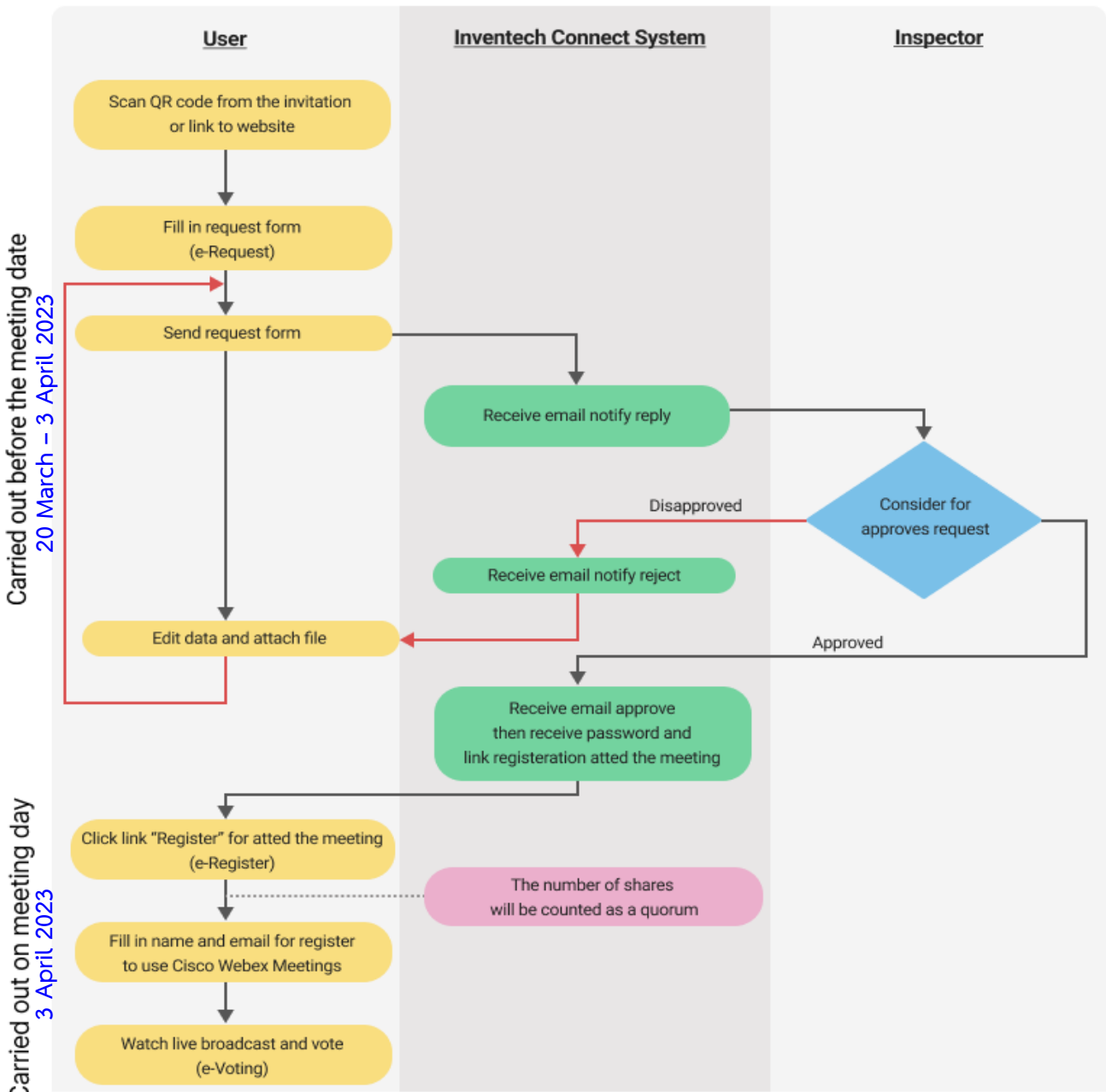


**Guidelines for Attending Electronic Meeting (E-Meeting) by Inventech Connect**

For the 2023 Annual General Shareholders' Meeting of PTT Exploration and Production Public Company Limited on Monday, 3 April 2023 at 14.30 hrs.

