



PVOIL
Let miles be smile

**NOTICE OF ANNUAL GENERAL MEETING 2022
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 2022 (AGM) as follows :

- **Date and Time: Thursday, April 28th, 2022 at 8:30 AM (Vietnam time)**
- **Type of the 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 30th, 2022**.
 - The Representatives or Proxies of Shareholders.
- **How to attend and Vote at the Virtual Meeting:**
 - Please visit our website: <http://DHDCCD.pvoil.vn> to attend the Virtual Meeting and perform online 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 05:00 PM on April 22nd, 2022 (Vietnam time)** for receiving the Proxy's Login Account(s) to attend AGM.

Best Regards,

CHAIRMAN OF THE BOM



Cao Hoài 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

14th-18th Floor, PetroVietnam Tower, 1-5 Le Duan St., Ben Nghe Ward, District 1, Hochiminh City, Vietnam

☎ +84.28.3910 6990 ☎ +84.28.3910 6980 🌐 www.pvoil.com.vn

AGENDA

THE ANNUAL GENERAL MEETING 2022 OF PETROVIETNAM OIL CORPORATION

Time: 8:30 AM, April 28th, 2022 (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 2021 and Plan for 2022. 2. Report on Performance in 2021 and Orientations & Tasks in 2022 of the BOM. 3. Report of the BOS on PVOIL's Performance in 2021, BOM, CEO and self-performance of the BOS and its members. 4. Report on salary and remuneration in 2021 and the salary and remuneration plan for 2022 of the BOM, BOS, and BOD. 5. Proposals: - The proposal for the Audited Financial Statements 2021; - The proposal for the profit distribution plan of 2021; - The proposal for Selection of Auditing Unit in 2022; - The proposal for amendments the Charter of Organization and Operation, Internal Regulation on management, the Regulation on Operation of the BOM and additional business sectors; - 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).
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	Online 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/2022) or scan the below QR code.

