undergo identity verification.

Step 2 Verify your identity by email.

Step 3 Finish the transaction and wait for an email notifying the Meeting details and password to use on the day of the Meeting.



- The officer will verify the eligible shareholders from the information as of the Record Date on 7 March 2025, which serves as the reference date for determining shareholders entitled to attend the Meeting. This includes the completeness and accuracy of all documents submitted through the Pre-Register system for approval to join the Meeting. On the Meeting Day (11 April 2025), the electronic meeting system will be accessible at 11.30 hrs. (2 hours prior to the Meeting). Shareholders or their proxies may log in to the meeting system using the username and password received via registered email and follow the instructions outlined in the system user guide.

- If a registration request is denied, the shareholder will receive an email stating the reason along with further instructions.
- If an attendee is being proxied by multiple grantors, he or she will receive only one username and password to login to the Meeting.
- If a shareholder does not receive the identity verification email or the confirmation email containing meeting details, please contact

Electronic Proxy Appointment and Submission Process

Shareholder who prefers to appoint PTT Independent Director as the proxy holder can also send the proxy form along with the required documents in electronic forms via Pre-Register System or send the required documents to PTT by mail to the following address. The proxy form and required documents shall reach PTT **by 4 April 2025 at 17.00 hrs.**

Office of President 24th floor, PTT Public Company Limited (PTT)
555 Vibhavadi Rangsit Road, Chatuchak, Chatuchak, Bangkok 10900 THAILAND



If encounter any technical difficulties while using Pre-Register system and E Voting system

please contact Call Center at +66(0) 2-140-2004 during 28 March - 11 April 2025,

from 8:30 to 17:30 hrs., except Public holidays

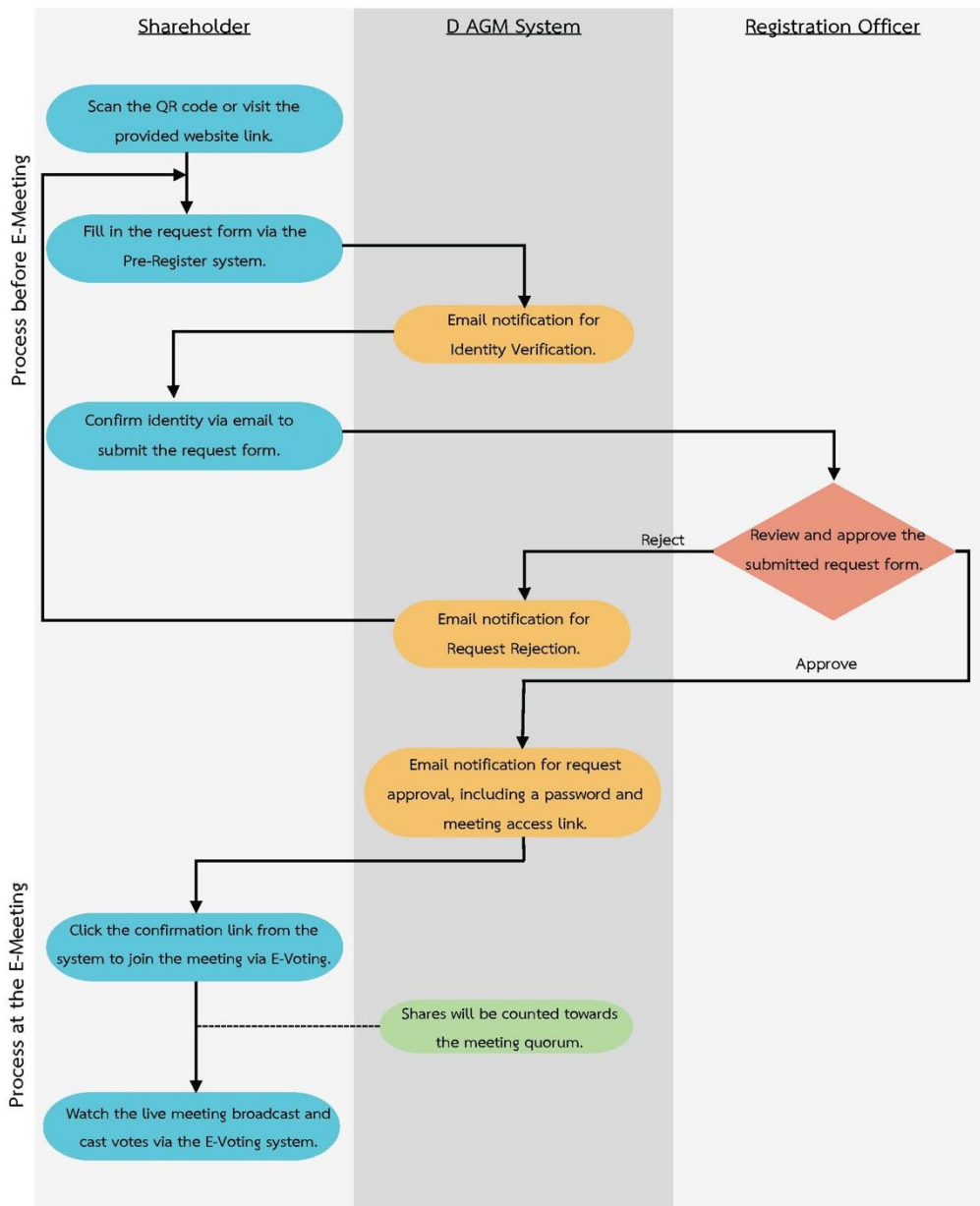
Flowchart of the Registration Steps for Attending the 2025 Annual General Shareholders' Meeting via D AGM

