



PTT Global Chemical Public Company Limited

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Registration No. 0107554000267

(Translation)

Ref. No. 01 – 099/2021

May 7, 2021

Subject : Notification on Cancellation of Venue and Change the Method of Convening the Extraordinary General Meeting of Shareholders No.1/2021 to an Electronic Meeting (E-EGM)

To President
The Stock Exchange of Thailand

Reference : Letter of the Company No. 01- 098/2021 dated April 22, 2021

Attachment : The Procedures for Registration to attend the Extraordinary General Meeting of Shareholders No.1/2021 via Electronic Means (E-EGM) and Appointment of Proxy

Reference is made to the PTT Global Chemical Public Company Limited (PTTGC) notification that the Extraordinary General Meeting of Shareholders No. 1/2021 will be held on Monday, June 7, 2021 at 09.00 hours. at Vibhavadi Ballroom, Lobby Floor, Centara Grand at Central Plaza Ladprao Bangkok Hotel, Ladprao, 1695 Phaholyothin Road, Chatuchak, Chatuchak, Bangkok 10900.

Due to the pandemic of Coronavirus Disease 2019 (COVID-19) that has been widespread and intensifying as well as the announcement of the Bangkok Metropolitan Administration (BMA), subject: Order of Temporary Closure of Premises (No. 25) dated on April 25, 2021 ordering temporarily closing of places providing services on meeting and organizing activities prone to disease spread such as meetings with the limit of number of attendees to 20 persons. Therefore, the Company's Board of Directors' Meeting No. 5/2021 held on April 26, 2021 deems it appropriate to authorize the Chairman of the Board of Directors to consider the change of the method to convene the Extraordinary General Meeting of Shareholders No.1/2021 or any matter regarding the Meeting. However, the consideration for changes of date, time and venue is still under the Chief Executive Officer's authority as authorized.

With the concern of the well-beings of all Shareholders, attendees and participants, the Chairman deems it appropriate to **cancel the venue for the Meeting and change the method of convening the Extraordinary General Meeting of Shareholders No.1/2021 to the electronic meeting (E-EGM)** according to the Emergency Decree on Electronic Meetings B.E. 2563 (2020) and other related laws and regulations. Therefore, the Meeting will not be held at Vibhavadi Ballroom, Lobby Floor, Centara Grand at Central Plaza Ladprao. The details of date, time, the meeting agenda, and the Record Date for the rights to attend the Meeting are remaining the same as disclosed on SET. In addition, the Company will send Shareholders the Invitation to attend the Extraordinary General Meeting of Shareholders No.1/2021 and related documents via mailing and publish it on the Company's website www.pttgcgroup.com.

Please be informed accordingly.

Yours sincerely,

(Kongkrapan Intarajang)
Chief Executive Officer

**The Procedures for Registration to attend the Extraordinary General Meeting of Shareholders No. 1/2021 via Electronic Means (E-EGM) and Proxy Appointment
PTT Global Chemical Public Company Limited
Monday, June 7, 2021 at 09:00 hrs.**

Shareholders who wish to attend the Meeting via electronic means must follow the procedures as indicated below.

Procedures for the submission of a request to attend the meeting by electronic means

1. The Shareholders must submit a request to attend the meeting by electronic means via Web Browser at <https://app.inventech.co.th/PTTGC173529R> or scan QR Code:



2. The Shareholders must prepare the following information to fill-in through the system:
 - Identification Card Number/Passport Number (in case of foreign shareholder) / Company Registration Number
 - Shareholders Registration Number
 - Name and Surname
 - Amount of shares
 - E-Mail
 - Mobile Number
 - Additional Attachments
 - For Shareholders who wish to attend the meeting by electronic means themselves, please attach the copy of Identification Card /Passport (in case of foreign shareholder) and certified true copy, and a photo is also applicable to upload into the system.
 - For Shareholders who wish to attend the meeting by electronic means with proxies, please also attached the proxy forms with required documents.
3. After completely filled-in all required information and attachment, please select “I have read and agreed to comply with meeting attendance requirements, and meeting attendance requirements through Inventech Connect” then click “accept on the term of service”.
4. Then click to “submit the request”.
5. After completing the fourth step above, an assigned administration team will proof the document. Once your request is approved, the Shareholders will receive an email to notify on the followings: (1) Link of Registration for the meeting (2) Username and Password for e-Voting (3) Link for download and installation of Cisco WebEx Meeting Application

