



**Measures and Guidelines for the Annual General Shareholders' Meeting
under the Circumstance of Coronavirus 2019 (COVID-19)**

The Company's Precautionary Measures and Guidelines for the Annual General Shareholders' Meeting under the Circumstance of COVID-19 are as follows:

1. The Company will disclose its Notice for the 2021 Annual General Shareholders' Meeting, together with related documents on the Company's website <http://www.pttep.com> on 5 March 2021, as well as sending by postal mail to shareholders in advance.
2. PTTEP kindly requests Shareholders' cooperation in giving their proxy authority to PTTEP's Independent Director to attend the meeting on behalf of Shareholders by sending back the filled-in proxy form together with required documents, using a business reply envelope (postage stamp is not required), which will be sent to shareholders together with the Notice of 2021 Annual General Shareholders' Meeting in advance, to the Corporate Secretary Division, PTT Exploration and Production Public Company Limited Energy Complex Building A, 555/1 Vibhavadi Rangsit Road, Chatuchak, Chatuchak, Bangkok 10900 Thailand within 7 April 2021.
3. To facilitate convenience for shareholders, there will be a live broadcast of the AGM via website: <http://www.pttep.com>. The shareholders whose names are recorded in the shareholders' register as of 2 March 2021 (Record Date) can log in with their 10-digit shareholder ID stated in Notification of Meeting, which will be distributed to Shareholders, or their ID Card number.
4. Shareholders are welcome to submit relevant questions prior to the meeting. Shareholders are requested to include their name, telephone number, email address (if any) in the following channel: E-mail: CorporateSecretary@pttep.com or send their questions together with the proxy form by using the business reply envelope (postage stamp is not required). PTTEP will provide answers to the questions on the Company's website.
5. In case there are shareholders who wish to attend the meeting in person, please inform the Company in advance via the channel stated in the Notice of 2021 Annual General Shareholders' Meeting. The Company would like to request your cooperation to strictly comply with the following measures.
 - 5.1 PTTEP shall conduct health screening, in compliance with the guidelines of the Department of Disease Control, at the meeting area. Attendees shall be required to truthfully fill in the COVID-19 Screening Questionnaire regarding possible infection of disease before entering the meeting venue. The Screening Questionnaire will be published on the Company's website and attendees can fill in the form in advance. Please note that concealment of health information or traveling records is considered a violation of the Communicable Diseases Act B.E. 2558. Attendees are suggested to use the Thai Chana and/or Mor Chana applications for checking in and out as recommended by the government. The Company has organized appropriate social distancing of at least 1 meter in various areas, e.g., temperature-screening points, document-checking points and registration counters, as well as having limited the number of shareholders for elevator usage in each round.
 - 5.2 PTTEP reserves the right to deny attendees' entry into the meeting, specifically those who are identified with a body temperature of 37.5 degrees Celsius or higher or those who have recently visited or returned from any disease infected zones as stated by the Ministry of Public Health in less than fourteen (14) days, including those who have had close contact with people who have

visited or returned from any disease infected zones in less than fourteen (14) days. It also includes those having a fever or showing any signs of COVID-19 infection or respiratory symptoms.

- 5.3 PTTEP will arrange the seating with appropriate social distancing at a minimum of 1.5 meters placement from each other. This will limit number of available seats in the meeting room to 100 seats. After the registration procedure, each attendee will be assigned a seating number and is required to sit as specified for the sake of the disease prevention or following up in case of any unforeseen circumstances. Seats are not allowed to be moved and when the seats are fully occupied on first come first served basis, PTTEP kindly requests any additional shareholders to view the live broadcast instead.
- 5.4 On the meeting day, PTTEP kindly request shareholders, who wish to ask questions, to write down and submit their questions at the registration counter or in the meeting room instead of speaking through the room microphone. The meeting will be conducted in a concise manner within 2 hours timeframe. There is a limit to answering 5 questions for each agenda during the meeting. For any questions that are not addressed during the meeting, PTTEP will post the company's answers on the Company's website soonest.
- 5.5 The venue will be sanitized and cleaned according to the standards of the Ministry of Public Health prior to the meeting. PTTEP kindly requests everyone to wear a facemask at all times.
- 5.6 Neither lunchbox nor coffee or tea will be served at the meeting. Foods and drinks are not allowed in the meeting area.

Printed copies of the 56-1 Once Report, Financial Report and Sustainability Report will not be provided at the meeting for sanitation and in order to minimize personal direct contact, and to reduce any environmental impact.

In case there are any changes in the situation or additional AGM-related measures that come from the Government entities, the Company may inform Shareholders via the Company's website (<http://www.pttep.com>) and other media channels as appropriate.

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

Sincerely yours

PTT Exploration and Production Public Company Limited

Corporate Secretary Division

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