

Registration and Voting Procedures for E-AGM

As the 2026 annual general meeting of shareholders will be conducted through electronic media (E-AGM) through the system of Inventech Connect, the Company would like to provide guidelines for the registration and voting through electronic media as follows:

❖ **Procedures for submitting a meeting attendance request form (E-Request), proof of entitlement to attend the meeting and proxy authorization for a meeting via electronic means (E-AGM)**

1. Required documents for registration

(a) Individual shareholders

(1) Attendance in person

- (A) *Thai individual shareholder*: a copy of a valid Thai national identification card, which is certified as a true copy by the shareholder
- (B) *Foreign individual shareholder*: a copy of a valid passport (or other valid equivalent photo-identification document issued by a competent governmental authority of the shareholder), which is certified as a true copy by the shareholder

(2) Attendance by proxy

- (A) a proxy form B (Enclosure 5), which is completely filled in and signed by the proxy grantor and the proxy, and affixed with Baht 20 of stamp duty, crossed out and dated on the date of the proxy form
- (B) a copy of a valid photo-ID issued by a competent governmental authority of the proxy grantor (shareholder), which is certified as a true copy by the proxy grantor
- (C) a copy of a valid photo-ID issued by a competent governmental authority of the proxy, which is certified as a true copy by the proxy

(b) Juristic person shareholders

(1) Attendance in person by the authorized representative/ authorized director of the shareholder

- (A) a copy of a company affidavit of the shareholder issued by the Ministry of Commerce or a competent governmental authority of the country where such

juristic person is situated, which has been issued for not more than 1 year prior to the meeting. The document must also be certified as a true copy by the authorized representative, along with the official seal (if applicable), and contains the information showing that the authorized person(s) has the authority to act on behalf of such juristic person shareholder

- (B) a copy of a valid photo-ID issued by a competent governmental authority of the authorized representative of the shareholder, which is certified as a true copy by the authorized representative

(2) Attendance by proxy

- (A) a proxy form B (Enclosure 5) which is completely filled in and signed by the proxy grantor and the proxy, and affixed with Baht 20 of stamp duty, crossed out and dated on the date of the proxy form
- (B) a copy of a valid photo-ID issued by a competent governmental authority of the authorized representative of the shareholder, which is certified as a true copy by such authorized representative and
- (C) a copy of a company affidavit of the shareholder issued by the Ministry of Commerce or a competent governmental authority of the country where such juristic person is situated, which has been issued for not more than 1 year prior to the meeting. The document must also be certified as a true copy by the authorized representative, along with the official seal (if applicable), and contains the information showing that the authorized person(s) has the authority to act on behalf of such juristic person shareholder
- (D) a copy of a valid photo-ID issued by a competent governmental authority of the proxy, which is certified as a true copy by the proxy

(c) **Attendance by proxy given by a Custodian**

- (1) a copy of a valid power of attorney, authorizing the custodian to give proxy on behalf of a shareholder, which is completely filled in and signed by the principal and the attorney, and affixed with Baht 30 of stamp duty, crossed out and dated on the date of the proxy form, which is certified as a true copy by the authorized representative of the custodian
- (2) in the case where the custodian is a juristic person registered in Thailand: a copy of company affidavit of the custodian issued for not more than 1 year prior to the meeting by the Ministry of Commerce, certified as a true copy by the authorized

representative of the custodian, along with the official seal (if applicable), and contains the information showing that the authorized person(s) has the authority to act on behalf of such custodian.

in the case where the custodian is a juristic person registered outside of Thailand: a copy of company affidavit of the custodian issued for not more than 1 year prior to the meeting by a competent governmental authority of the country where such custodian is situated, certified as a true copy by the authorized representative of the custodian, along with the official seal (if applicable), and contains the information showing that the authorized person(s) has the authority to act on behalf of such custodian.

