

**Guidelines for attending the AGM through Electronic Media
(e-AGM) and the Appointment of Proxies**

1. In Case the Shareholders Attending the e-AGM by themselves

1.1. Please fill the registration form for the AGM through Electronic Media (e-AGM) according to Enclosure 10 attached to the invitation letter. Kindly clearly fill your email-address and cell phone number in order to register for attending the meeting and attach copy of identification documents to confirm the attendance of e-AGM as follows:

- **In the event that the shareholder is an individual person** - Certified as true and correct copy of valid identification card / passport/ other official documents issued by government authority.
- **In the event that the shareholder is a juristic person** – Copy of an affidavit of the shareholder, issued by the Department of Business Development, 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 being affixed (if any), together with the certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the authorized representative.

Please submit the registration form for the AGM through Electronic Media (e-AGM) and such identification documents to the Company within 23 April, 2021, via the following channels:

- **E-mail:** companysecretary@sakolenergy.com, or
- **Fax:** 02-026 3452 or
- **Post:** Company Secretary Office

Sakol Energy Public Company Limited, No. 252/108 (B), 252/109 (C) Muangthai Phatra Complex Building, 21st Floor, Ratchadaphisek Road, Huai Khwang Sub-district, Huai Khwang District, Bangkok 10310.

1.2. When the Company received the documents listed in No. 1.1 from you, the Company shall examine the documents to authenticate your identity and prove the right to attend the meeting. Once the right examination is completed, the Company shall send the link for accessing the meeting, username, and password, together with the method to attend the meeting, to the email address specified in the registration form for the AGM through Electronic Media (e-AGM). Kindly refrain from informing any person, who is not legally eligible for attending the meeting, of your link for accessing the meeting, username and password, as only the shareholders of the Company or their proxies are entitled to attend the meeting. Providing the link for accessing the meeting, username and password to those who are not legally authorized to attend the meeting may renders you and/or the said person, who is not legally eligible for

attending the meeting, being subject to the penalties according to the Public Limited Company Act B.E. 2535 (1992) (as amended)¹ including other relevant laws.

In the case where your link for accessing the meeting, username and password are lost or you have not received any of them by 28 April 2021, please immediately contact the Company.

- 1.3. The Company shall send the information, i.e. the link for accessing the meeting, username, and password, to you together with the method to attend the meeting. The Company requests you to particularly study such method as attached in the email, which the Company has already sent to you. The registration system for attending the meeting shall be available 60 minutes prior to the commencement of the meeting. However, the meeting shall commence at 1 p.m..
 - 1.4. For casting the votes during the e-AGM, you can vote in each agenda for an “approval”, “disapproval”, or “abstention”. In case that you do not cast the votes in any agenda, the system shall automatically count your vote as “approval”
 - 1.5. The Company shall specify a contact information in case you encounter any technical problems in using the e-AGM meeting system before or during the meeting in the email that the Company sent the link for accessing the meeting, username and password to you.
- 2. In Case the Shareholders Appointing Proxy to Attend the e-AGM**

In case that a shareholder is unable to attend the e-AGM, the shareholder may grant a proxy to another person or the Company's independent director to attend and vote on the shareholder's behalf. Details of independent director appear in Enclosure 12 of the invitation letter, which has been already sent to the shareholders.

- Prof. Emeritus Dr. Direk Lavansiriw
- Mrs. Rawittha Pongnuchit
- Assistant professor Dr. Attawoot Papangkorn

The independent directors have no special vested interest in all agendas. In this regard, please fill the information and sign the registration form for the AGM through Electronic Media (e-AGM) as per Enclosure 10 of the invitation letter and the Proxy Form as per Enclosure 11 of the invitation letter and send such documents,

¹ Section 218 of the Public Limited Company Act B.E. 2535 specifies that:

“Any person who attends a statutory meeting or a meeting of shareholders and votes or refrains from voting by impersonating a subscriber for shares, a shareholder or any person entitled to vote on behalf of a subscriber or a shareholder shall be liable to a fine not exceeding twenty thousand Baht.

Any person who provides assistance to the commission of an offence under paragraph one by presenting a document evincing the subscription for shares or a share certificate which has been used for such purpose shall be liable to the same penalty”.

together with a copy of identification documents for the appointment of proxy (as mentioned below), to the Company by 23 May, 2021, via the following channels:

- E-mail: companysecretary@sakolenergy.com or
- Post: Company Secretary Office
Sakol Energy Public Company Limited, No. 252/108 (B), 252/109 (C) Muangthai Phatra Complex Building, 21st Floor, Ratchadaphisek Road, Huai Khwang Sub-district, Huai Khwang District, Bangkok 10310.

Supporting Documents for the Appointment of Proxy

1. Individual

1.1 Thai and Foreign shareholder

- a) Certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the appointer.
- b) Certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the proxy.

2. Juristic Person

2.1 Thai Juristic Persons

- a) Copy of an affidavit of the shareholder, issued by the Department of Business Development, 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 being affixed (if any).
- b) Certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the authorized representative.
- c) Certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the proxy.

2.2 Foreign Juristic Persons

- a) Copy of certificate of incorporation of the juristic person issued by the governmental authorities of the country in which the said juristic person situates, no longer than 6 months prior to the date of the meeting, certified as a true copy by the authorized representative of the juristic person with the company's seal affixed (if any).
- b) Certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the authorized representative.
- c) Certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the proxy.

2.3 Shareholder who is a Foreign Investor and Appoints a Custodian in Thailand to Take Deposit and Take Care of the Shares

- a) 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 being 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.
- b) Certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the authorized representative.
- c) Certified as true and correct copy of valid identification card / passport/ other official documents, issued by government authority, of the proxy.
- d) Confirmation letter specifying that the custodian, who signs the Proxy Form, is permitted for custodian affairs.
- e) Power of Attorney from the shareholder to authorize the custodian to sign the Proxy Form on behalf of the shareholder.
- f) In case of sub-authorization before the authorization to custodian, please provide evidence of all authorizations, which must specify the statement that the sub-authorization is allowed.

Remarks:

- 1. In case of change of name or surname, the relevant evidence must be submitted as well;
- 2. In case of granting proxy to independent director, documents of proxy are not required;
- 3. The Company provides stamp duty for Proxy Form for shareholders; and
- 4. There must be English translation for any document that is not originated in Thai language and such translation must be certified as a true copy of the original by shareholder, authorized directors or custodian (as the case may be).