

Pre-registration and Appointment of Proxy Procedures via Electronic Means (Pre-Register)

1. Any shareholder wishing to attend the meeting electronically, either personally or through a proxy, must notify their intention to attend according to the procedure under Item 3. The Pre-Register system will be available since 18 March 2024 at 8.30 hrs.
2. Shareholders are required to prepare an email for pre-registration in order to receive a link, Username, and Password for attending the E-Meeting. Each email account can only be used for the registration of one shareholder's registration number.
3. Shareholders can scan the QR code from the Notification of Meeting Form or access the website <https://register.pttdigital.com/PTTEP/registerbase> (Pre-Register System) 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.
4. The officer will verify the eligible shareholders from the information as of the Record Date on 20 February 2024, and review the accuracy and completeness of documents. Upon approval of the verification process, shareholders will receive an email notifying the Meeting details divided into 3 parts as follows:
 - ① Link for accessing E-Meeting via Cisco Webex Meeting Application.
 - ② Username and Password to access the voting system.
 - ③ Link to download and install the Cisco Webex Meeting Application and User Guide.



In case of not being approved to attend the Meeting, the shareholder will receive an email with recommendations.

In case of not receiving a verification email in step 2. under item 3. or email informing the Meeting information in step 3. under item 3., please contact Call Center at +66(0)2 140-2003.

5. Shareholder who prefers to appoint PTTEP's Independent Director as the proxy holder can also send the proxy form along with the required documents in electronic forms via Pre-Register System under item 3. or send the required documents to PTTEP by mail to the following address. The proxy form and required documents shall reach PTTEP **by 25 March 2024 at 17.00 hrs.**

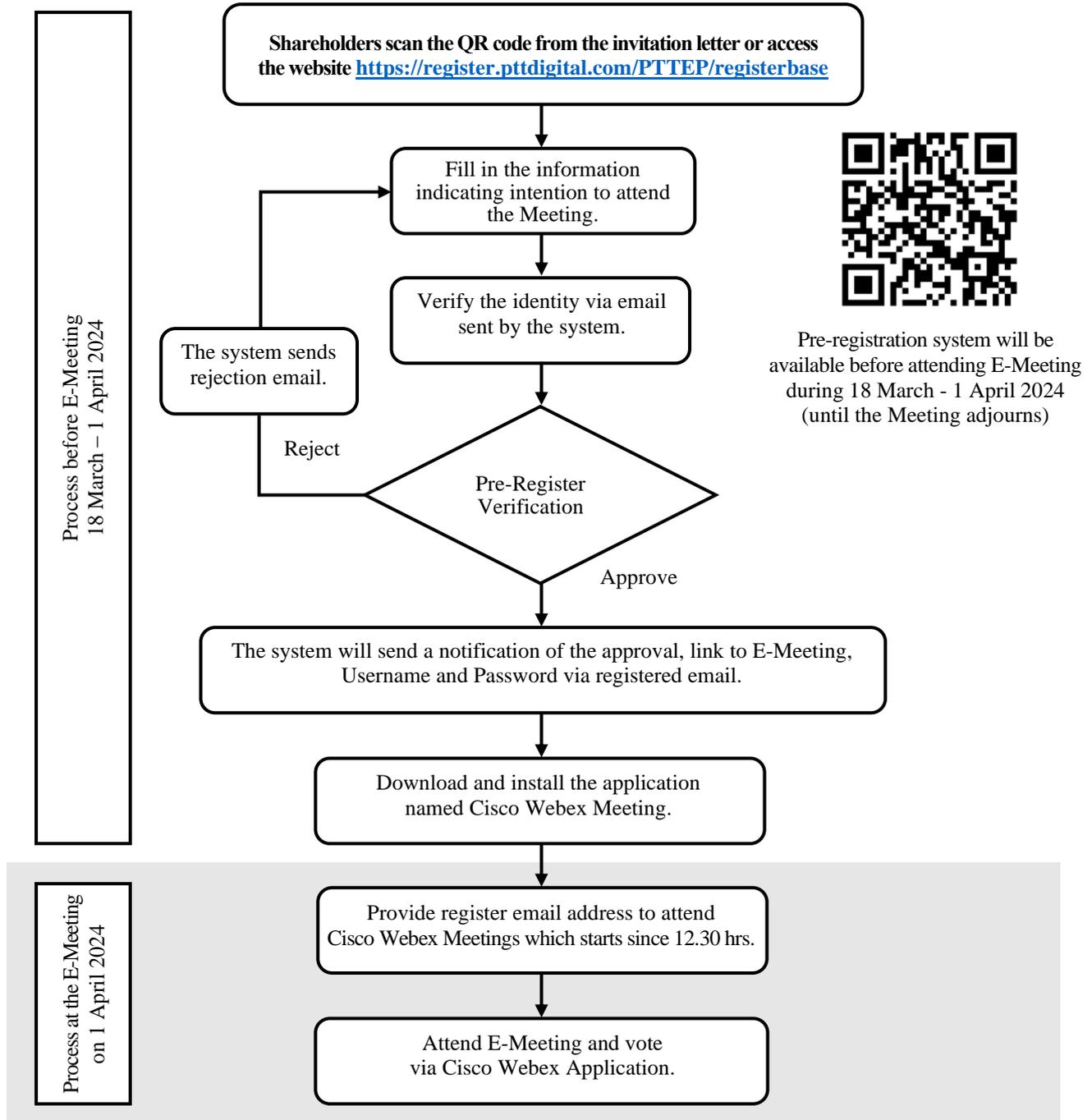
PTT Exploration and Production Public Company Limited
555/1 Energy Complex Building A, 33rd Floor (Corporate Secretary and Assurance Division)
Vibhavadi Rangsit Road, Chatuchak, Chatuchak, Bangkok 10900 THAILAND

