



The Corporate Governance and Sustainability Committee Charter

PTT Oil and Retail Business Public Company Limited (OR)

(Approved by the resolution of the Board of Directors' Meeting

No.11/2022, dated November 23, 2022)

The Corporate Governance and Sustainability Committee is responsible for supporting the operation of OR's Board of Directors and OR's business adhering to the international Good Corporate Governance principles and guidelines for listed company, as well as encouraging OR's employees at all levels to comply with the company's Good Corporate Governance principles with business ethics and Sustainability, all of which will help drive the Company to conduct its business with transparency and a sense of responsibility towards the society and environment, to build profound trust among shareholder, stakeholders and all relating sectors.

1. Composition

- 1.1 The Corporate Governance and Sustainability Committee shall comprise at least three (3) directors, one of whom shall be an independent director.
- 1.2 The Corporate Governance and Sustainability Committee chairman shall be an independent director.

2. Qualifications of The Corporate Governance and Sustainability Committee

- 2.1 The Board shall appoint the Corporate Governance and Sustainability Committee members, considering their capabilities and working experiences that are in line with OR business, as well as their honesty, trustworthiness, and good business ethics.
- 2.2 The Corporate Governance and Sustainability Committee members must not be the Chairman or Board of Directors who are Executive Directors.
- 2.3 The Corporate Governance and Sustainability Committee shall appoint a capable person to serve as its secretary to be responsible for supporting the operation of the Corporate Governance and Sustainability Committee, meeting arrangement, and other duties assigned by the Corporate Governance and Sustainability Committee.

3. Duties and Responsibilities of the Corporate Governance and Sustainability Committee

3.1 The Corporate Governance

(1) To define Good Corporate Governance policies and a code of business conduct comprising appropriate guidelines and anti-corruption practices according to the policies, and propose to the Board of Directors to set as the company's rules and regulations, consistent with the principles, standards and requirements of various institutions or regulators, such as the Stock Exchange of Thailand (SET), the Securities and Exchange Commission (SEC) to support OR's strategy and goals.

(2) To regulate, support, and monitor the implementation of Good Corporate Governance and report to the Board of Directors to ensure that the Company operates in accordance with the established policies and guidelines, in order to continuously develop and enhance OR's Corporate Governance. In case of important factors or events that may potentially affect the Company significantly, the Committee must report to the Board of Directors immediately for urgent consideration and decision making.

(3) To effectively approve OR's vision, missions, strategies, and management framework, including reviewing OR's Good Corporate Governance policies on a regular basis to ensure they are in line with the Company's goals and strategies.

(4) To establish policies, set out governance frameworks, support and follow-up on complaints handling and reports of fraud and non-compliance with the law or rules and regulations of the organization.

(5) To advise the Board of Directors to operate in accordance with the principles of Good Corporate Governance with appropriate business ethics. This includes encouragement and cultivation of Good Corporate Governance culture among executives and employees at all levels for more understanding and practical compliance in both OR and OR's subsidiaries.

3.2 Sustainability

(1) Set policies, guidelines for operations and Sustainability strategy for the Company, taking into account the balance of the environment, society and governance (Environmental, Social and Governance: ESG) and in consistent with principles and best practices according to national and international standards.

(2) Supervise and monitor the progress of sustainability operations and report to the Board of Directors, to ensure that the Company's sustainability operations are effectively integrated into business goals and strategies, and able to achieve the specified sustainability goals. Sustainability operation and performance are evaluated and disclosed for maximum benefit of the Company and its stakeholders.

(3) To provide advice and suggestions on sustainability practices to the Board of Directors, as well as encouraging the Board of Directors, executives and employees at all levels to operate with regard to stakeholders according to the Company's sustainability guidelines.

3.3 Other Duties

(1) To annually review the Corporate Governance and Sustainability Committee Charter. In the event of revision, the Committee will propose to the Board of Directors for approval.

(2) To perform other duties assigned by the Board of Directors.

4. Term of the Corporate Governance and Sustainability Committee Membership

4.1 Each Corporate Governance and Sustainability Committee member's term of office is in accordance with his/her term of office in the Board. A retiring Corporate Governance and Sustainability Committee member is eligible for re-election.

4.2 In case that the seat of the Corporate Governance and Sustainability Committee is vacated with other reasons besides term completion as stipulated in No. 4.1; upon death, vacating directorship position in the Board, resignation, or removal by a resolution of the Board; the Board shall appoint a qualified director to replace the vacant position within ninety (90) days from the date of incomplete composition of the Corporate Governance and Sustainability Committee. Please note that any Corporate Governance and Sustainability Committee member who wishes to resign before completion of the term should inform the Board of Directors in advance.

5. Meeting Arrangement

5.1 The Corporate Governance and Sustainability Committee meeting requires the attendance of not less than half of the total Corporate Governance and Sustainability Committee members to constitute a quorum. If the Corporate Governance and Sustainability Committee Chairman does not attend the meeting or cannot perform his/her duty, the Corporate Governance and Sustainability Committee members who attend the meeting shall elect one of themselves to be the chairman of the meeting.

5.2 In casting votes, each Corporate Governance and Sustainability Committee member shall have one vote. A decision by the Corporate Governance and sustainability Committee meeting requires the majority of votes. A member who has a vested interest in any matter shall not be entitled to vote on such matter. In the case of a voting tie, the Corporate Governance and Sustainability Committee Chairman of the meeting shall have a casting vote.

- 5.3 The meeting of the Corporate Governance and Sustainability Committee shall be held at least two (2) times a year.

6. Remuneration

The Good Corporate Governance and Sustainability Committee receive remuneration according to the amount approved by the shareholders' meeting.