

No.: 69/DVTHDK-PC

Ho Chi Minh City, March 31st, 2026

PERIODIC INFORMATION DISCLOSURE

Respectfully to : State Securities Commission of Vietnam
Vietnam Exchange
Ho Chi Minh Stock Exchange

1. Organization: PETROVIETNAM GENERAL SERVICES CORPORATION

Securities symbol : PET

Address : 6th Floor, PetroVietnam Tower, No. 1-5 Le Duan Street,
Sai Gon Ward, Ho Chi Minh City

Tel : (84-28) 3911.7777 Fax: (84-28) 3911.6789

Email : info@petrosetco.com.vn

Website : <https://petrosetco.com.vn/>

2. Information to be disclosed:

Petrovietnam General Services Corporation announces the Resolution of the Board of Director No. 17/NQ-DVTHDK ngày 31/03/2026 on approval of draft documents for the Annual General Meeting of Shareholders in 2026 and attached draft documents.

3. This information has been published on the company's website since the signing date of this Letter at the link: <https://petrosetco.com.vn/quan-he-co-dong.html>.

We hereby commit that the information published above is true and take full legal responsibility for the content of the disclosed information./.

Attachments:

- Resolution of the Board of Director No. 17/NQ-DVTHDK ngày 31/03/2026.
- Draft documents for the Annual General Meeting of Shareholders in 2026.

**FOR AND ON BEHALF OF
THE ORGANIZATION**
Authorized person to disclose information



TỔNG CÔNG TY
CỔ PHẦN
DỊCH VỤ
TỔNG HỢP
DẦU KHÍ
THÀNH PHỐ HỒ CHÍ MINH

M.S.D.N: 0306452060-C.T.C.

Tran Thi Thu Huyen

No.: 17 /NQ-DVTHDK

Ho Chi Minh City, March 31th, 2026.

RESOLUTION

Ref. The approval of the draft documents for the Annual General Meeting of Shareholders in 2026

BOARD OF DIRECTORS OF PETROVIETNAM GENERAL SERVICES JOINT STOCK CORPORATION

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operation Regulation of the Board of Directors of PetroVietnam General Services Joint Stock Corporation;
- Pursuant to the Meeting Minutes No. 12../2026/BBH-HĐQT dated 31../3../2026;
- Considering the Proposal of the General Director of PetroVietnam General Services Corporation No. 12../TTr-DVTHDK dated 31../3../2026 on approval of the draft documents for the Annual General Meeting of Shareholders in 2026;
- Considering the Proposal of the Audit Committee No. 01../TTr-UBKT-DVTHDK dated 30../3../2026 on approval of the List of Auditing Firms for the Financial Year 2026,



RESOLVED:

Article 1. Approving draft documents for the Annual General Meeting of Shareholders in 2026, including:

- 1.1. Report on the activities of the Board of Directors (“**BOD**”) in 2025.
- 1.2. Report on the activities of BOD’s independent member in the Audit Committee in 2025.
- 1.3. Report of BOD’s independent member on the activities of BOD in 2025.
- 1.4. Report on the activities of the Board of Management in 2025.
- 1.5. Proposal on approval of business performance in 2025 and business plan for 2026.
- 1.6. Proposal on approval of the report on salary and remuneration of the BOD, the General Director in 2025 and the plan for 2026.
- 1.7. Proposal on approval of the audited Financial Statements for 2025.
- 1.8. Proposal on profit distribution, appropriation of funds for 2025 and plan for the profit distribution, appropriation of funds for 2026

- 1.9. Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Vietnam National Industry – Energy Group (“PVN”) and PVN’s Subsidiaries in 2025.
- 1.10. Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and its Subsidiaries, Associates Companies in 2025.
- 1.11. Proposal on the approval of related party transactions arising in 2026 up to the Annual General Meeting of Shareholders in 2027.
- 1.12. Proposal on the share issuance plan for 2025 stock dividend and share issuance for increasing charter capital from owner’s equity.
- 1.13. Proposal on the plan for additional public offering of shares to existing shareholders.
- 1.14. Proposal on investment transactions for 2026.
- 1.15. Proposal on the amendment of the Company’s Charter.
- 1.16. Proposal on the amendment of the Internal Regulations on Corporate Governance.
- 1.17. Proposal on the amendment of the Operational Regulations of the BOD.
- 1.18. Proposal on the supplementation and update of business lines.
- 1.19. Proposal on the adjustment of the Company’s name.
- 1.20. Proposal on the List of Auditing Firms for the Financial Year 2026.
- 1.21. Draft Resolution of the Annual General Meeting of Shareholders in 2026.



(Attached documents)

Article 2. Approval of the authorization to Mr. Phung Tuan Ha – Chairman of the Board of Directors to update, revise, and supplement the meeting documents (if any), and to carry out all necessary procedures for the preparation and organization of the Annual General Meeting of Shareholders in 2026 in accordance with applicable laws.

Article 3. The Board of Directors, Heads of Departments, and relevant individuals and organizations shall be responsible for the implementation of this Resolution.

Article 4. The Resolution takes effect from the date of signing./.

Recipients:

- As in Article 3;
- Archive: Archivist, Secretary of the BOD.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

CHAIRMAN

Phung Tuan Ha



PETROVIETNAM GENERAL SERVICES CORPORATION

Enterprises Code: 0300452060

Head office: 6th Floor, PetroVietnam Tower, No. 1-5 Le Duan St., Sai Gon Ward, HCMC

Tel: (028) 3911 7777

Fax: (028) 3911 6789

Website: www.petrosetco.com.vn

LIST OF DOCUMENTS

1. Agenda of the Annual General Meeting of Shareholders in 2026.
2. Draft Meeting Rules for the Annual General Meeting of Shareholders in 2026.
3. Report on the activities of the Board of Directors (“**BOD**”) in 2025.
4. Report on the activities of BOD’s independent member in the Audit Committee in 2025.
5. Report of BOD’s independent member on the activities of BOD in 2025.
6. Report of the Board of Management in 2025.
7. Proposal on business performance in 2025 and business plan for 2026.
8. Proposal on the report on salary and remuneration of the BOD, the General Director in 2025 and the plan for 2026.
9. Proposal on the audited Financial Statements for 2025.
10. Proposal on profit distribution, appropriation of funds for 2025 and plan for the profit distribution, appropriation of funds for 2026.
11. Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Vietnam National Industry – Energy Group (“**PVN**”), PVN’s Subsidiaries in 2025.
12. Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Subsidiaries, Associates Companies in 2025.
13. Proposal on the approval of related-party transactions arising in 2026 up to the Annual General Meeting of Shareholders in 2027.
14. Proposal on the share issuance plan for stock dividend for 2025 and the share issuance plan for increasing charter capital from equity.
15. Proposal on the plan for additional public offering of shares to existing shareholders.
16. Proposal on investment transactions in 2026.
17. Proposal on the amendment of the Company’s Charter.
18. Proposal on the amendment of the Internal Regulations on Corporate Governance.
19. Proposal on the amendment of the Operational Regulations of BOD.
20. Proposal on the amendment and supplementation of business lines.
21. Proposal on the adjustment of the Company’s name.
22. Proposal on the List of Auditing Firms for the Financial Year 2026.
23. Draft Resolution of the Annual General Meeting of Shareholders in 2026.
24. Template of Voting Ballot.
25. Audited Separate and Consolidated Financial Statements for 2025.



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AGENDA

ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2026

PETROVIETNAM GENERAL SERVICES CORPORATION

- 1. Time:** 08:00AM April 24th, 2026 (Friday).
- 2. Venue:** SOL-Ballroom, 7th Floor GEM Center, No. 8 Nguyen Binh Khiem Street, Sai Gon Ward, Ho Chi Minh City.
- 3. Agenda:**

No	Content	In charge	Timeline
1	Registration of attendees Shareholder registration, distribution of meeting documents, and issuance of voting ballot.	Organizing Committee	08:00-08:30
2	Report on verification of attendees' eligibility and confirmation of the quorum for convening the General Meeting	Eligibility Verification Committee	08:30-08:40
3	Opening: <ul style="list-style-type: none">- Declaration of the opening and introduction of the Chairperson.- The Chairperson introduces and seeks approval of the Meeting's personnel.- Approval of the Meeting agenda and the Working Regulation of the Meeting.	Organizing Committee	08:40-09:00
4	Approval of Reports: <ul style="list-style-type: none">(i) Report of BOD for 2025;(ii) Report on activities of the Independent Member of BOD in the Audit Committee for 2025;(iii) Report of the Independent Member of BOD on the activities of BOD for 2025;(iv) Report of the BOM for 2025.	Board of Directors and General Director	09:00-10:00

No	Content	In charge	Timeline
8	<p>Approval of Proposals:</p> <ul style="list-style-type: none"> (i) Proposal on the report on salary and remuneration of the BOD, the General Director in 2025 and the plan for 2026. (ii) Proposal on the audited Financial Statements for 2025. (iii) Proposal on profit distribution, appropriation of funds for 2025 and plan for the profit distribution, appropriation of funds for 2026 (iv) Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Vietnam National Industry – Energy Group (“PVN”) and PVN’s Subsidiaries in 2025. (v) Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Subsidiaries, Associates Companies in 2025. (vi) Proposal on the approval of related-party transactions arising in 2026 up to the Annual General Meeting of Shareholders in 2027. (vii) Proposal on the share issuance plan for stock dividend for 2025 and the share issuance plan for increasing charter capital from equity. (viii) Proposal on the plan for additional public offering of shares to existing shareholders. (ix) Proposal on investment transactions in 2026. (x) Proposal on the amendment of the Company’s Charter. (xi) Proposal on the amendment of the Internal Regulations on Corporate Governance. (xii) Proposal on the amendment of the Operational Regulations of BOD. (xiii) Proposal on the supplementation and update of business lines. (xiv) Proposal on the adjustment of the Company’s name. (xv) Proposal on the List of Auditing Firms for the Financial Year 2026. 	Presidium and Head of Departments	

No	Content	In charge	Timeline
9	Discussion and voting		10:00-10:20
10	Tea-break		10:20-10:40
11	Announcement of vote counting results	Vote Counting Committee	10:40-11:00
12	Approval of the Meeting Minutes	Secretary	
13	Closing of the Meeting	Organizing Committee	



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WORKING REGULATION

FOR THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

PETROVIETNAM GENERAL SERVICES CORPORATION

In order to ensure the successful organization of the 2026 Annual General Meeting of Shareholders of PetroVietnam General Services Corporation, the Board of Directors hereby establishes the working regulations, principles of conduct, and voting procedures at the General Meeting of Shareholders for approval as follows:

1. Purpose

- To ensure that the procedures, principles of conduct, and voting at the Annual General Meeting of Shareholders of PetroVietnam General Services Corporation are conducted in compliance with regulations and achieve effective results.
- Resolutions of the General Meeting of Shareholders shall reflect the unified will of the General Meeting of Shareholders, meet the expectations and legitimate rights and interests of shareholders, and comply with applicable laws.

2. Subjects and Scope of application

- Subjects of application: All shareholders, lawful representatives of shareholders holding shares of PetroVietnam General Services Corporation, and invited guests attending the Annual General Meeting of Shareholders must comply with and adhere to this Regulation, the Company's Charter, and applicable laws.
- Scope of application: This Regulation is applied to the organization of the 2025 Annual General Meeting of Shareholders of PetroVietnam General Services Corporation.

3. Interpretation of terms/ Abbreviations

- Company / Petrosetco : PetroVietnam General Services Corporation
- BOD : Board of Directors
- OC : Organizing Committee
- GMS : General Meeting of Shareholders
- Attendees : Shareholders and shareholder's representatives
- Meeting : The annual General Meeting of Shareholders
- Electronic voting : the method by which Attendees use internet-connected devices to vote/elect via the electronic voting system provided and announced by the Company upon registration
- Electronic voting system : The system provided by the Company enabling Attendees to exercise their rights when attending the

Meeting

4. Contents of the Regulation

4.1. Conditions for Holding the General Meeting of Shareholders

- The GMS shall be conducted when Attendees representing more than 50% of the total voting shares are present.
- If the required quorum is not met, within 30 minutes from the scheduled opening time, the convener shall cancel the meeting. The meeting must be reconvened within 30 days from the date of the first meeting. The second meeting shall be held when shareholders representing at least 33% of total voting shares attend.
- If the second meeting cannot be held due to lack of quorum within 30 minutes from the scheduled opening time, the third meeting may be convened within 20 days from the date of the second meeting. In this case, the meeting shall be conducted regardless of the number of attending shareholders or proxies and shall be deemed valid with authority to decide all matters that could have been approved at the first meeting.
- Note:
The proportion of attending shareholders (both in-person and electronic voting) shall be determined when Attendees are physically present at the venue stated in the invitation and complete registration with the Organizing Committee.

4.2. Conditions for Shareholders Attending the Meeting

Shareholders with voting rights as of the record date (March 23, 2026) are entitled to attend the GMS, either in person or by proxy. Where more than one authorized representative is appointed in accordance with law, the number of shares represented by each must be specified.

4.3. Invited Guests

- Company managers, guests, and members of the Organizing Committee who are not shareholders but are invited to attend.
- Invited guests are not allowed to speak unless invited by the Chairperson or approved in advance.

4.4. Rules for Attendees:

Attendees must

- Arrive on time, dress formally, comply with security checks (if any), and present identification documents as required
- Receive meeting documents at the reception desk before entering the meeting hall
- Late attendees may register and participate immediately; prior voting results remain unaffected
- Keep mobile phones on silent or turned off; step outside for calls
- Do not smoke; maintain order in the meeting hall

- Comply with instructions of the Organizing Committee and the Chairperson.
- Non-compliant attendees may be refused entry or removed by the Chairperson to ensure proper conduct of the Meeting.

4.5. Chairperson and Presidium

- The Presidium consists of the Chairperson and members.
- The Chairman of the BOD shall act as Chairperson or authorize another BOD member to be Chairperson of the meeting convened by BOD;
- In the event that the Chairperson is absent or temporarily incapacitated, the remaining members of BOD shall elect one of them as the Chairperson of the meeting by majority vote. If no Chairperson can be elected, the person who signed the summons for the GMS shall preside over the meeting and elect the Chairperson from among those present, with the person receiving the highest number of votes becoming the Chairperson.
- In other cases, the person who signs the summons for the GMS will preside over the meeting to elect the Chairperson, and the person with the highest number of votes will be appointed as the Chairperson.
- The chairperson has the right to take necessary measures to conduct the meeting in a reasonable, orderly manner, in accordance with the approved agenda, and reflecting the wishes of the majority of attendees.
- The chairperson has the right to postpone a Meeting that has reached the number of registered attendees, for no more than 3 working days from the scheduled opening date, and may only postpone or change the meeting location in accordance with Clause 8, Article 146 of the Law on Enterprises.
- Duties of the Presidium:
 - Conduct the Meeting in accordance with the approved agenda;
 - Guide the Attendees and GMS in discussing the items on the agenda.;
 - Present and conclude matters for voting;
 - Respond to questions raised by GMS;
 - Resolve issues arising during the Meeting;
- Working rules of the Presidium: The Presidium operates on the principles of collective decision-making, democratic centralism, and majority decision-making.

4.6. Meeting Secretary

- The Chairperson appoints one or more individuals to serve as Meeting Secretary.
- Duties of Meeting Secretary:
 - To record the content of the Meeting fully and accurately;
 - To receive registration forms for Attendees to speak;
 - To prepare the meeting minutes and draft the Resolutions of GMS;

- To assist the Chairperson in announcing information related to the Meeting and notifying shareholders in accordance with the law and the Company Charter.
- Other tasks as requested by the Chairperson.

4.7. Vote Counting Committee

- The General Meeting of Shareholders shall elect one or more persons to the Vote Counting Committee upon the proposal of the Chairperson. Candidates participating in nomination or self-nomination (in the case of elections) are not allowed to be members of the Vote Counting Committee.
- Duties of the Vote Counting Committee:
 - To explain the principles, rules, and guide the procedures for voting and election;
 - To review and report to the Meeting cases of violations of voting/election rules or complaints regarding voting/election results;
 - To count and record voting ballots and election ballots, prepare vote counting minutes, announce the results, and submit such minutes to the Chairperson.

4.8. Eligibility Verification Committee

- The Eligibility Verification Committee of the Meeting includes one Head and members, introduced by the Chairperson to the Meeting.
- Duties of the Eligibility Verification Committee:
 - To verify the eligibility and status of shareholders and their representatives attending the Meeting;
 - The Head of the Eligibility Verification Committee shall report to the GMS on the attendance status. If the Meeting has a sufficient number of shareholders and authorized representatives attending, representing more than 50% of the total voting shares, the GMS shall be duly convened.

4.9. Speaking at the Meeting

- Attendees wishing to speak at the Meeting must obtain approval from the Chairperson. Statements must be concise and focus on key issues relevant to the approved agenda or be submitted in writing to the Secretary for consolidation and reporting to the Chairperson.
- The Chairperson shall arrange for Attendees to speak in the order of registration and shall respond to shareholders' questions at the Meeting or record them for written response afterward.

4.10. Voting on Matters at the Meeting

4.10.1. Principles

- All matters included in the agenda and contents of the Meeting must be discussed and voted on publicly by the General Meeting of Shareholders.

- Attendees shall register their attendance at the meeting venue stated in the invitation sent to all shareholders listed as of the record date (March 23, 2026). After completing registration with the Organizing Committee, Attendees shall be provided with an account and password to log in and vote on all matters submitted to the Meeting via electronic voting at: www.ezgsm.fpts.com.vn.
- If Attendees encounter difficulties during login or voting/election, the Organizing Committee shall provide technical support and guidance. Attendees are responsible for verifying their information and for their voting decisions.
- The Chairperson shall propose voting methods for each matter in the agenda for approval by the Meeting.
- Forms of Voting:
 - Voting by raising Voting Cards: This method is used to approve matters such as the Meeting agenda; the Working Regulation of the Meeting; composition of the Presidium; composition of the Vote Counting Committee; approval of the Meeting Minutes and other matters (if any);
 - Voting by electronic voting system: This method is used to approve matters requiring voting, including but not limited to: the Report of the Board of Directors; the report on activities of Independent Members of the Board of Directors in the Audit Committee; the report of the Board of Management; and proposals submitted to the Meeting.

4.10.2. Electronic Voting

- Voting method:
 - Attendees shall select one of three options: “Agree”, “Disagree”, or “No opinion” for each matter submitted for voting on the electronic voting system.
 - After that, Attendees shall confirm their vote for the system to record the result.
- Other provisions regarding electronic voting:
 - If Attendees do not vote on all matters in the Meeting agenda, the unvoted matters shall be deemed as no voting conducted for such matters;
 - In case additional matters arise outside the agenda previously sent, Attendees may vote additionally. If Attendees do not vote on such additional matters, it shall be deemed that no vote is cast for those matters;
 - Attendees may change their voting/election results (but cannot cancel them), including for voting result, additional matters. The system shall only record the final voting/election result at the time the voting session ends for each counting session as specified in this Regulation.
- Voting time: Attendees may vote from the completion of registration and when the Organizing Committee announces the opening of the electronic voting until before the Organizing Committee announces the closing of the voting period.

After the voting period ends, the system shall not record any further votes.

4.10.3. Voting Rules

Each common share shall carry one voting right. Each Attendee represents one or more voting rights.

- As of the record date (March 23, 2026), the total number of voting shares of the Company is 106,722,131 shares, equivalent to 106,722,131 voting rights.
- Matters shall be approved when more than 50% of the total voting rights of attending and voting shareholders are in favor. For certain matters specified in Clause 1, Article 20 of the Company's Charter, approval requires at least 65% of the total voting rights of attending and voting shareholders.

4.10.4. Recording Voting Results

- At the Meeting, the GMS shall approve the Vote Counting Committee.
- The Vote Counting Committee shall aggregate votes of Attendees participating both in person and via electronic voting.
- The Vote Counting Committee shall verify the number of votes in favor, against, and no opinion for each matter and shall be responsible for recording, compiling, and reporting voting results to the GMS.

4.11. The GMS Meeting Minutes

All contents of the Meeting must be recorded by the Secretary in the Minutes. The Minutes of the General Meeting of Shareholders shall be read and approved before the closing of the Meeting.

5. Implementation

- All Attendees, representatives, and invited guests participating in the Meeting are responsible for fully complying with this Regulation, the Company's internal regulations, governance rules, and applicable laws.
- The convener of the GMS has the right to:
 - Require all attendees to undergo security checks or other security measures;
 - Request competent authorities to maintain order and remove individuals who do not comply with the Chairperson's authority, intentionally disrupt order, obstruct the normal progress of the Meeting, or fail to comply with security requirements.
- Any matters not specifically provided for in this Regulation shall be governed by the Company's Charter, the Law on Securities 2019, the Law on Enterprises 2020, and other relevant legal documents.

This Regulation shall take effect immediately upon approval by the General Meeting of Shareholders.

Recipients:

- GMS;
- BOD Members, BOM;
- Archive: Archivist, Secretary.

FOR AND ON BEHALF OF BOD

CHAIRMAN

Phung Tuan Ha

DRAFT

REPORT

ACTIVITIES OF THE BOARD OF DIRECTORS

Respectfully to: **General Meeting of Shareholders**
PetroVietnam General Services Corporation

Performing the duties of the Board of Directors specified in the Law on Enterprises, the Charter of PetroVietnam General Services Corporation (“**Corporation**” or “**Petrosetco**”), the Resolution of the General Meeting of Shareholders in recent time, the Board of Directors respectfully reports to the General Meeting of Shareholders the following contents:

I. EVALUATION OF THE BOARD OF DIRECTORS THE BOARD OF DIRECTORS ON THE OPERATION OF THE CORPORATION IN 2025

1. 2025 Business Results Review

In 2025, the global economy will continue to face many major political, social and trade fluctuations, in the context of increasing tensions between the two leading powers, the US and China. Protracted tariff wars, armed conflicts in Russia-Ukraine and the Middle East, the risk of instability in South America and the Asia-Pacific region, along with the increasingly pronounced impact of climate change and natural disasters, have put a lot of pressure on the recovery and growth of the world economy.

In the context of many market fluctuations, Petrosetco still maintains stable revenue, especially high profit growth, continuing to affirm its position in the Top Distribution – Service Enterprises in Vietnam. The Corporation's business results with revenue of VND 21,815 billion and profit before tax of VND 451.7 billion. In addition, Petrosetco continues to affirm its position when participating in the VNR500 ranking in 2025: Top 500 Largest Enterprises in Vietnam, Top 500 Largest Private Enterprises in Vietnam published by Vietnam Report, specifically:

- Ranked 92/500 largest enterprises, up 8 places.
- Ranked 39/500 largest private enterprises in Vietnam.

Add on to that, Petrosetco is honored to be in the Top 10 Private Enterprises in the field of distribution and retail, Top 100 Private Enterprises with the largest budget contributor with a ranking of 61/100, Top 100 Sustainable Development Enterprises in Vietnam in 2025 (CSI 2025).

In 2025, closely following the market developments and development orientation of the Corporation, the Board of Directors and the Board of Directors have managed business activities in a flexible direction, proactively implementing adaptive solutions to maintain growth, ensure financial safety and improve operational efficiency. On that basis, the Corporation has focused on implementing the following key orientations:

- Sustainable development.
- Promoting Digital Transformation.
- Optimize the supply chain.
- Training and developing high-quality human resources.

Below is a summary report on the implementation results:

2. Evaluation of the results of the implementation of the orientations of the Board of Directors

2.1. Sustainability

In the past year, Petrosetco has gradually implemented restructuring contents according to the determined roadmap, in accordance with actual operating conditions and market context. The review and adjustment of the operational structure are carried out cautiously and with focus, contributing to improving operational flexibility and creating a foundation for stable growth in the medium and long term.

Activities to expand commodity lines continue to be implemented in a selective direction, associated with implementation capacity and financial efficiency. At the same time, Petrosetco maintains a good cooperative relationship with existing customers, especially traditional customers in the Oil and Gas industry, ensuring the continuity of cash flow and stability in business activities.

Financial management is focused; debt recovery, cost control and capital balancing are drastically and effectively implemented. As a result, Petrosetco maintains a safe financial platform, contributing to ensuring its ability to respond to market fluctuations.

2.2. Promoting digital transformation

Petrosetco has promoted the application of information technology and Digital Transformation in governance and operation. The implementation of the corporate governance system is carried out according to the appropriate roadmap, gradually standardizing the process of managing finance, human resources and supply chains, improving transparency and control.

Digitalization and automation solutions continue to be applied in business activities, especially at stages related to warehouse management, goods coordination and implementation of progress tracking. The application of technology has contributed to improving operational efficiency, shortening the time to process work, and supporting the decision-making of the Board of Directors.

2.3. Supply chain optimization

In 2025, Petrosetco has reviewed and adjusted operating processes in the direction of leaner and more efficient, contributing to improving labor productivity and minimizing unnecessary costs. Standardizing the service delivery process helps improve the quality of implementation and increases the ability to meet customer requirements.

Cooperation with partners and suppliers continues to be strengthened in the direction of stability and long-term. Petrosetco has proactively developed contingency plans, strengthened risk management in the supply chain, thereby limiting the impact of adverse factors such as price fluctuations, supply disruptions, or policy changes.