6. If an attendee is being proxied by multiple grantors, he or she will receive only one Username and Password to login to the E-Meeting.



If encounter any technical difficulties while using Pre-Register system and E-Meeting system (Webex/D-AGM), please contact Call Center at +66(0) 2-140-2003 during 18 March – 1 April 2024, from 8:30 to 17:30 hrs., except on public holidays.

Flowchart of the Registration Steps for Attending the 2024 Annual General Meeting of Shareholders via E-Meeting



If encounter any technical difficulties while using Pre-Register system and E-Meeting system (Webex/D-AGM), please contact Call Center at +66(0) 2-140-2003 during 18 March - 1 April 2024, from 8:30 to 17:30 hrs., except on public holidays.

Installation of the Electronic Conference System (Webex)

Electronic conference (Webex) system can be used via Web Browser, PC/Laptop, IOS and Android, according to the installation manual and user guide as follows.

Installation of Webex



1. Installation procedure of Webex system via **PC / Laptop**

- (1) Access <https://www.webex.com/downloads.html> or scan this QR Code.
- (2) Download Webex Meetings by select "Download for Windows".
- (3) Double-click on the webexapp.msi file (can be found in Folder Download) to enter the installation page.
- (4) Enter the installation page and press "Next".
- (5) Consider whether to accept the terms and conditions. If deny, the application will not be installed. If accept, select "I accept the terms in the license agreement" and press "Next".
- (6) Press "Install", then wait momentarily for the installation, then press "Finish".
- (7) Once the installation is completed, the "Cisco Webex Meetings" icon will appear on the desktop.

2. Installation procedure of Webex system via **Smartphone and Tablet**

iOS	Android
<ol style="list-style-type: none">1. Go to Application App Store. 2. Go to the search icon or the "Magnifying glass" and type "Cisco Webex Meetings"; then press "Search".3. Press "Get" on the right-hand side to install the Cisco Webex Meetings or this symbol. 4. Enter a password or use Touch ID to confirm the installation.5. Wait momentarily for the installation process.6. Once the installation is completed, a "Webex Meetings" icon will appear on the phone.	<ol style="list-style-type: none">1. Go to Application Play Store. 2. Go to the Search for apps & games box and type "Cisco Webex Meetings"; then press the "Search".3. Press "Install" on the right-hand side to install the Cisco Webex Meetings Application, or the symbol as shown in the picture. 4. Press "Accept" to confirm the application installation.5. Wait momentarily for the installation process.6. Once the installation is completed, a "Webex Meetings" icon will appear on the phone.



