



## **PTTEP Guidelines on Personal Data Processing For Shareholders' Meeting**

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PTT Exploration and Production Public Company Limited or PTTEP values the importance of personal data protection and therefore establishes guidelines on personal data processing for its shareholders meeting to describe our practice on how we treat your personal data as follows:

### **Personal Data to be Collected, Used, Disclosed**

PTTEP will collect, use, disclose (“Process”) your general personal data, namely your name-surname, date of birth, identification number, security account number, address, telephone number, email (if any), photo or VDO from the Shareholders’ Meeting recordings.

In case of appointment of a proxy holder to attend the Shareholders’ Meeting, PTTEP will process his/her personal data in accordance with these Guidelines. You are obligated to ensure that you possess the right to allow PTTEP to process such personal data, to seek for data subject’s consent (if legally required), and to notify the data subject of these Guidelines.

It is necessary that PTTEP collects the afore-mentioned personal data to act in accordance with laws related to listed company, security issuer, or other status including acting in compliance with the purpose set out in these Guidelines. Your refusal to provide any such personal data may result in PTTEP’s inability to act in accordance with the purpose set out in these Guidelines and/or related laws.

**Remark:** Any identification documents submitted to PTTEP, such as copy of national ID card or other official documents may contain sensitive personal data, e.g. race, blood type, religion which are not required for the purpose of holding the Shareholders’ Meeting. You may blacken out those sensitive personal data prior to submitting those documents to PTTEP. In case PTTEP receives documents containing sensitive personal data, PTTEP reserves the right to blacken out those sensitive data for you and, in such case, PTTEP shall be deemed not having collected any such sensitive personal data from the submitted documents.

### **Source of Personal Data**

PTTEP may collect your personal data from the following sources:

1. Personal data collected from you or via e-Meeting service provider as appeared in the registration documents including other documents and forms such as Pre-register form for attendance of electronic meeting, proxy (if any), copy of other cards or identification documents submitted to attend to the Shareholders’ Meeting physically or via electronic means (as the case may be). On the Shareholders’ Meeting date, PTTEP will take photos and make a VDO recording in the area of the Shareholders’ Meeting event which may include attendees. You may appear in some such photos and/or VDO recordings. In case you wish PTTEP to refrain from disclosing any photos or any part of VDO recordings in which you appear, you may notify PTTEP for further processing.
2. Personal data collected from the shareholder list as of the record date which PTTEP received from Thailand Securities Depository Co., Ltd. or TSD as PTTEP’s securities registrar.

### **Purpose of Personal Data Processing**

PTTEP processes your personal data for the following purposes:

1. Identification of the shareholders’ right to attend to the Shareholders’ Meeting, calling for the Shareholders’ Meeting, registration to attend to the Shareholders’ Meeting, calculation of the meeting quorum and vote in each agenda item.
2. Payment of dividend including interim dividend (in case dividend payment is approved in such meeting).
3. Preparation of concerned system for Shareholders’ Meeting including broadcasting system (if any).
4. Recording your name-surname in the meeting minutes in case you raise questions for the Meeting.
5. Contacting and sending documents to the shareholders such as the annual report, sustainability report, and financial report.

### **Legal Basis for Personal Data Processing**

1. Legal Obligation – To lawfully act as a listed company, security issuer, and other legal position in compliance with the Public Limited Company Act B.E.2535 (1992), the Securities and Exchange Act B.E.2535 (1992) including other related laws, regulations and notifications.
2. Legitimate Interest – To act in the lawful interest of the data subjects and to the extent reasonably anticipated by them, or for other purposes as legally permitted such as photo taking, sound recording, VDO or CCTV recording as necessary, which will be used for security purposes, or as advertising materials, or in PTTEP activities held for the shareholders.

### **Type of Person or Organization to which PTTEP may disclose your Personal Data**

PTTEP may disclose your personal data to the person(s) or organization(s) below according to the purpose defined in these Guidelines.