(4) Link for user manual. The Shareholders can access the system to attend the meeting on the date specified in the notice of the shareholders' meeting. In case the request is rejected, shareholders will receive an email to notify them on the details and the reason for rejection, then the shareholders can resubmit through the system.

6. For Shareholders who wish to assign a proxy and will not attend the meeting, he/she can appoint any person to act as his/her proxy or authorize one of the Company's Independent Directors as specified in the notice of the shareholders' meeting to attend and vote on his/her behalf as specified in the proxy form.
7. For Shareholders who would like to attend the Meeting either through electronic means by yourself or a proxy who is not the provided independent directors, please note that the electronic registration will be opened from May 24, 2021 at 08.30 hours and it will be closed on June 7, 2021 until the end of the meeting.
8. For Shareholders who authorize the Company's Independent Directors to attend and vote on his/her behalf, please submit the proxy form together with required documents to the Company by postage to the following address. Such proxy form and required documents shall be delivered to the Company by May 28, 2021 at 17.00 hours.

Corporate Governance Department

PTT Global Chemical Public Company Limited

555/1 Energy Complex, Building A, 18th Floor, Vibhavadi Rangsit Road,
Chatuchak, Chatuchak, Bangkok 10900

Manual to attend the Meeting by Electronic Means and login for Inventech Connect

1. Cisco WebEx Meeting and Inventech Connect for e-Voting systems support Web Browser for PC, iOS and Android. To access Cisco WebEx Meeting and Inventech Connect, please follow the installation procedure and operation manual as below:

1.1 Using Cisco WebEx Meeting

Installation Manual for Cisco WebEx Meeting can be read via this link:-

<https://qrgo.page.link/Cgv2B> or scan QR Code:



1.1.1 Cisco WebEx Meeting installation instruction via PC / Laptop

1. Go to website: <https://www.webex.com/downloads.html> or scan QR Code:
2. Choose download Cisco WebEx Meetings by clicking "Download for Windows" button.
3. Double click the webexapp.msi (can be found at Folder Download) to enter the Installation page.
4. Enter the installation page, then click "Next".
5. Select "I accept the terms in the license agreement" and then click "Next".
6. Click the "Install" button, then wait for the installation for a moment, and then click "Finish".
7. When the installation is completed, the "Cisco WebEx Meetings" icon will appear on Desktop's screen.



1.1.2 Step to install Cisco WebEx Meeting using Mobile Device

<u>For iOS</u>	<u>For Android</u>
<ol style="list-style-type: none"> 1. Access App Store  2. Go to the search icon or the “magnifying glass” symbol and type “Cisco WebEx Meeting” and click “search” button. 3. Then click the “Accept” button on the right to install the Cisco WebEx Meetings Application or the symbol as shown in the picture.  4. Specify a password or Touch ID to confirm application installation. 5. Then wait for a moment for installation. 6. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen. 	<ol style="list-style-type: none"> 1. Access Play Store  2. Go to “Search for apps & games” and type “Cisco WebEx Meetings” and click “Search”. 3. Then click “Install” button on the right to install Cisco WebEx Meetings Application on symbol as shown in the picture.  4. Click “Accept” to confirm Application installation. 5. Then wait for a moment for installation. 6. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen.