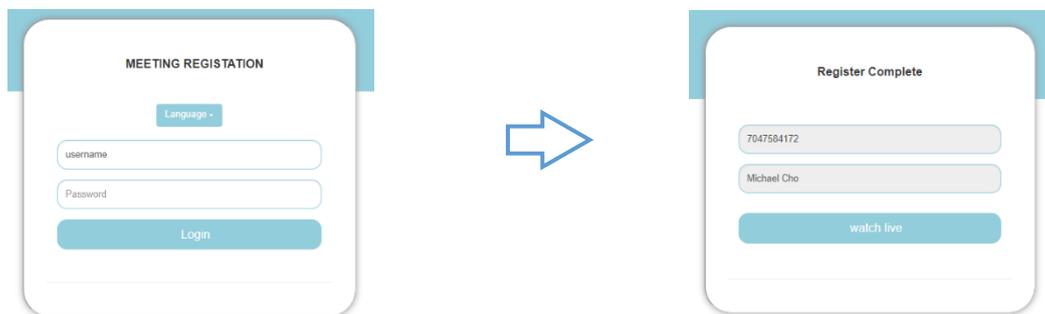
If encounter any technical difficulties while using Pre-Register system and E-Meeting system (Webex/D-AGM), please contact Call Center at +66(0) 2-140-2003 during 18 March – 1 April 2024, from 8:30 to 17:30 hrs., except on public holidays.

Procedure for Attending the E-Meeting

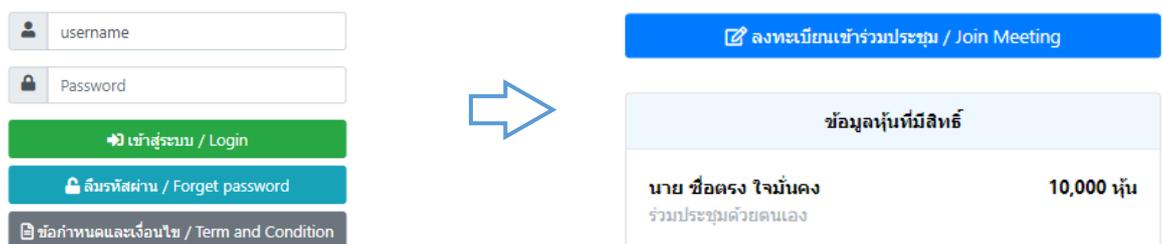
PTTEP will open the E-Meeting (Webex/ D-AGM) for shareholders to login on Monday 1 April 2024, since 12.30 hrs. onwards (2 hours prior to the Meeting). Shareholders are kindly requested to prepare the Username and Password received via registered email and follow the instructions outlined in the User Guide accordingly.

System Using Procedure

1. Shareholders can attend the E-Meeting by clicking the link provided in the email notifying the approval of attendance, including the Username and Password (to access D-AGM system).
2. Please click  provided in registered email to open Webex Meeting Application (Google Chrome is recommended) and enter the received Username and Password; then click “login” and click “watch live”, the number of shares held by such shareholder / proxy holder will be counted as a quorum at this stage.