- (3) a copy of a valid photo-ID issued by a competent governmental authority of the authorized representative of the custodian, which is certified as a true copy by such authorized representative
- (4) a copy of a confirmation letter as to the fact that the custodian has obtained a license to undertake or engage in custodian business, which is certified as a true copy by the authorized representative of the custodian, along with the official seal (if applicable)
- (5) a proxy form C (available for download at www.sprc.co.th), which is completely filled in and signed by the proxy grantor (i.e. the custodian) and the proxy, and affixed with Baht 20 of stamp duty, crossed out and dated on the date of the proxy form
- (6) a copy of a valid photo-ID issued by a competent governmental authority of the proxy, which is certified as a true copy by such proxy

In the event that you submit any documents relating to registration and/or the granting of proxy and/or any other documents to the Company which may contain sensitive personal data—such as race, religion, etc.—which are not necessary for the purposes of the shareholders' meeting, please be informed that the Company has no intention to collect or use such data. However, in practice, the Company may inevitably receive such sensitive personal data from you (e.g., when the Company makes a copy or scanning your identification card for registration purposes, which may contain information regarding religion). Therefore, you are kindly requested to redact, cross out, or conceal such sensitive personal data and sign to certify the redaction before submitting such documents to the Company. In the event that you do not conceal such sensitive personal data, the Company may need to collect such data based on the lawful basis of necessity for the establishment, compliance, or exercise of legal claims or the defense of legal claims under Section 26(4) of the Personal Data Protection Act B.E. 2562 (as may be amended), which allows the Company to collect such data without your explicit consent.

Remark: For convenience of shareholders, the Company recommends shareholders to grant proxy in electronic form by using **e-Proxy Voting** service via the Investor Portal system of the Thailand Securities Depository (TSD) without having to send documents by post. Shareholders could proceed via <https://ivp.tsd.co.th>.

2. Shareholders who give proxy to the independent director of the Company

A shareholder may give proxy to one of the following independent directors of the Company to attend the meeting and vote on his/her behalf:

- (a) Ms. Kamonwan Wipulakorn; or
- (b) Mr. Robert Stair Guthrie; or
- (c) Mr. Panun Prachuabmoh.


Details of the independent directors proposed to serve as a proxy of shareholders are attached as Enclosure 6.

To give proxy, please arrange for a proxy form B (Enclosure 5), which is completely filled and signed by the shareholder to arrive via post in accordance with the details specified in item no. 4 below by **Friday, 3 April 2026** for the Company to review and verify the documents and proceed the documents further.

3. Procedures for submitting a meeting attendance request form via the electronic system (E-Request)

(a) Submission of a request to attend a meeting

Please click on the URL or scan the QR Code below to access e-Request system

<p>Shareholder or its proxy may access the system via</p> <p>https://fort.inventech.co.th/SPRC294800R/#/homepage</p>	<p>Or scan this QR Code</p> 
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(b) After logging in, choose a type of request to proceed with the following 4 steps:

Remark: To merge user accounts, please submit e-Request by using the same email and phone number

- (1) fill in the shareholder's information and its proxy including, verification documents;
- (2) provide information for shareholder identity verification;

- (3) verify identity via OTP; and
- (4) once the process is completed, the system will display the shareholder's information again for verification of its accuracy.

(c) Wait for an email from the officer containing the meeting details and login password

For shareholders who wish to attend the electronic meeting (E-Meeting), either in person or by proxy, the registration system for submitting a meeting attendance request form (E-Request) will be open for advance submission starting from 8.30 hrs on Monday, 30 March 2026 until the conclusion of the meeting on Friday, 10 April 2026. In addition, for convenience and efficiency in attending the meeting, as well as to facilitate document verification, please submit the request form and relevant documents as required accurately and completely through E-Request system at least 1 day in advance, which will allow the Company to have sufficient time to verify the completeness and accuracy of the documents and this will enable you to receive approval for the meeting attendance request (E-Request), as well as receive a username and password, along with a link for registration to attend the meeting in a timely manner. **However, in case where a shareholder gives proxy (other than granting proxy in electronic form by using e-Proxy Voting service), please arrange for the original proxy and relevant supporting documents to arrive via post in accordance with the details specified in item no. 4 by Friday, 3 April 2026.**

For registration troubleshooting, please contact Inventech Call Center at:

- (1) telephone number: 02-460-9220
- (2) Line ID: @inventechconnect



Inventech Call Center will be available from Monday, 30 March 2026 to Friday, 10 April 2026 on business days, Monday to Friday from 8.30 – 17.30 hrs (excluding national holidays and public holidays) or until the conclusion of the meeting.