1.2 Using Inventech Connect System

<p>Manual for PC / Laptop</p>  <p>https://qrgo.page.link/KqnoP</p>	<p>Manual for iOS</p>  <p>https://qrgo.page.link/pgvit</p>
<p>Manual for Web Browser</p>  <p>https://qrgo.page.link/iZ3ka</p>	<p>Manual for Android</p>  <p>https://qrgo.page.link/vZ4rZ</p>

1.2.1 Steps for using Inventech Connect via PC/Laptop are as follow:

1. Shareholders **click the link to enter Registration for the meeting** in the approval notification email for Inventech Connect.
2. Then the system will display information for e-Register. Fill-in the Username and Password that received by email, then click “sign-in” button.

3. The system will display the Shareholders' registration information. (At this procedure, it will be considered that the Shareholders has already registered to attend the meeting and the number of shares of the Shareholder to be counted as a quorum). Then click "Go to the registration page to watch the live broadcast via Application Cisco Webex Meeting".
4. The system will display the "Event Information". The Shareholders must then fill-in the information on the right side of "Join Event Now" with the following details:
 - The system will display the Shareholders' name or proxies name in the "First Name" field.
 - The system will display the Shareholders' registration number in the "Last Name" field (in case of proxy it will display * after the registration number).
 - Fill-in email in the "Email Address" field (Email must be the same email received from register via e-Request).
 - In the "Event Password" field, the system will set the default value for Shareholders. There is no need to make any changes.
 - Then click "Join Now" button.
5. After that, click "Run a temporary application" to access the Cisco WebEx Meeting application.
6. Click the "Join Event" button (green color) to join the meeting via Cisco WebEx Meeting Application.
7. The system will display two operation screens; one on the left showing live broadcast and the right showing Q&A and Multimedia Viewer functions with the login page of Inventech Connect for e-Voting.
8. Then click the "Continue" button (blue color) on the right hand side of the Multimedia Viewer function. The system will display the login screen for Inventech Connect and click "Sign in" button.
9. The system will display "Select Agenda" button, and Shareholders may view which agenda may be voted by clicking the "Select Agenda" (green color) in corner on the left and bottom.
10. The system will display the agenda items being entitled to vote, displaying "Voting Status: Pending".
11. When Shareholders wish to cast a vote, please choose the agenda to vote. The system will then show "Voting Status: Pending". Shareholders can press the following voting buttons,
 1. Agree (green color)
 2. Disagree (red color)
 3. Abstain (orange color) and
 4. Do not submit vote (blue color). Shareholders can change their vote until the closing of voting session for each agenda item.

If Shareholders press "Do not submit vote" button or do not press any buttons to cast a vote at any agendas, it shall be deemed that Shareholders agree with such agenda according to the Company's practice regarding counting of the vote. Shareholders can change their vote until the closing of voting session for each agenda item.

12. Shareholders can conduct a review of the votes on an agenda basis. When the voting session is closed, please select the agenda you want to review, and then the system will display a graph and a table showing voting information of the selected session.

*13. In the event that a Shareholder has been authorized by multiple accounts, please select “User Icon” and click on the “Switch Account” button to access other accounts. Upon the switching, votes and quorum will not be removed from the meeting.

*14. Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button.

*In case the Shareholder leaves the meeting before the meeting adjourns, the system will remove the right to vote of the Shareholder from the meeting on the agenda that has not yet been processed. Shareholders can also rejoin the meeting and cast the vote on the ongoing agenda until the closing of voting session for each agenda item.

1.2.2 Steps for using Inventech Connect for e-Voting via Mobile Device

>>Screen 1: Live Broadcast by the Company

1. Shareholders **click the link to enter Registration for the meeting** in the approval notification email for Inventech Connect.
2. After that the system will display the e-Register page, the Shareholders must fill-in Username and Password that received by email, then click “Sign-in”.
3. Upon successful registration, the system will display shareholder registration information (At this procedure, it will be considered that the Shareholders has already registered to attend the meeting and the number of shares held by such shareholders shall be counted as a quorum). Then click to registration page to join the meeting via Cisco WebEx Meeting Application.
4. The system will display Event Information, then click “Join”.
5. Then fill-in information in Display Name and Email Address, then click “OK”.
6. Click “Join” (green color) to attend the meeting via Cisco WebEx Meeting Application.

