

## Guidelines on Procedures and Method of Proxy Grant

Dear Shareholders of Kumho Petrochemical Co., Ltd. (“Kumho Petrochemical”):

We sincerely thank you for considering granting proxy to Chul-whan Park (“Mr. Park”) in connection with the 44<sup>th</sup> Annual General Meeting of Shareholders of Kumho Petrochemical (the “AGM”) scheduled for March 26, 2021.

As an agent appointed by Mr. Park to handle the matters related to the proxy solicitation, we would like to provide you with the guidelines on the procedures and method of granting proxy to Mr. Park. Please refer to the guidelines set forth below when preparing and sending the power of attorney form and relevant attachment(s) to us.

### - Guidelines -

#### 1. Prepare the Power of Attorney Form

- Please prepare the power of attorney form (the “POA Form”) you received through mail, fax, e-mail, etc.
- In case you have not received the POA Form, please visit the following website and download and print the POA Form: [gobeyondkumhopetrochemical.com](http://gobeyondkumhopetrochemical.com)

#### 2. Fill in Shareholder Information and Number of Shares

- For paragraphs 1 through 4 of the POA Form, please fill in (1) the shareholder number, (2) number of shares owned, (3) number of shares with voting rights (among the shares owned), and (4) number of shares for which proxy will be granted to Mr. Park.

#### 3. Indicate Whether to “Vote For” or “Vote Against” for Each Agenda Item and Any Further Instructions

- For paragraph 5 of the POA Form, please mark “O” in either the “Vote For” column or the “Vote Against” column for each Agenda item. We recommend that you mark how you wish to vote with respect to each agenda item as follows:

Type	Agenda Item Submitted	Vote For	Vote Against
Agenda Item 1-1	Approval of the 44 <sup>th</sup> Financial Statements (excluding the Statement of Retained Earnings)	O	
Agenda Item 1-2-1	Dividend of KRW 4,200 per common share and KRW 4,250 per preferred share; provided, differential dividend in case of the largest shareholder, etc. (KRW 4,000 per common share)		O
Agenda Item 1-2-2	Dividend of KRW 11,000 per common share and KRW 11,050 per preferred share (shareholder’s proposal)	O	
Agenda Item 2-1-1	Separation of the representative director and the chairman of the board of directors (amend Articles 31 and 32 of the AOI)		O
Agenda Item 2-1-2	Establishment of committees (ESG Committee, Internal Transactions Committee and Compensation Committee) within the board of directors (amend Article 34 of the AOI)		O
Agenda Item 2-2-1	Separation of the representative director and the chairman of the board of directors (amend Articles 31 of the AOI) (shareholder’s proposal)	O	
Agenda Item 2-2-2	Establishment of committees (Internal Transactions Committee and Compensation Committee) within the board of directors (amend Article 34 of the AOI) (shareholder’s proposal)	O	
Agenda Item 2-2-3	Composition of the Internal Transactions Committee, etc. (newly add Article 35-5 to the AOI) (shareholder’s proposal)	O	
Agenda Item 2-2-4	Composition of the Compensation Committee, etc. (newly add Article 35-6 to the AOI; amend Article 29 of the AOI) (shareholder’s proposal)	O	
Agenda Item 3-1	Appointment of Yi Seok Hwang as an outside director who also becomes a member of the Audit Committee		O
Agenda Item 3-2	Appointment of Byung Nam Rhee as an outside director who also becomes a member of the Audit Committee (shareholder’s proposal)	O	
Agenda Item 4-1	Appointment of Jong Hoon Baek as an inside director		O
Agenda Item	Appointment of Chul Whan Park as an inside director	O	

4-2	(shareholder's proposal)		
Agenda Item 5-1	Appointment of Do Sung Choi as an outside director		O
Agenda Item 5-2	Appointment of Jung Mi Lee as an outside director		O
Agenda Item 5-3	Appointment of Soon Ae Park as an outside director		O
Agenda Item 5-4	Appointment of Min John K as an outside director (shareholder's proposal)	O	
Agenda Item 5-5	Appointment of Benjamin Joe (Yong Bum Cho) as an outside director (shareholder's proposal)	O	
Agenda Item 5-6	Appointment of Jung Hyun Choi as an outside director (shareholder's proposal)	O	
Agenda Item 6-1	Appointment of Do Sung Choi as a member of the Audit Committee who is an outside director		O
Agenda Item 6-2	Appointment of Min John K as a member of the Audit Committee who is an outside director (shareholder's proposal)	O	
Agenda Item 7	Approval of directors' remuneration ceiling		O

- In case you have any further instruction in addition to whether to vote for or against a particular Agenda item, in Item 6 of the POA Form, please fill in: (1) the relevant Agenda item; and (2) your instruction.

#### 4. Place Seal or Signature / Fill in the Date and Time of Proxy Grant

- In the lower end of the POA Form, please fill in your name (or company name) in the signature block and place your (1) personal seal or signature if you are Korean citizen, (2) signature if you are a foreign individual, (3) corporate seal if you are a Korean legal entity, and (4) signature of a representative who has authority to sign if you are a foreign legal entity. If you are a shareholder who is a minor, in addition to your personal seal or signature, your legal representative should also place his/her personal seal or signature.
- Please fill in you (1) resident registration number if you are a Korean citizen, (2) passport number if you are a foreign individual, or (3) business registration number if you are a Korean legal entity. If you are a shareholder who is a minor, please fill in your resident registration number along with the resident registration number of your legal representative.
- Please fill in the date and time of the proxy grant.

#### 5. Prepare the Attachment

- Please prepare the document(s) to be attached to the POA Form (the "Attachment") according to the following:
  - All: AGM Notice of Attendance (if a signature or seal is required, please place your (1) personal seal or signature if you are Korean citizen, (2) signature if you are a foreign individual, (3) corporate seal if you are a Korean legal entity, and (4) signature of a representative who has authority to sign if you are a foreign legal entity. If you are a shareholder who is a minor, in addition to your personal seal or signature, your legal representative should also place his/her personal seal or signature.)
  - If you are a Korean citizen: (if you placed your personal seal) the certificate of personal seal and a copy of your personal ID or (if you signed) a copy of your personal ID
    - \* If you are a shareholder who is a minor, please also include your legal representative's (1) certificate of personal seal, (2) copy of his/her ID, and (3) certificate of family relations (or a resident registration)
  - If you are a foreign individual: A copy of your passport book
  - If you are a Korean legal entity: The certificate of corporate seal
  - If you are a foreign legal entity: A document evidencing incorporation (i.e., certificate of incorporation)

#### 6. Send the POA Form and the Attachment

##### (1) Submission by Mail

- Once you have completed the POA Form and prepared the Attachment, please send the originals of the POA Form and the Attachment to the following address:

**KL Partners, 17<sup>th</sup> Floor, East Wing, Signature Tower, 100 Chenggyecheon-ro, Jung-gu, Seoul, Korea (04542)**  
**Attn: Attorney-at-law Doo Ri Jeong**

- If you are pressed for time or have difficulties sending the materials, please contact us using the information provided in #7 below.

**7. Contact Information**

- In case you have any queries, please use the contact information below.
- Phone: +82 2 6226 7711
- E-mail: [drjeong@klpartners.com](mailto:drjeong@klpartners.com)