Shareholders can submit a request at <https://register.pttdigital.com/PTT/registerbase>

Or scan QR Code



Pre-Register system will be available from
28 March - 11 April 2025
(until the Meeting adjourns)



In Case of Leaving the Meeting

If a shareholder leaves the Meeting before casting votes, the shareholder’s votes will not be counted in the remaining agenda items that have not yet been voted.



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Procedure for Attending E voting and Voting Procedure

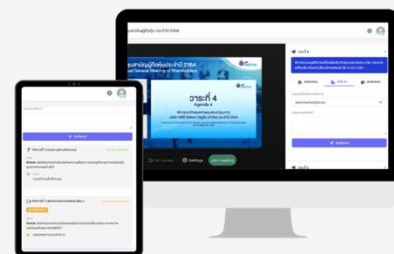
- 1 Access the link from the email sent by the system.
- 2 Enter the Username and Password received via the email.
- 3 Click the “Sign in” button, and the vote will count towards the quorum.
- 4 Click “Join meeting” button to view the live broadcast.
- 5 Submit a vote as determined.- Select the agenda items for voting.
- 6 Press “Vote” button.
- 7 Submit a vote as determined.
- 8 System will display the latest voting results based on your votes.



If you wish to modify your vote, you may do so until the system closes the voting session for that agenda item.

Procedure for Asking Questions

- 1 Select the agenda for asking questions.
- 2 Press “Questions” button.
- 3 Choose a Question Type
 - via Message
 - Enter your question and Press “Send Question” button.
 - via Camera
 - Enter your question and Press “Send Question” button.
 - Please wait for the meeting facilitator to organize the question queue before you can turn on your camera/microphone for asking questions during the live broadcast.



Operation of E-Meeting and D AGM System

Operation of the system depends on the internet quality of shareholders or proxy holders, including equipment and/or application program of their devices.

- The recommended internet speed should be at least 4 Mbps.
- System can be compatible with Smartphone & Tablet for both Android and IOS
- System can be compatible with the following internet browsers: Chrome (Recommended) or Safari or Microsoft Edge.