If Shareholders who access via mobile device wish to use Inventech Connect for e-Voting, please switch the browser to use the second Screen as below:

>>Screen 2: Using Inventech Connect

1. Shareholders must **click the link for registration (For Shareholders who do not want to view the live meeting)** from the notification email for Inventech Connect or URL for e-Voting function which was sent from Administrator via “Chat” function in application Cisco Webex Meeting.
2. Fill-in Username and Password from the request approval notification email, then click “Sign in” button.
3. The system will display “Select Agenda” icon, and Shareholders may view which agenda may be voted by clicking the “Select Agenda” (green) in the left corner and at the bottom.
4. The system will display the agenda items being entitled to vote, displaying “Voting Status: Pending”.

5. When Shareholders wish to vote, please choose the agenda to vote. Then the system will show all voting buttons,
 1. Agree (green color)
 2. Disagree (red color)
 3. Abstain (orange color) and
 4. Do not submit vote (blue color). Shareholders can change their vote until the closing of voting session for each agenda item.

If Shareholders press “Do not submit vote” button or do not press any buttons to cast a vote at any agendas, it shall be deemed that Shareholders agree with such agenda according to the Company’s practice regarding counting of the vote. Shareholders can change their vote until the closing of voting session for each agenda item.

6. Shareholders can conduct a review of the votes on an agenda basis. When the voting results are closed, select the agenda you want to review, and then the system will display a graph and a table showing voting information of the selected session.

*7. In the event that a Shareholder has been authorized by multiple accounts, please select “User Icon” and click on the “Switch Account” button to access other accounts. Upon the switching, votes and quorum will not be removed from the meeting.

*8. Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button.

*In case the Shareholder leaves the meeting before the meeting adjourns, the system will remove the right to vote of the Shareholder from the meeting on the agenda that has not yet been processed. Shareholders can also rejoin the meeting and cast the vote on the ongoing agenda until the closing of voting session for each agenda item.

The electronic conference system will be available on June 7, 2021 at 07.00 hours (2 hours before the opening of the meeting). Shareholders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.

The functionality of the electronic conferencing system (Cisco Webex Meeting) and Inventech Connect is dependent on the internet system supported by shareholders or proxies, including equipment and/ or program of the device. Therefore, please use the device and/or the following programs to operate the system.

- Recommended internet speed should be at least 4 Mbps.
- Mobile phones/tablet devices with Android operating system that supports Android 6.0 version or above, or mobile phones/tablet devices with iOS operating system that supports iOS 10.0 version or above.
- Desktop computer/notebook with Windows operating system that supports Windows 7 or above, or desktop computer/notebook with MAC operating system that supports OS X 10.13 or above.
- Internet Browser: Firefox or Chrome (recommended) or Safari.

How to check the operating system version

- For Android: Choose settings or additional settings > About Phone > Software or Android version information.
- For iOS: Selecting Settings > General > About > Version.

Remark:

1. The Shareholders must fill-in the Username and Password that received via email for register and join the meeting. At this procedure, it will be considered that the Shareholders has already registered to attend the meeting (if Shareholders do not register to attend the meeting, your shares will not be counted as a quorum, and you cannot vote or watch the live meeting). Also, if the Shareholders leave the meeting during the meeting by pressing the “leave the meeting” button, the system will remove the votes of the Shareholders from the quorum of the meeting.
2. The Shareholders must prepare the Email Address for e-Request to obtain 1. Link of Registration for the meeting 2. Username and Password for attending the meeting.
3. The required information must be aligned with the information as of the record date (as of May 6, 2021) that provided by Thailand Securities Depository Co., Ltd (TSD).

For a troubleshooting related to the system, please contact Call Center as below:

Tel: 02-021-9121 (May 24 - June 7, 2021 from Monday to Friday at 08.30 - 17.30 hours but not including May 26, 2021)
