

Guidelines for the Registration and the Appointment of a Proxy, and the Documentation
and Evidence Required to be Presented on the Date of the Meeting

Sakol Energy Public Company Limited

In the event that the shareholder wishes to attend the AGM in person at Wassana Room, 3rd floor, Golden Tulip Sovereign Hotel Bangkok, No. 92 Soi Saengcham, Rama 9 Road, Bang Kapi Sub-district, Huai Khwang District, Bangkok, 10310. (Physical Meeting)

Registration

The Company will commence the registration for the meeting for the shareholders and/or the proxies at 12.00 a.m., on Friday, April 25, 2025, at Wassana Room, 3rd floor, Golden Tulip Sovereign Hotel Bangkok, No. 92 Soi Saengcham, Rama 9 Road, Bang Kapi Sub-district, Huai Khwang District, Bangkok, 10310 as detailed in The Map of the meeting Venue, Enclosure 13.

Appointment of Proxy

In the event that the shareholders are unable to attend the meeting, the shareholders can appoint a 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, as appeared in Enclosure 8.

Shareholders can download Proxy Form A, Form B and Form C from the Company's website.

Thai Version https://investor-th.sakolenergy.com/shareholder_meeting.html

English Version https://investor-th.sakolenergy.com/shareholder_meeting.html

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 use Proxy Form B. and specify the voting for each agenda.
2. A shareholder who is a foreign investor and has appointed a custodian in Thailand to be a share depository and keeper shall choose to use Proxy Form C.
3. A shareholder who appoints the proxy shall appoint only one proxy to attend the meeting and cast a vote. A shareholder cannot split his/her vote to different proxies to vote separately.
4. A shareholder can appoint any person to be his/her proxy as he/she wishes, or appoints the independent director of the Company as specified in Enclosure 9:

- Pol.Gen. Worapong Chewprecha
- Mrs. Rawittha Pongnuchit
- Asst. Prof. Dr. Attawoot Papangkorn

The independent directors have no special vested interest in all agenda items.

In this regard, please 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 or via e-mail companysecretary@sakolenergy.com within April 21, 2025.

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. In the event that documents are not originally in English, a translation into English must be provided alongside. Shareholders or authorized representatives of legal entities must certify the accuracy of the translation.
6. The proxy must present the proxy form and supporting documents for the appointment of proxy specified in the **Documents and Evidence to be Presented on the Meeting Date** at registration point for proxies on the meeting date.

Documents and Evidence to be Presented on the Meeting Date

Individual Shareholders

1. In the case that a shareholder attends the meeting in person

The shareholder must present a valid identification card, government officer card, driving license or passport (for foreign nationals).

2. In the case that a shareholder appoints a proxy

The following documents must be presented:

- 1) The proxy form, correctly and completely filled in and signed by both the shareholder (the grantor) and the proxy with a stamp duty affixed.
- 2) A copy of valid identification card, government officer card, driving license or passport (for foreign nationals) of the shareholder (the grantor), certified as a true and correct copy by the grantor.
- 3) A valid identification card, government officer card, driving license or passport (for foreign nationals) of the proxy.

Juristic Persons

1. In the case that an authorized representative of a shareholder attends the meeting in person

The following documents must be presented:

- 1) A valid identification card, government officer card, driving license or passport (for foreign nationals) of the authorized representative.
- 2) A copy of the shareholder's affidavit, issued by the Ministry of Commerce, no more than three months prior to the meeting date, or by relevant authorities (for foreign shareholders), no more than six months prior to the meeting date, certified as a true and correct copy by the authorized representative, with the seal affixed (if applicable), and a statement showing that the authorized representative attending the meeting is authorized to act on behalf of the juristic shareholder.

2. In case a shareholder appoints a 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 both the shareholder (the grantor) and the proxy with a stamp duty affixed.

- 2) A copy of valid identification card, government officer card, driving license or passport (for foreign nationals) of the authorized representative, certified as a true and correct copy by the authorized representative.
- 3) A valid identification card, government officer card, driving license or passport (for foreign nationals) of the proxy.
- 4) A copy of the shareholder's affidavit, issued by the Ministry of Commerce, no more than three months prior to the meeting date, or by relevant authorities (for foreign shareholders), no more than six months prior to the meeting date, certified as a true and correct copy by the authorized representative, with the seal affixed (if applicable), and a statement showing that the authorized representative signing the proxy form is authorized to act on behalf of the juristic shareholder.

Foreign Juristic Persons Appointing a Custodian in Thailand

In the case that a foreign juristic person shareholder has appointed a custodian in Thailand to act as a share depository and keeper, and appoints a proxy using Proxy Form C, the following documents must be presented:

1. Documents from the Custodian

- 1) The Proxy Form C, correctly and completely filled in and signed by the authorized representative of the custodian (the grantor), with the seal affixed (if applicable), and the proxy, with a stamp duty affixed.
- 2) A copy of the document confirming that the person who signed the proxy form is authorized to operate the custodian business, certified as a true and correct copy by the authorized representative of the custodian, with the seal affixed (if applicable).
- 3) A copy of the custodian's affidavit, issued no more than three months prior to the meeting date, certified as a true and correct copy by the authorized representative of the custodian, with the seal affixed (if applicable), and a statement showing that the authorized representative of the custodian, who signs the proxy form as the grantor, is authorized to act on behalf of the custodian.
- 4) A copy of valid identification card, government officer card, driving license or passport (for foreign nationals) of the authorized representative of the custodian, certified as a true and correct copy by the authorized representative.
- 5) A valid identification card, government officer card, driving license or passport (for foreign nationals) of the proxy.

2. Documents from the Foreign Juristic Person Shareholder

- 1) Power of Attorney from the shareholder appointing the custodian to sign the proxy form on its behalf.
- 2) A copy of the shareholder's affidavit, issued no more than one year prior to the meeting date, certified as a true and correct copy by the authorized representative, with the seal affixed (if applicable), and a statement showing that the authorized representative signing the power of attorney is authorized to act on behalf of the juristic shareholder.
- 3) A copy of valid identification card, government officer card, driving license or passport (for foreign nationals) of the authorized representative, certified as true and correct copy by the authorized representative.

All documents must be certified by a Notary Public and must be no more than one year old at the time of the meeting.

Remarks:

1. In the case of a change of name or surname, the relevant evidence must be provided.
2. In the case of granting a proxy to an independent director, documents of the proxy are not required.
3. The Company will provide the stamp duty for the Proxy Form for shareholders.
4. Any documents not originally in the Thai language must be accompanied by an English translation, certified as a true copy of the original by the shareholder, authorized directors, or custodian (as applicable).