Shareholders and proxy holders wishing to attend the Meeting via electronic means (E-Meeting) can proceed according to the flowchart as follows:



**Condition of the System**

**Merge account/Change account**  
In case of filing multiple requests by using the same email and phone number, or when user has more than 1 account, the system will merge accounts. To change account, click "Change account" to switch between accounts, and the previous account will still be counted in the Meeting quorum.

**To exit the Meeting**  
Attendee can click "Register for exit the quorum". The vote of such attendee will be excluded from base calculation of the upcoming agendas.

If you have any problems with the software, please contact Inventech Call Center Tel. 02-931-9133



The system is available during 20 March - 3 April 2023 at 8.30 - 17.30 hrs. or until the end of the Meeting.

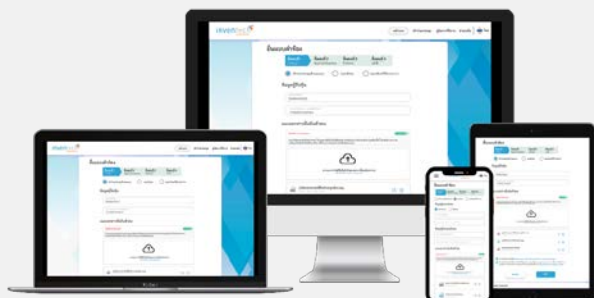
(Excludes holidays and public holidays)



Report a problem @inventechconnect

### Steps for Requesting Username & Password, Granting Proxy via e-Request System (20 March -3 April 2023)

1. Submit a request to attend the Meeting via web browser at <https://app.inventech.co.th/PTTEP184236R/#/homepage> or scan QR Code and follow the steps shown below:



**\*\* To merge user accounts, please use the same email and phone number \*\***

- 1 Click link URL or scan QR Code
- 2 Choose request type and follow 4 steps as follows:
  - Step 1 Fill in shareholder's information
  - Step 2 Fill in the information for verification
  - Step 3 Verify via OTP
  - Step 4 Successful transaction, The system will display information again to verify the accuracy of the information
- 3 Please wait for an email notifying meeting information and Username & Password

2. For shareholders who would like to attend the Meeting either through the electronic means by yourself or proxy holder who is not the provided Independent Director, please note that the system for e-Request submission will be available from 20 March 2023 at 8.30 hrs. until the end of the meeting.
3. The electronic conference system will be available on 3 April 2023 at 12:30 hrs. (2 hours before the opening of the meeting). Shareholders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.

### Appointment of Independent Director to be the Proxy Holder

If a shareholder prefers to appoint PTTEP's Independent Director to be the Proxy Holder, please send the proxy form along with the required documents to the Company by mail to the following address. The proxy form and required documents shall reach the Company by 27 March 2023 at 17.00 hrs. Shareholders can also submit a request to attend the meeting by electronic means according to specified procedures.

To : Corporate Secretary Division  
Address : PTT Exploration and Production Public Company Limited  
555/1 Energy Complex Building A, 33<sup>rd</sup> Floor,  
Vibhavadi Rangsit Road, Chatuchak, Chatuchak, Bangkok 10900 THAILAND

## Installation Guide for Webex Meetings

PC/Laptop users are not required to install the application. Smartphone/Tablet users are required to install Webex Meetings as follows.


### For IOS Operating System

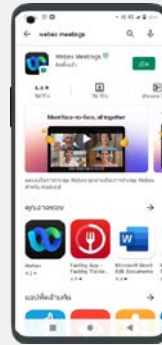
- 1 Go to Application **App Store** 
- 2 Search **Webex Meetings**



- 3 Click **"GET"** to install application
- 4 Please **wait** until the installation is complete
- 5 **Finish** installing. The application icon will appear on your smart phone

### For Android Operating System

- 1 Go to Application **Play Store** 
- 2 Search **Webex Meetings**



- 3 Click **"INSTALL"** to install the application
- 4 Please **wait** until the installation is complete
- 5 **Finish** installing. The application icon will appear on your smart phone