- (2.1) Click **Join Now** to enter the Meeting's room and click **Join Event** to attend the Meeting via Cisco Webex Meeting Application.
 - (2.2) The system will display two windows, one designated for live broadcast and the other for live Multimedia Viewer.
 - (2.3) The Username and Password received via email are then again required to access “Multimedia Viewer function” which enabling users to view all agenda items and vote on the ongoing agendas. The Q&A function is also available in this section.
 - (2.4) Exiting the Meeting room can be done by clicking on the cross in the upper right corner. All votes will still be counted accordingly.
 - (2.5) If the “Leave the meeting” button is pressed, the votes of shareholders or proxy holders will be voided for the remaining agenda items that have not yet been voted in the Meeting.
3. If a shareholder does not wish to join the live broadcast, they can access the voting system directly by clicking on  provided in the registered email. Enter the received username and password to log in to the voting system. Then, click **Join Meeting**. The number of shares held by such shareholder/ proxy holder will be counted as part of the quorum at this stage.



ข้อมูลหุ้นที่มีสิทธิ์	
นาย ชื่อดรง ใจมั่นคง	10,000 หุ้น
ร่วมประชุมด้วยตนเอง	



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Voting Procedure during the E-Meeting

Access the Meeting via Smartphone & Tablet

Channel 1: Click to vote in Webex Chat

- (1) Click Webex Chat
- (2) Click the link to access voting system from the announcement showing in Webex Chat.
- (3) Enter the received Username and Password.
- (4) Submit a vote as determined.
- (5) System will show voting result as per your vote.

Channel 2: Click to vote from link provided via email

- (1) Open invitation email sent by the system.
- (2) Click link to access the voting system.
- (3) Enter the received Username and Password.
- (4) Submit a vote as determined.
- (5) System will show voting result as per your vote.

Access the Meeting via PC / Laptop

- (1) Press "Continue" button on the menu of "Multimedia Viewer".
- (2) Enter the received Username and Password.
- (3) Press "Log On" button.
- (4) Select the agenda for voting.
- (5) Press "Vote" button.
- (6) Submit a vote as determined.
- (7) System will show voting result as per your vote.

Procedure for Asking Questions during the E-Meeting

Request Live Q&A during the Meeting

- (1) Login to retrieve the latest query queue from the Webex Chat.
- (2) Press "Log On" button.
- (3) Press "Live Question" button.
- (4) Await the queue arrangement.
- (5) Monitor the queue received and await the call from the Meeting.
- (6) Click "Check Queue" button to check the current queue in the Meeting room.
- (7) When your turn in the queue is approaching, the officer will reach out to you via the Chat room to ensure you are prepared to use your camera/microphone for asking questions during the live broadcast.

Leave a Question

In case watching live broadcast: Click link to leave question in Webex Chat

- (1) Click menu "Send Question".
- (2) Press "Leave Question" button.
- (3) Select the agenda to leave question.
- (4) Enter your question.
- (5) Press "Send Question" button.

In case do not join the live broadcast: Click link provided via email to leave question

- (1) Open invitation email sent by the system.
- (2) Enter the received Username and Password.
- (3) Press "Leave Question" button.
- (4) Select the agenda to leave question.
- (5) Enter your question.
- (6) Press "Send Question" button.



Installation of Manual Webex Meetings Application and User Guide



**User Guide
Pre-Register System**



**User Guide
D-AGM, Voting and Q&A System**

Operation of E-Meeting (Webex 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 in all versions.
- System can be compatible with the following internet browsers: Chrome or Safari or Microsoft Edge.



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Document and Evidence Required for Meeting Attendance and Proxy Granting

For PTTEP's 2024 Annual General Shareholders' Meeting on Monday 1 April 2024 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 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 body, e.g. the identification card, government officials identification card, driver license or passport, which have been 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 Juristic Person Represented by a Representative
 - (1) The Notification of Meeting form (Attachment 1) 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 Shareholders should carefully study the details of Meeting agenda before granting a proxy.
 - 2.2 Shareholders shall use only one type of Proxy Form (PTTEP 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).
 - 2.3 Affix the 20 Baht stamp duty and specify the date of Proxy Form across such stamp duty for correctness and legal binding.
 - 2.4 Before the Meeting commences, shareholders may cancel the proxy by submitting a written notice to PTTEP.
 - 2.5 If a shareholder prefers to appoint PTTEP's Independent Director (Details in Attachment 8) listed below to be the Proxy Holder:
 - (1) Mr. Teerapong Wongsiwawilas Independent Director, Chairman of the Nominating and Remuneration Committee, and Member of the Audit Committee or
 - (2) Ms. Pechun Jarikasem Independent Director and Chairman of the Audit Committee or
 - (3) Mr. Veerathai Santiprabhob Independent Director, Member of the Risk Management Committee and Member of the Corporate Governance and Sustainability Committee

/ 2.6 Shareholders...