Inventory management is strictly implemented, closely following market demand and business plans. The rational balance of reserves has contributed to minimizing inventory risks, while ensuring supply for continuous business activities.

In addition, in the past year, Petrosetco has been focusing on researching and expanding and diversifying the market, not only in its core business areas but also in other potential industries. Petrosetco will continue to look for opportunities in new markets, expand the scope of operations to optimize resources and improve business efficiency, minimizing the impact of declining efficiency.

2.4. Training and development of high-quality human resources

Petrosetco continues to maintain policies to ensure employment, income and welfare for employees, thereby creating stability in personnel and strengthening the trust and attachment of employees in Petrosetco.

The assessment, training and development of human resources are implemented synchronously, associated with the practical requirements of each job position. Professional training programs, internal training and skill training are regularly organized, contributing to improving the professional capacity, management skills and task performance efficiency of the staff.

Through focused investment in human resource development, Petrosetco has gradually built a team of competent officers and employees, meeting the requirements of innovation in operation and creating a solid foundation for the sustainable development of Petrosetco in the next periods.

3. Evaluation of the value it brings to stakeholders

3.1. Shareholders

- Basic earnings per share (EPS) in 2025 will reach **VND 2,304 /per share**; equal to **173%** over the same period in 2024 (in 2024: reached **VND 1,329 /per share**).
- The implementation of dividend payments is part of Petrosetco's strategy to consolidate capital and strengthen financial capacity, creating a solid foundation for the company's long-term development. The dividend payment rate for 2025 will be voted for approval at the 2026 General Meeting of Shareholders.

3.2. Customers, suppliers

- Petrosetco continues to affirm its position and is proud to be a reliable partner of customers in the fields of providing products and services, ensuring the provision of solutions that meet the requirements of economic efficiency, stability and long-term value in the process of cooperation.
- Over the past year, Petrosetco has focused on expanding and perfecting its product and service portfolio in the direction of improving quality, diversifying choices for customers, and implementing strict quality control and management processes

throughout the entire supply chain. The products and services provided by Petrosetco are synchronously controlled in terms of quality, progress and technical standards, thereby contributing to improving the level of satisfaction and strengthening customer trust.

- For partners and suppliers, Petrosetco consistently implements the cooperation orientation on the basis of harmonizing interests, transparency and compliance with corporate governance principles. Petrosetco always upholds a fair and favorable cooperation environment, respects commitments on quality, efficiency and sustainable development, towards building and maintaining stable and long-term cooperative relationships.

3.3. Employees of Petrosetco

- Petrosetco always appreciates and recognizes the efforts and contributions of employees to the sustainable growth and development of Petrosetco. Petrosetco's Board of Directors pays special attention to ensuring the income, welfare and working conditions of employees, maintaining job stability and creating a safe and cohesive working environment. In addition, building cultural and sports activities to improve spiritual life and create collective cohesion at Petrosetco.
- In 2025, Petrosetco has achieved remarkable results:
 - **Ensuring jobs for more than 3200 employees** throughout the system, maintaining the stability and development of human resources.
 - **Implementing more than 10,150 training sessions** for employees throughout Petrosetco, improving the quality of human resources, meeting job requirements in an increasingly competitive business environment.
 - **The average income reached 15.35 million VND/person/month**, reaching 101% of the plan set out at the beginning of the year.

3.4. Environment and Society

Petrosetco is aware of its responsibility to protect the environment and limit negative impacts arising from business activities. On that basis, Petrosetco always proactively implements synchronous measures to minimize environmental impacts, including controlling the use of materials at risk of pollution, increasing recycling activities, economical and efficient use of resources such as electricity, water and other input factors in the business process.

4. Activities of the Board of Directors in 2025

4.1. Summary of Board Meetings

The Board of Directors consists of 05 members and has held 04 meetings. Specifically, as follows:

❖ **Information on members of the Board of Directors in 2025:**

TT	Member of the Board of Directors	Position	Start date/no longer a member of the Board of Directors/ Independent Board of Directors	
			Appointment date	Date of dismissal
1	Mr. Phung Tuan Ha	Chairman of the Board of Directors	25/04/2023	
2	Mr. Vu Tien Duong	Member of the Board of Directors/ General Director	25/04/2023	
3	Ms. Pham Thi Hong Diep	Member of the Board of Directors/ Deputy General Director	14/06/2024	
4	Mr. Ho Minh Viet	Member of the Board of Directors	14/06/2024	
5	Mr. Nguyen Nhu Long	Independent Member of the Board of Directors	14/06/2024	

Mr. Phung Tuan Ha: As Chairman of the Board of Directors, he plays the role of strategic direction and comprehensive direction of Petrosetco's production and business activities. Mr. Phung Tuan Ha directly manages the meetings of the Board of Directors, and at the same time represents and participates in working with important partners and customers. In the context of a volatile economy, he maintains close supervision of the activities of Petrosetco's Subsidiaries, chairs periodic and extraordinary meetings to promptly remove difficulties, promote operational efficiency, and expand the market. In addition, he always actively promotes strategic cooperation opportunities with domestic and foreign partners, contributing to increasing the competitiveness and sustainable development of Petrosetco.

Mr. Vu Tien Duong: As a member of the Board of Directors cum General Director, Mr. Vu Tien Duong plays an important role in perfecting the internal governance system, promoting business growth and ensuring effective coordination between the Board of Directors and the Board of Directors. At the same time, he directly manages and directs activities at key units such as directly operating Petroleum General Distribution Services Joint Stock Company (PSD) as Director and subsequently as Chairman of the Board of Directors, making optimal decisions for Petroleum Offshore Trading and Services Joint Stock Company (POTS), contributing to improving operational efficiency in the fields of distribution, trade and specialized services.

Ms. Pham Thi Hong Diep: As a member of the Board of Directors cum Deputy General Director of Petrosetco, assigned by the Board of Directors to manage and orient the development of the real estate management business, Ms. Pham Thi Hong Diep actively participate in the activities of the Board of Directors hence, contribute

opinions in the process of formulating and completing resolutions. With deep professional experience, she regularly advises the Board of Directors and the Board of Directors on the system of regulations, operating processes, organization, communication, brand development and human resource training. Her contributions contribute to improving service quality and diversifying Petrosetco's service ecosystem.

Mr. Ho Minh Viet: He was elected as a member of the Board of Directors on 14/06/2024 and serves as a Non-executive Member of the Board of Directors. On 19/06/2024, the Board of Directors approved Resolution No. 25/NQ-DVTHDK on the content of personnel work of the Audit Committee of Petrosetco Corporation, in which it unanimously elected Mr. Ho Minh Viet as a Member of the Audit Committee. As a Member of the Board of Directors and Member of the Petrosetco Audit Committee, he has made important contributions to the strategic direction of Petrosetco's business development.

Mr. Nguyen Nhu Long: He was elected as a member of the Board of Directors on 14/06/2024 and serves as an independent member of the Board of Directors. On June 19, 2024, the Board of Directors approved Resolution No. 25/NQ-DVTHDK on the content of personnel work of the Petrosetco Audit Committee, in which it unanimously elected Mr. Nguyen Nhu Long to hold the position of Chairman of the Petrosetco Audit Committee. With experience in operating businesses in the fields of production, service, distribution... he has made important contributions to the risk management of Petrosetco Corporation. As an Independent Member of the Board of Directors and Chairman of the Audit Committee, he performs the function of independent oversight of the governance and risk control system. On the basis of multi-disciplinary management experience, he has actively contributed to strengthening the risk management mechanism, contributing to ensuring that Petrosetco's operations comply with governance standards and aim for sustainable development

❖ **Board Meetings in 2025:**

TT	Member of the Board of Directors	Number of meetings attended by the Board of Directors	Meeting Attendance Rate	Reasons for not attending the meeting
1	Mr. Phung Tuan Ha	4/4	100%	
2	Mr. Vu Tien Duong	4/4	100%	
3	Ms. Pham Thi Hong Diep	4/4	100%	
4	Mr. Ho Minh Viet	4/4	100%	
5	Mr. Nguyen Nhu Long	4/4	100%	

The business activities of Petrosetco and Petrosetco's Subsidiaries are given special attention and close supervision by the Corporation's Board of Directors. The Board of

Directors regularly monitors and comprehensively evaluates the operation situation in order to promptly orient and adjust in accordance with the market context. Key issues such as business strategy, restructuring, improving the corporate governance system and human resource development are always included in the agenda and discussed in depth at meetings between the Board of Directors and the Executive Board. Thereby, ensuring that the decisions issued are consistent, feasible and in line with Petrosetco's long-term development goals.

The organization of meetings of the Board of Directors is strictly implemented, complying with the provisions of the Charter and the Internal Management Regulations of the Corporation. Notices of invitation to meetings, dossiers and relevant documents are carefully prepared and sent to members before attending, which are actively studied by members of the Board of Directors. The content of the meetings fully covered and analyzed the contents in depth, carried out a comprehensive assessment and participated in discussions in a cautious and objective manner. The opinions are carefully considered before voting for approval, thereby contributing to improving the quality of decisions and ensuring the maximum benefits of the Corporation and stakeholders.

4.2. Resolutions of the Board of Directors

Resolutions of the Board of Directors promulgates are agreed upon by the members on the basis of conformity with the Company's Charter and the provisions of law

❖ Resolutions of the Board of Directors in 2025:

TT	Number of Resolutions	Date	Contents
1	01/NQ-DVTHDK	09/01/2025	Approval of the organizational plan for the Extraordinary General Meeting of Shareholders of POTS Company
2	02/NQ-DVTHDK	17/01/2025	Approval in principle on the appointment of the Deputy Head of the Legal Department of Petrosetco
3	03/NQ-DVTHDK	10/02/2025	Plan for organizing the 2025 Annual General Meeting of Shareholders
4	04/NQ-DVTHDK	26/02/2025	Approval of the financial investment ratio
5	05/NQ-DVTHDK	27/02/2025	Approval of the Internal Audit Plan for 2025
6	06/NQ-DVTHDK	27/03/2025	Approval of the draft documents for the 2025 Annual General Meeting of Shareholders
7	07/NQ-DVTHDK	27/03/2025	Guarantee for PSMT Company to be granted a credit limit at Vietinbank Quang Ngai Branch

TT	Number of Resolutions	Date	Contents
8	08/NQ-DVTHDK	27/03/2025	Guarantee for the payment obligations of POTS Company to suppliers SCAO and SCVN
9	09/NQ-DVTHDK	28/03/2025	Approval of the loan transaction between Petrosetco and POTS Company
10	10/NQ-DVTHDK	02/04/2025	Approval of the policy on the reappointment of the Deputy Director of PSA Company
11	11/NQ-DVTHDK	02/04/2025	Approval of the loan transactions between Petrosetco and PSL Company
12	12/NQ-DVTHDK	02/04/2025	Approval of the loan transactions between Petrosetco and PSD Company
13	13/NQ-DVTHDK	09/04/2025	Reappointment of the General Director of Petrosetco
14	14/NQ-DVTHDK	09/04/2025	Approval of the contents of the 2025 Annual General Meeting of Shareholders of PSA Company
15	15/NQ-DVTHDK	14/04/2025	Approval of the proposal to supplement the agenda of the 2025 Annual General Meeting of Shareholders of PSD Company
16	16/NQ-DVTHDK	15/04/2025	Approval in principle on personnel of PSD Company and PHTD Company
17	17/NQ-DVTHDK	15/04/2025	Approval in principle on the consolidation of the organizational structure and the promulgation of functions and tasks of the specialized departments of Petrosetco
18	18/NQ-DVTHDK	23/04/2025	Approval of the credit limit at Standard Chartered Bank (Vietnam) – Ho Chi Minh City Branch
19	19/NQ-DVTHDK	23/04/2025	Guarantee for the payment obligations of POTS Company to suppliers SCAO and SCVN
20	20/NQ-DVTHDK	23/04/2025	Approval of the contents of the Extraordinary General Meeting of Shareholders of PSL Company
21	21/NQ-DVTHDK	08/05/2025	Approval of the plan to repurchase ESOP shares

TT	Number of Resolutions	Date	Contents
22	22/NQ-DVTHDK	08/05/2025	Approval of the list of employees eligible to resell ESOP shares
23	23/NQ-DVTHDK	08/05/2025	Approval of the contents of the 2025 Annual General Meeting of Shareholders of POTS Company
24	24/NQ-DVTHDK	27/05/2025	Approval of the contents of the 2025 Annual General Meeting of Shareholders of PSL Company
25	25/NQ-DVTHDK	27/05/2025	Approval of the contents of the 2025 Annual General Meeting of Shareholders of PEDACO Company
26	26/NQ-DVTHDK	28/05/2025	Approval of the loan transactions between Petrosetco and Smartcom Company
27	27/NQ-DVTHDK	30/05/2025	Guarantee for the payment obligations of POTS Company to suppliers SCAO and SCVN
28	28/NQ-DVTHDK	02/06/2025	Approval of the loan transactions between Petrosetco and PSMT Company
29	29/NQ-DVTHDK	03/06/2025	Approval of the loan transactions between Petrosetco and PSV Company
30	30/NQ-DVTHDK	06/06/2025	Selection of the auditing company for the 2025 financial statements of Petrosetco
31	31/NQ-DVTHDK	06/06/2025	Approval of the contracts for providing support and management consulting services to member units of Petrosetco
32	32/NQ-DVTHDK	20/06/2025	Personnel work at PIMD Branch
33	33/NQ-DVTHDK	26/06/2025	Guarantee for PSL Company to be granted a credit limit at Vietinbank Branch 7
34	34/NQ-DVTHDK	26/06/2025	Guarantee for PSL Company to be granted a credit limit at BIDV Binh Tan Branch
35	35/NQ-DVTHDK	26/06/2025	Approval of the contents of the 2025 Annual General Meeting of Shareholders of PHTD Company
36	36/NQ-DVTHDK	27/06/2025	Approval of the contents of the 2025 Annual General Meeting of Shareholders of PSV Company

TT	Number of Resolutions	Date	Contents
37	37/NQ-DVTHDK	10/07/2025	Approval of contracts and related transactions between Petrosetco and related parties
38	38/NQ-DVTHDK	15/07/2025	Re-delegation of authority for internal document approval
39	39/NQ-DVTHDK	17/07/2025	Approval of policies related to personnel matters at PSA Company, Vinh Hoa Emerald Bay
40	40/NQ-DVTHDK	18/07/2025	Approval of the agenda of the Extraordinary General Meeting of Shareholders of SMARTCOM Company
41	40A/NQ-DVTHDK	24/07/2025	Approval of the 5-year business plan for the period 2025-2029 of Petrosetco's member units
42	41/NQ-DVTHDK	25/07/2025	Issuance of a Policy on the Use of Artificial Intelligence (AI)
43	42/NQ-DVTHDK	25/07/2025	Guarantee for PHTD Company to be granted a credit limit at Vietcombank - Ho Chi Minh City Branch
44	43/NQ-DVTHDK	18/08/2025	Issuance of Petrosetco's Training Regulations
45	44/NQ-DVTHDK	25/08/2025	Renaming Petrosetco One-Member Limited Liability Company
46	45/NQ-DVTHDK	25/08/2025	Approval of the implementation plan for the Mui Ngoc Complex project
47	46/NQ-DVTHDK	26/08/2025	Approval in principle on the restructuring of Petrosetco's specialized departments
48	47/NQ-DVTHDK	10/09/2025	Approval in principle on personnel at member units
49	48/NQ-DVTHDK	10/09/2025	Approval of Petrosetco's separate 5-year business plan for the period 2026-2030
50	49/NQ-DVTHDK	18/09/2025	Guarantee for the payment obligations of POTS Company to suppliers SCAO and SCVN
51	50/NQ-DVTHDK	15/10/2025	Approval in principle on personnel at PSR Company

TT	Number of Resolutions	Date	Contents
52	51/NQ-DVTHDK	15/10/2025	Guarantee for PSMT Company to be granted a credit limit at BIDV Bank - Binh Tan Branch
53	52/NQ-DVTHDK	16/10/2025	Approval of the agenda of the Extraordinary General Meeting of Shareholders of Smartcom Company
54	53/NQ-DVTHDK	29/10/2025	Adjusting the guarantee limit for PSMT Company to be granted a credit limit at Vietinbank Quang Ngai Branch
55	54/NQ-DVTHDK	29/10/2025	Guarantee for PSL Company to be granted a credit limit at Vietcombank Ho Chi Minh City Branch
56	55/NQ-DVTHDK	05/12/2025	Personnel management at PSV Company
57	56/NQ-DVTHDK	05/12/2025	Approval in principle on personnel at Smartcom
58	57/NQ-DVTHDK	08/12/2025	Reappointment of the Deputy General Director of Petrosetco
59	58/NQ-DVTHDK	22/12/2025	Approval in principle on personnel at the Member Unit
60	59/NQ-DVTHDK	24/12/2025	Guarantee for Smartcom to be granted a credit limit at VIB Bank
61	60/NQ-DVTHDK	25/12/2025	Guarantee for POTS Company to be granted a credit limit at Vietcombank HCM
62	61/NQ-DVTHDK	25/12/2025	Guarantee for PHTD Company to be granted a credit limit at Vietinbank Branch 7
63	62/NQ-DVTHDK	25/12/2025	Guarantee for PHTD Company to be granted a credit limit at BIDV Bank, Binh Tan Branch
64	63/NQ-DVTHDK	29/12/2025	Dividend payment for 2024
65	64/NQ-DVTHDK	31/12/2025	Approval in principle on the personnel at Petrosetco
66	65/NQ-DVTHDK	31/12/2025	Approval of changes to Petrosetco's new Trademark and Brand Identity System

4.3. **Activities of independent members of the Board of Directors and results of independent members' evaluation of the activities of the Board of Directors**

According to the activities of Independent members of the Board of Directors, Independent Board members have played a role in supervising, advising and supporting the Board of Directors in the strategic planning and decision-making process. In 2025, the members fulfilled their duties and completed the tasks assigned by the Board of Directors in accordance with the law, ensuring objectivity and transparency in governance and protecting the legitimate rights and interests of shareholders.

The results of independent members' evaluation of the activities of the Board of Directors:

Strategic orientation and business plan supervision: The Board of Directors has made decisions according to its competence to orient operations and manage risks in the context of volatile markets. to play a good role in the development orientation through the planning and control of Petrosetco's business strategy, ensuring the completion of the targets of the 2025 business plan according to the targets assigned by the General Meeting of Shareholders. At the same time, the Board of Directors has ensured the interests of shareholders, as well as maintained job stability and increased income for employees.

- **Compliance and sense of responsibility:** The Board of Directors has fully implemented its roles and functions in accordance with the provisions of law, the Charter and the Corporation's internal regulations. Governance activities are carried out on the principles of transparency, prudence and accountability. The decisions of the Board of Directors are issued on the basis of thorough discussion, ensuring compliance with regulations and harmonizing interests between shareholders, employees and enterprises, contributing to maintaining stability in operations and improving efficiency of governance.
- **Internal control and risk management:** The Board of Directors pays special attention to risk management solutions, in order to support the Board of Directors to identify problems early and help Petrosetco maintain sustainability, stability in operations, and protect the interests of investors. The Board of Directors has closely monitored the risk management system, promptly introduced measures to respond to financial, market, and operational risks. The internal control system is maintained effectively, limiting violations and ensuring compliance with legal regulations.

Based on the assessment of independent members of the Board of Directors, in addition to the achieved results, it is recommended to strengthen post-inspection work at Petrosetco's Subsidiaries to minimize risks and errors in operation, improve internal operational processes in the direction of lean but tight.

In 2025, the Board of Directors has done a good job of supervising, ensuring that the Corporation's activities are always strictly controlled, have a clear strategic objective orientation and drastic direction for Petrosetco to achieve its goals and successfully complete the business plan. All members of the Board of Directors have a high sense of responsibility, high professionalism, clear about their assigned responsibilities in

protecting the legitimate rights and interests of Petrosetco Corporation and are careful in performing their roles.

5. Evaluation of the Board of Directors on the activities of the Board of Directors and other executives

5.1. Monitoring method

The supervision of the Board of Directors over the General Director, the Board of Directors and other executives is carried out regularly, closely and in accordance with the Internal Governance Regulations of Petrosetco.

At regular meetings, the General Director and other executives shall make full reports on the business situation, the progress of implementing the Resolutions of the General Meeting of Shareholders and the Board of Directors, as well as update the contents related to finance, investment and management of enterprises as required. On that basis, the Board of Directors promptly considers, evaluates, and gives appropriate directions.

The Board of Directors shall administer the Corporation's activities based on the principle of strict compliance with the law, the Charter and internal regulations, ensuring the right authority and responsibility and contributing to improving the overall operational efficiency of Petrosetco.

5.2. Results of supervision of activities of the Board of Directors

According to the assessment of the Board of Directors, the Board of Directors has successfully fulfilled its assigned functions and tasks, actively expanded cooperation and diversified the list of products and services. Traditional service segments continue to be maintained effectively, while ICT distribution activities play a key role in Petrosetco's growth.

Financial management is strictly and effectively implemented, focusing on ensuring cash flow balance, optimizing resources and improving capital use efficiency. In addition, risk control activities are carried out proactively and comprehensively, contributing to limiting adverse impacts from external factors, responding to market needs and trends.

In 2025, the Board of Directors has implemented flexible solutions to respond to market fluctuations, effectively exploiting opportunities from digital transformation and new technology trends. Digital transformation is being accelerated, bringing digital technology applications into operation, management and business.

5.3. Results of monitoring the activities of other Operators

The Board of Directors recognizes and appreciates the contribution and sense of responsibility of other Executives (positions appointed by the Board of Directors) in the performance of assigned tasks, reports, financial information, and results of supervision are provided fully and in a timely manner. Ensure the effective management and administration of Petrosetco and comply with legal regulations, regulations on management decentralization according to the Charter and other internal normative documents of Petrosetco.

6. Remuneration, operating expenses, and other benefits of the Board of Directors and each Board Member - and salaries of the General Director and other managers

Salaries, remuneration and other benefits of the Board of Directors, the Board of Directors and other managers in 2025, specifically as follows:

No	Full name	Title	Total salary, remuneration and other benefits (VND)	Notes
1	Phung Tuan Ha	Chairman of BOD	928,500,000	
2	Vu Tien Duong	Member of BOD, General Director	827,333,333	Concurrent position
3	Pham Thi Hong Diep	Member of BOD, Deputy General Director	784,303,030	Concurrent position
4	Ho Minh Viet	Non-executive Member of BOD	629,863,636	
5	Nguyen Nhu Long	Independent Member of BOD	185,000,000	
6	Ho Hoang Nguyen Vu	Deputy General Director	311,500,000	Remuneration of Deputy Director and salary at Member Unit
7	Huynh Van Ngan	Deputy General Director	28,500,000	Salary at MemberUnit
8	Tran Quang Huy	Chief Accountant	898,166,667	

II. PLANS AND ORIENTATIONS OF THE BOARD OF DIRECTORS IN 2026

1. Targets of the plan for 2026:

Calculation unit: Billion VND

Criteria	Plan for 2025	Actual in 2025	Plan for 2026	Rate (%)	
	1	2	3	4= 3/1	5=3/2
Consolidated Revenue	20,500	21,815	23,000	112%	105%
Profit before tax	305	451.7	398	130%	89%
Profit after tax	244	350	318.4	130%	89%
Maximum dividend rate (*)	10%	5%	10%		

() The specific payout rate will be approved at the 2026 General Meeting of Shareholders*

*(**) The realized profit before tax for 2025 include 104,6 billion generated from financial activities.*

For the distribution sector: Petrosetco continues to strengthen close coordination with companies and partners to proactively grasp and effectively exploit major market opportunities, including the need to replace equipment arising from the discontinuation of support for the Windows 10 operating system, as well as new consumer trends related to equipment for artificial intelligence and high technology. Petrosetco focuses on developing product segments with high use value and good profit margins, and at the same time closely linking sales targets, inventory management and profit margins for each category to improve business efficiency.

At the same time, in 2026, Petrosetco will restructure its product portfolio in the direction of increasing the proportion of ICT – electronic goods that are capable of bringing stable profits, gradually narrowing down products with low profit margins and high inventory risks. At the same time, Petrosetco actively researches and tests the development of a number of new consumer goods and technologies, in accordance with the distribution capacity and implementation organization of Petrosetco’s Subsidiaries, thereby expanding the room for growth in the next period.

For the service sector: In 2026, Petrosetco will focus on closely following the investment plan and progress of oil and gas – energy projects, building a list of target bidding packages, focusing on bidding for goods and service packages that are within the strengths of the units, preparing technical – financial – human resources plans early to improve the contract signing rate new. In addition, maintaining quality control of service provision, continuing to promote the application of digital transformation technology in service operation. Petrosetco prioritizes the use of clean and environmentally friendly raw materials, contributing to improving brand value and creating a difference in the market.

2. **Orientation for business operations in 2026**

Regarding the post-divestment prospects, this is the right time to change the mechanism, expand the business field, and welcome strategic investors. In the near future, Petrosetco aims to not only strengthen its current pillars but also expand into new categories.