User Guide for D AGM



Pre-Register Guide



E Voting Guide



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Document and Evidence Required for Meeting Attendance and Proxy Granting

(1) Shareholders attend the Meeting via electronic means (E-Meeting)

1.1 Individual Person

- (1) The Notification of Meeting form (Attachment 6) signed by shareholder.
- (2) Copy of the valid Identification Card, or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy. In case of any changes of name and/or surname, evidence of such changes, certified as true and correct copy shall be enclosed.

1.2 Juristic Person Represented by a Representative

- (1) The Notification of Meeting form (Attachment 6) signed by the shareholder representative.
- (2) Copy of the Affidavit of the juristic person shareholder (bear a date within 6 months) certified true copy by the Juristic Person's representative together with the seal of juristic person being affixed (if any), which shows that the representative attending the Meeting has power to act on behalf of the juristic person shareholder.
- (3) Documents as specified in item 1.1 (2) of the representative of juristic person shareholder.

(2) Shareholders granting proxy to attend the Meeting via electronic means (E-Meeting)

- 2.1 The shareholders are advised to review the details of the agenda items before deciding to appoint a proxy;
- 2.2 Shareholders shall use only one type of Proxy Form. PTT recommends using Proxy Form B and specify your vote(s) for each item. Enclose the proxy form (Attachment 7) in which precisely filled in and signed by grantor and proxy holder.
- 2.3 PTT will be responsible for the Duty Stamp of Baht 20 to be affixed to the proxy form.
- 2.4 If a shareholder prefers to appoint PTT's independent directors to be his or her proxy. Please specify one of following PTT's independent directors in the dropdown list as proxy namely; (brief profile of Independent directors in attachment 5).
 - (1) **Mr. Krishna Boonyachai** Independent Director/ Chairman of the Audit Committee or;
 - (2) **Assoc. Prof. Dr. Narongdech Srukhsosit** Independent Director/ Member of the Audit Committee or;
 - (3) **Miss Choosri Kietkajornkul** Independent Director/ Member of the Corporate Governance and Sustainability Committee
- 2.5 In the case that a shareholder appoints an independent director as his/her proxy and such shareholder has cast his/her vote on each agenda item on Proxy Form B in advance, PTT will record the votes of such shareholder in accordance with the votes specified on such proxy form. If the shareholder who appoints an independent director as his/her proxy does not cast his/her vote

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on the proxy form in

advance, the independent director who has been appointed as a proxy shall cast the votes on behalf of the shareholder as he/ she deems suitable and appropriate.

- 2.6 In case a shareholder desires to revoke the proxy, it can be done by submitting a written letter of the revocation to PTT within Friday, 11 April 2025, 13.30 hrs.
- 2.7 A proxy holder shall vote according to the shareholder's directions. If the proxy's failure comply with such directions causes shareholder damage, the shareholder has the right to pursue legal action.
- 2.8 Shareholders are not allowed to allocate shares to several Proxies in order to vote at the Meeting. The shareholders shall authorize only one Proxy to cast the votes by all the shares held by such shareholders. Authorization of less than the total number of shares is prohibited, except for the Custodian appointed by the Foreign Investor in accordance with Proxy Form C.
- 2.9 In order to comply with Personal Data Protection Act B.E. 2562, we would request the grantor to cross out, conceal, or do anything to conceal certain data namely Religions and/or Blood Type (the "Required Document"). In case that the grantor does not cross out, conceal, or do anything to conceal such data, PTT reserves the right to do the aforementioned

(3) Document and Evidence Required for Proxy

3.1 In case Proxy Grantor is an Individual Person

- (1) A copy of Notification of Meeting (Attachment 6) signed by proxy holder.
- (2) the proxy form (Attachment 7) in which precisely filled in and signed by grantor and proxy holder. PTT recommends using Proxy Form B and specify your vote(s) for each item.
- (3) A copy of the grantor and proxy holder valid Identification Card, or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy by the grantor and proxy holder. In case of any changes of name and/or surname of grantor, evidence of such changes, certified as true and correct copy shall be enclosed.