4. Delivery address

Attention to: Investor Relations
Star Petroleum Refining Public Company Limited
No. 1, I-3B Road, Map Ta Phut, Amphur Muang Rayong,
Rayong Province 21150

5. Procedures for meeting registration (E-Register) and procedures for vote casting (E-Voting)

On the meeting date, the Inventech Connect system will start admitting participants to the e-meeting room from 8.00 am on 10 April 2026 (2 hours prior to the meeting time). Shareholders or proxies must use the username and password provided and follow the Inventech Connect User Manual to attend the meeting. Brief procedures are as specified below:

- (a) Click the URL received via email to access the meeting room and enter the **username and password** received via email or request an **OTP code**.
- (b) Click the **"Register"** button. Your votes will be counted towards the quorum.
- (c) Click the **"Join Attendance"** button, then click **"Accept"** button.
- (d) Select the agenda item as set by the Company.
- (e) Click the **"Vote"** button.
- (f) Select your voting preference and click **"Confirm"**.
- (g) The system will display your latest voting result.

If you wish to cancel your latest vote, please click the **"Cancel Latest Vote"** button. (This means that your most recent vote will be considered as a non-vote, or your vote will be counted as determined by the meeting.) You may modify your vote until the system closes the vote casting session for that agenda item.

6. Procedures for asking questions on the Inventech Connect System

- (a) Select the agenda item as set by the Company.
- (b) Click the **"Question"** button. Attendees can ask questions through two channels:
 - (1) Asking questions via text message:
 - Type your question and click **"Submit Question"**.
 - (2) Asking questions via video and audio:
 - Click the **"Ask via Video and Audio"** button.
 - Click **"Confirm"** to confirm your request to join the queue.
 - Wait for the meeting facilitator to arrange the queue for questions before you can turn on your microphone and camera.

7. User Manual and Tutorial Video for the Inventech Connect System



Remark: The performance of the electronic meeting system and Inventech Connect depends on the internet connection, device, and/or software used by the shareholder or proxy.

Please use the following recommended devices and software for optimal system performance:

- (a) Recommended Internet Speed:
 - (1) High-Definition Video: At least 2.5 Mbps (Recommended).
 - (2) High Quality Video: At least 1.0 Mbps.
 - (3) Standard Quality Video: At least 0.5 Mbps.
- (b) Compatible Devices:
 - (1) Mobile phones / tablets with iOS or Android operating system.
 - (2) Desktop computers / laptops running Windows or Mac operating systems.
- (c) Supported Internet Browsers: Chrome (Recommended) / Safari / Microsoft Edge.
The system does not support Internet Explorer Browser.

❖ Vote casting and vote counting for the meeting via electronic means (E-Meeting)

1. Vote Casting

- (a) One share is entitled to one vote for each agenda item.
- (b) Voting on each agenda item: Each shareholder may vote "approve" or "disapprove", or "abstain" in each agenda according to the number of shares he/she holds and cannot allocate the number of shares to vote separately, except for a custodian. Please see detailed guideline of the voting procedure in [the Inventech Connect User Manual](#) or via QR Code specified in item 7 (as shown above).
- (c) Voting by a proxy: In the event that a shareholder marked in the proxy form on any agenda (approve, disapprove or abstain, as the case may be) in compliance with the regulations, the system will record such vote as marked in the proxy form in advance, and the proxy will

not be entitled to change the votes marked in the system. However, if (i) a proxy grantor does not specify his/her intention on how to vote on an agenda item in the proxy form; (ii) such intention is not clearly specified therein; (iii) there is any matter other than those specified in the proxy form which is to be considered and resolved in the meeting; or (iv) there is any change or amendment to any fact in the meeting, the proxy will be entitled to consider and vote on such agenda item via electronic voting system as the proxy deems appropriate. In any case, any independent director(s) who has special conflict of interest on Agenda item 6 regarding the election of directors for replacement of directors who will be retired by rotation shall abstain from voting on this agenda.

- (d) The resolution of the meeting of shareholders must consist of the following votes:
- (1) Ordinary cases: it shall require a majority of the votes of the shareholders attending and eligible to vote to pass the resolution; and
 - (2) Cases in which the Company's Articles of Association and/or the laws provided otherwise: the vote shall be in accordance with the laws and/or the Company's Articles of Association.

The resolution of **Agenda item 4 regarding the approval of the directors' remuneration for year 2026** requires the approval of at least two-thirds (2/3) of the shareholders attending the meeting to pass the resolution.