## Step for registration for attending the meeting (e-Register) on 3 April 2023

- 1 Click the registration URL link that you receive from Inventech email
- 2 Enter username and password or request OTP to login to the application
- 3 Click **"Register"**. It will then be counted as a quorum of the Meeting
- 4 Then click **"Join Attendance"**
- 5 Click **"Watch Meeting"**



- 6 Click **"Open Webex"**
- 7 **PC/Laptop:** Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows:
  - 7.1 Fill in the Name and Email Address to match the information you submitted the request form
  - 7.2 Click **"Next"**
- 8 Click **"Join"** to get into meeting

- 6 **Mobile/iPad:** Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
  - 6.1 Fill in the Name and Email Address to match the information you submitted the request form
  - 6.2 Click **"OK"**
- 7 Click **"Allow"** to turn on the access to microphone on your device
- 8 Click **"Join"** to get into meeting





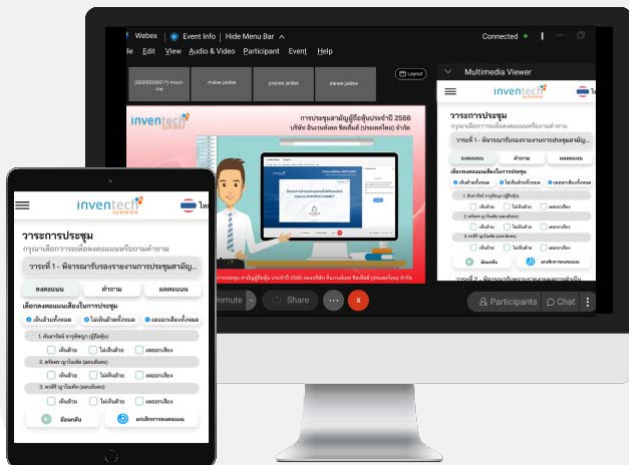
## Steps for Voting (e-Voting)

### Using PC/Laptop

- (1) Click “Continue” on menu “Multimedia Viewer”
- (2) Fill in email address and password received from your registered email or request OTP
- (3) Click “Login”
- (4) Then click “Join Attendance”
- (5) Select the agenda that you want to cast vote
- (6) Click “Vote”
- (7) Click the voting button as you choose
- (8) The system will display the status of your latest vote

### Using Mobile/iPad

- (1) Click “Participants” or symbol 
- (2) Click menu “Chat” and choose message from Inventech Connect (Android) or click on “Chat” or Symbol  (iOS)
- (3) Click link in the chat message
- (4) Click “Continue”
- (5) Fill in email and password that you received from your registered email or request OTP
- (6) Click “Login”
- (7) Then click “Join Attendance”
- (8) Select the agenda that you want to cast vote
- (9) Click “Vote”
- (10) Click the voting button as you choose
- (11) The system will display the status of your latest vote



To cancel the latest vote, please click “Cancel latest vote”. (This means that your most recent vote will be equal to not voting, or your vote will be counted in the calculation of votes as determined in the meeting). Shareholders can modify votes until the closing of voting of such agenda.

## Steps for Asking Questions via Inventech Connect during the Meeting



- Select agenda
- Click “Question”
  - ① Send a question
    - Type the question then click “Send”
  - ② Ask the question via audio or video call
    - Click “Conference”
    - Click “OK” to confirm queue booking
    - Please wait for the queue before turning on microphone and camera on your device

## Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual : e-Request



User Manual : e-Voting, asking questions

\* **Note** : Operation of the electronic conferencing system and Inventech Connect systems depends on shareholder's internet quality and equipment and/or program. Please use suggested equipment and/or program as follows:

1. Internet speed requirements
  - High-Definition Video: Must have internet speed at 2.5 Mbps (Recommended)
  - High Quality Video: Must have internet speed at 1.0 Mbps.
  - Standard Quality Video : Must have internet speed at 0.5 Mbps.
2. Equipment requirements
  - Smartphone/Tablet that use IOS or android OS
  - PC/Laptop that uses Windows or Mac OS
3. Web Browsers: Chrome (Recommended) / Safari / Microsoft Edge