Petrosetco's breakthrough growth potential will come from its ability to leverage its existing distribution system to further distribute new consumer products, technologies and services, especially as the economic cycle recovers.

Petrosetco develops the orientation and plan for 2026 based on sustainable growth, prioritizing efficiency and financial safety, in line with the characteristics of service activities that are sensitive to market fluctuations, with the following main indicators:

STICKING TO THE PLANNED TARGETS SET IN 2026

Operate the plan according to 4 service segments and each member unit, associating the targets of revenue, profit, inventory, and debt with the specific responsibilities of each focal point.

Periodically review the list of goods/services, increase the proportion of segments and products with good profit margins and growth potential, gradually narrow down low-efficiency activities that are less suitable for long-term orientation.

FINANCIAL RISK MANAGEMENT, OPTIMIZATION OF OPERATING COSTS

Complete the financial risk management framework (exchange rate, interest rate, debt, inventory) for the whole system; establish warning thresholds and handling mechanisms when exceeding the threshold and organize serious enforcement.

Prioritize the use of capital for core segments and projects with the ability to turn around quickly; limit the spread.

Strengthen debt recovery; strictly control costs; prioritize cost-saving solutions that can be deployed immediately (optimizing personnel, warehousing, transportation, offices, etc.).

Early detection of abnormalities in costs, profit margins, inventory by segment and each unit, thereby taking timely adjustment measures.

DIGITAL TRANSFORMATION ASSOCIATED WITH OPERATIONS AND DATA

Build a standardized and unified data platform to serve management, operation and decision-making throughout the Petrosetco system.

Synchronously deploying ERP software in management and business as well as applying accounting and financial software throughout Petrosetco, in order to synchronize data and form a Data Warehouse that plays the role of a centralized "analytical brain" of the entire Petrosetco.

Improve AI and data thinking capabilities for the workforce, promote a data-driven work culture, and enhance the ability to apply AI in daily work.

HUMAN RESOURCE ORGANIZATION AND SUCCESSIVE TEAM DEVELOPMENT

Develop personnel plans for each service segment, have an effective mechanism to retain key personnel at Petrosetco's Subsidiaries.

Continue to train middle managers (especially young and capable personnel), build the next team associated with specific goals in the next 5 years.

Strengthen cohesion and build corporate culture, create a positive working environment, encourage creativity and cooperation to optimize the Petrosetco ecosystem, and constantly innovate.

III. REPORT ON TRANSACTIONS BETWEEN PETROSETCO, A SUBSIDIARY OF PETROSETCO AND A MEMBER OF THE BOARD OF DIRECTORS AND RELATED PERSONS OF SUCH MEMBER; TRANSACTIONS BETWEEN PETROSETCO AND THE COMPANY IN WHICH THE BOARD OF DIRECTORS MEMBERS ARE FOUNDING MEMBERS OR BUSINESS MANAGERS FOR THE LAST 03 YEARS BEFORE THE TIME OF TRANSACTION

1. Transactions between Petrosetco and members of the Board of Directors, related persons of such members in 2025 and the last 03 years before the time of transaction.

The transactions that have arisen and the details of the transactions are as follows:

- Petroleum General Distribution Services Joint Stock Company: Selling goods and providing services; Purchase of goods and services; Expenses for working capital support; Working capital support revenues; Loan Interest and Loan Interest.
- Petroleum High Technology Products Distribution Joint Stock Company: Selling goods and providing services; Purchase of goods and services; Working capital support revenues; Working capital support and household expenses.
- Smart Convergence Joint Stock Company: Purchase of goods and services; Working capital support revenues; Expenditures on working capital support and loan interest.
- Petrosetco Assets Management Joint Stock Company: Selling goods and providing services; Purchase of goods and services; Expenses for working capital support; Revenue from working capital support and Income from dividends.
- Petroleum Offshore Trading and Services Joint Stock Company: Selling goods and providing services; Purchase of goods and services; Expenses for working capital support; Working capital support revenues; Recovery of principal; Loan interest; Income from dividends and expenses.
- Viet Nam Petroleum Logistics Services Joint Stock Company: Purchase of goods and services; Expenses for working capital support; Working capital support revenues; Loan interest and Expenses.
- Petrosetco Vung Tau General Services Joint Stock Company: Selling goods and providing services; Expenses for working capital support; Working capital support revenues; Income from dividends and loan interest.
- Vietnam National Industry - Energy Group (PVN): Purchase of goods and services.

2. Transactions between a Member of the Board of Directors and related persons of such member with a subsidiary of Petrosetco in 2025

The transactions that have arisen and the details of the transactions are as follows:

- Petroleum Offshore Trading and Services Joint Stock Company
 - Petroleum General Distribution Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petroleum High Technology Products Distribution Joint Stock Company: Selling goods and providing services.

- Petrosetco Asset Management Joint Stock Company: Selling goods and providing services; Purchase goods and services.
- Viet Nam Petroleum Logistics Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
- Mien Trung Petroleum Service Trading Joint Stock Company: Selling goods and providing services.
- Petrosetco Asset Management Joint Stock Company
 - Petroleum General Distribution Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petroleum High Technology Products Distribution Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petrosetco Vung Tau General Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Viet Nam Petroleum Logistics Services Joint Stock Company: Selling goods and providing services.
 - Petroleum Offshore Trading and Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Mien Trung Petroleum Trading and Service Joint Stock Company: Purchase of goods and services.
- Smart Convergence Joint Stock Company
 - Petrosetco Asset Management Joint Stock Company: Selling goods and providing services.
 - Petrosetco Vung Tau General Services Joint Stock Company: Selling goods and providing services.
 - Petroleum Offshore Trading and Services Joint Stock Company: Purchase of goods and services.
- Petroleum High Technology Products Distribution Joint Stock Company
 - Smart Convergence Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petroleum General Distribution Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petrosetco Asset Management Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Viet Nam Petroleum Logistics Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petroleum Offshore Trading and Services Joint Stock Company: Purchase of goods and services.

- Petroleum General Distribution Services Joint Stock Company
 - Petroleum High Technology Products Distribution Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petrosetco Asset Management Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petrosetco Vung Tau General Services Joint Stock Company: Selling goods and services.
 - Smart Convergence Joint Stock Company: Purchase of goods and services.
 - Viet Nam Petroleum Logistics Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
- Petrosetco Vung Tau General Services Joint Stock Company
 - Petroleum General Distribution Services Joint Stock Company: Purchase of goods and services.
 - Viet Nam Petroleum Logistics Services Joint Stock Company: Purchase of goods and services.
 - Petrosetco Asset Management Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Mien Trung Petroleum Service Trading Joint Stock Company: Purchase of goods and services.
- Smart Convergence Joint Stock Company
 - Petroleum High Technology Products Distribution Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petroleum General Distribution Services Joint Stock Company: Selling goods and providing services.
 - Viet Nam Petroleum Logistics Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
- Viet Nam Petroleum Logistics Services Joint Stock Company
 - Petroleum Offshore Trading and Services Joint Stock Company: Selling goods and providing services; Purchase of goods and services.
 - Smart Convergence Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petroleum High Technology Products Distribution Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petroleum General Distribution Services Joint Stock Company: Selling goods and providing services; Purchase goods and services.
 - Petrosetco Vung Tau General Services Joint Stock Company: Selling goods and providing services.

- Petrosetco Asset Management Joint Stock Company: Purchase of goods and services.
- Pedaco Green Environment Joint Stock Company
 - Petroleum Offshore Trading and Services Joint Stock Company: Sales and Service Provision; Purchase goods and services.
 - Viet Nam Petroleum Logistics Services Joint Stock Company: Selling goods and providing services.

The above is the report on the activities of the Board of Directors on the implementation of the Resolution of the General Meeting of Shareholders in 2025 and the direction of operation in 2026.

Respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

REPORT
ON ACTIVITIES OF INDEPENDENT MEMBERS
OF BOARD OF DIRECTORS IN THE AUDIT COMMITTEE IN 2025

Respectfully to: **General Meeting of Shareholders**
PetroVietnam General Services Corporation

- Pursuant to the Law on Securities No. 54/2019/QH14 adopted by the National Assembly on November 26, 2019;
- Pursuant to the Law on Enterprises No. 59/2020/QH14 adopted by the National Assembly on June 17, 2020;
- Decree No. 155/2020/NĐ-CP on December 31, 2020 detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Audit Committee Charter of PetroVietnam General Services Corporation,

The Independent Members of the Board of Directors (“**BOD**”) in the Audit Committee (“**AC**”) respectfully reports the operational results for the year 2025 as follows:

I. Organizational Structure

The organizational structure of the AC in 2025 as hereunder:

Full Name	Position		Term	Start date / End date of AC membership
Nguyen Nhu Long	Independent Member of BOD	Chairman of AC	2024 – 2029	Appointed on June 19, 2024
Ho Minh Viet	Non-Executive Member	Member of AC	2024 – 2029	Appointed on June 19, 2024

II. Meetings, Remuneration, and Operating Expenses of the Audit Committee

1. Meetings

In 2025, the AC held 02 meetings to review periodic reports, evaluate the internal control system, and enhance management oversight capabilities. All members attended 100% of the meetings.

2. **Remuneration**

The total remuneration of the AC amounted to VND 814,863,636 for the year 2025. Details of the remuneration paid to each AC member was disclosed in the BOD's Activities Report. Apart from this remuneration, the AC members did not receive any additional remuneration or other benefits.

3. **Other operating expenses**

None.

III. **Key oversight activities**

1. **Oversight of Financial Statements and the Process for Preparation, Disclosure of Financial Information**

In 2025, the AC conducted oversight of the processes for preparation and disclosure of the Corporation's financial information, focusing on the following matters:

- **Compliance:** Monitoring the application of Vietnamese Accounting Standards ("VAS") and compliance with tax regulations; reviewing the appropriateness of financial statement presentation to ensure that the financial statements present a true and fair view of the Corporation's financial position.
- **Materiality review:** Reviewing matters involving significant accounting judgments, such as provisioning, valuation of assets and inventories in accordance with the conservatism principle.
- **Auditor independence:** Supervising the 2025 financial statements audit; discussing with the independent auditor the audit scope, key matters, and the relevant explanations (if any), in order to support and ensure the independence and objectivity of the audit process.

2. **Evaluation of the Internal Control System, Risk Management and Internal Audit Function**

The AC recognizes that the internal control system, risk management activities, and internal audit function are key foundations for safeguarding assets and ensuring the sustainable development of the Corporation. In 2025, the AC reviewed and assessed the adequacy and operating effectiveness of key control and risk management mechanisms, specifically:

- **Internal Control System:** Stable operation, with clear delegation of authority. A high level of accountability was consistently maintained across functional departments.
- **Risk Management:** The AC oversaw the identification of market volatility risks and credit risks; emphasized controls over cash flows and customer credit limits in order to mitigate liquidity risk and receivables risk.
- **Internal Audit Function:** Consistent with the annual plan, recommendations focused on operational risks and control improvement areas. The AC obtained full access to relevant documentation and closely monitored the implementation of recommendations and the remediation of audit findings.

3. Oversight of Related Party Transactions

Details of the transactions were presented in the BOD's Activities Report.

Based on the information provided, the AC acknowledged that the Corporation had complied with the approved authority, monitoring processes, and governance requirements in respect of transactions between the Corporation and its internal persons, subsidiaries, and related parties.

IV. Evaluation of the BOD and the Board of Management ("BOM")

In its role as an independent oversight body, the AC made the following assessments of the Corporation's governance and BOM in 2025:

1. Activities of BOD

- **Compliance and accountability:** The BOD duly performed its functions and responsibilities in accordance with applicable laws and the Corporation's Charter. BOD's meetings were held on a regular basis and conducted in compliance with prescribed order and procedures; The issued resolutions were based on open and transparent discussions, aimed at the best interests of shareholders.
- **Directing role:** The BOD issued resolutions within its authority to provide operational direction and guide risk management in the market volatility context.
- **Oversight of the BOM:** The BOD effectively fulfilled its role in overseeing and driving the BOM in implementing the General Meeting of Shareholders's resolutions in a decisive and effective manner.

2. Activities of the BOM

- **Implementation of resolutions:** The BOM promptly and fully implemented the resolutions and decisions of the BOD. Key business plans were executed in close alignment with the approved strategic direction.
- **Management effectiveness:** The BOM carried out cost management, resource allocation and operational measures in accordance with approved objectives/plans; performance results were presented in periodic management reports and financial statements.
- **Transparency and cooperation:** The BOM consistently upheld transparency in reporting, proactively coordinated with the AC, and provided fully and timely information and documentation as requested, thereby facilitating effective independent oversight

V. Audit Committee's Recommendations for 2026

To enhance the effectiveness of corporate governance, the AC proposes the following key action plan for 2026:

- Submitting to the General Meeting of Shareholders for approval the list of independent auditing firms for the Corporation's 2026 financial year.

- Strengthening post-audit reviews at member units to promptly detect and prevent operational errors.
- Proposing that the BOM apply governance software solutions to harmonize and standardize control data across the entire system.
- Reviewing and standardizing internal operating procedures toward a lean yet robust framework, in compliance with the latest legal regulations.

Respectfully submitted to the General Meeting of Shareholders for consideration and approval of the full report.

Sincerely./.

Recipients:

- As above;
- BOD;
- Archive: Record Dept.

**INDEPENDENT MEMBERS OF BOD
IN THE AUDIT COMMITTEE**

Nguyen Nhu Long

DRAFT

**INDEPENDENT DIRECTOR’S REPORT
ON THE EVALUATION OF THE
BOARD OF DIRECTORS’ ACTIVITIES IN 2025**

Respectfully to: **General Meeting of Shareholders**
PetroVietnam General Services Corporation

- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to Decree No. 155/2020/ND-CP and Decree No. 245/2025/ND-CP amending and supplementing certain provisions on corporate governance applicable to listed companies;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation,

The Independent Member of the Board of Directors (“**BOD**”) hereby reports on the results of the BOD’s activities in 2025 as follows:

I. Composition and Structure of the BOD

The composition of the BOD in 2025 was as follows:

No	Full Name	Position	Term	Date of Appointment/ Cessation as the BOD member
1	Mr. Phung Tuan Ha	Chairman of the BOD	2023 – 2028	Appointed on April 25, 2023
2	Mr. Vu Tien Duong	Member of the BOD	2023 – 2028	Appointed on April 25, 2023
3	Mrs. Pham Thi Hong Diep	Member of the BOD	2024 – 2029	Appointed on June 14, 2024
4	Mr. Nguyen Nhu Long	Independent Member of the BOD	2024 – 2029	Appointed on June 14, 2024
5	Mr. Ho Minh Viet	Non-Executive Member of the BOD	2024 – 2029	Appointed on June 14, 2024

II. Evaluation of the BOD's Operational Activities

1. Meeting Organization and Quality of Discussions

In 2025, the BOD held 04 regular and ad hoc meetings and issued 66 Resolutions on strategic matters and the Company's operational plans, with the participation of all members. The meetings were conducted in accordance with the procedures and requirements set out in the Company's Charter and Internal Governance Regulations.

The quality of discussions at these meetings reflected the strong sense of responsibility of the as a collective body. The BOD Members actively contributed their opinions and exercised their voting rights on the basis of transparency and in the best interests of shareholders. The BOD consistently fostered an open discussion environment, respected the supervisory role of the Independent Director, and ensured that all resolutions adopted (100% approval rate) were the result of careful and objective analysis.

2. Remuneration and Expenses

The remuneration, bonuses, and operating expenses of The BOD in 2025 were implemented in compliance with the approved budget limits and the principles endorsed by the General Meeting of Shareholders. Such payments were disclosed in a transparent manner in the Financial Statements and the Management Report, thereby facilitating shareholders' rights to supervision and safeguarding their legitimate interests.

III. Evaluation of the Strategic Role and Executive Oversight

1. Strategic Direction Role

The BOD maintained its strategic direction through policies aimed at expanding the distribution scale, restructuring and optimizing the Company's core service segments. Such direction contributed to the Company's business performance and the implementation of the profit targets approved by the General Meeting of Shareholders.

2. Oversight of the Executive Board

The BOD maintained regular oversight of the management activities of the Board of Management to support alignment between business operations and the Company's strategic objectives. Through careful review of periodic management reports, the BOD provided timely guidance and direction, enabling the Company to proactively identify risks and respond flexibly to the complex market volatility.

3. Activities of the Board Committees (Audit Committee)

The BOD utilized the Audit Committee ("AC") in reviewing the Financial Statements and overseeing internal control and risk management. Recommendations from the AC were considered and implemented under the direction of the BOD.

IV. Evaluation of Compliance and Transparency

1. Risk Management and Internal Control

In parallel with strong revenue growth, the BOD continued to direct the enhancement of the Company-wide risk management and internal control framework. In particular, attention was given to the management of accounts receivable and inventory turnover in order to support liquidity and the Company's financial health.

2. Oversight of Related-Party Transactions

Related-party transactions during the year were reviewed and approved by the BOD in accordance with applicable regulations, ensuring transparency and compliance with market conditions. The BOD consistently placed the interests of the Company as a top priority and remained committed to preventing any infringement of shareholders' rights through its management decisions.

3. Information Disclosure

The BOD supervised the Company's information disclosure activities to help ensure that financial information and governance decisions were disclosed fully, accurately, and in a timely manner in compliance with regulatory requirements. This transparency not only ensured strict adherence to Securities Regulations but also established equal access to information, thereby strengthening the confidence of investors and all shareholders.

V. Recommendations and Plan for 2026

To further improve management efficiency, I recommend that the BOD focus on the following priorities in 2026:

- Continue implementing prudent business solutions to ensure operational safety, taking into account potential worst-case scenarios;
- Accelerate the digitalization of the governance system to ensure data integration and synchronization across the Company;
- Strengthen internal and external collaboration to optimize resources and create new business opportunities;
- Review and update internal regulations in line with the latest changes in applicable laws and regulations.

Respectfully submitted to the General Meeting of Shareholders for consideration and approval of the full report.

Sincerely./.

Recipients:

- As above;
- The BOD;
- Archive: Record Dept.

**INDEPENDENT MEMBER OF
THE BOARD OF DIRECTORS**

Nguyen Nhu Long

DRAFT

REPORT OF THE BOARD OF DIRECTORS

I. MACROECONOMIC SITUATION IN 2025

In 2025, the world economy will continue to recover slowly and unevenly across regions. Impacts from geopolitical conflicts, energy price fluctuations, tightening monetary policies in some major economies affect global capital flows, trade and consumption.

For Vietnam, the macroeconomy remains stable. GDP growth for the whole year reached about 6.6%, higher than the regional average. Public investment activities were promoted, exports gradually recovered, while domestic consumption improved but remained cautious.

Exchange rates and interest rates are managed flexibly, creating conditions to support businesses to maintain production and business activities, but the competitive environment in many industries, especially distribution – retail and logistics services, continues to be fierce.

II. EVALUATION OF PRODUCTION AND BUSINESS RESULTS

In 2025, PetroVietnam General Services Corporation ("**Petrosetco**") will operate in the context of many market fluctuations, but has proactively implemented synchronous solutions for management, operation, cost control and optimization of resource efficiency.

Closely following developments in the oil and gas, distribution and service markets, along with maintaining customer relationships and strategic partners, has helped Petrosetco maintain its operational scale, preserve cash flow and maintain stable growth. Petrosetco's Subsidiaries focus on risk management, improving operational efficiency, reducing unnecessary costs and restructuring customer portfolios in the direction of safety and sustainability.

The training and development of human resources continue to be focused, focusing on improving management capacity, professional expertise and adapting to the requirements of digital transformation in business activities.

The company's business results in 2025 are as follows:

Petrosetco's 2025 business results

Calculation unit: Billion VND

Criteria	Actual 2024	Plan 2025 (GMS)	Actual 2025	Rate (%)	
	1	2	3	4=3/2	5=3/1
Consolidated					
Revenue	19,044	20,500	21,815	106%	115%
Profit before tax	283.2	305.0	451.7	148%	159%
Profit after tax	219.9	244.0	350.0	143%	159%
Separate					
Revenue	5,898	6,334	5,951	94%	101%
Profit before tax	60.1	60.0	63.2	105%	105%
Profit after tax	56.6	57.0	50.0	88%	88%

- Consolidated revenue in 2025 reach 21,815 VND billion, equal to 106% of the year plan and equal to 115% over the same period in 2024.
- Consolidated profit before tax in 2025 reach 451.7 VND billion, equal to 148% of the year plan and 159% over the same period in 2024.
- Consolidated profit after tax in 2025 reach 350.0 VND billion, equal to 143% of the year plan and 159% over the same period in 2024.
-

III. BUSINESS RESULTS BY EACH FIELD OF OPERATION

Business results in 2025 by service segment

Calculation unit: Billion VND

Criteria	Year 2024	Plan 2025	Year 2025	Proportion 2025	Compared to Planning	Compared to 2024
	1	2	3	4	5=3/2	6=3/1
Total Revenue (Net)	19,044	20,500	21,815	100%	106%	115%
Distribution Services	15,776	17,186	17,887	82%	104%	113%
Materials and equipment – Logistics – Manpower Services	1,527	1,580	1,902	9%	120%	125%
Catering Services	1,165	1,154	1,381	6%	120%	119%
Real Estate Services	576	581	646	3%	111%	112%
Profit before tax	283.2	305.0	451.7	100%	148%	159%
Distribution Services	190.1	199.0	212.1	47%	107%	112%
Materials and equipment – Logistics – Manpower Services	20.0	31.0	51.0	11%	164%	255%
Catering Services	28.5	30.0	32.2	7%	107%	113%
Real Estate Services	44.6	45.0	51.8	11%	115%	116%

In 2025, all of Petrosetco's service segments exceeded the annual targets set for 2025 and recorded positive growth compared with the same period last year.

The Distribution Services segment remains the core in terms of scale, contributing 82% of revenue but only 47% of profit before tax, reflecting its inherently profit margins of the distribution industry. In contrast, the Materials and equipment Supply – Logistics –

Manpower Services segment and the Real Estate Services segment, while accounting for smaller revenue shares, deliver relatively stronger profit contributions, representing 11% and 11% of profit before tax, respectively.

1. DISTRIBUTION SERVICES SEGMENT

Business results in 2025 in the field of Distribution Services

Calculation unit: Billion VND

Criteria	Actual 2024	Plan 2025	Actual 2025	Proportion 2025	Rate (%)	
					Compared to Plans	Compared to the same period
Total Revenue	15,776	17,186	17,887	100%	104%	113%
Telecommunications - Electronics	14,341	16,320	16,545	92%	101%	115%
Petrochemical Products	1,435	867	1,342	8%	155%	94%
Total Profit before tax	190.1	199.0	212.1	100%	107%	112%
Telecommunications - Electronics	182.0	190.2	205.8	97%	108%	113%
Petrochemical Products	8.1	8.8	6.3	3%	72%	78%

In 2025, the Distribution Services segment recorded revenue of VND 17,887 billion, achieving 104% of the annual plan and 113% compared to 2024.

Profit before tax reached VND 212.1 billion, equal to 107% of the annual plan and 112% compared to the same period in 2024.

Accounting for 82% of total revenue and 47% of total profit within the Corporation's overall structure, the Distribution Services segment's overachievement of its targets made a significant contribution to the Corporation exceeding its overall annual plan.

Distribution of Telecommunications – Electronics (ICT) equipment

Although it has recovered, purchasing power is not sustainable and strongly differentiated between commodity groups, regions and price segments; the phone industry will decrease compared to 2024, many ICT/electronics industries are still under

pressure due to the gradual saturation of the market, causing the overall growth of the industry to not return to the previous peak.

In the context of the recovery but not sustainability of the ICT and consumer electronics market, Petrosetco still maintains its revenue scale by closely following the demand for equipment replacement, digital transformation in the public and corporate sectors, as well as public investment projects related to digital infrastructure. The mid-range and sub-high-end segment continues to be the main driver, in line with the portfolio of telecommunications – IT, office equipment, CE and C&A products that the units are implementing.

However, the distribution segment also faces many challenges such as increasingly fierce price competition between distributors, large retailers and direct sales channels from the company; high inventory risk due to short product life cycles; pressure from exchange rate fluctuations, logistics costs and interest rates. Petrosetco has actively controlled inventory by each company and each industry; adjust flexible sales policies; at the same time, strengthen coordination with airlines in supporting prices, marketing and handling slow goods in turnover.

The refrigeration and air conditioning (CE) market showed recovery as the macroeconomic environment remained stable, inflation was controlled. However, consumer demand varied across regions; the air conditioning segment was significantly affected by unfavorable seasonal factors, while price competition intensified as many distributors expanded into overlapping territories, leading to price undercutting in certain areas. The market has become saturated in many segments, with high levels of promotions and discounts putting pressure on profit margins.

Petrochemical product distribution

The petrochemical distribution segment remained stable in 2025, with a focus on restructuring the customer base toward safety and efficiency, while maintaining strict control over payment risks. The Corporation also strengthened the management of logistics and warehousing costs and optimized operations amid ongoing market volatility. As a result, the segment exceeded its annual revenue plan; however, compared to 2024, it still recorded declines in both revenue and profit before tax.

