



**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 annual general meeting of shareholders and extraordinary meeting of shareholders (herein collectively called the “Shareholders Meeting”) as follows:

**Personal Data to be Collected**

PTTEP will collect your personal data, namely your name-surname, date of birth, identification number, security account number, address, telephone number, email (if any), photo or VDO recording within the area of the Shareholders Meeting event. PTTEP will also collect health information (only as necessary for health screening at the Shareholders Meeting event).

**Remark:** Any identification documents submitted to PTTEP, such as copy of national ID card or other official documents may contain sensitive 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 data prior to submission of your documents to PTTEP. In case PTTEP receives documents from you that contain sensitive data, PTTEP reserves the right to blacken out those sensitive data for you and, in such case, PTTEP shall be deemed as having not collected any such sensitive data from the submitted documents.

**Source of Personal Data**

PTTEP may collect your personal data from the following sources:

1. Personal data appearing on the registration documents, proxy or health screening questionnaire (if any), copy of other cards or identification documents submitted to attend to the Shareholders Meeting.
2. Personal data appearing on the shareholder list as of the record date which PTTEP received from Thailand Securities Depository Co., Ltd. or TSD (PTTEP’s securities registrar).
3. On the Shareholder Meeting date, PTTEP will take photos and make a VDO recording of the Shareholder Meeting event as well as 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.

**Personal Data Processing**

After the receipt of your personal data, PTTEP will proceed as follows:

1. Collect your personal data, both in hard-copy and electronic forms, to support necessary arrangements concerning the holding of the Shareholders Meeting including other concerned activities.
2. Use the collected personal data for registration to attend to the Shareholders Meeting, calculation of the meeting quorum and vote in each agenda item, payment of dividend (in case the dividend payment is approved in such meeting), conduct activities relating to the shareholders’ rights resulting from the Shareholders Meeting (if any) including contacting and sending documents to the shareholders and using PTTEP activities held for the shareholders.
3. Disclose the collected personal data to 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, keeping as backup information in case of necessity. PTTEP will disclose the collected personal data to the service provider that provides Live Broadcast service for the Shareholders Meeting and event organizers that concern the Shareholders Meeting as necessary. PTTEP may be required to disclose the collected personal data, only to the necessary extent, to the Department of Disease Control, the Ministry of Public Health and other concerned government offices in case infection of communicable diseases is detected or is believably possible.

The name-surname of attendees who raise questions during the Shareholders Meeting may be mentioned in the meeting minutes which will be disclosed on the PTTEP website and sent to the Stock Exchange of Thailand (SET) and the Department of Business Development, the Ministry of Commerce as required by laws.

**Purpose and Legal Basis for Personal Data Processing****Purpose**

PTTEP collects, uses, and discloses the collected personal data for 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, payment of dividend (in case dividend payment is approved in such meeting), conduct activities relating to the shareholders' rights resulting from the Shareholders Meeting (if any), including contacting and sending documents to the shareholders such as the annual report, sustainability report, and financial report.

**Legal Basis**

1. Legal Obligation – To lawfully act as a listed company, a 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 regulations.
2. Legitimate Interest – To act in the lawful interest of the data owners and to the extent as reasonably anticipated by them, or for other purposes as allowed by laws 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.

**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, 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 such date is 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 at least 10 years after which your personal data will be eliminated except in the case where PTTEP deems it necessary to further the retention of your personal data for other necessary reasons such as for enforcement of right under the laws.

**Data Owner Rights**

The data owners 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 owner 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 of their personal data, to request for personal data transfer, including the right to object to data processing of their personal data.

You as a data owner 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 owner'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.

**Contact Information**

Corporate Secretary Division

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