**\*\* The system does not support Internet Explorer.**

You can check the supported device versions at <https://help.webex.com/en-us/article/nki3xrxq/Webex-Meetings-Suite-System-Requirements> or scan the QR Code



## **Document and Evidence Required for Meeting Attendance and Proxy Granting**

For PTT Exploration and Production Public Company Limited (the "Company")'s 2023 Annual General Shareholders' Meeting on Monday 3<sup>rd</sup> April 2023 at 14.30 hrs. via electronic means (E-Meeting) according to the Emergency Decree on Electronic Meetings B.E. 2563 (2020) and other related laws and regulations

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

#### **1.1 Shareholder is an Individual Person**

- (1) The Notification of Meeting form (Attachment 1) signed by shareholder.
- (2) Copy of official document with photograph of shareholder issued by a government, e.g. the identification card, government officials identification card, driver license or passport, certified true copy by the shareholder. The information and image must be clear and not yet expired before or on the Meeting date.

#### **1.2 Shareholder is a Juristic Person Represented by a Representative (director)**

- (1) The Notification of Meeting form (Attachment 1) signed by the shareholder representative (director).
- (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 (director), 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 (director).

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

- 2.1 Shareholders should carefully study the details of Meeting agenda before appointing a proxy.
- 2.2 Shareholders shall use only one type of Proxy Form (the Company disseminated only Proxy Form B. that already had a barcode printed for every shareholder, while shareholders can also download Proxy Form A. or Form C at [www.pttep.com](http://www.pttep.com)).
- 2.3 Affix the 20 Baht stamp duty and specify the date of Proxy Form across such stamp duty for correctness and legal binding. For convenience, the Company will facilitate in affixing the stamp duty for every shareholder who appoint a proxy.
- 2.4 Before the Meeting commences, shareholders may cancel the proxy by submitting a written notice to the Company.
- 2.5 If a shareholder prefers to appoint the Company's Independent Director (Details in Attachment 8) listed below to be the Proxy Holder:
  - (1) Admiral Tanarat Ubol Vice Chairman of the Independent Director Committee,  
and Chairman of the Nominating and Remuneration  
Committee or
  - (2) Mr. Pitipan Teparimargorn Independent Director,  
Chairman of the Risk Management Committee,  
and Member of the Nominating and Remuneration  
Committee or
  - (3) Ms. PENCHUN Jarikasem Independent Director,  
and Chairman of the Audit Committee

/ said shareholder ...

said shareholder may send Proxy Form (Attachment 7) along with the evidence document specified under 3.1 – 3.3 (as the case may be) to the Company for reviewing in advance using a business reply envelop (postage stamp is not required) to the following address by 27th March 2023 at 17.00 hrs.

To : Corporate Secretary Division

Address : PTT Exploration and Production Public Company Limited  
555/1 Energy Complex Building A, 33<sup>rd</sup> Floor,  
Vibhavadi Rangsit Road, Chatuchak Sub-district, Chatuchak District,  
Bangkok 10900 THAILAND

Or via Inventech Connect system which will be opened from 20<sup>th</sup> March 2023 until the end of the Meeting.

- 2.6 In case shareholder specifies a vote for each agenda in Proxy B., the Company will register such vote according to the Proxy Form specified. If the shareholder does not specify a vote on the proxy form, the appointed Independent Director acting as the proxy will consider and vote as appropriate. To avoid having special conflict of interests to the agenda item 7: "To approve the board of directors' and the sub-committees' remuneration", directors who are granted proxies shall only vote "abstain" in the agenda (unless the shareholder specifies that the Independent Director to vote on their behalf by using Proxy Form B. or Form C.)
- 2.7 The Independent Director who has been designated as a proxy shall vote according to the shareholder's directions. If the proxy's failure to comply with such directions causes you damage, you have the right to pursue legal action.

### **3. Document and Evidence Required for proxy**

#### **3.1 In case Proxy Grantor is an Individual Person**

(It is recommended to use Proxy Form B. and cast the vote in each agenda item.)

