

NOTICE OF ANNUAL GENERAL MEETING 2021 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 2021 (AGM) as follows :

- **Date and Time:** Tuesday, April 27th, 2021 at 8:30 AM (Vietnam time)
- **Type of the Meeting:** Virtual Meeting (all Shareholders can attend and participate remotely through virtual platforms)
- **Venue of chairing point:** 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 30th, 2021**.
 - The Representatives or Proxies of Shareholders.
- **How to attend and Vote at the Virtual Meeting:**
 - Please visit our website: <http://DHDCD.pvoil.vn> to attend the Virtual Meeting and perform electronic voting remotely. Shareholders can use the following devices to login: personal computers/ laptops/ 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: Shareholders are responsible for securing usernames, passwords and other identifying elements provided by PVOIL to ensure that only Shareholders have the right to use the Login Account.

- In case of appointing another to attend AGM, Shareholders need to send a Proxy Letter (refer to the attached form) to the Organizing Committee of AGM **no later than 17:00 PM on April 20th, 2021 (Vietnam time)** for receiving the Proxy's Login Account(s) to attend AGM.

Best Regards,

CHAIRMAN OF THE BOM



Cao Hoai Duong

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

Ms. Mai Bich Thuy – Deputy Director of Planning Division

Email: cbtt@pvoil.com.vn

Fax: +84 (0)28 39106980

PETROVIETNAM OIL CORPORATION

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AGENDA

THE ANNUAL GENERAL MEETING 2021 OF PETROVIETNAM OIL CORPORATION

Time: 8:30 AM, April 27th, 2021 (Vietnam time)

Type of the Meeting: Virtual Meeting

Venue: PVOIL Head Office, PetroVietnam Tower, 1-5 Le Duan Street, Ben Nghe Ward, District 1, HCMC, Vietnam

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 2020 and Plan for 2021.
		2. Report on Performance in 2020 and Orientations & Tasks in 2021 of the BOM.
		3. Report of the BOS on PVOIL's Performance in 2020, BOM, CEO and self-performance of the BOS and its members.
		4. Report on salary and remuneration in 2020 and the salary and remuneration plan for 2021 of the BOM, BOS, and BOD.
		5. Proposals: - The proposal for the Audited Financial Statements 2020; - The proposal for the profit distribution plan of 2020; - The proposal for Selection of Auditing Unit in 2021; - The proposals for approval the Charter and Regulations of the Corporation: Charter of Organization and Operation; Internal Regulation on management; Regulation on Operation of the BOM; - The proposal for the Regulation on Operation of the BOS.
10:30 – 11:15	45	Discussion contents of the presented documents.
11:15 – 11:25	10	PVN's Representative speech (if any)
11:25 – 11:35	10	Electric voting & announcement of results
11:35 – 11:50	15	Approval of the Minutes and Resolutions of the AGM.
11:50 – 12:00	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/2021) or scan the below QR code.

