



Notification of Power Purchase Agreement Division

No. 21/2021

Subject: Contacting EGAT during the Emergency Situation (COVID-19)

(No. 6)

In reference to the Notification of Power Purchase Agreement Division No. 4/2020 dated 30 June 2020 and No. 1/2021 dated 4 January 2021, providing information about contacting Electricity Generating Authority of Thailand (EGAT) during the Emergency Situation (COVID-19) (No. 4 and No. 5 respectively), in which the Power Purchase Agreement Division (PPAD) requesting all entrepreneurs (power producers) who would like to contact EGAT through correspondence to use electronic mail (email) for communication when the outbreak of the coronavirus disease 2019 (COVID-19) in Thailand is ongoing and the original document must be kept by the entrepreneur (power producer) for sending to EGAT afterwards.

For effective coordination, PPAD would like to improve the method for sending and receiving documents with EGAT through email from the Notification of Power Purchase Agreement Division No. 1/2020 dated 25 March 2020 as follows:

1. The official email address of Electricity Generating Authority of Thailand (EGAT) is saraban-egat@egat.co.th.

2. The official email address of the Power Purchase Agreement Division (PPAD) is ppad@egat.co.th and the official email addresses of each department of the Power Purchase Agreement Division (PPAD) are as follows:

2.1 Power Purchase Agreements Negotiation and Information System Department - ppapurchase@egat.co.th.

2.2 Power Sale Agreements Management Department - ppasale@egat.co.th.

2.3 Foreign Power Purchase Agreement Management Department - ppaforeign@egat.co.th.

2.4 SPP Power Purchase Agreements Management Department - ppaspp@egat.co.th.

2.5 IPP Power Purchase Agreements Management Department - ppaiipp@egat.co.th.

3. The entrepreneur (power producer) who would like to contact EGAT by email as stated in Clause 1 must send the email address, name-surname of the contact person and the contactable phone number to ppad@egat.co.th for registration. EGAT reserves the right to reject the receipt of document by email, if the detail of the content is unclear; the component of the document is incomplete; and the document does not comply with the standard for submitting official letter. In this regard, such rejection must not be considered as EGAT's fault.

4. The use of email as the channel for document delivery is considered that the sender would like to show the intention according to the content of the email and must be conducted by using the email addresses stated in Clause 1, 2 and 3 only. The date and time of the delivery and receipt will be the date and time as shown in the email communication by the email addresses in Clause 1, 2 and 3.

5. EGAT reserves the right to accept the document only from the email address as stated in Clause 3 at the time shown in the email sent to the email address stated in Clause 1 and/or 2, no later than 16:00 hrs. of the business day. The email delivered after such time will be considered as delivered on the following day.

6. The content of the document sent by email under Clause 4 shall include all files attached thereto. In this regard, for the files that are in the form of document, they must be in PDF (Portable Document Format) format. The PDF file must be the copy of the document which is created by scanning the original document only. Upon the expiry of this notification or upon request, the original documents must be delivered to one another without delay. In case the PDF file and the original document are different or mismatch, the original document shall supersede such file. Regarding the procedure to deliver the original document to EGAT after submitted to the email address stated in Clause 1 shall be as follows:

6.1 Financial Document (Sending invoice/ debit note/ credit note of electricity charge and contribution to Power Development Fund)

In case of the entrepreneur who are Independent Power Producer (IPP), documents shall be gathered in a sealed envelope and delivered to EGAT headquarters by putting Accounting Division in the attention line and specifying at the corner of the envelope that "This document was delivered to EGAT earlier by email".

In case of the entrepreneur who are Small Power Producer (SPP) or Foreign Independent Power Producer (FIPP), documents shall be gathered in a sealed envelope and delivered to EGAT headquarters, by putting Purchase Agreement Division in the attention line and specifying at the corner of the envelope that "This document was delivered to EGAT earlier by email".

6.2 Other documents (apart from documents in Clause 6.1)

For IPP, SPP and FIPP, documents shall be gathered in a sealed envelope and delivered to EGAT headquarters, by putting Purchase Agreement Division in the attention line and specifying at the corner of the envelope that "This document was delivered to EGAT earlier by email".

7. The creation of PDF file for sending to EGAT by email according to Clause 1 as an official letter must be only 1 file for 1 cover letter. (In case the document contains more than 1 file, all files must be combined into 1 file.) The orientation must be set to portrait and the total size of the message in combination with the file must not exceed 25 MB. However, the PDF file or other formats of file can be used for sending additional information or details to EGAT by email according to Clause 2 as an unofficial communication. In this regard, the total size of the message in combination with the file must not exceed 25 MB too.

8. The document delivery by email must be about only one subject at a time and each delivery must be created as a new email. Do not forward or reply from other email. Please avoid sending documents under the same subject for many times. If documents under the same subject are sent to EGAT for many times, EGAT will consider mainly on the latest one. In this regard, EGAT reserves the right to consider only the documents with clear and complete handwritten signature.

This notification is valid from the date of notification until further notification.

The notification is made on April 26 , 2021.



(Mr. Padej Sermpnich)

Director, Power Purchase Agreement Division