2.6 Shareholders may send Proxy Form (Attachment 7) along with the evidence documents specified under item 3.1 – 3.3 (as the case may be) to PTTEP for reviewing in advance via website at <https://register.pttdigital.com/PTTEP/registerbase> or via QR Code to access Pre-Register system which will be opened since 18 March 2024 or via a registered mail by using a business reply envelop (postage stamp is not required) to the following address and reach PTTEP by 25 March 2024 at 17.00 hrs.

To : Corporate Secretary and Assurance Division

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

2.7 In case shareholder specifies in advance a vote for each agenda in Proxy B., PTTEP 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 holder will consider and vote as appropriate. To avoid having special conflict of interests to the agenda item 5: “To approve the board of directors’ and the sub-committees’ remuneration”, Independent Director who is 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.)

2.8 A proxy holder shall vote according to the shareholder’s directions. If the proxy’s failure to comply with such directions causes shareholder damage, the shareholder has 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 body, e.g. the identification card, government officials identification card, driver license or passport, which has been 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 body, e.g. the identification card, government identification card, driver license or passport, which has been 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), which has been certified true copy by the Proxy Grantor showing that the Proxy Grantor has the power to act on behalf of the juristic person shareholder together with the seal of juristic person being affixed (if any).
 - (4) Copy of official document with photograph of Proxy Grantor issued by a government body, e.g. the identification card, government officials identification card, driver license or passport, which has been 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 body, e.g. the identification card, government officials identification card, driver license or passport, which has been 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 Investor authorizing Custodian to sign the Proxy Form on their behalf, which has been 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, which has been certified true copy by the Proxy Grantor.
 - (5) Copy of official document with photograph of Proxy Grantor issued by a government body, e.g. the identification card, government officials identification card, driver license or passport, which has been certified true copy by the Proxy Grantor. The information and image must be clear and not yet expired before or on the Meeting date.
 - (6) Copy of official document with photograph of Proxy Holder issued by a government body, e.g. the identification card, government officials identification card, driver license or passport, which has been certified true copy by the Proxy Holder. The information and image must be clear and not yet expired before or on the Meeting date.

- (7) 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.
 - (8) In case any documents are produced or executed outside Thailand, such documents must be notarized by a notary public or a competent government authority under the laws of each country and certified by the Royal Thai Embassy or the Royal Thai Consulate-General or any other authorized officer (bear a date within 1 year until the Meeting date).
 - (9) 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 (as the case may be) 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 wishing to attend the E-Meeting, either personally in case of items 1.1 and 1.2 or through a proxy granted to other persons, please register in advance their intention to attend the Meeting via the website <https://register.pttdigital.com/PTTEP/registerbase> or scan the QR code to access Pre-Register System; otherwise you will not receive Username, Password, and Link to attend the E-Meeting.
9. All documents in a kind of copied shall be certified true copy.
10. 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.
11. Since PTTEP shall comply with the provisions under the Personal Data Protection Act B.E. 2562 (2019), Shareholders/ Proxy Grantors/ Proxy Holders are requested to cross out/ blacken out/ or doing by any means to conceal your religion and blood type in the copy of identification card/ government officials' identification card/ or passport. PTTEP reserves the right to cross out/ blacken out/ or do as aforementioned in case Shareholders/ Proxy Grantors/ Proxy Holders did not do so prior to submitting those documents to PTTEP.