- (1) The Notification of Meeting form (Attachment 1) signed by the Proxy Holder.
- (2) Proxy Form (Attachment 7) clearly filled in and signed by the Proxy Grantor and the Proxy Holder.
- (3) Copy of official document with photograph of Proxy Grantor issued by a government, e.g. the identification card, government officials identification card, driver license or passport, certified true copy by the Proxy Grantor. The information and image must be clear and not yet expired before or on the Meeting date.
- (4) Copy of official document with photograph of Proxy Holder issued by the government, e.g. the identification card, government identification card, driver license or passport, certified true copy by the Proxy Holder. The information and image must be clear and not yet expired before or on the Meeting date.

### **3.2 In case Proxy Grantor is a Juristic Person**

(It is recommended to use Proxy Form B and cast the vote in each agenda item.)

- (1) The Notification of Meeting form (Attachment 1) signed by the Proxy Holder.
- (2) Proxy Form (Attachment 7) clearly filled in and signed by the Proxy Grantor and the Proxy Holder.
- (3) Copy of the Affidavit of the juristic person shareholder (bear a date within 6 months), certified true copy by the Proxy Grantor showing that the Proxy Grantor has the power to act on behalf of the juristic person shareholder.
- (4) Copy of official document with photograph of Proxy Grantor (director) issued by a government, e.g. the identification card, government officials identification card, driver license or passport, certified true copy by the Proxy Grantor. The information and image must be clear and not yet expired before or on the Meeting date.
- (5) Copy of official document with photograph of Proxy Holder issued by a government, e.g. the identification card, government officials identification card, driver license or passport, certified true copy by the Proxy Holder. The information and image must be clear and not yet expired before or on the Meeting date.

### **3.3 In case Proxy Grantor is a Foreign Investor who appointed a Custodian in Thailand to act on their behalf (In this case, the shareholder can use Proxy Form C.)**

- (1) The Notification of Meeting form (Attachment 1) signed by the Proxy Holder.
- (2) Proxy Form (Attachment 7) which clearly filled in and signed by Proxy Grantor and Proxy Holder.
- (3) Copy of the documents as specified in 3.2 (3) – (4) or 1.1 (2), of the shareholder who is a Foreign Investor, and certified copy of Power of Attorney (“POA”) of Foreign Investors authorizing Custodian to sign the Proxy Form on their behalf, certified true copy by the Proxy Grantor.
- (4) Copy of certifying letter or copy of Custodian’s business license which authorizes Custodian to engage in custodian business, and certified true copy of POA of the Custodian authorizing its director, or its management, or its employee to grant proxy, certified true copy by the Proxy Grantor.
- (5) Certified documents as specified in 1.1 (2) of Proxy Grantor.
- (6) Certified documents as in 1.1 (2) of Proxy Holder.
- (7) Please deliver the Proxy Form (Attachment 7) along with the evidence document to the Company for reviewing in advance to the following address by 27<sup>th</sup> March 2023 at 17.00 hrs.

To : Corporate Secretary Division

Address : PTT Exploration and Production Public Company Limited  
555/1 Energy Complex Building A, 33<sup>rd</sup> Floor,  
Vibhavadi Rangsit Road, Chatuchak Sub-district, Chatuchak District,  
Bangkok 10900 THAILAND



- (8) In case of sub-delegation of the attorney-in-fact, all complete copies of POA(s) having power to appoint the sub-attorney-in-fact, including documents as specified in 1.1 (2) of empowering person, which are duly certified are required.
  - (9) In case any documents are produced or executed outside Thailand, such documents should be notarized by a notary public or a competent government authority under the laws of each country, and certified by the Thai Embassy or the Thai Consulate or any other authorized officer.
  - (10) In case the original documents are not in English, the English translation shall be required and certified by the shareholders.
4. In case shareholders deceased, the administrator of the deceased's estate attending the Meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of administrator of the deceased's estate as additional evidence.
  5. In case shareholders are minors, their father, mother or guardians attending the Meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of guardian (if any), and/or a copy of house registration of their minors certified true copy by father, mother or guardian (whether the case may be) as additional evidence.
  6. In case shareholders are incompetent persons or quasi-incompetent persons, the guardian or curator attending the Meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of guardian or curator as additional evidence.
  7. In case there are any changes of title/name/surname, the owner shall present the certified evidence to verify that change.
  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.

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