

NOTICE OF ANNUAL GENERAL MEETING 2023 PETROVIETNAM OIL CORPORATION

To: PetroVietnam Oil Corporation's Shareholders

PetroVietnam Oil Corporation has the honour to inform and invite Shareholders to attend and participate in PVOIL Annual General Meeting 2023 (AGM) as follows :

- **Date and time:** Thursday, April 27th, 2023 at 8:30 AM (Vietnam time)
 - **Type of meeting:** Virtual Meeting (all Shareholders can attend and participate remotely through virtual platforms).
 - **Venue of meeting chairing:** PVOIL Head Office, PetroVietnam Tower, 1-5 Le Duan Street, Ben Nghe Ward, District 1, HCM City, Vietnam.
 - **AGM's Agenda and documents:** Please kindly refer to the attachments.
 - **Participants:**
 - All Shareholders of PetroVietnam Oil Corporation finalized on **March 28th, 2023**.
 - The Representatives or Proxies of Shareholders.
 - **How to attend and vote at the Virtual Meeting:**
 - Please visit our website: <https://dhdcd.pvoil.vn> to attend the Virtual Meeting and perform online voting remotely. Shareholder can use the following devices to login: personal computers/tablets/ smartphones with internet access. Login Account is as below:
 - ✓ **Username :** was sent in the Invitation letter
 - ✓ **Password:** indicated on the Invitation letter or OTP code (to be sent to Shareholder's smartphones, if any).
- Note: Shareholder is responsible for securing username, password and other identifying elements provided by PVOIL to ensure that only Shareholder has the right to use the Login Account.*
- In case of appointing another as a Proxy to attend AGM, Shareholder needs to send a Proxy Letter (refer to the attached form) to PVOIL **no later than 5:00 PM on April 20th, 2023 (Vietnam time)** for receiving the Proxy's Login Account to attend AGM.
 - **Self-nominating and Nominating for the member of the Board of Management (BOM) and Board of Supervisors (BOS) for the term 2023-2028:** Shareholders or groups of Shareholders holding 5% or more of the total votes cast have the right to candidate and nominate to the BOM and BOS for the term 2023-2028. Profile of candidates and nominees shall be made according to the form posted at PVOIL's website: www.pvoil.com.vn (Section of Investor Relations/General Meeting of Shareholder/2023) and must be sent to PVOIL **no later than 5:00 PM on April 17th, 2023**.

Best Regards,

CHAIRMAN OF
THE BOARD OF MANAGEMENT

*For more information, please do not hesitate to contact
our Organizing Committee:*

PetroVietnam Oil Corporation

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AGENDA

THE ANNUAL GENERAL MEETING 2023 OF PETROVIETNAM OIL CORPORATION

Time	Duration (min)	Description
07:30 – 08:30	60	Online registration.
08:30 – 09:00	30	Opening ceremony
		Call to order, introduction of participants; Report of Shareholders verification; Introduction of Chairperson and the secretary of AGM; Approval of AGM's Agenda; Approval of the Vote Counting Committee; Approval of the Rules on holding AGM.
09:00 – 10:30	90	Presenting Reports and Proposals:
		1. Report on Business Performance in 2022 and Plan for 2023
		2. Report on Performance in 2022 and Working Plan in 2023 of the BOM
		3. Report of the BOS on PVOIL's Performance in 2022, BOM, CEO and self-performance of the BOS and its members
		4. Report on Salary and Remuneration in 2022 and the Salary and Remuneration plan for 2023 of the BOM, BOS, and BOD
		5. The proposal for the Audited Financial Statements 2022
		6. The proposal for the Profit Distribution Plan of 2022
		7. The proposal for Selection of Auditing Unit in 2023
		8. The proposal for approval of transactions with Binh Son Refining and Petrochemical Joint Stock Company (BSR) and Nghi Son Petroleum Products Distribution Branch - PetroVietnam's branch (PVNDB)
		9. The proposal for election of BOM and BOS personnel for the term 2023-2028
10:30 – 11:10	40	Q&A, Approval of Reports and Proposals.
11:10 – 11:20	10	PVN's Representative speech (if any).
11:20 – 11:50	30	Election of BOM & BOS.
11:50 – 12:00	10	Announcement of voting and election results
12:00 – 12:10	10	BOM and BOS elects the chairmans; Announcement of results.
12:10 – 12:20	10	Approval of the Minutes and Resolutions of the AGM.
12:20 – 12:30	10	End of the AGM.

Note: The official Agenda will be approved at the Annual General Meeting.

Meeting documents/Instructions for Shareholders attending the Virtual Meeting: Please refer to PVOIL's website: www.pvoil.com.vn (Section of Investor Relations/General Meeting of Shareholder/2023) or scan the below QR code.

