

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 17 March 2025 at 08.30 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/PTTEP/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 26 February 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 (31 March 2025), the electronic meeting system will be accessible at 12.30 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 the Call Center at +66(0) 2-140-2003.

Proxy Appointment to the Independent Director

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 or send the required documents to PTTEP by mail to the following address. The proxy form and required documents shall reach PTTEP **by 24 March 2025 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



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

please contact Call Center at +66(0) 2-140-2003 during 17 – 21 and 24 – 31 March 2025 from 08.30 to 17.30 hrs.

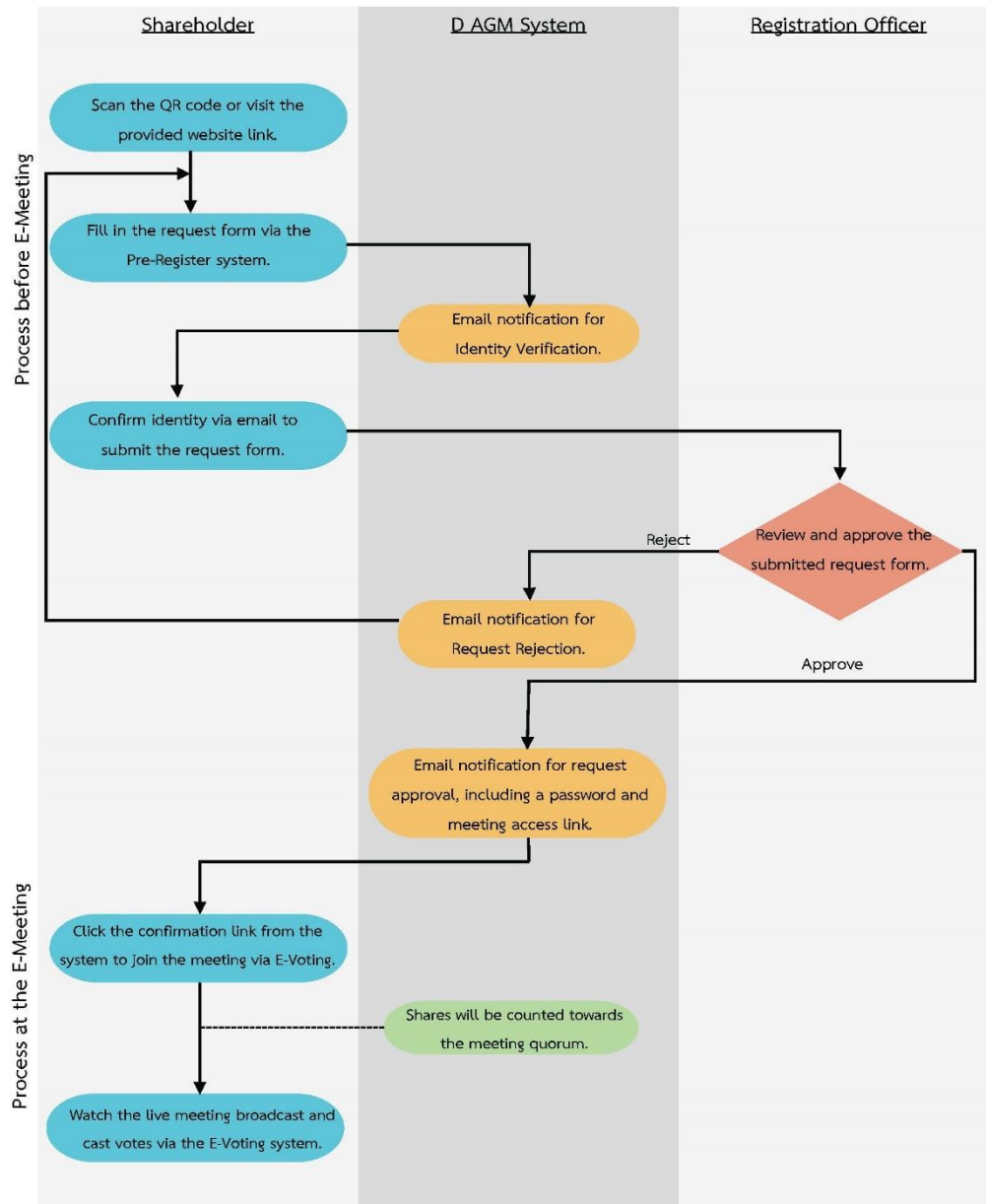
Flowchart of the Registration Steps for Attending the 2025 Annual General Shareholders' Meeting via D AGM

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

Or scan QR Code



The Pre-Register system will be available from
17 - 31 March 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.



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

please contact Call Center at +66(0) 2-140-2003 during 17 – 21 and 24 – 31 March 2025 from 08.30 to 17.30 hrs.

Procedure for Attending E voting and Voting Procedure

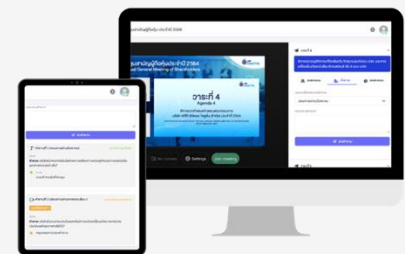
- Access the link from the email sent by the system.
- Enter the Username and Password received via the email.
- Click the “Sign in” button, and the vote will count towards the quorum.
- Click “Join meeting” button to view the live broadcast.
- Select the agenda items for voting.
- Press “Vote” button.
- Submit a vote as determined.
- 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

- Select the agenda items for asking questions.
- Press “Questions” button.
- 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



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

please contact Call Center at +66(0) 2-140-2003 during 17 – 21 and 24 – 31 March 2025 from 08.30 to 17.30 hrs.

Document and Evidence Required for Meeting Attendance and Proxy Granting

For PTTEP's 2025 Annual General Shareholders' Meeting on Monday 31 March 2025 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. Phongstorn Thavisin Independent Director, Chairman of the Corporate Governance and Sustainability Committee, and Member of the Nomination and Remuneration Committee or
 - (2) General Nithi Chungcharoen Independent Director, Member of the Risk Management Committee, and Member of the Nomination and Remuneration Committee or
 - (3) Mr. Thongthit Chayakula Independent Director and Member of the Audit 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 17 March 2025 or via a registered mail by using a business reply envelop (postage stamp is not required) to the following address and reach PTTEP by 24 March 2025 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 remuneration for the Board of Directors and the Sub-Committees”, 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...

- (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.