The resolution of **Agenda item 6 regarding the election of directors for replacement of directors who will be retired by rotation** requires the majority votes of the shareholders attending and eligible to vote, and the persons who obtained the highest number of votes in respective order higher to lower according to the required number of directors will be elected as directors of the Company.

The resolution of **Agenda item 7 regarding the approval of the acceptance of the entire business transfer from Star Fuels Marketing Limited, which is the Company's subsidiary** requires affirmative votes of not less than three-fourths (3/4) of the total voting rights of all votes of the shareholders attending the shareholders' meeting and eligible to vote.

The Chairman of the meeting shall inform the shareholders in the meeting for their acknowledgement before casting votes on each agenda.

- (e) In case of equality of votes, the Chairman of the meeting shall be entitled to a final casting vote.

- (f) Any shareholder or proxy who has special conflict of interest in any specific issue shall have no right to cast his/her vote on the said issue and that shareholder or proxy may be invited by the Chairman to temporarily leave from the meeting, except for voting on election of directors.
- (g) In the process of vote counting for all agendas (other than **Agenda item 6 regarding the election of directors for replacement of directors who will be retired by rotation**), the shareholder who wishes to "Disapprove" or "Abstain" from voting should cast their votes using online voting system. Those who choose not to cast their votes via online voting system will be assumed to "Approve" the agenda in question.

For the vote counting for **Agenda item 6 regarding the election of directors for replacement of directors who will be retired by rotation**, all shareholders are asked to vote on such motions by casting their votes using online voting system for each candidate individually. All the votes, whether approval, disapproval or abstention, will be collected and counted. However, those who choose not to cast their votes via online voting system will be deemed to be "Abstain" from voting.

- (h) During the voting period, the Company will notify the registered shareholders and proxies, and will open a voting system for each agenda.

However:

- (1) for **Agenda item 1, which is to acknowledge 2025 Company's performance**, there is no vote casting as they are agenda for acknowledgement.
- (2) for **Agenda item 6 regarding the election of directors for replacement of directors who will be retired by rotation**, voting will be divided into subsections. Each candidate's name will be specified in each subsection for election of director on an individual basis.
- (i) Before casting vote for each agenda item, the shareholders will have an opportunity to ask questions in relation to such agenda item. Please see detailed guideline for asking questions in [the Inventech Connect User Manual](#) or via QR Code specified in item 7 (as shown above). However, the Company will provide answers to an appropriate number of questions during the e-meeting and consider recording the questions that are not answered during meeting in the minutes of the shareholders' meeting as deem appropriate.

