

## Registration documents, registration and meeting processes, and voting procedures and vote counting

### Identity Verification

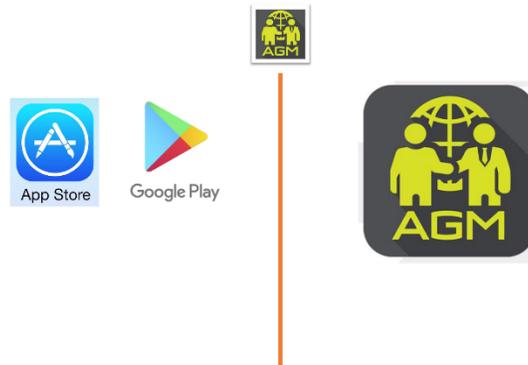
(can be done immediately from the date of receiving the Notification of the Meeting until Wednesday, 7 April 2021.)

1. The shareholder **attending the Meeting in person** shall verify one's own identity according to the procedures specified below.

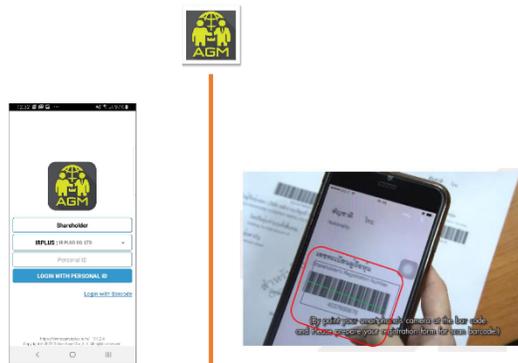
2. The shareholder **assigning a proxy to attend the Meeting** (the proxy) shall prepare a proxy form together with required supporting documents according to Enclosure No. 8 by scanning or taking photos of them for submission to the email: Compliance@seaoilthailand.com. Then, the shareholder or the proxy shall verify their identity according to the procedures specified below. (The original documents shall be mailed to "Compliance and Company Secretary" at Sea Oil Public Company Limited. No. 88 Soi Bangna-Trad 30, Debaratna Road, Bangna Tai, Bangna, Bangkok 10260, Thailand

### Identity Verification Procedures

1. Install the application on your smartphone or tablet or iPad. This application is compatible with both the iOS and the Android operating systems. The keyword used for searching for the application is "IR Plus AGM."

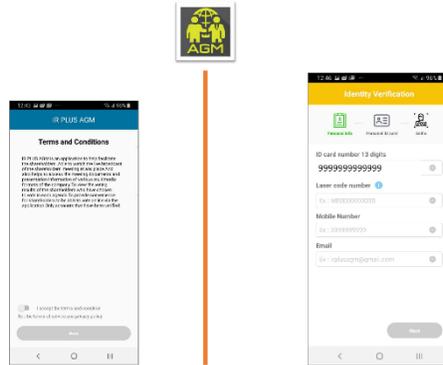


2. Log on into the system by scanning the barcode of the registration number of the security holder shown in the Notification of the Meeting.



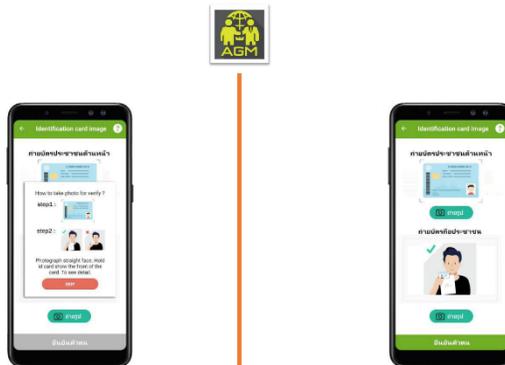
3. Identity verification:

- 3.1. Fill out your identity verification data.
- Your 13-digit national ID card no.
  - Your mobile phone no.
  - Your email.

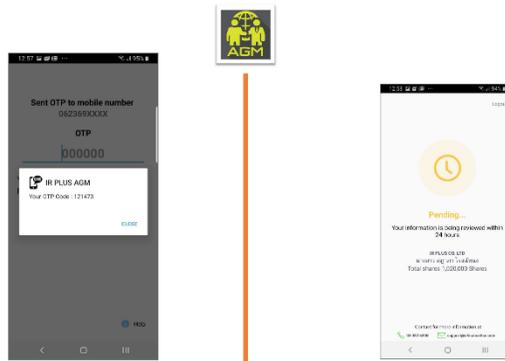


3.2. Upload your photo for identity verification.

- The photo of the national ID card of the shareholder and that of the proxy (in case of using the proxy)
- The photo of the shareholder and that of the proxy in the position of holding one's own national ID card



4. Enter the OTP sent by the system to the given mobile phone no.



5. After receiving the data, the officer will check and verify the identity. Then, the officer will send a message back to application within 1-2 business days.

6. After receiving the successful identity verification message, the user will set up one's PIN code for signing in.



### **Documents for the Rights to Attend**

#### 1. Attendance in person through electronic media

1.1 A valid official ID card wherein a photograph is shown, e.g. personal ID card, Civil servant card, driver license or passport.

#### 2. Attendance by proxy

##### 2.1 Shareholder being a natural person.

- A duly completed proxy form, signed by the shareholder and the proxy representative, together with THB 20 stamp duty.

- A copy of the shareholder's A valid official ID card wherein a photograph is shown, e.g. personal ID card, Civil servant card, driver license or passport, certified by the shareholder.