Solutions implemented in 2025

- Restructuring the portfolio of industries and distributors: focusing on ICT – electronic product groups with stable demand, serving digital transformation, public investment, businesses and education; limit the expansion of low-profit marginal industries with high inventory risks.
- Strict inventory and supply chain management: develop import plans for each company and segment; control of inventory limits; proactively work with airlines on product recall policy in cases where the market cannot absorb inventory, support discharge, price protection and share inventory risks.
- Adjust flexible sales policies: closely follow market developments, differentiate policies by channel and dealer group; integrate sales across traditional channels,

chain retail, and project/corporate channel to ensure profitability and maintain stable cash flow.

- Strengthening strategic cooperation with companies: expanding the distribution portfolio of high-tech, specialized equipment and digital solutions; coordinate the implementation of marketing, technical training and sales to improve competitiveness.
- Financial risk control: closely monitor exchange rate and interest rate fluctuations; optimizing loan terms and capital turnover; associate the responsibility for debt and inventory management with the business department and supply chain.
- Closely monitor movements in oil prices, feedstock, and market trends to promptly adjust pricing policies; implement appropriate sales strategies to mitigate risks in the event of sharp price declines.
- Maintain operations of filling stations; expand market presence in the Central – Central Highlands and selected southern provinces; invest in transportation assets to develop direct retail distribution to end consumers.

2. SUPPLY SERVICES OF MATERIALS, EQUIPMENT - LOGISTICS - MANPOWER SERVICES SEGMENT

Business results in 2025 in the field of Supply of Materials, Equipment and Logistics – Manpower

Calculation unit: Billion VND

Criteria	Actual 2024	Plan 2025	Actual 2025	Proportion 2025	Rate (%)	
					Compared to Plans	Compared to the same period
Total Revenue	1,527	1,580	1,902	100%	120%	125%
Supply of petroleum materials and equipment Services	950	878	1,034	54%	118%	109%
Logistics – Manpower Services	577	702	868	46%	124%	150%
Total Profit before tax	20.0	31.0	51.0	100%	164%	255%
Supply of petroleum materials and equipment Services	8.0	18.0	29.0	57%	161%	360%
Logistics - Manpower Services	12.0	13.0	22.0	43%	169%	184%

The supply of materials and equipment services in 2025 recorded revenue of VND 1,034 billion, exceeded the year plan with a completion rate of 118% and 109% compared to the same period in 2024 thanks to the promotion of bidding and the implementation of contracts focusing on items that are the unit's strengths such as pipes and pipes (OCTG), air compressor assembly, sewage, valve, pump, HVAC... for projects in the oil and gas industry.

The field of oil and gas logistics services includes services such as import–export services, transportation, human resource supply, visas, etc. also recorded good results with revenue reaching VND 868 billion, equal to 124% of the year plan and equal to 150% over the same period in 2024.

Summarizing the service segment recorded the strongest growth in efficiency, with revenue of VND 1,902 billion, achieving 120% of the annual plan and 125% compared to the same period. Profit before tax reached VND 51.0 billion, equivalent to 164% of the annual plan and 255% year-on-year. This was one of the key drivers improving Petrosetco's profit quality in 2025.

Supply of materials and equipment - Trade

In 2025, Petrosetco's supply of petroleum materials and equipment will record positive growth along with the implementation and acceleration of key oil and gas and energy projects; enterprises focus on participating in bidding packages with high technical requirements, large scale, in line with the strengths of bidding experience, supplier relations and risk management capacity, and have participated in and successfully implemented bidding packages at large projects such as Dai Hung Phase 3, STT 2B, TGT & CNV of JOC and initially expanded into the new energy sector with the offshore HYBRID SOLAR & WIND project. The implementation of contracts for the supply of specialized materials and equipment is carried out effectively, associated with strict control of supplier selection, commercial conditions and delivery schedules, thereby limiting the risk of incurring costs, improving operational efficiency and contributing positively to the overall results of the oil and gas services segment.

Logistics Services

Logistics activities in 2025 will achieve positive results when revenue and exploitation efficiency are improved; Many import-export services, ship agents have been successfully implemented, ensuring progress, safety and no storage costs. The unit effectively handles service packages for ships, drilling rigs and oversized and super-heavy shipments, expands intensive import and export services, and wins bids and implements large transportation packages for oil and gas and industrial projects, contributing to stabilizing revenue sources and affirming the capacity to organize implementation.

However, logistics activities also face many difficulties, notably military fluctuations and geopolitical tensions that disrupt the Middle East-Europe route, delay routes through the Suez Canal and affect the progress of E&P bidding packages; international

freight rates increased sharply due to lack of equipment, space restrictions and tight policies of shipping lines for OOG goods; exchange rate and international payment risks; fierce price competitive pressure; domestic logistics costs and port, warehousing and lifting fees have increased; along with legal problems, customs procedures, specialized inspections and limitations of the internal management system, increasing risks and cost pressures for businesses.

Manpower services

Oil and gas human resource supply services recorded strong growth in 2025, in the context of many large oil and gas projects being implemented simultaneously, leading to an increased demand for highly qualified drilling experts, engineers and technical workers; This is the service segment with the fastest growth rate in the group of materials, equipment – logistics – manpower. During the year, Petrosetco signed and implemented many human resource supply contracts for large projects such as Dai Hung Nam, White Lion Phase 2B, projects of ENI, Hoang Long – Hoan Vu JOC and Phu Quoc POC, with a significant increase in the scale of manpower compared to 2024. thereby promoting the revenue of the manpower segment to grow significantly.

Manpower services simultaneously face challenges such as shortage of high-quality personnel, rising labor costs and strict requirements for foreign workers; Petrosetco has proactively expanded recruitment sources, strengthened cooperation with international partners and standardized the management process to meet the requirements of project progress and quality.

Solutions implemented in 2025

- Closely follow the progress of the implementation of oil and gas – energy projects, proactively build a list of target bidding packages and prepare technical, financial and human resource plans early to improve the ability to participate and win bids.
- Selecting bidding packages in accordance with the strengths of the business, prioritizing the supply of materials and equipment with high technical requirements and specificity, where Petrosetco has the advantage of implementation experience, supplier relations and risk management capacity.
- Standardize and optimize logistics and logistics processes in the direction of strengthening HSE control, complying with international standards, and improving forwarding, transportation, warehousing and customs procedures to limit costs and risks of delays.
- Proactively prepare oil and gas human resources through building a database of domestic and foreign technical personnel and experts, expanding cooperation with international human resource supply partners to meet the peak demand of projects.
- Strengthen contractual and payment risk management by strictly reviewing payment terms, exchange rates and legal obligations, thereby limiting potentially high-risk contracts related to cash flows and international remittances.

3. CATERING SERVICES SEGMENT

Business results in 2025 in the field of Catering Services

Calculation unit: Billion VND

Criteria	Actual 2024	Plan 2025	Actual 2025	Proportion 2025	Rate (%)	
					Compared to Plans	Compared to the same period
Total Revenue	1,165	1,154	1,381	100%	120%	119%
Catering Services	1,099	1,093	1,281	93%	117%	117%
Food Supply Services	66	61	100	7%	164%	151%
Total Profit before tax	28.5	30.0	32.2	100%	107%	113%
Catering Services	25.3	26.8	27.9	87%	104%	110%
Food Supply Services	3.2	3.3	4.3	13%	133%	133%

Petrosetco's catering services segment recorded revenue of VND 1,381 billion, equal to 120% of the year plan and 119% over the same period in 2024.

The pre-tax profit reached VND 32.2 billion, equal to 107% of the year plan, and equal to 113% compared to the same period.

Catering services continue to have many advantages thanks to stable and growing demand in oil and gas projects, factories, industrial parks and especially nutritious meals in hospitals, along with the trend of outsourcing non-core services of businesses and medical facilities. With experience in operating large-scale kitchens, meeting high requirements for food safety and occupational safety, the unit has an advantage in participating in and expanding large-scale tenders with high requirements for food safety and service quality .

However, the catering market is increasingly fiercely competitive with the participation of many suppliers, creating pressure on price and service quality. Fluctuations in food prices, transportation costs, labor and increasing requirements for food hygiene and safety increase input costs, while unit prices of many fixed contracts for a long time cause profit margins to narrow; At the same time, the shortage of professional personnel continues to be a challenge for this service segment.

Solutions implemented in 2025

- Continue to maintain a team to upgrade service quality to support at works and provide solutions to limit and prevent risks.
- Implement well the norms for consumables, strictly control food goods from suppliers before warehousing.

- Expanding catering services to serve marine life with many important steps, especially for foreign drilling rigs, helping to affirm Petrosetco's ability to provide professional services, meeting international standards.
- Expanding the market beyond the traditional oil and gas sector with a new customer base for the field of providing intensive onshore meals, gradually penetrating the customer group of hospitals, with a strict food inspection process, thereby helping to enhancing competitiveness and reinforcing Petrosetco's market position.
- Transforming the catering model from a set menu to a buffet, improving customer experience and affirming a professional position. These advances show that Petrosetco not only focuses on expanding market share but also commits to innovating and improving services to meet the diverse needs of the market.

4. REAL ESTATE SERVICES SEGMENT

Business results in 2025 in the field of Real Estate Services

Calculation unit: Billion VND

Criteria	Updated 2024	Plan 2025	Current 2025	Rate (%)	
				Compared to Plans	Compared to the same period
Total Revenue	576	581	646	111%	112%
Total Profit before tax	44.6	45.0	51.8	115%	116%

The real estate management services segment in 2025 will be maintained stably in the face of fierce competition in the market with the result of recording revenue of VND 646 billion, equal to 111% of the year plan and 112% over the same period. Profit before tax reached 51.8 billions, equal to 115% of the planned target and 116% of the same period in 2024.

The demand for professional operation management services continues to increase in office buildings, administrative centers, hospitals and schools as many developers switch to the model of hiring a third party to operate to optimize resources and costs and focus on core operations. The completion and commissioning of many new projects in the period of 2024–2025 creates a stable demand for operation management services and related technical services. Thanks to the process of deploying services on many types of projects and stable cooperation relationships with large customers, the units have favorable conditions to participate in new bidding packages and expand the scope of services they are providing.

However, in the context of the slow recovery of the real estate market, the pressure to control costs of investors and price competition continues to be fierce, causing the profit margin of management and operation services to decrease. The recruitment and retention of technical personnel faces many difficulties, while many projects have been

operating for a long time, increasing the cost of maintenance, repair and remediation of fire protection, in the context that the unit price of services under the contract is difficult to adjust.

Solutions implemented in 2025

- Focus on controlling and optimizing operating costs through reviewing personnel, materials and energy norms, and improve the efficiency of maintenance and repair work for works that have been in operation for a long time.
- Standardize operation management by strengthening inspection of compliance with legal, technical safety and fire prevention regulations; step by step apply quality management standards and 5S practices in regular operations.
- Promote the application of technology and digital transformation through the deployment of building management software, technical supervision, human resource management and customer care to improve labor productivity and management efficiency.
- Actively expand the market outside the oil and gas sector, focusing on access to administrative works, hospitals, schools and service centers to diversify job sources and reduce dependence on a group of customers.
- Improve the capacity of technical and operational management teams through professional training and standardization for engineers and managers, meeting the increasing requirements of customer service quality.

IV. ACHIEVEMENTS AND PROGRESS ACHIEVED IN 2025

- Petrosetco continues to affirm its position when participating in the VNR500 ranking in 2025: Top 500 Largest Enterprises in Vietnam; Top 500 Largest Private Enterprises in Vietnam published by Vietnam Report, specifically:
 - o Ranked 92/500 largest enterprises, up 8 places.
 - o Ranked 39/500 Largest Private Enterprises in Vietnam
- Top 10 Private Enterprises in the field of distribution and retail.
- Petrosetco is in the Top 100 Private Enterprises with the largest budget submission with a rating of 61/100.
- Top 100 Sustainable Development Enterprises in Vietnam in 2025 (CSI 2025).

V. BUSINESS PLAN 2026

In 2026, the global economy is forecast to maintain a trend of slow growth, with heightened uncertainty and risks. Factors such as public debt, geopolitical conflicts, disruptions in chip and component supply chains, and policy fluctuations in major economies continue to affect supply chains, financial and monetary markets, and input costs, thereby putting pressure on business performance.

In that context, Vietnam continues to be assessed as maintaining relatively positive within the region. The Government's flexible macro management policy along with the process of digital transformation, technology application and AI continue to open up

demand for the fields of distribution, logistics, technical human resources and operation management.

Key targets for 2026 include:

Consolidated Business Plan

The business plan 2026 is developed in the direction of increasing revenue while maintaining a prudent approach to profit:

- Revenue: 23,000 billion VND, reaching 105% compared to 2025 results.
- Profit before tax: 398 billion VND, lower than the 2025 actual of VND 451.7 billion; however, compared to the 2025 core operating profit of VND 347 billion, the 2026 plan is higher, reaching 105%.
- Profit after tax: 318 billion VND, reaching 91% compared to 2025 results

Separate Business Plan

- Revenue: 5.900 billion VND, reaching 99% compared to 2025 results
- Profit before tax: 60 billion VND, reaching 95% compared to 2025 results
- Profit after tax: 55 billion VND, reaching 110% compared to 2025 results

Plan for 2026

Calculation unit: Billion VND

Criteria	Plan 2025	Actual 2025	Plan 2026	Rate %	
	1	2	3	4=3/1	5=3/2
Consolidated					
Total Revenue	20,500	21,815	23,000	112%	105%
Profit before tax	305.0	451.7	398.0	130%	88%
Profit after tax	244.0	350.0	318.4	130%	91%
Average income (million VND/person/month)	15.2	15.3	15.3	101%	100%
Separate					
Revenue	6,334	5,951	5,900	93%	99%
Profit before tax	60.0	63.2	60.0	100%	95%
Profit after tax	57.0	50.0	55.0	96%	110%
Average income (million VND/person/month)	25.0	25.9	26.1	104%	101%

VI. SOLUTIONS TO IMPLEMENT THE 2026 PLAN

1. General Solution:

- Operating the plan according to 4 service segments and each Petrosetco's Subsidiaries, associating specific responsibilities with revenue, profit, inventory and debt targets; at the same time, periodically review the list of industries, increase the proportion of segments with good profit margins and growth potential, and gradually narrow down low-efficiency activities.
- Improve the financial risk management framework throughout the system, establish warning thresholds and handling mechanisms for exchange rate risks, interest rates, debts and inventory; review large contracts and projects to assess profit margins, payment terms and legal risks, prioritize the use of capital for core segments and projects with the ability to turn around quickly.
- Strengthen financial management and optimize operating costs by promoting debt recovery, shortening capital turnover, strictly controlling sales, management and finance costs; effectively exploit realtime financial reporting, BI and dashboard systems to promptly adjust irregularities in costs, profit margins and inventory.
- Promote digital transformation associated with data, synchronously deploy ERP, accounting – finance system and Data Warehouse to synchronize data, build BI reports, real-time dashboards for management, operation and decision-making; and improve the team's AI and data thinking capabilities.
- Improve the organization and development of human resources through the development of personnel plans for each service segment, training of middle management teams, building adjacent forces, strengthening cohesion and developing corporate culture.

2. Solutions for the distribution industry:

- Stick to the business plans of companies, proactively exploit market opportunities such as the need to replace devices due to Windows 10 discontinued, AI and Gaming trends.
- Restructure the product portfolio in the direction of increasing the proportion of the ICT – electronics group with stable profit margins, gradually reducing products with thin margins, high inventory risks and selectively testing new technology industries suitable for distribution capacity.
- Consolidate and expand the dealer network, increase market coverage, and standardize agent care policies and marketing activities with the companionship of firms.
- Building a new generation of business management team in the direction of clear decentralization, associating responsibility with sales targets, gross profit and capital turnover.
- Proactively plan to import goods by each brand and each segment, prioritizing flexible purchasing and selling policies to limit inventory risks.

- Establish inventory limits by category and by airline, associate inventory management responsibilities with the business department and supply chain, and have a plan to handle slow turnover goods.
- Flexibly adjust sales policies and selling prices according to market developments, ensuring a balance between competitiveness and target profit margin.
- Closely monitor exchange rate and interest rate fluctuations, apply appropriate risk prevention measures for large orders and long delivery times.

3. Solutions for the service industry:

- Closely follow the investment plan and implementation progress of oil and gas – energy projects, proactively build a list of target bidding packages, focus on participating in goods and service packages suitable to the strengths of each unit; at the same time, prepare technical, financial and human resource plans early to improve the ability to participate and win bids.
- Standardize logistics processes in the direction of ensuring safety, complying with international standards and HSE requirements of oil and gas contractors; promote the application of technology in dispatching, itinerary tracking, document storage and customs procedures to improve efficiency and transparency.
- Develop a human resource database of domestic and foreign experts, engineers and technical workers; strengthen the establishment and maintenance of cooperation with international human resource supply partners to proactively source high-quality human resources for projects.
- Standardize the process of recruitment, training, HSE management and remuneration policies for employees, linking the responsibility for providing human resources with the quality of service at the construction site and the satisfaction level of contractors.
- Maintain and expand existing catering service contracts in the oil and gas sector, and develop the nutritious meal market in hospitals, industrial parks and export processing zones on the basis of strict compliance with food safety standards and service quality.
- Selecting target customers are units with high requirements on food safety, nutrition and service quality, in accordance with the capacity of the central kitchen organization and supply chain of Petrosetco units.
- Continue to improve the safe and traceable food supply chain; prioritize long-term cooperation with suppliers that meet VietGAP and GlobalGAP standards to stabilize supply and reduce dependence on the short-term market.
- Applying technology in quantitative menu making, ordering, loss control and raw material inventory management to limit waste and minimize the impact of agricultural product price fluctuations.
- Maintain service quality and ensure absolute safety at buildings and works under management; focusing on improving operational efficiency through optimizing energy, maintenance and personnel costs.

Respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Board of Directors;
- Save: Archivist.

GENERAL DIRECTOR

Vu Tien Duong

DRAFT

PROPOSAL

Ref. Business performance in 2025 and business plan for 2026

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;
- Pursuant to the separate and consolidated financial statements of 2025 of PetroVietnam General Services Corporation audited by PwC (Vietnam) Limited;
- Based on the business results of 2025, development objectives of the Corporation for 2026,

The Board of Directors respectfully proposes to the General Meeting of Shareholders of PetroVietnam General Services Corporation (“**the Corporation**” or “**Petrosetco**”) for approval of the business performance in 2025 and the business plan for 2026 as follows:

1. Business performance in 2025

Consolidated business performance

Revenue	:	VND 21,815,238,024,741
Profits before tax	:	VND 451,710,205,093
Profits after tax	:	VND 350,013,865,278

Separate business performance

Revenue	:	VND 5.950.739.549.712
Profits before tax	:	VND 63,238,797,290
Profits after tax	:	VND 50,040,544,698

2. Business Plan for 2026

Consolidated business plan

Revenue	:	VND 23,000,000,000,000
Profits before tax	:	VND 398,000,000,000
Profits after tax	:	VND 318,400,000,000

Separate business plan

Revenue	:	VND 5,900,000,000,000
Profits before tax	:	VND 60,000,000,000
Profits after tax	:	VND 55,000,000,000

The Board of Directors respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

CHAIRMAN

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of the Report on salary and remuneration of the Board of Directors and the General Director in 2025 and the plan for 2026

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;
- Based on the business results of 2025, indicators for business plan in 2026,

The Board of Directors (“**BOD**”) of PetroVietnam General Services Corporation (“**the Corporation**” or “**Petrosetco**”) hereby reports to the General Meeting of Shareholders on the total salary and remuneration of the BOD and the General Director (“**GD**”) in 2025 and submits for General Meeting of Shareholders approval the salary and remuneration plan for the BOD and GD in 2026, as follows:

1. Report on Salary and Remuneration of the BOD and GD in 2025

- The salary and remuneration plan for the BOD and GD in 2025, approved by the GMS: **VND 3,230,000,000** (*Three billion, two hundred thirty million VND*).
- Actual disbursed salaries and remuneration of the BOD and GD in 2025: **VND 2,658,696,969** (*Two billion, six hundred fifty-eight million, six hundred ninety-six thousand, nine hundred sixty-nine VND*).
- The specific details on the salaries, remuneration, and other benefits of each BOD member and the GD for 2025 are particularly demonstrated in the report of the BOD’s activities submitted to the annual GMS in 2026.

2. Salary and Remuneration Plan for the BOD and GD for 2026

- The proposed salary and remuneration of the BOD and GD for 2026: **VND 3,750,000,000** (*Three billion, seven hundred fifty million VND*).
- The BOD’s operating expenses in 2026 include travelling, accommodation, working tools/equipment, external affairs, and other costs necessary for fulfilling assigned duties, in accordance with Petrosetco’s internal regulations and prevailing regulations.

The Board of Directors of Petrosetco kindly submits to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: HR, Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of the Audited Financial Statements of 2025

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;
- Pursuant to the separate and consolidated financial statements of 2025 of PetroVietnam General Services Corporation audited by PwC (Vietnam) Limited,

The Board of Directors hereby respectfully submits to the General Meeting of Shareholders for consideration and approval of the audited financial statements for 2025 as follows:

The separate and consolidated financial statements for 2025 have been audited by PwC (Vietnam) Limited (*The audited separate and consolidated financial statements for 2025 has been published on the Petrosetco website at www.petrosetco.com.vn/quan-he-co-dong/bao-cau-tai-chinh.html and on the information disclosure system of the Ho Chi Minh City Stock Exchange*).

The Board of Directors respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

PROPOSAL

**Ref. Profit distribution, appropriation of funds for 2025 and
plan for the profit distribution, appropriation of funds for 2026**

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Joint Stock Corporation;
- Pursuant to the separate and consolidated financial statements of 2025 of PetroVietnam General Services Corporation audited by PwC (Vietnam) Limited;
- Based on the business results of 2025;
- Based on the Plan of profit distribution and appropriation of funds for 2025,

The Board of Directors sincerely submits the General Meeting of Shareholders to approve the Plan of profit distribution, appropriation of funds for 2025 and plan for the profit distribution, appropriation of funds for 2026 as hereunder:

1. Plan of profit distribution and fund allocation for 2025

Indicator	Data
- Consolidated Net Revenue	: VND 21,815,238,024,741
- Consolidated Profit before Tax	: VND 451,710,205,093
- Consolidated Profit after Tax	: VND 350,013,865,278
- Profit after Tax attributable to the Parent Company	: VND 258,133,908,515
- Profit after Tax of the Parent Company	: VND 50,040,544,698
- Accumulated undistributed profit after tax of the parent company as of December 31 st , 2025	: VND 145,880,005,434
- Allocation to Bonus and Welfare 6%	: VND 3,002,432,682
- Dividends payment (stock dividend)	: 5%

2. Profit distribution and fund allocation plan in 2026

Indicator		Data
- Fund for Bonus, Welfare	:	6%
- Expected dividend	:	Max 10%
- Profit after Tax	:	VND 55,000,000,000

The Board of Directors of the Corporation kindly submits to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of the Report on related-party transactions between PetroVietnam General Services Corporation and Vietnam National Industry – Energy Group (“PVN”), PVN’s Subsidiaries in 2025

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- *Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Charter of PetroVietnam General Services Corporation;*
- *Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation,*

The Board of Directors sincerely submits the General Meeting of Shareholders to approve Report on transactions between the Petrovietnam General Services Corporation (“**Corporation**” or “**Petrosetco**”) and Vietnam National Industry - Energy Group (“**PVN**”), PVN’s subsidiaries in 2025 as hereunder:

1. Transactions between Petrosetco and PVN:

- Transaction purpose: Purchasing goods and services.
- Total transaction value: VND 16,600,713,577.

2. Transactions between Petrosetco and PVN’s subsidiaries

No transaction.

