

**Guideline for the Registration and the Appointment of Proxy, and the Documentation and Evidence
Required to be Presented on the Date of the Meeting
Sakol Energy Public Company Limited**

The registration

The Company will commence the registration for the meeting attendance for the shareholders and/or the proxies at 11:00 a.m. on Thursday 6 August 2020, at Bunga Room, 3rd floor Golden Tulip Sovereign Hotel, 92 Soi Saengcham, Rama 9 Road, Bangkrapi Sub-district, Huay Khwang District, Bangkok, 10320. The map of the meeting venue is set out in Enclosure 8.

The appointment of proxy

In the case that the shareholders are unable to attend the meeting, the shareholders can appoint other person as their proxy to attend the meeting and vote on their behalf. The Company has provided 3 proxy forms; the Proxy Form A, Form B and Form C in accordance with the forms specified by the Department of Business Development, the Ministry of Commerce. The Proxy Form A, Form B and Form C have been enclosed together with this invitation letter, as detailed in Enclosure 4. In addition, shareholders can download such 3 proxy forms from the Company's website at www.sakolenergy.com. The features of each proxy form are as follows:

- Proxy Form A: is a general form that is simple and uncomplicated.
- Proxy Form B: is an explicit form that sets out specific details of authorization.
- Proxy Form C: is a form to be used specifically by shareholders who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper.

The appointment of proxy can be conducted as follows:

1. The general shareholders may choose to use either Proxy Form A or Proxy Form B. In any case, only one type of the proxy form can be chosen. The Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda.
2. The shareholders who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper shall choose to use Proxy Form C.
3. The shareholders who appoint the proxy shall appoint only one proxy to attend the meeting and cast a vote. The shareholder cannot split his/her votes to different proxies to vote separately.
4. The shareholders can appoint any person to be their proxies as they wish, or appoint the independent director of the Company whose names and profiles are as detailed in Enclosure 5. to be their proxies.

If the shareholders choose to appoint the independent director of the Company to be their proxies, the Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda, and deliver the proxy form with the supporting documents to Sakol Energy Public Company Limited,

Company Secretary, No. 252/108 (B), 252/109 (C) Muang Thai - Phatra Complex Building, 21st Floor, Ratchadaphisek Road, Huai Khwang Sub-district, Huai Khwang District, Bangkok 10310, Telephone No. 66 (0) 2-026-3451 ext. 290, in order for the Company to facilitate the verification of the documents, please submit all documentations to the Company by 29 July 2020.

5. The proxy form must be correctly and clearly filled in, and signed by the shareholder (the grantor) and the proxy and affixed with Baht 20 stamp duty, crossed and specified the date such proxy is made.
6. The proxy must present the proxy form and supporting documents for the appointment of proxy specified in Documents to be presented on the meeting date at registration point for proxies on the meeting date.

Documents to be presented on the meeting date

Individual

1. In case the shareholders attend the meeting in person:
It is required to present valid identification card or government officer card or driving license or passport (in case of foreigner), including evidence of name or surname change (if any).
2. In case the shareholders appoint proxy:
It is required to present the following documents:
 - 1) The proxy form, correctly and completely filled in and signed by shareholder (the grantor) and the proxy, and affixed a stamp duty
 - 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreigner) of shareholder (the grantor), certified as true and correct copy by the grantor, including evidence of name or surname change (if any)
 - 3) Valid identification card or government officer card or driving license or passport (in case of foreigner) of the proxy, including evidence of name or surname change (if any)

Thai Juristic Persons

1. In the case the authorized representative of the shareholders attends the meeting in person:
It is required to present the following documents:
 - 1) Copy of an affidavit of the shareholder, issued by the Ministry of Commerce no more than three month prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal affixed (if any) and the statement showing that such authorized representative who attends the meeting is empowered to act on behalf of such juristic shareholder
 - 2)

2. In the case the shareholders appoint the proxy to attend the meeting:

It is required to present the following documents:

- 1) The proxy form, correctly and completely filled in and signed by shareholder (the grantor) and the proxy, and affixed a stamp duty
- 2) Copy of an affidavit of the shareholder, issued by the Ministry of Commerce no more than three months prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal affixed (if any) and the statement showing that such authorized representative who signs the proxy form is empowered to act on behalf of such juristic shareholder
- 3) Copy of valid identification card or government officer card or driving license or passport (in case of foreigner) of the authorized representative, certified as true and correct copy by the authorized representative, including evidence of name or surname change (if any)
- 4) Valid identification card or government officer card or driving license or passport (in case of foreigner) of the proxy, including evidence of name or surname change (if any)

Foreign Juristic Persons

In the case the shareholders, who are foreign juristic persons and have appointed a custodian in Thailand to be a share depository and keeper, appoint a proxy by using Proxy Form C., it is required to present the following documents:

1. Documents form custodian
 - 1.1) The Proxy Form C, correctly and completely filled in and signed by the authorized representative of the custodian who is the grantor together with the seal affixed (if any) and the proxy, and affixed a stamp duty
 - 1.2) A document confirming that the person who signed the proxy form is permitted to operate the custodian business
 - 1.3) Copy of an affidavit of the custodian, issued no more than three months prior to the meeting, certified as true and correct copy by the authorized representative of the custodian together with the seal affixed (if any), and the statement showing that such authorized representative of the custodian, who signs the proxy form as the grantor, is empowered to act on behalf of the custodian
 - 1.4) Copy of valid identification card or government officer card or driving license or passport (in case of foreigner) of the authorized representative of the custodian, certified as true and correct copy by the authorized representative, including evidence of name or surname change (if any)

2. Documents from foreign juristic person shareholder
 - 2.1) Power of Attorney from the shareholder appointing the custodian to sign the proxy form on its behalf
 - 2.2) Copy of an affidavit of the foreign juristic person shareholder, issued no more than one year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal affixed (if any) and the statement showing that such authorized representative who signs the power of attorney is empowered to act on behalf of such juristic shareholder
 - 2.3) Copy of valid identification card or government officer card or driving license or passport (in case of foreigner) of the authorized representative, certified as true and correct copy by the authorized representative, including evidence of name or surname change (if any)

The above documents must be certified by Notary Public and it shall be certified no more than one year prior to the Meeting.

Any document that does not have original in English language must be submitted together with its English translation, and the authorized representative of the juristic person must certify as true and correct translation together with the seal affixed (if any).

3. Documents from proxy

It is required to present valid identification card or government officer card or driving license or passport (in case of foreigner) of the proxy, including evidence of name or surname change (if any).