2. Vote Counting

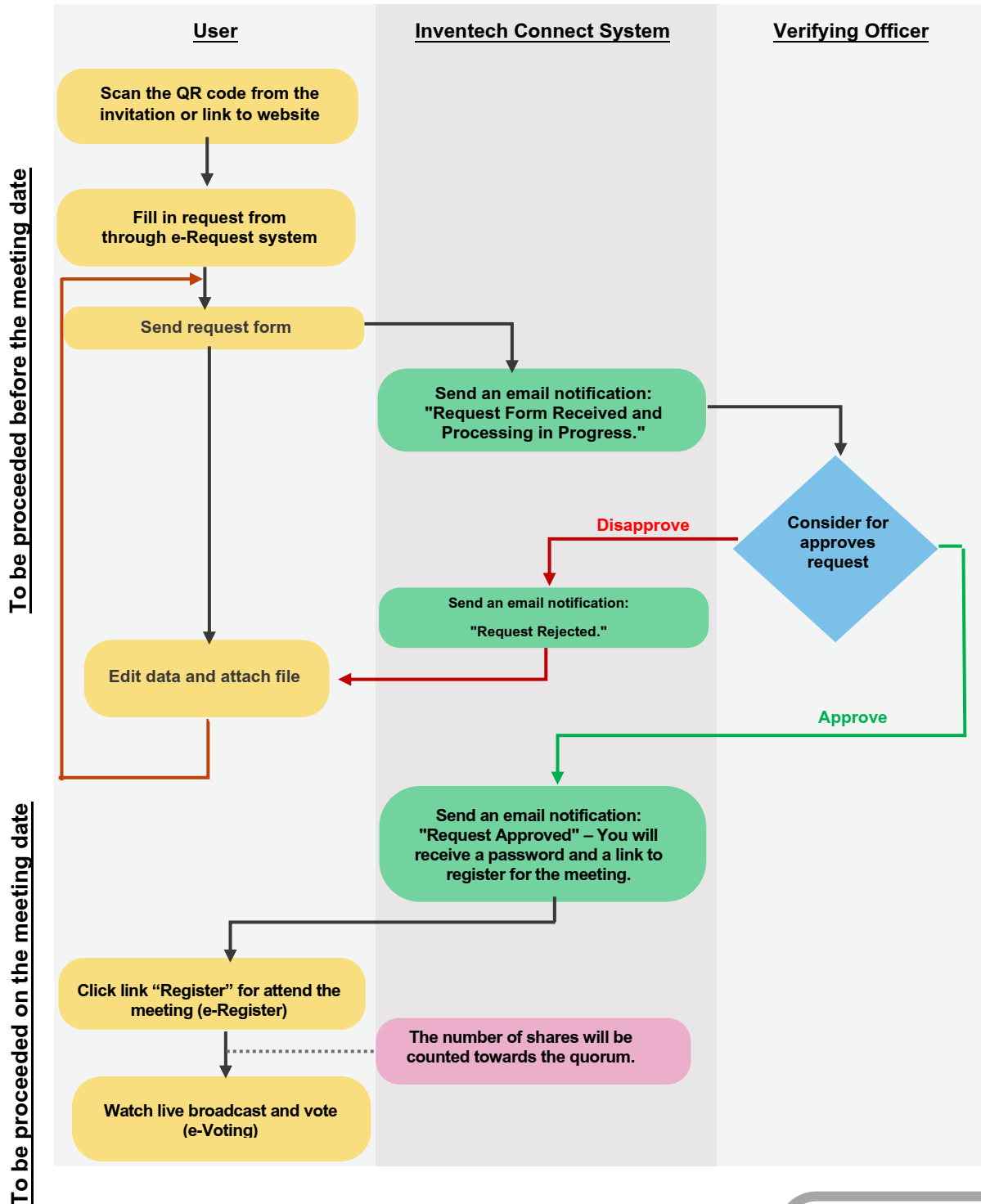
- (a) The Chairman of the meeting will inform the meeting of the vote counting method for their acknowledgement before the commencement of the meeting.
- (b) At this shareholders meeting, the Company uses e-meeting platform of Inventech Connect for the Company's counting of the votes.
- (c) The Chairman of the meeting shall announce the result of vote counting to the meeting on each agenda. After the voting process of each agenda is closed and the Company has announced the voting results, shareholders can view the voting result of each agenda in Inventech Connect system.

Remark

- Attendees wishing to leave the e-meeting before the e-meeting is adjourned will not be entitled to vote on the agenda considered after he/she left as advance voting is not allowed.
- The total number of votes cast on each agenda item may fluctuate as attendees may enter and leave the e-meeting from time to time. Therefore, the number of persons attending the e-meeting during each agenda item may change.
- The Company reserves the rights not to complete the registration process if the documents provided are not complete or if the registration occurs after the end of registration period.
- If the attendees change their title, name or surname, the evidence of such changes is required.
- If any of the required documents is not in Thai or English, its English translation, which is certified as a correct translation by the authorized representative of the relevant juristic person, must also be attached.
- If there is any amendment to the proxy, it must be accompanied by the signature of the proxy grantor. If there is no such signature, it will be deemed that the proxy is not entitled to vote on such agenda.
- The shareholder who wishes to give general proxy may use proxy form A. The shareholder who is a foreign investor for which a custodian of the shares in Thailand is appointed may use proxy form C.
- Proxy form A and proxy form C are available for download at www.sprc.co.th.

Privacy Notice: In holding shareholders' meetings through Inventech Connect system, the Company collects, uses and discloses personal information of shareholders to perform their duties as required by law and for the benefit of providing services to shareholders at shareholders' meetings, where shareholders are protected by the personal data protection policy or privacy notice as shown on the company's website www.sprc.co.th

Flowchart of the procedures for participating in a meeting via electronic means (E-Meeting)



Condition of use

In case merge account/change account

In case filing multiple requests by using the same email and phone number, the systems will merge account or in case the user has more than 1 account, you can click on "Change account" and the previous account will still count as a quorum in the meeting.