Kindly submit to General Meeting of Shareholders for consideration and approval./.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

CHAIRMAN

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of the Report on transactions between the Petrovietnam General Services Corporation and Subsidiaries, Associates Companies in 2025

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;

The Board of Directors sincerely submits the General Meeting of Shareholders to approve Report on transactions between Petrovietnam General Services Corporation and Subsidiaries, Associates Companies in 2025 as hereunder:

1. Subsidiaries and associated companies that have engaged in actual transactions include:

- Petrosetco Vung Tau General Services Joint Stock Company – PSV
- Viet Nam Petroleum Logistics Services Joint Stock Company – PSL
- Petroleum General Distribution Services Joint Stock Company – PSD
- Petroleum High Technology Products Distribution Joint Stock Company – PHTD
- Petroleum Offshore Trading and Services Joint Stock Company – POTS
- Petrosetco Assets Management Joint Stock Company – PSA
- Smart Convergence Joint Stock Company – SMARTCOM
- Mien Trung Petroleum Services and Trading Joint Stock Company – PSMT
- Petroleum Saigon General Services Company Limited - PSG

2. Transaction purposes: Purchasing goods and services

Total transaction value in 2025: VND 112,055,450,329

3. Transaction purposes: Selling goods and services

Total transaction value in 2025: VND 5,480,629,970,469

4. Transaction purposes: Interest in loans, income from working capital support

Total transaction value in 2025: VND 23,473,904,655

5. Transaction purposes: Dividends received

Total transaction value in 2025: VND 29,135,860,000

6. Transaction purposes: Working capital support

Total transaction value in 2025: VND 5,311,216,000,000

7. Transaction purposes: Working capital recovery

Total transaction value in 2025: VND 4,647,257,335,121

8. Transaction purposes: Guarantee

Total transaction value in 2025: VND 4,286,478,186,195

9. Transaction purposes: Pay on behalf

Total transaction value in 2025: VND 7,507,316,114

Respectfully submit to General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

PROPOSAL

**Ref. Approval of related-party transactions arising in 2026 up to
the Annual General Meeting of Shareholders in 2027**

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- *Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Charter of PetroVietnam General Services Corporation;*
- *Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;*

The Board of Directors sincerely submits the General Meeting of Shareholders to approve transactions between Petrovietnam General Services Corporation (“**Petrosetco**”) and Subsidiaries, Associates Companies arising in 2026 up to the Annual General Meeting of Shareholders in 2027, specifically as follows:

1. In order to reinforce the strength of operation foundation for the whole of Petrosetco and Subsidiaries, Associates Companies, to obtain economic benefits and strategies for Petrosetco and its shareholders, to approve internal transactions (“**Relevant Transactions**”), include but not limited to the listed below Transactions between Petrosetco and: (i) Petroleum High Technology Products Distribution Joint Stock Company; (ii) Petroleum Offshore Trading and Services Joint Stock Company; (iii) Petrosetco Assets Management Joint Stock Company; (iv) Petroleum General Distribution Services Joint Stock Company; (v) Viet Nam Petroleum Logistics Services Joint Stock Company; (vi) Mien Trung Petroleum Services and Trading Joint Stock Company; (vii) Petrosetco Vung Tau General Services Joint Stock Company; (viii) Smart Convergence Joint Stock Company; (ix) Vinh Hoa Emerald Bay International Hospitality Company Limited; (x) Pedaco Green Environment Joint Stock Company:
 - a. Transactions of goods purchasing;
 - b. Transactions of ownership transferring, trademarks granting, technology innovating and improving, registered and unregistered copyrights and other objects;
 - c. Transactions of cost sharing, whereby include but not limited to expenses of information technology, management, others and actual operating costs incurred which are proper with market price and are allocated on the basis of agreement with listed below companies transparently, equally, reasonably, appropriately in accordance with market practices and legal regulations; and

d. Transactions of loan, lending, guarantees, assets pledges and mortgages are implemented based on optimizing cash flow and financial activities of the parties.

The expected value of each Relevant Transactions as mentioned above shall be from 35% or beyond or transactions which their total value incurred with 12 months since the date of first transaction is from 35% or beyond of the total asset value record in the most recent Financial Statement.

2. To authorize Chairman of Board of Directors and allow Chairman to re-authorize other managers of Petrosetco:
 - a. To decide specific terms and conditions of Relevant Transactions and contracts, agreements, other documents related to Relevant Transactions, consisting of any amending, supplementing, terminating, replacing Relevant Transactions (if any); and
 - b. To sign and conduct Relevant Transactions and contracts, agreements, and other documents related to Relevant Transactions, consisting of any amending, supplementing, terminating, replacing Relevant Transactions (if any).

Respectfully submit to General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

No.: 08/TTr-ĐHĐCĐ

Ho Chi Minh City, 2026

DRAFT

PROPOSAL

Ref. Approval of the share issuance plan for stock dividend for 2025 and the share issuance plan for increasing charter capital from equity

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- *Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;*
- *Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government detailing the implementation of a number of articles of the Law on Securities;*
- *Pursuant to Decree No. 245/2025/ND-CP dated September 11, 2025, of the Government on amendments to and supplements of a number of articles of Decree No. 155/2020/ND-CP dated December 31, 2020;*
- *Pursuant to Circular No. 118/2020/TT-BTC dated December 31, 2020, of the Ministry of Finance providing guidance on the offering and issuance of securities, public tender offers, stock repurchases, registration of public companies, and cancellation of public company status;*
- *Pursuant to Circular No. 115/2025/TT-BTC dated December 15, 2025, of the Ministry of Finance on amendments to and supplements of a number of articles of Circular No. 118/2020/TT-BTC dated December 31, 2020;*
- *Pursuant to the Charter of PetroVietnam General Services Corporation;*
- *Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;*
- *Pursuant to the actual business and production operations of PetroVietnam General Service Joint Stock Corporation,*

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval of the share issuance plan for stock dividend for 2025 and the share issuance plan for increasing charter capital from equity with the following key contents:

INFORMATION REGARDING THE ISSUANCE TO INCREASE CHARTER CAPITAL:

1. Name of share: Shares of PetroVietnam General Service Joint Stock Corporation.
2. Securities symbol: PET.
3. Charter capital prior to issuance: VND 1,073,348,310,000.

4. Number of issued shares: 1,073,348,310,000 shares, in which:
 - Number of outstanding shares: 106,722,131 shares
 - Number of treasury shares: 612,700 shares
5. Exercise ratio:
 - Issuance of shares for stock dividend for 2025 to existing shareholders at the ratio of 20:1 (equivalent to a stock dividend payout ratio of 5%).
 - Issuance of shares to increase charter capital from equity at the ratio of 5:2 (equivalent to an issuance ratio of 40%).
6. Total estimated number of additional shares: 48,024,958 shares, in which:
 - Issuance of shares for stock dividend for 2025 to existing shareholders: 5,336,106 shares
 - Issuance of shares to increase charter capital from equity: 42,688,852 shares
7. Total expected value of additional issuance at par value: VND 480,249,580,000.
8. Expected charter capital after issuance: VND 1,553,597,890,000.
9. Implementation timing: Expected in Quarter II - Quarter III/2026 after the State Securities Commission of Vietnam provides written confirmation on receipt of the issuance report from PetroVietnam General Service Corporation.

(Detailed Plan attached to this Proposal)

We respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

**THE PLAN FOR SHARE ISSUANCE FOR STOCK DIVIDEND FOR 2025 AND
THE PLAN FOR STOCK ISSUANCE TO INCREASE CHARTER CAPITAL FROM EQUITY**

(Attached to Proposal No. 08/TTr-DHDCD of the Board of Directors dated/...../2026)

I. Plan for share issuance for stock dividend for 2025

1.	Name of share	Shares of PetroVietnam General Service Joint Stock Corporation
2.	Securities symbol	PET
3.	Type of share	Ordinary share
4.	Par value	VND 10,000 /share
5.	Expected number of shares to be issued	5,336,106 share
6.	Total expected issuance value at par value	VND 53,361,060,000
7.	Issuance ratio (Estimated number of additional shares /Number of outstanding shares)	5%
8.	Exercise ratio	20:1 (Shareholders owning 20 shares shall receive 1 new shares)
9.	Offerees	Existing shareholders in the list of shareholders as of the record date for determining shareholders entitled to receive stock dividends, as provided by the Vietnam Securities Depository and Clearing Corporation (“VSDC”) in accordance with regulations
10.	Source of the issuance	Undistributed after-tax profit as recorded in the audited Separate Financial Statements for 2025 of PetroVietnam General Service Corporation
11.	Rounding method and plan for handling fractional shares	Shares issued for stock dividends to existing shareholders will be rounded down to the nearest whole share. Any fractional shares (if any) will be cancelled. <i>Example: On the record date for determining shareholders entitled to receive stock dividends, shareholder Nguyen Van A owns 559 shares. Accordingly, shareholder A will be entitled to receive the number of additionally issued shares calculated as: $(559:20) \times 1 = 27.95$ shares, which will be rounded down to 27 shares. The fractional part of 0.95 shares will be cancelled.</i>

12.	Transfer restriction	Shares issued for 2025 stock dividend to existing shareholders are not subject to any transfer restrictions
13.	Estimated schedule	Expected in Quarter II - Quarter III/2026, after the State Securities Commission of Vietnam provides written confirmation on receipt of the issuance report from PetroVietnam General Service Corporation

II. Plan for stock issuance to increase charter capital from equity

1.	Name of share	Shares of PetroVietnam General Service Joint Stock Corporation
2.	Securities symbol	PET
3.	Type of share	Ordinary share
4.	Par value	VND 10,000 /share
5.	Expected number of shares to be issued	42,688,852 shares
6.	Total expected issuance value at par value	VND 426,888,520,000
7.	Issuance ratio (Estimated number of additional shares /Number of outstanding shares)	40%
8.	Exercise ratio	5:2 (Shareholders owning 5 shares shall receive 2 new shares)
9.	Offerees	Existing shareholders in the list of shareholders as of the record date for determining shareholders entitled to increase charter capital from owner's equity, as provided by the Vietnam Securities Depository and Clearing Corporation ("VSDC") in accordance with regulations
10.	Source of the issuance	Share premium and Investment and Development fund as recorded in the audited Separate Financial Statements for 2025 of PetroVietnam General Service J Corporation. The General Meeting of Shareholders authorizes the Board of Directors to determine the specific funding sources from the share premium, and the Investment and Development fund for the purpose of issuing shares to increase charter capital from owner's equity in accordance with the law.

11.	Rounding method and plan for handling fractional shares	Shares issued to increase charter capital from owner's equity will be rounded down to the nearest whole share. Any fractional shares (if any) will be cancelled. <i>Example: On the record date for determining shareholders entitled to receive shares issued for increasing charter capital from owner's equity, shareholder Nguyen Van A owns 559 shares. Accordingly, shareholder A will be entitled to receive the number of additionally issued shares calculated as: $(559 : 5) \times 2 = 223.6$ shares, which will be rounded down to 223 shares. The fractional part of 0.6 shares will be cancelled.</i>
12.	Transfer restriction	Shares issued to increase charter capital from owner's equity are not subject to any transfer restrictions.
13.	Estimated schedule	Expected in Quarter II – Quarter III/2026, after the State Securities Commission of Vietnam provides written confirmation on receipt of the issuance report from PetroVietnam General Service Corporation.

III. Amendments/adjustments to the Enterprise Registration Certificate and Charter of Petrosetco

The General Meeting of Shareholders approves the change in charter capital; amendment and supplement to The Charter of PetroVietnam General Service Corporation (“**Petrosetco**”); and the implementation of procedures for changes/adjustments to the Enterprise Registration Certificate based on the results and the actual new scale of charter capital following the completion of the issuance.

IV. Approving the additional depository registration and additional listing registration

The General Meeting of Shareholders approves the adjustment of the registered securities quantity (additional registration) at the Vietnam Securities Depository and Clearing Corporation (“**VSDC**”) and the additional listing registration of all additionally issued shares at the Ho Chi Minh City Stock Exchange (“**HOSE**”) upon the completion of the issuance; and authorizes the Board of Directors to proactively implement and finalize following the conclusion of the issuance.

V. Authorization by the Annual General Meeting of Shareholders for the Board of Directors

Based on the Annual General Meeting of Shareholders' approval of the plan for stock issuance for dividend payment and the plan for stock issuance to increase charter capital from owner's equity as mentioned above, the Annual General Meeting of Shareholders authorizes the Board of Directors to decide on all contents, tasks, and matters related to the implementation of the issuance, including but not limited to the following:

1. Deciding the schedule, preparing and finalizing the dossier for share issuance for stock dividend and share issuance to increase charter capital from owner's equity within the same issuance phase for submission to competent authorities. If the State

authorities require any amendments or supplements, the Board of Directors is authorized to decide on such amendments or supplements in accordance with the recommendations/requests of the competent authorities.

2. Determining and allocating specific funding sources from the Share Premium and the Development and Investment Fund based on the audited Separate Financial Statements for 2025 to implement the share issuance to increase charter capital from owner's equity, ensuring compliance with current legal regulations.
3. Deciding the record date for determining shareholders entitled to exercise rights and other milestones related to the implementation of the stock dividend payment for 2025 and the share issuance to increase charter capital from owner's equity in accordance with the law.
4. Deciding on and organizing the implementation of procedures to change enterprise registration contents with competent authorities (including registration for changing charter capital upon the completion of the issuance); adjusting information regarding charter capital, the number of outstanding shares, and other related contents in Petrosetco's Charter based on the results and the new charter capital following the issuance, as well as other procedures/tasks related to the aforementioned charter capital change with competent authorities and relevant entities.
5. Implementing necessary procedures to adjust the registered securities quantity according to the number of issued shares at VSDC and registering the additional listing of all additionally issued shares at HOSE.
6. Deciding on all other relevant matters arising during the implementation of the share issuance for stock dividend and the share issuance to increase charter capital from owner's equity, ensuring the interests of shareholders and the Petrosetco, the success of the issuance, and compliance with legal regulations and Petrosetco's Charter.
7. Depending on each specific case, the Board of Directors is authorized to sub-authorize the Chairman of the Board of Directors or the General Director to perform one or several of the specific tasks mentioned above.

DRAFT

PROPOSAL

**Regarding the Approval of the Plan for additional public offering of shares
to existing shareholders**

Respectfully to: **General Meeting of Shareholders**
PetroVietnam General Services Corporation

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to Decree No. 245/2025/ND-CP dated September 11, 2025, of the Government on amendments to and supplements of a number of articles of Decree No. 155/2020/ND-CP dated December 31, 2020;
- Pursuant to Circular No. 118/2020/TT-BTC dated December 31, 2020, of the Ministry of Finance providing guidance on the offering and issuance of securities, public tender offers, stock repurchases, registration of public companies, and cancellation of public company status;
- Pursuant to Circular No. 115/2025/TT-BTC dated December 15, 2025, of the Ministry of Finance on amendments to and supplements of a number of articles of Circular No. 118/2020/TT-BTC dated December 31, 2020;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;
- Pursuant to the actual capital requirements of PetroVietnam General Service Joint Stock Corporation,

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval of the Plan for additional public offering of shares to existing shareholders of PetroVietnam General Service Corporation (“**Petrosetco**”) with the following key contents:

1. Name of share: Shares of PetroVietnam General Service Joint Stock Corporation.
2. Securities symbol: PET.
3. Type of share: Ordinary share.
4. Par value: VND 10,000/share

5. Current charter capital: VND 1,073,348,310,000.
6. Number of issued shares: 1,073,348,310.000 shares.
7. Number of outstanding shares: 106,722,131 shares
8. Number of treasury shares: 612,700 shares
9. Expected number of additionally offered shares: 106,722,131 shares
10. Expected total par value of additionally offered shares: VND 1,067,221,310,000.
11. Offering method: Offering to existing shareholders through the exercise of purchase rights.
12. Offering price: VND 10,000 (ten thousand) per share.
13. Purpose of capital use: Implementation of projects of Petrosetco, and/or Petrosetco's subsidiaries and/or associated companies through Petrosetco's capital contribution to such subsidiaries and/or associated companies.
14. Implementation timeline: Authorizing to the Board of Directors to decide.

(Detailed Plan attached to this Proposal)

We respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

PLAN FOR ADDITIONAL PUBLIC OFFERING OF SHARES TO EXISTING SHAREHOLDERS

(Attached to Proposal No. 09/TTr-DHĐCĐ of the Board of Directors dated/...../2026)

I. The necessity of increasing charter capital

PetroVietnam General Service Corporation (“**Petrosetco**” or “**the Corporation**”) operates primarily in the fields of service provision and goods trading, including the distribution of information technology and telecommunications equipment, leasing of warehouses – factories – offices, and real estate development and management. These sectors characteristically require large working capital, high inventory turnover, and substantial investment in infrastructure, logistics systems, and business premises. Amidst increasingly fierce market competition and the continuous expansion of the Corporation's business scale, the demand for capital for imports, inventory stockpiling, distribution network expansion, warehouse investment, and real estate project development is rising. Furthermore, in the coming period, the Corporation intends to expand its business operations into construction infrastructure, real estate trading, etc., which demands significant capital resources. With a current charter capital of VND 1,073 billion, the Corporation’s equity has not yet fully met the capital requirements for its business development plan in the next phase. Therefore, the increase of Petrosetco’s charter capital is essential and plays a crucial role in enhancing the Corporation’s financial capacity, operational capability, and business expansion potential. Accordingly, the Board of Directors respectfully submits to the Annual General Meeting of Shareholders for consideration and approval of the Plan for additional public offering of shares to existing shareholders as follows:

II. Plan for additional share offering to existing shareholders through the exercise of purchase rights

1.	Name of share	Shares of PetroVietnam General Service Joint Stock Corporation
2.	Securities symbol	PET
3.	Type of share	Ordinary share
4.	Par value	VND 10,000 /share
5.	Expected number of additionally offered shares	106,722,131 shares
6.	Expected total par value of additionally offered shares	VND 1,067,221,310,000
7.	Type of offered shares	Ordinary share
8.	Offering price	VND 10,000 (ten thousand) per share

9.	Basis for price determination	<ul style="list-style-type: none"> • Book value per PET shares as of December 31, 2025, according to the 2025 Separate Financial Statements, is VND 15,423 per share; • Market price of PET shares as of .../.../2026 is ... VND per share (closing price) (Source: hsx.vn). <p>Accordingly, the offering price is determined to be lower than the book value and the market value of the Corporation, taking into account the impact of share price adjustment on the ex-rights date, while ensuring the interests of shareholders and increasing the success probability of the offering.</p>
10.	Expected offering ratio	<p>Offering ratio = Expected number of additionally offered shares / Number of outstanding shares at the time of offering.</p> <p>The offering ratio at the time of establishing this plan (with 106.722.131 outstanding shares) is 100%</p> <p>The General Meeting of Shareholders authorizes the Board of Directors to determine the specific offering ratio at the time of implementing the issuance plan.</p>
11.	Offering method	Offering to existing shareholders through the exercise of purchase rights.
12.	Expected rights exercise ratio	<p>1:1 (On the record date for rights exercise, a shareholder owning 1 share will be entitled to 1 purchase right; every 1 purchase right will allow the purchase of 1 new share)</p> <p>The General Meeting of Shareholders authorizes the Board of Directors to decide on the appropriate rights exercise ratio based on the expected number of additionally offered shares and the actual number of outstanding shares at the time of offering.</p>
13.	Offerees	Existing shareholders named in the list of shareholders on the recorded date for determining entitlement to subscribe for shares, as provided by the Vietnam Securities Depository and Clearing Corporation (“VSDC”) in accordance with regulations.
14.	Transfer of purchase rights	Purchase rights are transferable 01 (one) time only (the transferee of purchase rights is not permitted to further transfer them to a third party). The transferor and the transferee shall mutually agree on the transfer price, settle the payment, and be responsible for fulfilling all obligations in accordance with relevant regulations regarding the transfer. Purchase rights shall not be transferred to foreign investors to ensure compliance with the maximum foreign ownership limit at the Corporation.

15.	Rounding method	The number of shares offered to existing shareholders will be rounded down to the nearest whole share to ensure that the total number of distributed shares does not exceed the total offering volume.
16.	Handling plan for fractional shares and undistributed shares	<ul style="list-style-type: none"> - The remaining undistributed shares resulting from existing shareholders' failure to subscribe and/or pay for the shares will be offered by the Board of Directors to other investors (including existing shareholders of the Corporation wishing to increase their ownership) at an offering price not lower than the price offered to existing shareholders. The criteria and the list of investors permitted to purchase these remaining shares shall be determined by the Board of Directors as authorized by the Annual General Meeting of Shareholders. The Corporation shall not further offer these remaining shares to foreign investors to ensure compliance with the maximum foreign ownership limit at Petrosetco. - In the event that the offering period expires in accordance with the law (including any extension, if applicable) and the shares are not fully distributed, the remaining undistributed shares shall be canceled, and the Board of Directors shall decide to terminate the offering. The Corporation shall proceed with the capital increase based on the actual capital contribution from shareholders and investors.
17.	Transfer restrictions	<ul style="list-style-type: none"> - The number of shares sold to existing shareholders and transferees of purchase rights from existing shareholders is not subject to transfer restrictions. - The remaining undistributed shares (including fractional shares resulting from rounding) that are offered to other shareholders/investors shall be restricted from transfer for 01 (one) year from the completion date of the offering in accordance with regulations. - Shares purchased by the underwriting organization in accordance with the commitment in the underwriting agreement (if any) shall not be subject to transfer restrictions.
18.	Minimum success rate of the offering	Not applicable

III. Evaluation of expected share dilution after the offering

The market price of PET shares will be subject to technical adjustment on the ex-rights date for the additionally offered shares. The market price of PET shares will be adjusted according to the following formula:

$$P_{pl} = \frac{P_t + (P_r \times I_i)}{1 + I_i}$$

Where:

- P_{pl} : Diluted share price on the ex-rights date
- P_t : Share price of PET on the trading day preceding the ex-rights date
- P_r : Offering price
- I_i : the share issuance ratio

Assuming that on the trading day preceding the ex-rights date, the market price of PET shares is 40,000 VND/share. If shareholders are entitled to purchase additional shares at an offering ratio of 1:1 (equivalent to 100%) at the price of 10,000 VND/share, the diluted price of PET shares shall be:

$$P_{pl} = \frac{40.000 + (10.000 \times 1)}{1 + 1} = 25.000 \text{ VND/share}$$

IV. Plan for the use of proceeds

The proceeds from the public offering of additional shares to existing shareholders will be used to: (i) implement projects of Petrosetco, and/or Petrosetco's subsidiaries and/or affiliated companies through Petrosetco's capital contribution into such subsidiaries and/or affiliated companies. These projects include but are not limited to Cape Pearl Complex Project (located at No. 12AB Thanh Da, Binh Quoi Ward, Ho Chi Minh City) and other projects (if any); and (2) Financial restructuring of the Corporation.

Other projects (if any), the General Meeting of Shareholders shall authorize the Board of Directors to decide in accordance with the actual capital requirements and business operations of Petrosetco, and/or Petrosetco's subsidiaries/associated companies.

Note: The names of the projects are subject to change according to the approval decisions of the competent State authorities.

The General Meeting of Shareholders authorizes the Board of Directors to develop a detailed capital utilization plan, decide on the specific allocation of the proceeds from the share offering, establish the order of priority for the use of proceeds, and/or amend, supplement, or adjust the capital utilization plan in accordance with the business operations to ensure the general development plan of the Corporation as well as the interests of shareholders, in compliance with the law.

Plan to address the shortfall in expected proceeds from the offering: In the event that the total amount of proceeds from the offering is lower than expected, the General Meeting of Shareholders authorizes the Board of Directors to utilize other funding sources

at its discretion to cover the shortfall in the Corporation's total capital requirements, based on actual circumstances.

In the event that the offering is completed later than the scheduled capital utilization plan, the General Meeting of Shareholders authorizes the Board of Directors to use loans and/or other funding sources to finance the aforementioned Capital Utilization Plans to ensure the timely execution of projects/plans. Concurrently, the proceeds from the offering will be used to offset the capital amounts borrowed or utilized during the period prior to the completion of the offering, thereby ensuring sufficient capital for the Corporation's business and production plans.

Plan to utilize temporary idle proceeds from the offering during the disbursement period: Petrosetco plans to open deposit contract(s) with tenors that align with the disbursement schedule under the detailed capital utilization plan approved by the Board of Directors. Consequently, any temporary idle funds will be placed in term deposit accounts to earn interest.

V. Amendment of the Enterprises Registration Certificate and the Charter of Petrosetco

The General Meeting of Shareholders authorizes the Board of Directors to amend and supplement the Charter of Petrosetco, and to carry out the procedures for changing/adjusting the Enterprises Registration Certificate in accordance with the new charter capital amount upon the completion of the offering.

VI. Approving the additional depository registration and additional listing registration

The General Meeting of Shareholders approves the adjustment of registered securities quantity (additional registration) at the Vietnam Securities Depository and Clearing Corporation (VSDC) and the additional listing registration of the total number of additionally issued shares at the Stock Exchange where the Corporation's shares are listed upon the completion of the issuance; and simultaneously authorizes the Board of Directors to proactively implement and complete all relevant procedures immediately after the conclusion of the offering.

VII. Approving the authorization from the General Meeting of Shareholders to the Board of Directors

The General Meeting of Shareholders authorizes the Board of Directors to decide on the following matters related to the issuance:

1. Decide the schedule of the offering; developing and completing the registration dossier for the additional share offering to existing shareholders for submission to the State Securities Commission (SSC) and relevant State authorities. In the event that the SSC or relevant State authorities require any amendments or supplements, the Board of Directors is permitted to decide on such amendments or supplements in accordance with the recommendations/requests of the SSC and relevant State authorities.
2. Selecting the underwriting organization; negotiating and signing underwriting agreements; and completing procedures to implement the underwriting (if necessary).

3. Determining the offering ratio and the rights exercise ratio based on the projected number of shares being offered and the actual number of shares outstanding at the time of offering.
4. Deciding the record date for determining shareholders entitled to exercise rights and other milestones related to the implementation of the share offering in accordance with regulations.
5. Handling fractional shares arising from rounding and remaining shares refused for purchase by shareholders.
6. Deciding on the detailed capital utilization plan and proactively adjusting the use and allocation of proceeds, the disbursement schedule, and the purpose of capital utilization in case of necessity and in accordance with the actual situation of the Corporation, ensuring compliance with legal regulations.
7. Developing a plan to ensure that the share offering complies with regulations on foreign ownership limits (if supplements are necessary).
8. Amending and supplementing the contents of Petrosetco's Charter related to the charter capital and the number of shares upon the completion of the offering, as well as relevant provisions in Petrosetco's Charter based on the actual offering results.
9. Implementing and permitting the Board of Directors to sub-authorize other managers of the Corporation to perform procedures for changing/adjusting Petrosetco's Business Registration Certificate related to the change in charter capital based on the actual offering results.
10. Performing the necessary procedures to adjust the registered securities quantity according to the number of issued shares at the Vietnam Securities Depository and Clearing Corporation (VSDC) and registering the additional listing of all additionally offered shares at the Stock Exchange where Petrosetco shares are listed.
11. In addition to the aforementioned contents, the General Meeting of Shareholders unanimously approves the authorization for the Board of Directors to decide on all other related matters arising during the implementation of the public offering of additional shares to existing shareholders in accordance with regulations.