- A copy of the proxy representative's A valid official ID card wherein a photograph is shown, e.g. personal ID card, Civil servant card, driver license or passport, certified by the proxy representative.

##### 2.2 Shareholder being a juristic person registered in Thailand

- A duly completed proxy form, signed by the authorized signatory(ies) of the shareholder and the proxy representative, together with the seal affixed (if any) and THB 20 stamp duty.

- A copy of the affidavit or certificate of registration of the shareholder issued by the Ministry of Commerce or relevant agency not more than 6 months prior to the date of the Meeting, certified by the authorized signatory(ies) of the shareholder, together with the seal affixed (if any);

- A copy of the authorized signatory(ies)'s A valid official ID card wherein a photograph is shown, e.g. personal ID card, Civil servant card, driver license or passport, certified by the authorized signatory(ies);

- A copy of the proxy representative's A valid official ID card wherein a photograph is shown, e.g. personal ID card, Civil servant card, driver license or passport, certified by proxy representative.

##### 2.3 Shareholder being a juristic person registered overseas.

- A duly completed proxy form, signed by the authorized signatory(ies) of the shareholder and the proxy representative, together with the seal affixed (if any) and THB 20 stamp duty.

- A copy of the certificate of incorporation or equivalent constitutional document(s) of the shareholder issued by the valid agency not more than 6 months prior to the date of the Meeting, containing the name of the shareholder, its registered address, and name(s) of the authorized signatory(ies) and his/her authority, certified by the authorized signatory(ies) of the shareholder, together with the seal affixed (if any);

- A copy of the authorized signatory(ies)'s a valid official identification card, such as personal identification card, driving license or passport, certified by the authorized signatory(ies);

- A copy of the proxy representative's a valid official identification card, such as personal identification card, driving license or passport, certified by the proxy representative; and

- English translation is required for any original document which is not in English and such translation must be certified by the authorized signatory(ies) of the shareholder.

Shareholders who wish to appoint a proxy may appoint any one person or either one of the following independent director of the Company as their proxy. Profiles of the independent directors are set out in Enclosure No.10. Shareholders may send the duly completed proxy form, together with the above documentation, to the registered office of the Company at:

**“Compliance and Company Secretary” at Sea Oil Public Company Limited, No. 88  
Soi Bangna-Trad 30, Debaratna Road, Bangna Tai, Bangna, Bangkok 10260, Thailand**

no later than on Friday, 2 April 2021, so that officers of the Company are given enough time to check the documentation. Shareholders who have questions on registration documents may contact the call: +662-398-9850 ext. 662, 673 or the email: [Compliance@seaoilthailand.com](mailto:Compliance@seaoilthailand.com) or IR Plus call center: +662-022-6200 Ext. 2

### **Attending the E-AGM**

1. On the Meeting date, the registration for attending the E-AGM can be done through the IR Plus AGM application, starting from 12:00 noon onwards.

2. The shareholder or the proxy with the successful identity verification can access the IR Plus AGM application to join the live 2021 E-AGM. The video clip of the Meeting will be posted on the Company's website at [www.seaoilthailand.com](http://www.seaoilthailand.com) after the end of the Meeting.

3. The shareholder or the proxy shall cast a vote, be it “approve”, “disapprove” or “abstain”, through the provided system within the timeframe for voting for each agenda item. The system will send an alert message through the IR Plus AGM application.

4. To encourage the shareholder to receive and access the right to attend the E-AGM, the shareholder or the proxy can send a question or inquiry for each agenda item through a real-time electronic means by sending a message via the IR Plus AGM application.

5. In the case where the shareholder or the proxy has any issue regarding the submission of their identity verification documents, the downloading of the IR Plus AGM application, or any other problem experienced during the Meeting, please contact the Company through one of the following channels for assistance, call: 02-398-9850 ext. 662 or ext. 673 e-mail: [Compliance@seaoilthailand.com](mailto:Compliance@seaoilthailand.com).

### **Voting Procedures and Vote Counting**

1. To cast a vote, one share shall have one vote.

2. A shareholder may cast his or her vote to “approve”, “disapprove” or “abstain” from voting.

3. To vote in each agenda, regarding election of directors, only shareholders who “disapprove” or “abstain” from voting through electronic meeting system application shall cast their votes. Shareholders who “approve” the agenda are not required to votes through AGM e-Voting system.

4. To count the votes, “disapprove” or “abstain” votes will be deducted from the total votes of the shareholders who attend the Meeting and are entitled to vote.

5. Before casting the vote in each agenda, the Chairman of the Meeting will give shareholders an opportunity to shareholders to make inquiries or comments on the issues related to such agenda as appropriate. In this regard, shareholders who wish to make the inquiries or comments are requested to push the live notification button, place a question by typing in a question box and wait notification from the system administrator to prepare for turning on camera and microphone and make inquiries and comments accordingly. Shareholder are requested to notify their names before making the inquiries or comments in the Meeting.

6. The Chairman of the Meeting will announce voting result to the Meeting once the vote counting for such agenda is completed.

The shareholder or the proxy can study the user manual by scanning the QR code provided below. The Company reserves the right to allow only the users with the successful identity verification to access the application.

QR Code download App IR PLUSAGM



**IOS**



**Android**

QR Code download Manual App IR PLUSAGM



**THAI**



**ENGLISH**