3.2 In case Shareholders are minors, their father, mother or guardians shall attend the meeting in person or by proxy. The aforementioned persons shall certify and submit a copy of house registration of the minor, a copy of marriage certification, a copy of certificate of legitimation of child, or a copy of court order with regards to an appointment of guardian (if any) as additional evidence. In case of proxy, a copy of any of the Required Documents as specified in 3.1 shall be required.

3.3 In case Shareholders deceased, the administrator of the deceased's estate shall attend the meeting in person or by proxy. The aforementioned person shall certify and submit a copy of court order with regards to an appointment of administrator of the deceased's estate as additional evidence. In case of proxy, a copy of any of the Required Documents as specified in 3.1 shall be required.



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- 3.4 Incompetent persons or quasi-incompetent persons, the guardian or curator shall attend the meeting in person or by proxy. The aforementioned person shall certify or submit a copy of court order with regards to an appointment of guardian or curator as additional evidence. In case of proxy, a copy of any of the Required Documents as specified in 2.6 shall be required.
- 3.5 **In Case Proxy grantor is a Juristic persons**
- (1) A copy of Notification of Meeting (Attachment 6) signed by proxy holder.
 - (2) the proxy form (Attachment 7) .PTT recommends using Proxy Form B and specify your vote(s) for each item. The proxy form shall be signed by the authorized person(s), according to its Affidavit with the seal of the juristic person being affixed (if any).
 - (3) **A copy of the latest version of the Affidavit of the juristic person**, issued by the Ministry of Commerce or the relevant government authority (not longer than 60 days prior to the meeting date). Such document must be certified as true and correct copy by the authorized person(s), with the juristic person's seal being affixed (if any).
 - (4) **A copy of any of the Required Documents of the authorized person(s)** i.e. valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy with cross-out or concealed data.
 - (5) **A copy of any of the Required Documents of Proxy holder** i.e valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy with cross-out or concealed data.
- 3.6 **In case Proxy Grantor is a Foreign Investor who appointed a Custodian in Thailand to act on their behalf**
- (1) A copy of Notification of Meeting (Attachment 6) signed by proxy holder.
 - (2) The power of attorney of such grantor authorizing the custodian
 - (3) A copy of the confirmation letter or business license showing that it can act as the custodian.
 - (4) Proxy form C shall be signed by the authorized person(s), according to its Affidavit with the seal of the juristic person being affixed (if any) and signed by proxy holder.
 - (5) **If the appointing shareholder is an ordinary person**, please enclose a copy of the valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy by the grantor. In case of any changes of name and/or surname of grantor, evidence of such changes, certified as true and correct copy shall be enclosed.



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- (6) If the appointing shareholder is a juristic person, please enclose a copy of the latest version of the Affidavit of the juristic person, issued by the relevant government authority of the country where the juristic person is incorporated which has been notarized by a notary public or competent government authority. The date of issue shall not exceed 6 months from the date of the meeting. If the copy of the latest version of Affidavit that has been notarized by the notary public or the competent government authority is presented, such document must be certified as true and correct copy by the authorized person(s) of that juristic person, together with its seal being affixed (if any).
- (7) Each copy of the document must be certified as true and correct copy.
- (8) Unless the original document is in English language, the English translation certified as true and correct translation by the authorized person(s) shall also be presented.
- (9) In case of sub-attorney, all complete copies of power of attorney authorizing the attorney to attend the meeting and sub-attorney must be submitted. In any case, the Required Documents of grantor(s) and attorney(ies) as specified in in 3.5 (4) and 3.5 (5) shall be required

3.7 Asset Management Company, Securities Company or any juristic persons who wish to upload file exceeding 4MB as well as Shareholders can also submit the proxy form together with required documents to PTT by postage to the following address. The proxy form and required documents must be delivered to PTT by Friday April 4, 2025.

To Office of President 24th floor, PTT Public Company Limited (PTT)
555 Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900.



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