DRAFT

PROPOSAL

Ref. Approval of investment transactions in 2026

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation,

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval of investment transactions in 2026 with the following contents:

1. General Meeting of Shareholders approves the investment in 2026 of PetroVietnam General Services Corporation (“**Petrosetco**”), specifically as follows:
 - a. Proposed investment plan:

Investment and capital contribution to companies in which Petrosetco holds shares or capital contributions to enable these companies to implement projects, including:

 - Gelex Bac Sai Gon 1 Infrastructure Limited Company, with an ownership ratio of 51%;
 - Gelex Bac Sai Gon 2 Infrastructure Investment Limited Company, with an ownership ratio of 41%;
 - Gelex West City Infrastructure Limited Company, with an ownership ratio of 41%;
 - b. Total proposed investment budget: VND 2,200 billion.
 - c. Estimated value of each investment transaction: From 35% of Petrosetco’s total assets as stated in the most recent Financial Statement.

(“Investment Transactions”)

2. Authorize the Board of Directors to decide on details and implement the Investment Transactions, including but not limited to determining the investment value, scope of investment, capital contribution ratio, partners, and implementation schedule.
3. Authorize the Board of Directors and permit the Board of Directors to further delegate to other managers of Petrosetco to:
 - a. Decide on the specific terms and conditions of the Investment Transactions and the contracts, agreements, and documents related to the Investment Transactions, including

any amendments, supplements, termination, or replacement of the Investment Transactions (if any); and

- b. Execute and implement the Investment Transactions and the contracts, agreements, and documents related to the Investment Transactions, including any amendments, supplements, termination, or replacement of the Investment Transactions (if any).
4. The Board of Directors shall be responsible for reporting to the General Meeting of Shareholders on the Investment Transactions as stipulated in Section 1 of this Proposal at the nearest meeting, ensuring compliance with applicable laws and the interests of Petrosetco.

Respectfully submitted to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipient:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

CHAIRMAN

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of the amendment of the Company's Charter

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation,

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval the amendments to the Company's Charter in accordance with the draft attached to this Proposal.

Respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

CHAIRMAN

Phung Tuan Ha

CHARTER

PETROVIETNAM GENERAL SERVICES

CORPORATION

Ho Chi Minh City, , 2026

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CHAPTER I. DEFINITIONS OF TERMS IN THE CHARTER

Article 1. Interpretation of Terms

1. In this Charter, the following terms shall be construed as follows:

- a) **“Charter Capital”** means the total par value of shares sold or registered for subscription upon the establishment of the joint stock company, as stipulated in Article 6 of this Charter;
- b) **“Law on Enterprises”** means the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its implementing documents, amendments, supplements or replacements (if any)
- c) **“Law on Securities”** means the Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its implementing documents, amendments, supplements or replacements (if any);
- d) **“Law”** means all normative legal documents as stipulated in the Law on Promulgation of Legal Documents No. 64/2025/QH15 passed by the National Assembly on February 19, 2025, and any amendments, supplements or replacements thereof, as well as applicable written or unwritten legal regulations and guidelines in force;
- e) **“Establishment Date”** means the date the Company was first granted the Enterprise Registration Certificate (Business Registration Certificate and equivalent documents);;
- f) **“Enterprise Executives”** means the General Director, Deputy General Directors, Chief Accountant and other executives appointed by the Board of Directors;
- g) **“Enterprise Managers”** mean the managers of the Company, including the Chairman of the Board of Directors, members of the Board of Directors, the General Director, Deputy General Directors, the Chief Accountant and other managerial positions appointed by the Board of Directors;
- h) **“Affiliated Persons”** means any individual or organization as defined in Clause 46, Article 4 of the Law on Securities;
- i) **“Shareholder”** means any individual or organization owning at least one share of the joint stock company;
- j) **“Ordinary Shareholder”** means a shareholder owning ordinary shares;
- k) **“Founding Shareholder”** means a Shareholder owning at least one ordinary share and signing the list of founding shareholders of the joint stock company;
- l) **“Major Shareholder”** means a shareholder as stipulated in Clause 18, Article 4 of the Law on Securities;
- m) **“Operation Term”** means the duration of the Company’s operation as stipulated in Article 2 of this Charter;
- n) **“The Stock Exchange”** means the Vietnam Stock Exchange and its subsidiaries;
- o) **“VSDC”** means the Vietnam Securities Depository and Clearing Corporation;

- p) **“Contact Address”** means the registered head office address of an organization, or the permanent residence address, workplace address or other address registered by an individual with the enterprise for contact purposes;
- q) **“Trade Secret” or “Business Secret”** means information, including formulas, models, compilations, programs, devices, methods, techniques or processes, which: (i) derive independent economic value, actual or potential competitive advantage, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; (ii) are the subject of reasonable security measures under the circumstances to maintain their secrecy, including but not limited to financial factors; contracts, cooperation agreements, and other documents signed by the Company with suppliers, customers, business partners; strategies, technologies, know-how; business reports, analyses, research, etc. Information determined to be a Trade Secret or Business Secret shall be made by the Board of Directors from time to time;
- r) **“Working Day”** means any day from Monday to Friday, excluding public holidays, Tet (Lunar New Year), or other days off stipulated by Vietnamese law.
2. In this Charter, any reference to an article or document shall include any amendment, supplement or replacement thereof.
3. Headings (Chapters and Articles of this Charter) are used for convenience only and shall not affect the content of this Charter.
4. Words or terms defined in the Law on Enterprises and the Law on Securities (where not inconsistent with the subject matter or context) shall have the same meanings in this Charter.

CHAPTER II. NAME, FORM, HEAD OFFICE, BRANCHES, REPRESENTATIVE OFFICES, BUSINESS LOCATIONS, OPERATION TERM AND LEGAL REPRESENTATIVE OF THE COMPANY

Article 2. Name, Form, Head Office, Branches, Representative Offices, Business Locations and Operation Term of the Company

1. Name of the Company:
- Vietnamese Name: Tổng Công ty Cổ phần Dịch vụ Tổng hợp Dầu khí.
 - English Name: Petrovietnam General Services Corporation.
 - Trading Name: Petrovietnam General Services Corporation.
 - Abbreviated Name of Company: Petrosetco.
2. Registered head office of the Company:
- Address: 6th Floor, Petro Vietnam Building, No. 1-5 Le Duan Street, Saigon Ward, Ho Chi Minh City, Vietnam
 - Telephone: 84-28-39117777
 - Fax: 84-28-39116789
 - E-mail: info@petrosetco.com.vn

- Website: www.petrosetco.com.vn
3. Petrovietnam General Services Corporation (“**Petrosetco**” or “**the Company**”) has legal entity status, a seal, a logo, and operates in accordance with the Law applicable to joint stock companies and this Charter.
 4. Petrosetco may establish branches, representative offices, and business locations to achieve the Company's operational objectives, in accordance with Decisions of the Board of Directors and within the scope permitted by Law.
 5. Petrosetco has the following principal functions and duties:
 - Investing in subsidiaries and affiliated companies; controlling Company’s subsidiaries based on the level of charter capital held in those companies in accordance with the provisions of Law and this Charter.
 - Directly engaging in production and business activities for profit objectives in accordance with the provisions of Law. Economic relationships arising between Petrosetco and its subsidiaries, affiliated companies and voluntarily associated companies shall be governed by contracts or agreements.
 - Exercising the rights and obligations of an owner in the Company’s subsidiaries and affiliated companies.
 6. Unless terminated in the cases specified in Clause 2, Article 54 of this Charter, the operation term of the Company shall be indefinite from the Establishment Date.

Article 3. Legal Representative of the Company

1. Petrosetco has 01 (one) legal representative, who is the Chairman of the Board of Directors.
2. The Legal Representative of Petrosetco is the individual representing Petrosetco to exercise the rights and fulfill the obligations arising from Petrosetco's transactions, representing Petrosetco as the applicant for civil matters resolution, plaintiff, defendant, or person with related rights and obligations before Arbitration, Court, and other rights and obligations as stipulated by Law. The responsibilities of the legal representative shall be implemented in accordance with Article 13 of the Law on Enterprises and other rights and obligations as stipulated by prevailing Law.
3. The legal representative of Petrosetco must reside in Vietnam; and must authorize another person in writing to exercise the rights and obligations of the legal representative of Petrosetco when the Legal Representative exits Vietnam.
4. In case the authorization expires but the legal representative of Petrosetco has not returned to Vietnam and there is no other authorization, the authorized person shall continue to exercise the rights and obligations of the legal representative of Petrosetco within the scope authorized until the legal representative of Petrosetco returns to work, or until the Board of Directors decides to appoint another person to replace them.
5. In case the Legal Representative is absent from Vietnam for more than 30 (thirty) days without authorizing another person to exercise the rights and obligations of the legal representative of

Petrosetco, the Board of Directors shall appoint another person to be the Company's legal representative.

CHAPTER III. OBJECTIVES, SCOPE OF BUSINESS AND OPERATIONS OF THE COMPANY

Article 4. Business Lines and Operational Objectives of the Company

1. The business lines of Petrosetco are:

No.	Business Code	Business Line
1	1010	Processing and preservation of meat and meat products Details: processing food, essential goods (excluding the production and processing of fresh food, causing environmental pollution at the head office)
2	1020	Processing and preservation of aquatic products and products derived from aquatic products Details: processing seafood (excluding the production and processing of fresh food, causing environmental pollution at the head office)
3	1030	Processing and preservation of fruits and vegetables Details: processing agricultural products, foodstuffs (excluding the production and processing of fresh food at the head office)
4	1080	Manufacture of feed for livestock, poultry, and aquatic products Details: manufacture of livestock feed (not operating at the head office)
5	2011	Manufacture of basic chemicals Details: manufacture of biofuels, CO ₂ , NH ₃ (not operating at the head office)
6	2012	Manufacture of fertilizers and nitrogen compounds (not operating at the head office)
7	2220	Manufacture of plastic products Details: manufacture of plastic packaging (excluding the manufacture of insulating foam using R141b gas and excluding rubber compounding/rolling, waste recycling at the head office)
8	2592	Mechanical processing; treatment and coating of metals Details: maintenance, repair, mechanical - electrical - plumbing processing and metal corrosion protection (excluding mechanical processing, waste recycling, electroplating at the head office)

No.	Business Code	Business Line
9	2599	<p>Manufacture of other fabricated metal products not elsewhere classified.</p> <p>Details: manufacture of gas cylinder shells (excluding mechanical processing, waste recycling, electroplating at the head office)</p>
10	3312	<p>Repair of machinery and equipment (excluding mechanical processing, waste recycling, electroplating at the head office)</p>
11	3320	<p>Installation of industrial machinery and equipment</p> <p>Details: installation of oil and gas structures (excluding mechanical processing, waste recycling, electroplating at the head office)</p>
12	3520	<p>Manufacture of gas; distribution of gaseous fuels through pipelines</p> <p>Details: manufacture of food-grade alcohol, industrial alcohol, fuel alcohol; trading/filling of liquefied gas (not operating at the head office)</p>
13	3600	<p>Water collection, treatment and supply</p> <p>Details: processing, buying and selling domestic water</p>
14	4101	<p>Construction of residential buildings</p>
15	4299	<p>Construction of other civil engineering projects</p>
16	4511	<p>Wholesale of automobiles and other motor vehicles</p> <p>Details: buying and selling transport vehicles, specialized vehicles</p>
17	4610	<p>Agents, brokerage, and auctioning of goods</p>
18	4620	<p>Wholesale of agricultural and forestry raw materials (excluding wood, bamboo, rattan) and live animals</p> <p>Details: buying and selling agricultural products (Must comply strictly with Decision 64/2009/QD-UBND Date 31/07/2009 and Decision 79/2009/QD-UBND Date 17/10/2009 of the City People's Committee regarding the approval of the Planning for trading agricultural products and foodstuffs within Ho Chi Minh City)</p>
19	4631	<p>Wholesale of rice, wheat, other cereals, flour (not operating at the head office)</p>

No.	Business Code	Business Line
20	4632	Wholesale of food Details: buying and selling food, essential goods, seafood (Must comply strictly with Decision 64/2009/QD-UBND Date 31/07/2009 and Decision 79/2009/QD-UBND Date 17/10/2009 of the City People's Committee regarding the approval of the Planning for trading agricultural products and foodstuffs within Ho Chi Minh City)
21	4651	Wholesale of computers, peripheral equipment and software
22	4652 (Main)	Wholesale of electronic and telecommunications equipment and components Details: trading of telecommunications equipment
23	4653	Wholesale of agricultural machinery, equipment, and machine parts
24	4659	Wholesale of other machinery, equipment, and machine parts Details: trading of industrial machinery and equipment, supplies, office equipment, audio-visual equipment; machinery and equipment for industrial cleaning; components used for gas cylinder shells. Wholesale of electrical machinery and equipment, electrical materials, power generators, electric motors, electric wires, and other devices used in electrical circuits
25	4661	Wholesale of solid, liquid, gaseous fuels, and related products Details: trading of petroleum/gasoline and oil. Wholesale of solid, liquid, gaseous fuels, and related products
26	4669	Other specialized wholesale not elsewhere classified Details: Wholesale of fertilizers, pesticides, and other chemicals used in agriculture; biofuels, CO ₂ , NH ₃ (not operating at the head office); synthetic resins, primary forms of plastics; industrial chemicals (no storage of chemicals); textile fibers and yarns
27	4741	Retail sale of computers, peripheral equipment, software, and telecommunications equipment in specialized stores
28	4742	Retail sale of audio-visual equipment in specialized stores
29	4933	Freight transport by road (Excluding liquefaction of gas for transport)
30	5012	Sea and coastal freight water transport

No.	Business Code	Business Line
31	5229	Other supporting activities related to transportation Details: air and rail ticket sales agency. Ship agency services; Sea freight forwarding agency services; Customs clearance agency; Freight transport agency, including logistics-related services; Counting, receiving, and delivery services for imported and exported goods; maritime brokerage services; international multimodal transport
32	5510	Short-term accommodation services Details: hotel business
33	6810	Real estate business, land lease right owned, used, or leased Details: leasing: warehouses, workshops, premises, offices; trading of residential houses, representative offices, real estate business
34	6820	Consulting, brokerage, and auction of real estate, auction of land lease right Details: real estate management (excluding legal consulting)
35	7020	Management consulting activities
36	7310	Advertising
37	7710	Rental and leasing of motor vehicles Details: rental and leasing of transport vehicles
38	7820	Temporary employment agency activities Details: labor subleasing
39	7830	Provision and management of labor resources Details: provision and management of domestic labor resources (excluding labor subleasing)
40	7911	Travel agency activities
41	7912	Tour operation
42	7990	Reservation service and related supporting services for the promotion and organization of tourist tours
43	8129	Industrial cleaning and specialized structures cleaning
44	8559	Other education not elsewhere classified
45	9311	Operation of sports facilities
46	9312	Activities of sports clubs

No.	Business Code	Business Line
47	9329	Other amusement and recreation activities not elsewhere classified Details: amusement and recreation services (excluding karaoke, organizing gambling)

- The operational objectives of Petrosetco are to continuously develop production, trade, and service activities in business areas to maximize profits for Petrosetco and its shareholders; continuously improve the lives, working conditions, and income of employees; and simultaneously contribute to the development of the economy.

Article 5. Scope of Business and Operations of the Company

- Petrosetco is permitted to plan and conduct all business activities as stipulated in the Business Registration Certificate and this Charter, in accordance with prevailing Law and implement appropriate measures to achieve Petrosetco's objectives.
- Petrosetco may conduct business activities in other fields as stipulated in this Charter, having notified the business registration authority of the change in business registration content and having published it on the National Business Registration Portal.

CHAPTER IV. CHARTER CAPITAL, SHARES, FOUNDING SHAREHOLDERS

Article 6. Charter Capital, Shares, Founding Shareholders

- The charter capital of Petrosetco is VND 1,073,348,310,000 (in words: One trillion, seventy-three billion, three hundred forty-eight million, three hundred ten thousand Vietnamese Dong).
- The total charter capital of Petrosetco is divided into 107,334,831 (in words: One hundred seven million, three hundred thirty-four thousand, eight hundred thirty-one) shares, with a par value of VND 10,000 (ten thousand) per share.
- Petrosetco may change its charter capital when approved by the General Meeting of Shareholders and in accordance with the provisions of Law.
- As of the date of adoption of this Charter, Petrosetco's shares include common shares and preference shares (if any). The rights and obligations of shareholders holding each type of share are stipulated in this Charter and in accordance with the provisions of Law.
- Petrosetco may issue other types of preference shares after obtaining the approval of the General Meeting of Shareholders and in accordance with the provisions of Law.
- Petrosetco officially operates as a joint stock company according to Business Registration Certificate No. 0300452060 first issued by the Ho Chi Minh City Department of Investment and Planning (now is Department of Finance) on September 29, 2006. Pursuant to the provisions of the Law on Enterprises, as of the present time, the common shares of the founding shareholders have completed the restricted transfer period.
- Offering of shares

Offering of shares is the act of Petrosetco increasing the number of shares authorized for offering and selling those shares during its operation to increase its charter capital.

The offering of Shares may be carried out in one of the following forms:

- a) Offering to existing shareholders.
- b) Public offering.
- c) Private placement of shares.

Ordinary shares must be preferentially offered to existing shareholders in a percentage corresponding to their percentage of ordinary shares ownership in Petrosetco, unless otherwise decided by the General Meeting of Shareholders. The number of shares that shareholders do not fully subscribe for shall be decided by the Board of Directors of the Company. The Board of Directors may distribute those shares to shareholders and other persons under conditions no more favorable than those offered to existing shareholders, unless otherwise the General Meeting of Shareholders approves or the Law on Securities stipulates.

8. Petrosetco may purchase shares issued by Petrosetco itself in the manner stipulated in this Charter and prevailing Law.
9. Petrosetco may issue other types of securities in accordance with the provisions of Law.

Article 7. Share Certificate

1. Shareholders of Petrosetco shall be granted a share certificate corresponding to the number and type of shares owned.
2. A share certificate is a type of security confirming the lawful rights and interests of the holder regarding a portion of the charter capital of the issuing organization. Share certificates must contain all the content stipulated in Clause 1, Article 121 of the Law on Enterprises.
3. Shareholders shall be granted a share certificate within 07 (seven) days from the date VSDC announces the full receipt of the application dossier for transfer of shares ownership as stipulated by Law, or within 02 (two) months from the date of full payment for the purchase of shares as stipulated in Petrosetco's share issuance plan (or other duration as stipulated by the Issuance Terms). Shareholders shall not be required to pay Petrosetco the cost of printing the share certificate.
4. In case the share certificate is lost, damaged, or destroyed in any other form, the shareholder shall be re-issued a share certificate by Petrosetco upon the request of that shareholder. The shareholder's request must include the following content:
 - a) Information regarding the share certificate that has been lost, damaged, or destroyed in any other form;
 - b) A commitment to take responsibility for disputes arising from the re-issuance of the new share certificate.
5. In case Petrosetco cancels the securities registration at VSDC, Petrosetco shall re-issue the share certificate to the shareholder within 30 (thirty) days from the effective date of the cancellation of securities registration according to VSDC's notification.

Article 8. Other Securities Certificates

Bond certificates or other securities certificates of Petrosetco (excluding offering letters, temporary certificates, and similar documents) shall be issued bearing the seal and specimen signature of Petrosetco's Legal Representative, unless otherwise the terms and conditions of issuance stipulate.

Article 9. Transfer of Shares

1. All shares are freely transferable unless otherwise stipulated by this Charter and the Law. Shares registered for trading on the Stock Exchange shall be transferred according to the provisions of the Law on securities and the securities market.
2. Shares that have not been fully paid for shall not be transferred and shall not enjoy related rights such as the right to receive dividends, the right to receive shares issued to increase share capital from owners' equity, the right to purchase newly offered shares, and other rights as stipulated by Law.

Article 10. Forfeiture of Shares

1. In case a shareholder fails to fully and timely pay the amount due for the purchase of shares, the Board of Directors shall notify and shall have the right to require that shareholder to pay the remaining amount and be liable corresponding to the total par value of the registered shares for the financial obligations of Petrosetco arising from the failure to make full payment.
2. The aforementioned payment notice must clearly state the new payment deadline, the place of payment, and the notice must clearly state that if payment is not made as required, the unpaid shares shall be forfeited.
3. The Board of Directors has the right to forfeit the shares that have not been fully and timely paid for, in case the requirements specified in the aforementioned notice are not fulfilled.
4. Forfeited shares shall be considered Shares eligible for offering as stipulated in Clause 3, Article 112 of the Law on Enterprises. The Board of Directors may directly or authorize the sale or redistribution under the terms and conditions and in the manner the Board of Directors deems appropriate.
5. Shareholders holding forfeited shares must relinquish their shareholder status regarding those shares, but shall remain liable corresponding to the total par value of the registered shares for the financial obligations of Petrosetco arising before the time of forfeiture pursuant to the Decision of the Board of Directors.

CHAPTER V. ORGANIZATIONAL STRUCTURE, GOVERNANCE AND CONTROL

Article 11. Organizational Structure, Governance and Control

The management, governance, and control structure of Petrosetco includes:

1. General Meeting of Shareholders.
2. Board of Directors, Audit Committee under the Board of Directors.
3. General Director.

CHAPTER VI. SHAREHOLDERS AND THE GENERAL MEETING OF SHAREHOLDERS

Article 12. Rights of Ordinary Shareholders

1. Ordinary shareholders have the following rights:
 - a) To attend and speak at the General Meeting of Shareholders and exercise the right to vote directly or through an authorized representative or other forms prescribed by the Petrosetco Charter and the Law. Each ordinary share carries one voting right;
 - b) To receive dividends at the rate determined by the Decision of the General Meeting of Shareholders;
 - c) To be given priority to purchase newly issued shares corresponding to the percentage of ordinary shares held by each shareholder in Petrosetco;
 - d) To freely transfer their shares to others, except in cases where transfer restrictions are prescribed by Law;
 - e) To examine, look up, and extract information regarding the name and contact address in the list of shareholders entitled to vote; to request amendment of their inaccurate information. The procedures for providing information are stipulated in detail in the Regulations on Corporate Governance;
 - f) To examine, look up, extract, or copy the Petrosetco Charter, minutes of the General Meeting of Shareholders, and the Resolution of the General Meeting of Shareholders. The procedures for providing information are stipulated in detail in the Regulations on Corporate Governance;
 - g) Upon Petrosetco's dissolution or bankruptcy, to receive a portion of the remaining assets corresponding to the percentage of shares held in Petrosetco;
 - h) To request Petrosetco to repurchase shares in the cases stipulated in Article 132 of the Law on Enterprises;
 - i) To be treated equally. Each share of the same class confers equal rights, obligations, and benefits upon the shareholders holding them. If the Company has preferred shares, the rights and obligations attached to the preferred shares must be approved by the General Meeting of Shareholders and fully disclosed to the shareholders;
 - j) To have full access to periodic and extraordinary information disclosed by Petrosetco in accordance with the provisions of Law;
 - k) To have their legitimate rights and interests protected; to request the suspension or cancellation of Resolutions of the General Meeting of Shareholders, the Board of Directors in accordance with the provisions of the Law on Enterprises;
 - l) Other rights as prescribed by Law and this Charter.
2. Shareholders or groups of shareholders owning 05% or more of the total common shares have the following rights:

- a) To request the Board of Directors to convene a meeting of the General Meeting of Shareholders in accordance with the provisions of Clauses 2 and 3, Article 115 and Article 140 of the Law on Enterprises;
- b) To review, look up, and extract minutes and Resolutions of the Board of Directors, semi-annual and annual financial statements, contracts, and transactions that must be approved by the Board of Directors, except for documents related to Petrosetco's business secrets. The order and procedures for providing information are stipulated in detail in the Regulations on Corporate Governance;
- c) To request the Board of Directors to examine specific issues related to the management and operation of Petrosetco when deemed necessary. The request must be in writing and must include the following content: full name, contact address, nationality, legal document number of the individual for individual shareholders; name, enterprise code or legal document number of the organization, address for the organization shareholders; the number of shares and the time of registration of shares of each shareholder, the total number of shares of the entire group of shareholders and the percentage of ownership in the total shares of Petrosetco; the issue to be examined, the purpose of the examination;
- d) To propose matters for inclusion in the agenda of the General Meeting of Shareholders;
- e) To have the right to nominate candidates for the Board of Directors. The nomination of candidates for the Board of Directors shall be carried out as follows:
 - Common shareholders forming a group to nominate candidates for the Board of Directors must send written notice of the group meeting to the Company within 05 working days before the opening date of the General Meeting of Shareholders;
 - Based on the number of Members of the Board of Directors, the shareholder or group of shareholders specified in this Clause shall have the right to nominate one or more persons as candidates for the Board of Directors in accordance with the provisions of Article 25 of this Charter. If the number of candidates nominated by the shareholder or group of shareholders is lower than the number of candidates they are entitled to nominate according to the Decision of the General Meeting of Shareholders, the remaining candidates shall be nominated by the Board of Directors and other shareholders in accordance with the provisions of Article 25 of this Charter.
- f) Other rights as prescribed by Law and this Charter.

