

**Guidelines for Attending the AGM through Electronic Media
(e-AGM) and the Appointment of a Proxy**

1. In the case that a shareholder personally attends the meeting

1.1 Please fill in the registration form for the AGM through Electronic Media (e-AGM) as attached in Enclosure 10 of this Notice. Kindly provide a clear and accurate email-address and telephone phone number for registration to attend the meeting and attach a copy of identification documents to confirm the attendance of e-AGM as follows:

- **For individual shareholders** – A certified copy of a valid identification card, passport (for foreign nationals), or any other government-issued identification document. In the case of a name and/or surname change, supporting documents must also be provided.
- **For juristic person shareholders** – A copy of the shareholder's affidavit, issued by the Department of Business Development, 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), together with a certified as a true and correct copy of a valid identification card, passport (for foreign nationals), or any other government-issued identification document, of the authorized representative.

Please submit the registration form for the AGM through Electronic Media (e-AGM) along with the required identification documents mentioned above to the Company from today until April 21, 2025, via the following channels:

- **E-mail:** companysecretary@sakolenergy.com.or
- **Fax:** 02-026 3452 or
- **Post:** (Company Secretary Office) or
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. or
- **QR Code**



1.2 Upon receiving the documents specified in Section 1.1, the Company will verify them to confirm the shareholder's eligibility to attend the meeting. Once the verification process is complete, the Company will send the meeting access link, username, password, and user manual for the e-AGM system to the shareholder via the email address provided in the registration form for the AGM through Electronic Media (e-AGM). Shareholders are kindly requested not to share their username and password with any unauthorized individuals, as only the Company's shareholders or their appointed proxies are legally entitled to attend the meeting. Disclosing login credentials to unauthorized persons may result in legal liability for the shareholder and/or the unauthorized individual under the Public Limited Company Act B.E. 2535 (1992) (as amended) ¹ and other applicable laws.

In the event that your meeting access link, username, or password is lost or not received by April 21, 2025, please immediately contact the Company.

1.3 The Company shall send the information, i.e. the meeting access link, username, and password, along with a user manual for the e-AGM system. The Company requests you to particularly study the instructions as attached in the email sent by the Company. The registration system for attending the meeting shall be open 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, shareholders will be able to cast their votes for each agenda item by selecting "Approve," "Disapprove," or "Abstain." If no vote is submitted for a particular agenda item, the system will automatically record the shareholder's vote as "Approve."

1.5 The Company will provide contact details for technical support in case you encounter any issues with the e-AGM system before or during the meeting. These contact details will be included in the email containing your meeting access link, username, and password.

2. **In the case that a shareholder appoints a proxy to attend the e-AGM**

In the case that a shareholder is unable to personally attend the e-AGM, the shareholder may appoint a proxy to attend and vote on his/her behalf, either by appointing another person or one of the Company's independent directors listed below. Profiles of the independent directors can be found in [Enclosure 9](#) of this notice, which has already been sent to shareholders.

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".

- 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 fill the information and sign the registration form for the AGM through Electronic Media (e-AGM) as per Enclosure 10 of this notice and the Proxy Form as per Enclosure 8 of this notice and send such documents, together with a copy of identification documents for the appointment of proxy (as mentioned below), to the Company from today to within April 21, 2025, via the following channels:

- E-mail: companysecretary@sakolenergy.com or
- Fax: 02-026-3452 or
- Post: (Company Secretary Office) or
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. or
- QR Code



Supporting Documents for the Appointment of Proxy

1. Individual Shareholders

Thai and Foreign shareholders

- a) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the shareholder (the grantor), certified as a true and correct copy by the grantor.
- b) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the proxy, certified as a true and correct copy by the proxy.

2. Juristic Persons

2.1 Thai Juristic Persons

- a) A copy of the shareholder's affidavit, issued by the Department of Business Development, the Ministry of Commerce, no more than three months prior to the meeting date, certified as a true and correct copy by the authorized representative, together with the seal being affixed (if applicable).
- b) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the authorized representative.
- c) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the proxy.

2.2 Foreign Juristic Persons

- a) A copy of the shareholder's affidavit, issued by relevant authorities, no more than six months prior to the meeting date, certified as a true and correct copy by the authorized representative of the juristic person with the company's seal affixed (if applicable).
- b) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the authorized representative.
- c) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the proxy.

2.3 Foreign Juristic Persons Appointing a Custodian in Thailand

- a) A copy of the custodian's affidavit, issued by the Department of Business Development, the Ministry of Commerce, 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 company's seal affixed (if applicable).

- b) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the authorized representative of the custodian.
- c) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the proxy.
- d) A certification letter confirming that the custodian signing the proxy form is authorized to operate a custodian business.
- e) A copy of the shareholder's affidavit, issued no more than 3 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 power of attorney is authorized to act on behalf of the juristic shareholder.
- f) A copy of valid identification card, passport (for foreign nationals) or any other government-issued identification document of the authorized representative of the shareholder.
- g) Power of Attorney from the shareholder to authorize the custodian to sign the Proxy Form on behalf of the shareholder.
- h) In the case of a sub-delegation of authority before granting the power of attorney to the custodian, please provide evidence of all authorizations, clearly indicating the right to sub-delegate authority.

All documents must be certified by a Notary Public and must be no more than 3 months 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).