1. Service providers that provide information and communication technology and services to PTTEP to proceed with the registration to attend to the Shareholders' Meeting, calculation of the meeting quorum and vote in each agenda item including keeping the personal data as backup information in case of necessity, service provider that provides Live Broadcast service for the Shareholders' Meeting (if any) and event organizers that concern the Shareholders' Meeting and other events organized for the Shareholders as necessary, including information disclosure for public relation purpose such as photo or VDO recording disclosed through public media.
2. The Stock Exchange of Thailand (SET) and the Department of Business Development, the Ministry of Commerce and on PTTEP's website as legally required, in case your or proxy holder's name-surname appears in the meeting minutes as you raise questions for the Meeting.
3. External law firm or counsel that PTTEP seeks legal advice and/or engages to oversee legal compliance of the Meeting such as for document preparation and review, and financial institutes that PTTEP engages to transact any financial transactions for the shareholders' benefits such as payment of dividend including interim dividend.

### **Measure and Period for Retention of Personal Data**

PTTEP will retain your personal data in hard-copy format at the PTTEP office, or at PTTEP rental storage facilities, or at business places or storage facilities of the service providers that PTTEP hired to provide storage service of important documents. Such personal data may also be retained in electronic format within the PTTEP electronic database, Shared Drive/Cloud, or electronic database of service providers that provide information and communication technology and services to PTTEP. Your personal data will be retained for the entire period necessary to be used for the purposes identified above. After such period, PTTEP may also retain your personal data as backup information in case of necessity for the period of 10 years from the date of receipt of your personal data except as otherwise allowed by laws or in case PTTEP possesses any other rights or legitimate interest to process the collected personal data. After the afore-mentioned period, your personal data will be eliminated within 90 days.

### **Data Subject Rights**

The data subjects are entitled to withdraw consent given for the use of personal data processing (withdrawal of consent shall not affect the collection, use, or disclosure of personal data to which the data subject has already given consent), to request access to and obtain a copy of their personal data including requesting the disclosure of acquisition of their personal data obtained without their consent, to request for correction of their personal data, to request for deletion or anonymization of their personal data, to request for cessation of the use of personal data, to request for personal data transfer and to send or transfer any personal data to other data controller, including the right to object to data processing of their personal data and the right to lodge complaint against PTTEP's act to the Personal Data Protection Committee.

You as a data subject may exercise the rights mentioned above by submitting your request to PTTEP, either in a hard-copy or electronic format. You can download the form and related details from the PTTEP website <https://www.pttep.com> PTTEP will consider and advise the outcome of our consideration within 30 days from the date of receipt of your request. PTTEP may refuse to proceed with the data subject's request, only to the extent legally allowable.

**Revision of Guidelines on Personal Data Processing**

PTTEP may from time to time revise these guidelines to remain in line with the legal requirements or any changes in PTTEP's process. PTTEP will notify you of the revised guidelines prior to enforcement with your personal data.

**Data Protection Security Measure**

PTTEP implements appropriate security measures for processing personal data, in the documents, electronic and/or any other forms, which include necessary measures covering components of related information systems based on the compliance with security measures stipulated by personal data laws to maintain confidentiality, integrity, and availability of Personal Data as appropriate according to the risk levels. These measures include the limitation of access right of personal data and significant components of information system, the user access management, the user roles and responsibilities and the implementation of appropriate method enabling the re-examination of unauthorized access, alteration, amendment, or erasure of the Personal Data. In addition, the Company continuously promotes awareness of personal data protection and security measures for relevant employees to prevent loss, unauthorized and unlawful access, use, alteration, or disclosure of your personal data.

**Contact Information**

Corporate Secretary and Assurance Division

PTT Exploration and Production Public Company Limited

555/1 Energy Complex Building A, Floors, 19-36 Vibhavadi Rangsit Road, Chatuchak, Chatuchak, Bangkok 10900

Tel.: +66 2537 5517, +66 2537 7306

E-Mail: [CorporateSecretary@pttep.com](mailto:CorporateSecretary@pttep.com)