

# NOTICE OF MEETING

## **ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**

## To: PetroVietnam Oil Corporation's Shareholders

PetroVietnam Oil Corporation – JSC (PVOIL) is pleased to invite our esteemed shareholders to attend the 2025 Annual General Meeting of Shareholders (AGM), which will be organized as follows:

- Time: 8:30 AM, April 25, 2025
- Form of the meeting: Online General Meeting (all shareholders can participate from any location with an internet connection)
- Venue (for meeting administration): PVOIL Headquaters, Floors 14-18, PetroVietnam Tower, No. 1-5 Le Duan, Ben Nghe Ward, District 1, Ho Chi Minh City.
- Agenda and Meeting Documents: Please refer to the attached details.
- Participants:
  - All shareholders holding shares of PVOIL as of the record date, March 26, 2025
  - Legal representatives or authorized persons of shareholders attending the AGM
- Instructions for attending the Online Meeting and Electronic Voting:
  - Shareholders are kindly requested to access the website: <u>https://dhdcd.pvoil.vn</u> to attend the online General Meeting and vote remotely via electronic ballot using personal computers, tablets, or smartphones.
  - Login Account:
    - ✓ **Username:** Provided in the Invitation Letter.
    - ✓ Password: Provided in the Invitation Letter or via OTP sent to the shareholder's registered mobile phone number (if applicable)

*Note:* Shareholders are responsible for keeping their username, password, and other identification credentials issued by PVOIL confidential to ensure that only the shareholder has the right to use the login account.

- In case of authorizing another person to attend the AGM, shareholders are kindly requested to submit the Power of Attorney (using the provided template) to the GMS Organizing Committee no later than **5:00 PM on April 18, 2025**, so that PVOIL can issue a login account to the authorized person.

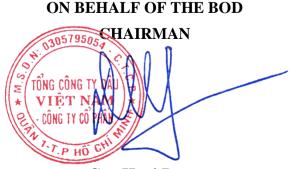
#### Nomination and Candidacy for Election to the Board of Directors:

Shareholders or groups of shareholders holding 5% or more of PVOIL's total voting shares have the right to nominate or stand as candidates for election to the Board of Directors. The nomination/candidacy documents (using the prescribed form) are available on PVOIL's website at: <u>www.pvoil.com.vn</u> (Investor Relations/ General Meeting of Shareholders/2025 section), and must be submitted to the AGM Organizing Committee no later than **5 PM on April 15, 2025**.

Respectfully informed./.

For further information, please contact the AGM Organizing Committee at the following address:

- PetroVietnam OIL Corporation JSC
- Address: No. 1-5 Le Duan, Ben Nghe Ward, District 1, Ho Chi Minh City
- Email: <u>cbtt@pvoil.com.vn</u>
- Phone: (+84) 28 3910 6990 (Ext: 200)
- Fax: (+84) 28 3910 6980



**Cao Hoai Duong** 

### AGENDA OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS (AGM) PETROVIETNAM OIL CORPORATION - JSC

Time	Duration (min)	Description
07:30 - 08:30	60	Online registration
08:30 - 09:00	30	Opening Procedures of the General Meeting: Declaration of Purpose and Introduction of Delegates; Presentation of the Shareholder Eligibility Report; Introduction of the Chairperson and
		Secretariat; Approval of the Meeting Agenda; Approval of the Voting Committee; Approval of the General Meeting Regulations;
		Presentation of Reports and Proposals:
09:00 – 10:30	90	<ol> <li>Report on Business Performance in 2024 and Business Plan for 2025</li> <li>Report on Performance in 2024 and Working Plan in 2025 of the BOD</li> </ol>
		3. Report on Performance in 2024 and Working Plan in 2025 of the BOS
		4. Report on Salary and Remuneration Settlement for 2024 and Salary and Remuneration plan for 2025 of the BOD, BOS, and BOM
		5. Proposal for the Approval of the 2024 Audited Financial Statements
		6. Proposal on the Profit Distribution Plan for 2024
		7. Proposal on the Selection of the Audit Firm for 2025
		8. Proposal on Amendments and Supplements to the Charter of Organization and Operation of PetroVietnam Oil Corporation – JSC
		9. Proposal on the dismissal and additional election of BOD members of PetroVietnam Oil Corporation – JSC
10:30 - 11:05	35	Discussion and Voting on Reports and Proposals
11:05 - 11:15	10	Remarks by the Representative of Vietnam Oil and Gas Group (if any)
		Election of the Board of Directors: (i) Approval of the election
11:15-11:30	15	regulations (ii) Introduction of the list of candidates (iii) Conducting the election
11:30 - 11:40	10	Announcement of Election and Voting Results
11:40 - 11:50	10	Approval of the Minutes and Resolutions of the AGM
11:50 - 12:00	10	Closing of the AGM

Note: The official agenda will be approved at the AGM

**Meeting documents and Instructions for online participation:** Shareholders are kindly requested to visit PVOIL's website at: <u>www.pvoil.com.vn</u> (Investor Relations/General Meeting of Shareholders/2025 sector), or scan the QR code below to access the full documents.