Article 13. Obligations of Ordinary Shareholders

Ordinary shareholders have the following obligations:

1. To fully and timely pay for the number of shares committed to purchase.
2. Not to withdraw capital contributed by ordinary shares from Petrosetco in any form, except when the shares are repurchased by Petrosetco or another person. If a shareholder withdraws part or all of the contributed share capital contrary to the provisions of this Clause, that shareholder and related interested parties in Petrosetco must be jointly liable for Petrosetco's debts and other property obligations within the scope of the value of the withdrawn shares and any damages incurred.

3. To comply with the Company Charter and the Company regulations.
4. To comply with the Resolutions of the General Meeting of Shareholders, the Board of Directors.
5. To keep confidential the information provided by Petrosetco in accordance with the provisions of the Company Charter and Law; only use the information provided to exercise and protect their legitimate rights and interests (including cases where the information is provided for the purpose of carrying out share transfer transactions by the shareholder); strictly prohibited from disseminating, copying, or sending information provided by Petrosetco to other organizations or individuals. Shareholders must sign a commitment to information confidentiality according to the form issued by the Company and shall be responsible before the Law if they violate the confidentiality commitment or leak or disclose the Company's confidential information.
6. Attend the General Meeting of Shareholders and exercise the voting/election rights through the following forms:
 - a) Attend and vote/elect directly at the meeting;
 - b) Authorize other individuals or organizations to attend and vote/elect at the meeting;
 - c) Attend and vote/elect via online conference, electronic voting, or other electronic forms;
 - d) Send voting/election ballots to the meeting via mail, fax, or email.
7. Bear personal responsibility when acting on behalf of Petrosetco in any form to perform one of the following acts:
 - a) Violating the Law;
 - b) Conducting business and other transactions for self-interest or to serve the interests of other organizations or individuals.
8. Other obligations as stipulated by prevailing Law.

Article 14. General Meeting of Shareholders

1. The General Meeting of Shareholders comprises all shareholders with voting rights and is the highest decision-making body of Petrosetco. The General Meeting of Shareholders shall hold an annual meeting once every year and within 04 (four) months from the date of the end of the fiscal year. The Board of Directors shall decide to extend the annual General Meeting of Shareholders in necessary cases, but not exceeding 06 (six) months from the date of the end of the fiscal year. In addition to the annual meeting, the General Meeting of Shareholders may hold extraordinary meetings. The venue of the General Meeting of Shareholders shall be determined as the place where the Chairperson attends the meeting and must be within the territory of Vietnam.
2. The Board of Directors shall convene the annual General Meeting of Shareholders and select an appropriate venue. The annual General Meeting of Shareholders shall decide on matters stipulated by the Law and the Company Charter. In case the Auditor's Opinions on Petrosetco's annual Financial Statements contain material exceptions, adverse Auditor's Opinions, or a disclaimer of Auditor's Opinions, Petrosetco must invite a representative of the approved auditing organization that performed the audit of Petrosetco's Financial Statements to attend

the annual General Meeting of Shareholders, and the representative of the aforementioned approved auditing organization is responsible for attending Petrosetco's annual General Meeting of Shareholders.

3. The Board of Directors must convene an extraordinary General Meeting of Shareholders in the following cases:
 - a) The Board of Directors deems it necessary for the interests of Petrosetco;
 - b) When the number of independent Members of the Board of Directors is less than stipulated by Law; or the number of Members of the Board of Directors is reduced by more than one-third (1/3) compared to the number of Members of the Board of Directors approved by the General Meeting of Shareholders at any given time;
 - c) Upon the request of a shareholder or a group of shareholders stipulated in Clause 2, Article 12 of this Charter;
 - d) Other cases as stipulated by Law.
4. Convening an extraordinary General Meeting of Shareholders:
 - a) The Board of Directors must determine the opening date and organize the General Meeting of Shareholders within 60 (sixty) days from the date the remaining number of Members of the Board of Directors is as stipulated in Point b, Clause 3 of this Article or from the date the request stipulated in Point c, Clause 3 of this Article is received;
 - b) In case the Board of Directors fails to convene the General Meeting of Shareholders as stipulated in Point a, Clause 4 of this Article, then within the next 30 (thirty) days, the shareholder or group of shareholders stipulated in Clause 2, Article 12 of the Charter shall have the right to request the Company's representative to convene the General Meeting of Shareholders in accordance with the Law on Enterprises;

All costs for convening and conducting the General Meeting of Shareholders shall be reimbursed by Petrosetco. These costs do not include expenses incurred by shareholders when attending the General Meeting of Shareholders, including accommodation and travel expenses.
5. Procedures for organizing the General Meeting of Shareholders shall comply with the provisions of Law.

Article 15. Rights and obligations of the General Meeting of Shareholders

1. The General Meeting of Shareholders shall have the following rights and obligations:
 - a) Approve the Development Orientations of the Company;
 - b) Decide on the class of shares and the total number of shares of each class authorized for offering; decide on the annual dividend rate for each class of shares;
 - c) Elect, relieve from duty, and dismiss Members of the Board of Directors;
 - d) Decide on the investment or sale of assets valued at 35% or more of the total asset value recorded in the most recent reviewed/audited financial statements. The determination of the total asset value shall be based on the separate financial statements or the consolidated

financial statements depending on the specific time, and shall be considered and decided on the principles of prudence, transparency, and for the highest benefit of the Company;

- e) Decide on amendments and supplements to the Petrosetco Charter;
 - f) Approve the annual financial statements;
 - g) Decide on the repurchase of more than 10% of the total number of sold shares of each class;
 - h) Review and handle violations by Members of the Board of Directors causing damage to Petrosetco and Petrosetco shareholders;
 - i) Decide on the reorganization, dissolution of Petrosetco and appoint personnel responsible for asset liquidation;
 - j) Decide on the budget or total remuneration, bonuses, and other benefits for the Board of Directors;
 - k) Approve, supplement, and adjust the Regulations on Corporate Governance; the Regulations on Operation of the Board of Directors;
 - l) Approve the list of approved auditing firms or decide on the approved auditing firm to perform the inspection of Petrosetco's operations; dismiss the approved auditor when deemed necessary;
 - m) Decide on the number of Members of the Board of Directors;
 - n) Approve Petrosetco entering into contracts and transactions with subjects specified in Clause 1, Article 167 of the Law on Enterprises with a value equal to or greater than 35% of the Company's total asset value recorded in the most recent reviewed/audited financial statements/ The determination of the total asset value shall be based on the separate financial statements or the consolidated financial statements depending on the specific time, and shall be considered and decided on the principles of prudence, transparency, and for the highest benefit of the Company;
 - o) Approve transactions specified in Clause 4, Article 293 of Decree No. 155/2020/NĐ-CP;
 - p) Other rights and obligations as prescribed by Law.
2. The Annual General Meeting of Shareholders shall discuss and approve the following matters:
- a) The Company's annual business plan;
 - b) Annual audited financial statements;
 - c) Report of the Board of Directors on the governance and operational results of the Board of Directors and each Member of the Board of Directors;
 - d) Dividend rate for each share of each class;
 - e) Other matters within its authority.
3. All Resolutions and matters included in the meeting agenda must be presented for discussion and voting at the General Meeting of Shareholders.

Article 16. Authorization to attend the General Meeting of Shareholders

1. Shareholders or authorized representatives of institutional shareholders may directly attend the meeting or authorize one or more other individuals or organizations to attend the meeting, or attend the meeting through one of the forms stipulated in Clause 3, Article 13 of the Charter, subject to the following specific provisions:
 - Shareholders holding less than 1% of the total ordinary shares are entitled to authorize a maximum of 01 (one) person to attend the General Meeting of Shareholders;
 - Shareholders holding from 1% to less than 10% of the total ordinary Shares are entitled to authorize a maximum of 02 (two) persons to attend the meeting;
 - Shareholders holding 10% or more of the total ordinary shares are entitled to authorize a maximum of 03 (three) persons to attend the meeting.

For individual shareholders who authorize all of their owned shares, that shareholder shall not be allowed to directly attend the General Meeting of Shareholders as a shareholder with respect to the authorized shares. If an individual shareholder only authorizes a portion of the owned shares, the shareholder is still entitled to directly attend the General Meeting of Shareholders but shall only exercise shareholder rights with respect to the unauthorized portion of shares; the authorized representative shall exercise shareholder rights within the scope of the authorized shares.

2. If there is more than one authorized representative, the specific number of shares and votes authorized for each representative must be determined. If the specific number of shares and corresponding votes for each authorized representative is not determined, the number of shares and votes shall be divided equally among the authorized representatives, and the fractional shares (if any) shall be prioritized according to the ABC order of the authorized representative's name.
3. The authorization for an individual or organization to represent the shareholder at the General Meeting of Shareholders as stipulated in Clause 1 of this Article must be made in writing. The power of attorney must be prepared in accordance with the provisions of Civil Law and must clearly state the name of the authorizing shareholder, the name of the authorized individual or organization, the number of authorized shares, the content of authorization, the scope of authorization, the term of authorization, the signature, the full handwritten name, and the seal (if an organization) of the authorizing party and the authorized party. The authorized person attending the General Meeting of Shareholders must submit the original power of attorney upon registration.
4. The ballot/voting slip of the authorized person attending the meeting, within the scope of authorization, shall remain valid if one of the following events occurs, provided that Petrosetco receives notification of such events before the opening time of the General Meeting of Shareholders or before the meeting is reconvened:
 - a) The authorizing person has restricted civil capacity or lacks civil capacity;
 - b) The authorizing person revokes the authorization designation;
 - c) The authorizing person revokes the authority of the person carrying out the authorization.

If the authorizing person dies, the validity of the authorization shall automatically terminate in accordance with the provisions of Law.

Article 17. Changes to Rights

1. A Resolution of the General Meeting of Shareholders regarding the content that adversely changes the rights and obligations of shareholders owning preferred shares shall only be adopted if it is approved by preferred shareholders of the same type attending the meeting who own 75% or more of the total preferred shares of that type, or if it is approved by preferred shareholders of the same type owning 75% or more of the total preferred Shares of that type in case the Resolution is adopted in the form of written opinions.
2. Unless otherwise stipulated by the terms of shares issuance, the special rights attached to types of shares with preferential rights regarding some or all matters related to the distribution of profits or assets of Petrosetco shall not be altered when Petrosetco issues additional shares of the same type.

Article 18. Convening the Meeting, Meeting Agenda, and Notice of Invitation to the General Meeting of Shareholders

1. The Board of Directors shall convene the annual and extraordinary General Meeting of Shareholders. The Board of Directors shall convene an extraordinary General Meeting of Shareholders in the cases stipulated in Clause 3, Article 14 of this Charter.
2. The person convening the General Meeting of Shareholders must perform the following tasks:
 - a) Preparing the list of shareholders eligible to attend and vote/elect at the General Meeting of Shareholders. The list of shareholders entitled to attend the General Meeting of Shareholders must be prepared no more than 10 (ten) days before the date of sending the notice of invitation to the General Meeting of Shareholders. Petrosetco must disclose information regarding the preparation of the list of shareholders entitled to attend the General Meeting of Shareholders at least 20 (twenty) days before the record date;
 - b) Preparing the agenda, content, and documents for the General Meeting of Shareholders;
 - c) Drafting the Resolution of the General Meeting of Shareholders according to the expected content of the meeting;
 - d) Determining the time, method, and venue for holding the General Meeting of Shareholders;
 - e) Announcing and sending the notice of the General Meeting of Shareholders to all shareholders entitled to attend;
 - f) Other tasks serving the General Meeting of Shareholders.
3. The notice of invitation to the General Meeting of Shareholders shall be sent to all shareholders by a method ensuring delivery to the shareholder's contact address, and simultaneously disclosed on the website of Petrosetco and the State Securities Commission, the Stock Exchange where Petrosetco's shares are registered for trading. The person convening the General Meeting of Shareholders must send the notice of invitation to all shareholders on the list of shareholders entitled to attend no later than 21 (twenty-one) days before the opening date of the meeting (calculated from the date the notice is validly sent or transmitted). The

agenda of the General Meeting of Shareholders and documents related to the issues to be voted on at the meeting shall be sent to the shareholders and/or posted on Petrosetco's website. In case the documents are not enclosed with the notice of the General Meeting of Shareholders, the notice of invitation must clearly state the link to the entire meeting documents for shareholders to access, including:

- a) The meeting agenda and documents used at the meeting;
 - b) The list and detailed information of candidates in case of electing a Member of the Board of Directors (if any);
 - c) Voting/election ballot. Note, in case the General Meeting of Shareholders is convened online, the Voting/election ballot does not need to be enclosed with the notice of invitation.
 - d) Draft Resolution for each issue on the meeting agenda.
4. A shareholder or group of shareholders owning 05% or more of the total ordinary shares has the right to propose an issue to be included in the agenda of the General Meeting of Shareholders. The proposal must be in writing and must be sent to the Company no later than 05 (five) working days before the opening date of the meeting. The proposal must clearly state the shareholder's name, the number of each type of shares held by the shareholder, contact address, nationality, citizen identity card/ID card number, passport, or other lawful personal identification for individual shareholders; name, enterprise code or establishment Decision number, address for organizational shareholders; the quantity and type of shares held by that shareholder and the issue proposed for inclusion in the meeting agenda.
5. The person convening the General Meeting of Shareholders has the right to refuse the proposal stipulated in Clause 4 of this Article if it falls into one of the following cases:
- a) The proposal is not sent in accordance with the provisions of Clause 4 of this Article;
 - b) At the time of the proposal, the shareholder or group of shareholders does not hold 05% or more of the ordinary shares as stipulated in Clause 2, Article 12 of this Charter;
 - c) The matter proposed does not fall within the scope of the General Meeting of Shareholders' authority to make a Decision;
 - d) Proposals requesting the provision of restricted access information aimed at protecting the rights and interests of the Company (confidential information, trade secrets, etc.);
 - e) Proposals showing signs of abusing shareholder rights. Proposals showing signs of abusing shareholder rights include, but are not limited to: Proposals submitted continuously, repeatedly, or aimed at delaying/obstructing the meeting; causing damage to the interests of the company/other shareholders; lacking good faith or being slanderous;
 - f) Other cases as prescribed by Law.
6. The convener of the General Meeting of Shareholders must accept and include the proposal specified in Clause 4 of this Article into the anticipated agenda and content of the meeting, except for the cases specified in Clause 5 of this Article. The proposal shall be officially added to the agenda and content of the meeting if approved by the General Meeting of Shareholders.

Article 19. Conditions for conducting the General Meeting of Shareholders

1. The General Meeting of Shareholders shall be conducted when the number of attending shareholders represents more than 50% of the total voting shares.
2. If the first meeting fails to meet the conditions for conduct as stipulated in Clause 1 of this Article, the notice for the second meeting shall be sent within 30 (thirty) days, counting from the date the first meeting failed to meet the conditions for conduct. The second General Meeting of Shareholders shall be conducted when the number of attending shareholders represents 33% or more of the total voting shares.
3. If the second meeting fails to meet the conditions for conduct as stipulated in Clause 2 of this Article, the notice for the third meeting must be sent within 30 (thirty) days counting from the date the second meeting failed to meet the conditions for conduct. The third General Meeting of Shareholders shall be conducted regardless of the total number of voting shares represented by the attending shareholders.

Article 20. Procedures for conducting and voting at the General Meeting of Shareholders

1. Before the opening of the meeting, Petrosetco must carry out the shareholder registration procedure and must continue registration until all shareholders entitled to attend the meeting who are present have registered, following this sequence:
 - a) When conducting shareholder registration, Petrosetco shall issue to each shareholder or authorized representative entitled to vote a voting card/ballot/election slip, which records the registration number, name of the shareholder, name of the authorized representative, and the number of voting shares/ballots/election slips of that shareholder. The General Meeting of Shareholders shall discuss and vote on each matter in the program content. Voting shall be conducted by voting approve, disapprove, and abstain. The vote counting results shall be announced by the Vote Counting Committee immediately before the closing of the meeting. The General Meeting shall elect those responsible for counting votes or supervising the vote counting upon the proposal of the Chairperson. The number of members of the Vote Counting Committee shall be decided by the General Meeting of Shareholders based on the proposal of the meeting Chairperson; for the General Meeting of Shareholders organized online, the voting card/ballot/election slip shall be implemented in the form of electronic voting and comply with the specific provisions in the Regulations on Corporate Governance.
 - b) Shareholders or authorized persons arriving after the meeting has commenced have the right to register immediately and subsequently have the right to participate and vote/elect at the meeting immediately after registration. The Chairperson is not responsible for pausing the meeting to allow late-arriving shareholders to register, and the validity of the content already voted upon/elected prior to their registration remains unchanged.
2. The election of the Chairperson, Secretary, Shareholder Eligibility Verification Committee, and Vote Counting Committee shall be stipulated as follows:
 - a) The Chairman of The Board of Directors shall act as the Chairperson or authorize another Member of the Board of Directors to act as the Chairperson of the General Meeting of Shareholders convened by the Board of Directors. If the Chairman is absent or deceased or

temporarily incapacitated, the remaining Members of the Board of Directors shall elect one person among them to act as the Chairperson of the meeting based on the majority principle. If a Chairperson cannot be elected, the executive holding the highest position shall preside over the meeting for the General Meeting of Shareholders to elect the Chairperson, and the person receiving the highest number of votes shall act as the Chairperson of the meeting;

- b) Except for the case specified in point a of this Clause, the person who signs the notice convening the General Meeting of Shareholders shall preside over the meeting for the General Meeting of Shareholders to elect the Chairperson, and the person receiving the highest number of votes shall act as the Chairperson of the meeting;
 - c) The Chairperson shall appoint one or more persons to act as the Secretary of the meeting; the person convening the General Meeting of Shareholders shall appoint one or more persons to serve as the Shareholder Eligibility Verification Committee for the meeting;
 - d) The General Meeting of Shareholders shall elect one or more persons to the Vote Counting Committee upon the proposal of the Chairperson of the meeting.
3. The agenda and content of the meeting must be approved by the General Meeting of Shareholders during the opening session. The agenda must clearly and specifically define the time allocated for each matter within the meeting agenda content.
4. The Chairperson has the right to implement necessary and reasonable measures to conduct the General Meeting of Shareholders in an orderly manner, strictly following the approved agenda, and reflecting the wishes of the majority of attendees.
- a) Arranging seating at the General Meeting of Shareholders venue;
 - b) Ensuring safety for all persons present at the meeting venue;
- Facilitating shareholders' attendance at the meeting. The Chairperson has full authority to change the aforementioned measures and apply all necessary measures. Applied measures may include issuing admission tickets or using other alternative forms.
5. The person convening the meeting or the Chairperson of the General Meeting of Shareholders has the following rights:
- a) Requiring all attendees to undergo inspection or other lawful and reasonable security measures;
 - b) Requesting competent authorities to maintain order at the meeting; expelling from the General Meeting of Shareholders those who fail to comply with the presiding authority of the Chairperson/Convener, intentionally disrupt order, obstruct the normal progress of the meeting, or fail to comply with security inspection requirements.
6. The Chairperson has the right to postpone the General Meeting of Shareholders, provided that the number of attendees who have completed Registration is sufficient, for a maximum period not exceeding 03 (three) working days from the scheduled opening date of the meeting, and may only postpone the meeting or change the meeting venue in the following cases:
- a) The meeting venue does not have sufficient convenient seating for all attendees;

- b) Communication facilities at the meeting venue do not ensure that attending shareholders can participate, discuss, and vote;
 - c) Attendees obstruct or disrupt order, posing a risk that the meeting cannot be conducted fairly and lawfully.
7. If the Chairperson postpones or temporarily adjourns the General Meeting of Shareholders contrary to the provisions of Clause 7 of this Article, the General Meeting of Shareholders shall elect another person from among the attending shareholders to replace the Chairperson and preside over the meeting until its conclusion; all Resolutions adopted at that meeting shall be legally effective.
 8. In case Petrosetco applies technology to organize the General Meeting of Shareholders via online meeting, Petrosetco is responsible for ensuring that shareholders attend, vote/elect by electronic ballot or other electronic forms in accordance with the provisions of Law and the Regulations on Corporate Governance.

Article 21. Conditions for the Resolution of the General Meeting of Shareholders to be approved

1. Resolutions regarding the following content shall be approved if affirmed by shareholders representing 65% or more of the total voting rate of all attending shareholders who vote at the meeting, except for the cases specified in Clauses 3, 4, and 6 of Article 148 of the Law on Enterprises:
 - a) Amending or supplementing the Charter;
 - b) Types of shares and the total number of shares of each type;
 - c) Changing business lines, trades, and sectors;
 - d) Changing the Company's management organizational structure;
 - e) Investment projects or sale of assets valued at 35% or more of the total asset value recorded in Petrosetco's most recent reviewed/audited financial statements. The determination of the total asset value shall be based on the separate financial statements or the consolidated financial statements depending on the specific time, and shall be considered and decided on the principles of prudence, transparency, and for the highest benefit of the Company;
 - f) Reorganization or dissolution of the Company.
2. Resolutions shall be approved when affirmed by shareholders holding over 50% of the total voting rate of all attending shareholders who vote at the meeting, except for the cases specified in Clauses 1 and 3 of this Article and Clauses 3 and 6 of Article 148 of the Law on Enterprises.

Note, in case of electing Members of the Board of Directors, if the number of candidates is less than or equal to the number of Members of the Board of Directors to be elected, the election of Members of the Board of Directors may be carried out by cumulative voting or by voting using the method of approve, disapprove, or abstain. The voting rate for approval using the voting method shall be implemented according to Clause 2, Article 21 of the Petrosetco Charter. The form of voting or election shall be carried out upon the proposal of the

Chairperson at the General Meeting of Shareholders, ensuring compliance with the provisions of Law and the Company Charter.

3. In case of obtaining shareholder opinions in writing, the Resolution shall be approved through the written opinion solicitation method if affirmed by shareholders holding over 50% of the total voting rate of all shareholders entitled to vote, and shall have the same value as a Resolution approved at the General Meeting of Shareholders.
4. Resolutions of the General Meeting of Shareholders approved by 100% of the total voting shares are lawful and effective even if the procedures and formalities for convening the meeting and approving such Resolution violate the provisions of the Law on Enterprises and Petrosetco Charter.

Article 22. Authority and procedures for soliciting shareholder opinions in writing to approve the Resolution of the General Meeting of Shareholders

The authority and procedures for soliciting shareholder opinions in writing to approve the Resolution of the General Meeting of Shareholders shall be implemented according to the following provisions:

1. The Board of Directors has the right to solicit shareholder opinions in writing to approve the Resolution of the General Meeting of Shareholders at any time if deemed necessary for the benefit of the Company regarding matters falling under the authority of the General Meeting of Shareholders specified in Clause 1, Article 15 of the Company Charter.
2. The Board of Directors must prepare the opinion solicitation form, the draft Resolution of the General Meeting of Shareholders, documents explaining the draft Resolution, and send them to all shareholders entitled to vote no later than 10 (ten) days before the deadline for returning the opinion solicitation form. The requirements and method for sending the opinion solicitation form and accompanying documents shall be implemented according to the provisions of Clause 3, Article 18 of this Charter.
3. The opinion poll form must contain the following essential content:
 - a) Name, address, enterprise code;
 - b) Purpose of the opinion poll;
 - c) Full name, contact address, nationality, and number of personal legal documents for individual shareholders; name, enterprise code or number of organizational legal documents, and address for institutional shareholders, or full name, contact address, nationality, and number of personal legal documents for the representative of institutional shareholders; the number of shares of each type and the number of voting/election ballots of the shareholder;
 - d) Issues requiring opinions for the adoption of a Decision;
 - e) Voting options including approve, disapprove, and abstain for each issue polled;
 - f) Election options (if any);
 - g) The deadline for sending the answered opinion poll form back to Petrosetco;
 - h) Full name and signature of the Chairman of the Board of Directors.

4. Shareholders may send the answered opinion poll form to Petrosetco via mail, fax, or email registered by the shareholder with the VSDC, in accordance with the following provisions:
 - a) In case of submission by mail, the answered opinion poll form must bear the signature of the individual shareholder, or the authorized representative or legal representative of the institutional shareholder. If the answered opinion poll form bears the signature of the authorized representative of an organization, a valid power of attorney in accordance with the provisions of Civil Law must be enclosed. The opinion poll form sent to the Company must be contained in a sealed envelope and no one shall be entitled to open it before the vote counting;
 - b) In case of submission by fax or email, the opinion poll form sent to the Company must be kept confidential until the time of vote counting;
 - c) Opinion poll forms sent to the Company after the deadline specified in the content of the opinion poll form, or those that have been opened in case of submission by mail, or disclosed in case of submission by fax or email, shall be invalid. An opinion poll form that is not returned shall be considered a ballot not participating in the vote.
5. Shareholders shall submit the opinion poll form via electronic voting in accordance with the following provisions:
 - a) Provision of access account:
 - Access account information shall be notified by the Company to the Shareholder, enclosed with the Shareholder Opinion Poll Form, via certified mail.
 - When a Shareholder requests re-provision of access information, the Company may notify through the following methods: in person, mail, email, Telephone, or other methods stipulated by the Board of Directors. The provision of access information shall be carried out based on the shareholder list information prepared by the Vietnam Securities Depository and Clearing Corporation according to the Company's notice on exercising the right to poll shareholders in writing.
 - b) Execution of electronic voting:
 - Implementation principles:
 - Shareholders can only cast their votes on the electronic voting system from the time they receive the Shareholder Opinion Poll Form until the deadline for returning the opinion poll form as announced by the Company.
 - During the voting period as announced by the Company, Shareholders may change their voting decision on the electronic voting system. Upon expiration of the voting period as announced by the Company, Shareholders shall not be allowed to change their voting results, and this final result shall be counted and disclosed by the Company.
 - Shareholders may access the electronic voting system and cast votes 24 (twenty-four) hours a day and 07 (seven) days a week, except in cases of system maintenance or other Reasons beyond the Company's control. Upon expiration of the voting period, the system shall not record any further electronic voting results

from Shareholders.

- Method of implementation:

Shareholders shall use the access account provided by the Company to directly access the electronic voting system to view information related to the voting session posted on the system and execute the voting decision for each voting/election content requiring shareholder opinion.

6. Shareholders shall send the completed opinion solicitation form/ballot to the Company via mail, fax, or email, combined with sending the ballot via electronic voting as stipulated in Clause 4, Clause 5 of this Article.
7. The Board of Directors shall organize the vote counting and prepare the vote counting minutes under the witness of at least 01 (one) shareholder who does not hold a management position at Petrosetco. The vote counting minutes must include the following main content:
 - a) Name, address, enterprise code;
 - b) Purpose and issues requiring opinion/vote for the adoption of the Resolution;
 - c) The number of shareholders with the total number of voting/election ballots that participated in the voting/election, distinguishing between the number of valid voting/election ballots and the number of invalid voting/election ballots, and the method of sending the voting/election ballots, accompanied by the appendix listing the shareholders who participated in the voting/election;
 - d) Total number of ballots approve, disapprove, and abstain for each issue, total number of election ballots for each candidate (if any);
 - e) The issue adopted and the corresponding voting rate for adoption;
 - f) Full name and signature of the Chairman of the Board of Directors, the vote counter, and the vote counting supervisor.

Members of the Board of Directors, the vote counter, and the vote counting supervisor shall be jointly responsible for the honesty and accuracy of the vote counting minutes; jointly responsible for damages arising from decisions adopted due to dishonest or inaccurate vote counting.

8. The vote counting minutes and the Resolution must be sent to the shareholders within 15 (fifteen) days from the date the vote counting concludes. Sending the vote counting minutes and the Resolution may be replaced by posting them on Petrosetco's website within 24 (twenty-four) hours from the time the vote counting concludes.
9. The completed opinion solicitation forms/ballots, the vote counting minutes, the adopted Resolution, and related documents sent together with the opinion solicitation forms/ballots must all be stored at Petrosetco's head office.

Article 23. Resolution, Minutes of the General Meeting of Shareholders

1. The General Meeting of Shareholders must be recorded in minutes and may be audio recorded or video recorded and stored in other electronic forms. The minutes must be prepared in Vietnamese and English, and include the following main content:

- a) Name, address, enterprise code;
 - b) Time and venue of the General Meeting of Shareholders;
 - c) Meeting agenda and content of the meeting;
 - d) Full name of the Chairperson and the Secretary;
 - e) Summary of the meeting proceedings and the opinions expressed at the General Meeting of Shareholders regarding each issue on the meeting agenda;
 - f) The number of shareholders and the total number of votes of the shareholders attending the meeting, the appendix of the registration list of shareholders and shareholder representatives attending the meeting with the corresponding number of shares and votes;
 - g) The total number of votes for each voting issue, clearly stating the voting method, the total number of valid votes, invalid votes, approve, disapprove, and abstain votes; the corresponding percentage based on the total votes of the attending shareholders and the corresponding percentage based on the total votes of the shareholders attending and voting.
 - h) Summary of the votes cast for each candidate (if any);
 - i) Issues that have been approved and the corresponding percentage of approving votes;
 - j) Full names and signatures of the Chairperson and the Secretary. If the Chairperson or the Secretary refuses to sign the meeting minutes, these minutes shall still be valid if signed by all other Members of the Board of Directors attending the meeting and containing all the content stipulated in this Clause. The meeting minutes must clearly state the reasons why the Chairperson or the secretary refused to sign the meeting minutes.
2. The Minutes of the General Meeting of Shareholders must be completed and approved before the end of the meeting. The Chairperson and the secretary of the meeting or other persons signing the meeting minutes shall be jointly and severally liable for the honesty and accuracy of the content of the minutes.
 3. The minutes prepared in Vietnamese and English shall have equal legal validity. In case of any discrepancy in the content between the Vietnamese and English versions of the minutes, the content in the Vietnamese version shall prevail.
 4. The Resolution, Minutes of the General Meeting of Shareholders, appendix listing shareholders registered for attendance, proxy forms for attending the meeting, all documents attached to the Minutes (if any), and related documents accompanying the notice of invitation to the meeting must be kept at the Company's head office. The Resolution, Minutes of the General Meeting of Shareholders, and accompanying documents must be disclosed in accordance with the Law on information disclosure in the securities market.
 5. The Minutes of the General Meeting of Shareholders must be sent to all shareholders within 15 (fifteen) days from the date the meeting concludes; the submission of the vote counting minutes may be replaced by posting them on the Company's website.

Article 24. Request for Annulment of the Resolution of the General Meeting of Shareholders

Within 90 (ninety) days from the date of receipt of the Resolution or the Minutes of the General Meeting of Shareholders or the minutes of the vote counting results for the opinion of the General

Meeting of Shareholders, a shareholder or group of shareholders specified in Clause 2, Article 12 of this Charter shall have the right to request the Court or Arbitration to review and annul the Resolution or part of the content of the Resolution of the General Meeting of Shareholders in the following cases:

1. The order and procedures for convening the meeting and issuing the Decision of the General Meeting of Shareholders seriously violate the provisions of the Law on Enterprises and the Company Charter, except for the case stipulated in Clause 4, Article 21 of this Charter.
2. The content of the Resolution violates the Law or this Charter.

If a shareholder or group of shareholders requests the Court or Arbitration to annul the Resolution of the General Meeting of Shareholders as stipulated in this Article, that Resolution shall remain effective until a Decision annulling that Resolution by the Court or Arbitration takes effect, except in cases where interim urgent measures are applied pursuant to a Decision of the competent authority.

CHAPTER VII. BOARD OF DIRECTORS

Article 25. Candidacy and Nomination of Members of the Board of Directors

1. If candidates for the Board of Directors have been identified, the Company must disclose information related to the candidates at least 10 (ten) days before the opening date of the General Meeting of Shareholders on Petrosetco's website so that shareholders can learn about these candidates before voting. Candidates for the Board of Directors must provide a written commitment regarding the honesty and accuracy of the personal information disclosed and must commit to performing their duties honestly, prudently, and for the highest benefit of Petrosetco if elected as a Member of the Board of Directors. Information related to the candidates for the Board of Directors to be disclosed includes:
 - a) Full name, date of birth;
 - b) Qualification;
 - c) Work history;
 - d) Other management titles (including the title of Member of the Board of Directors/Member of the Members' Council/Company Chairman of other companies);
 - e) Interests related to the Company and the Company's related parties;
 - f) Other information as prescribed by Law (if any).

Petrosetco shall be responsible for disclosing information about the companies where the candidate holds the position of Member of the Board of Directors, Member of the Members' Council, Company Chairman, other management titles, and the interests related to the company of the Board of Directors candidate (if any).

2. Shareholders or groups of shareholders owning 05% or more of the total ordinary shares have the right to nominate candidates or self-nominate for the Board of Directors in accordance with the Law on Enterprises and the Company Charter. Shareholders holding ordinary shares have the right to aggregate their voting rights to nominate candidates for the Board of Directors. Shareholders or groups of shareholders holding from 05% to less than 10% of the total voting

shares are entitled to nominate 01 (one) candidate; from 10% to less than 30% are entitled to nominate a maximum of 02 (two) candidates; from 30% to less than 40% are entitled to nominate a maximum of 03 (three) candidates; from 40% to less than 50% are entitled to nominate a maximum of 04 (four) candidates; from 50% to less than 60% are entitled to nominate a maximum of 05 (five) candidates; from 60% to less than 70% are entitled to nominate a maximum of 06 (six) candidates; from 70% to 80% are entitled to nominate a maximum of 07 (seven) candidates; and from 80% to less than 90% are entitled to nominate a maximum of 08 (eight) candidates.

3. In case the number of Board of Directors candidates through nomination and self-nomination as stipulated in Clause 5, Article 115 of the Law on Enterprises is still insufficient, the incumbent Board of Directors shall nominate additional candidates in accordance with the Regulations on Corporate Governance and the Regulations on Operation of the Board of Directors. The nomination of additional candidates by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders votes to elect Members of the Board of Directors as prescribed by Law.
4. In case the number of candidates additionally nominated by the incumbent Board of Directors pursuant to Clause 3 of this Article is still insufficient, the Board of Directors shall disclose information regarding the insufficient number of Board of Directors candidates no later than 05 (five) working days before the opening date of the General Meeting of Shareholders. The Board of Directors shall organize nominations by other shareholders in accordance with the Company Charter, the Regulations on Corporate Governance, and the Regulations on Operation of the Board of Directors. The organization by the incumbent Board of Directors for other shareholders to nominate additional candidates must be clearly announced before the General Meeting of Shareholders votes to elect Members of the Board of Directors as prescribed by Law.
5. The organization of nominations by other shareholders shall be carried out as follows:
 - a) The Board of Directors shall announce the deadline, location, and method for receiving nomination or self-nomination dossiers on the Company's website and through information disclosure means as prescribed by Law;
 - b) Shareholders shall submit nomination or self-nomination dossiers within the announced deadline, and the dossiers must ensure completeness, truthfulness, and legality in accordance with the Law and the Company Charter;
6. The Board of Directors shall compile the list of eligible candidates and announce it clearly at or before the General Meeting of Shareholders. Members of the Board of Directors must meet the standards and conditions stipulated in Clause 1, Clause 2, Article 155 of the Law on Enterprises and the Company Charter.

Article 26. Composition and Term of Members of the Board of Directors

1. The number of Members of the Board of Directors shall range from 05 (five) to 08 (eight) members. The specific number of members of the Board of Directors at any given time shall be decided by the General Meeting of Shareholders. The term of office for a Member of the Board of Directors is 05 (five) years and they may be re-elected for an unlimited number of

terms. An individual may only be elected as an independent Member of the Board of Directors of Petrosetco for no more than 02 (two) consecutive terms. In case all Members of the Board of Directors conclude their term simultaneously, those members shall continue to serve as Members of the Board of Directors until new members are elected to replace them and take over the work.

2. The structure of the Board of Directors shall ensure the number of non-executive Members of the Board of Directors and independent Members of the Board of Directors complies with the provisions of prevailing Law.
3. Members of the Board of Directors must meet the following standards and conditions:
 - a) Ensuring compliance with the provisions of Article 155 of the Law on Enterprises;
 - b) A Member of the Board of Directors of the Company may concurrently serve as a Member of the Board of Directors or Member of the Members' Council in a maximum of 05 (five) other companies.
4. A Member of the Board of Directors shall cease to hold the status of Member of the Board of Directors if dismissed, removed, or replaced by the General Meeting of Shareholders in accordance with the provisions of Article 160 of the Law on Enterprises.
5. A Member of the Board of Directors who has submitted a letter of resignation or falls into cases where they are under criminal prosecution, in temporary detention, serving a prison sentence, serving administrative handling measures at a compulsory drug rehabilitation facility, compulsory education facility, or prohibited by the Court from holding a position, practicing a profession, or performing certain jobs, shall still exercise the rights and obligations of a Member of the Board of Directors until the dismissal/removal is approved by the General Meeting of Shareholders in accordance with the law and the Company Charter, except for the right to request the provision of information and documents as stipulated in Point s, Clause 2, Article 27 of the Company Charter, starting from the time the Board of Directors issues a Resolution approving the acceptance of the resignation letter or acknowledging the aforementioned legal status.
6. If a Member of the Board of Directors has restricted civil capacity, lost civil capacity, or has difficulty in perception and controlling behavior according to an effective Decision of a competent authority, all rights and obligations of that Member of the Board of Directors shall be temporarily suspended from the time the event occurs. However, the status of Member of the Board of Directors shall be maintained until dismissed by the General Meeting of Shareholders.
7. The appointment of a Member of the Board of Directors must be disclosed in accordance with the Law on information disclosure in the securities market.
8. A Member of the Board of Directors may not necessarily be a shareholder of the Company.

Article 27. Rights and Obligations of the Board of Directors

1. The Board of Directors is the management body of the Company, having full authority on behalf of the Company to make decisions, and exercise the rights and obligations of the

Company, except for the rights and obligations falling under the authority of the General Meeting of Shareholders.

2. The rights and obligations of the Board of Directors are stipulated by Law, the Company Charter, and the General Meeting of Shareholders. Specifically, the Board of Directors has the following powers and obligations:
 - a) Decision on the strategy, medium-term development plan, and annual business plan of Petrosetco, and the business lines of the Company's subsidiaries wholly owned by Petrosetco's charter capital;
 - b) Decision on investment transactions; purchase or sale or liquidation of Company assets valued from VND 200,000,000,000 up to less than 35% of the total asset value of the Company recorded in the latest reviewed/audited financial statements. The determination of the total asset value shall be based on the separate financial statements or the consolidated financial statements depending on the specific time, and shall be considered and decided on the principles of prudence, transparency, and for the highest benefit of the Company;
 - c) Approving purchase and sale transactions serving the Company's production, business, and operational activities, borrowing, lending, guarantee, mortgage, credit transactions, and other contracts involving assets valued at 35% or more of the total asset value of the Company recorded in the latest reviewed/audited financial statements, excluding contracts and transactions stipulated in Point d, Clause 2, Article 138 and Clause 3, Article 167 of the Law on Enterprises;
 - d) Decision on the organizational structure, internal management regulations of the Company, Decision on the establishment of Company's subsidiaries, branches, representative offices, and the contribution of capital or purchase of shares in other enterprises.
 - e) Proposing the class of shares and the total number of shares of each class authorized for offering;
 - f) Decision on selling unsold shares within the scope of the number of shares of each class authorized for offering; Decision on raising additional capital in other forms;
 - g) Decision on the selling price of Petrosetco's shares and bonds;
 - h) Proposing the dividend payout rate; Decision on the time limit and procedures for dividend payment or handling losses arising during business operations;
 - i) Proposing the reorganization or dissolution of the Company; requesting the bankruptcy of the Company;
 - j) Decision on the repurchase of shares as stipulated in Clause 1 and Clause 2, Article 133 of the Law on Enterprises;
 - k) Submitting the audited annual financial statements to the General Meeting of Shareholders;
 - l) Electing, dismissing, or removing the Chairman of the Board of Directors and Vice Chairmen of the Board of Directors (if any); appointing, dismissing, signing contracts, or terminating contracts with the General Director and other managers as stipulated by the

Company Charter; Decision on the salary, remuneration, bonuses, and other benefits of the General Director and other managers; appointing authorized representatives to participate in the Members' Council or the General Meeting of Shareholders in other Companies;

- m) Organizing the inspection and supervision of Petrosetco's General Director, Deputy General Directors, and Chief Accountant in performing their functions and duties according to the provisions of the Law on Enterprises and this Charter;
- n) Having the right to suspend the Decisions of the General Director that are contrary to the Resolution of the Board of Directors or the General Meeting of Shareholders;
- o) Organizing the inspection and supervision of the Members' Council or the Company President of single-member limited liability companies where Petrosetco holds 100% of the charter capital in performing the functions and duties assigned by the owner's representative according to the provisions of the Law on Enterprises;
- p) Exercising the rights and obligations of shareholders/contributing members towards Companies in which Petrosetco holds shares or capital contributions according to relevant legal provisions.
- q) Approving the agenda, content of documents serving the General Meeting of Shareholders, convening the General Meeting of Shareholders, or obtaining shareholders' written opinions for the General Meeting of Shareholders to pass a Resolution;
- r) Developing the Operating Regulations of the Board of Directors, the Regulations on Corporate Governance to be submitted to the General Meeting of Shareholders for approval; Decision on issuing the Operating Regulations of the Audit Committee under the Board of Directors, and the Company's Information Disclosure Regulations.
- s) Requesting the General Director, Deputy General Directors, and other managers in the Company to provide information and documents regarding the Company's financial situation and business activities. The requested managers must provide information and documents promptly, fully, and accurately upon the request of the Member of the Board of Directors. The procedures for requesting and providing information are specifically stipulated in the Regulations on Corporate Governance.
- t) Other rights and obligations as stipulated by the Law on Enterprises, the Law on Securities, other provisions of Law, the Company Charter, and the Regulations on Corporate Governance.

The Board of Directors must report the results of the activities of the Board of Directors to the General Meeting of Shareholders as prescribed by Law.

Article 28. Remuneration, bonuses, and other benefits of Members of the Board of Directors

1. The Company has the right to pay remuneration and bonuses to Members of the Board of Directors based on business results and efficiency. Job remuneration is calculated based on the number of working days necessary to complete the duties of the Member of the Board of Directors and the daily remuneration rate. The Board of Directors estimates the remuneration level for each member based on the majority principle. The total remuneration and bonuses of

the Board of Directors shall be decided by the General Meeting of Shareholders at the annual meeting.

2. The remuneration of each Member of the Board of Directors shall be included in the Company's business expenses in accordance with the Law on corporate income tax, presented as a separate item in the Company's annual financial statements, and must be reported to the General Meeting of Shareholders at the annual meeting.
3. Members of the Board of Directors holding executive positions or Members of the Board of Directors working in subcommittees of the Board of Directors or performing other tasks outside the normal scope of duties of a Member of the Board of Directors may be paid additional remuneration in the form of a lump-sum fee per instance, salary, commission, percentage of profit, or in other forms as decided by the Board of Directors.
4. Members of the Board of Directors shall be reimbursed for all travel, accommodation, food, and other reasonable expenses that they have incurred while performing their responsibilities as Members of the Board of Directors, including expenses arising from attending meetings of the General Meeting of Shareholders, the Board of Directors, or subcommittees of the Board of Directors.

Members of the Board of Directors may be purchased liability insurance by the Company after obtaining approval from the General Meeting of Shareholders. This insurance does not cover liabilities of Members of the Board of Directors related to violations of Law and the Company Charter.

Article 29. Chairman of the Board of Directors

1. The Chairman of the Board of Directors shall be elected, relieved from duty, or dismissed by the Board of Directors from among the Members of the Board of Directors.
2. The Chairman of the Board of Directors shall not concurrently hold the position of General Director.
3. The Chairman of the Board of Directors has the following rights and obligations:
 - a) Establishing the agenda and operational plan of the Board of Directors;
 - b) Preparing the agenda, content, and documents for the meeting; convening, presiding over, and acting as Chairperson of the Board of Directors meeting;
 - c) Organizing the adoption of Resolutions of the Board of Directors;
 - d) Organizing the monitoring and supervision of the implementation of the Resolutions of the Board of Directors;
 - e) Organizing the research and drafting of development strategies, medium-term plans, and investment projects whose scale falls under the Decision authority of the Board of Directors or which the Board of Directors submits to the General Meeting of Shareholders for approval.
 - f) Other rights and obligations as stipulated by the Law on Enterprises.
4. In case the Chairman of the Board of Directors is absent or unable to perform his/her duties, he/she must authorize in writing another Member of the Board of Directors to exercise the

rights and obligations of the Chairman of the Board of Directors. In case authorization is not carried out, or the Chairman of the Board of Directors is deceased, missing, held in temporary custody, serving a prison sentence, undergoing administrative handling measures at a compulsory detoxification facility, compulsory educational institution, having fled from residence, having restricted or lost civil capacity, having difficulty in perception or controlling behavior, or being prohibited by the Court from holding a position, practicing a profession, or performing a certain job, the remaining members shall elect one person from among them to hold the position of Chairman of the Board of Directors based on the principle that the majority of the remaining members approve, until a new Decision of the Board of Directors is issued.

Article 30. Meetings of the Board of Directors

1. The Chairman of the Board of Directors shall be elected at the first meeting of the Board of Directors within 07 (seven) working days from the date the election concludes. This meeting shall be convened and presided over by the member with the highest number of votes or the highest percentage of votes. in case there is more than one member with the highest and equal number of votes or percentage of votes, the members shall vote based on the majority principle to select 01 (one) person among them to convene the meeting of the Board of Directors.
2. The Board of Directors must meet at least 01 (one) time per quarter and may hold extraordinary meetings.
3. The Chairman of the Board of Directors shall convene a meeting or seek written opinions from Members of the Board of Directors in the following cases:
 - a) Upon request of an independent Member of the Board of Directors;
 - b) Upon request of the General Director or at least 05 (five) other managers;
 - c) Upon request of at least 02 (two) Members of the Board of Directors;
 - d) Other cases when deemed necessary.
4. The request stipulated in Clause 3 of this Article must be made in writing, clearly stating the purpose, the issues requiring discussion, and the Decision falling under the authority of the Board of Directors.
5. The Chairman of the Board of Directors must send a notice of meeting invitation to the Members of the Board of Directors within 07 (seven) working days from the date the Company receives the request stipulated in Points a, b, c, Clause 3 of this Article, and no later than 03 (three) working days before the date of the meeting. The meeting of the Board of Directors must be held no later than 15 (fifteen) working days from the date the Company receives the request. If the Chairman of the Board of Directors fails to convene the meeting of the Board of Directors as requested, he/she shall be responsible for any damages incurred by the Company; the requesting party shall have the right to replace the Chairman of the Board of Directors in convening the meeting of the Board of Directors, following a convening procedure similar to that when the Chairman of the Board of Directors convenes upon request. For the case stipulated in Point d, Clause 3 of this Article, the Chairman of the Board of Directors must send the notice of meeting invitation within a reasonable timeframe based on the principle of the highest interests of the Company.

6. The notice of meeting invitation must specify the time and venue, the form of the meeting, the agenda, the issues for discussion, and the Decision. The notice of meeting invitation must be accompanied by documents to be used at the meeting and the member's voting slip (if any).

The notice of meeting invitation of the Board of Directors may be sent by invitation letter, fax, electronic means, or other written methods, ensuring delivery to the registered contact address of each Member of the Board of Directors at the Company.

7. A meeting of the Board of Directors shall be conducted when 3/4 (three-quarters) or more of the total number of members attend. If the meeting convened pursuant to this Article does not have the required number of attending members, the Chairman of the Board of Directors must send a second notice of meeting to the Member of the Board of Directors within 07 (seven) days from the date the first meeting failed. The meeting of the Board of Directors must be held no later than 10 (ten) days from the date originally scheduled for the first meeting. In this case, the meeting shall be conducted if more than half of the Member of the Board of Directors attend.
8. Meetings of the Board of Directors may be held online, ensuring the full participation, discussion, and voting of the members. The order and procedures for organizing the meeting are stipulated in the Regulations on Corporate Governance and the Regulations on Operation of the Board of Directors.
9. The Board of Directors adopts a Resolution by voting at the meeting or by written opinion. Each Member of the Board of Directors has one vote. A Member of the Board of Directors shall be deemed to have attended and voted at the meeting in the following cases:
 - a) Attending and voting directly at the meeting;
 - b) Authorizing another person to attend and vote as stipulated in Clause 11 of this Article;
 - c) Attending and voting via online conference, electronic ballot, or other electronic means;
 - d) Sending the ballot to the meeting via mail, fax, or email;
 - e) Sending the ballot by other means as prescribed by Law (if any).
10. In case of sending the ballot to the meeting via mail, the ballot must be placed in a sealed envelope and must be delivered to the Company no later than 01 (one) hour before the meeting commences. The ballot shall only be opened in the presence of all attendees.
11. Members must fully attend the meetings of the Board of Directors. A Member may authorize another Member of the Board of Directors or another person who is not a Member of the Board of Directors (if approved by the majority of the Member of the Board of Directors) to attend and vote.
12. A Resolution of the Board of Directors shall be adopted if approved by the majority of the attending members; in case of a tie vote, the final Decision belongs to the side supported by the opinion of the Chairman of the Board of Directors.

Article 31. Sub-committees under the Board of Directors

1. When deemed necessary, the Board of Directors may establish sub-committees responsible for development policy, personnel, remuneration, internal audit, and risk management. The

number of members of the sub-committee shall be determined by the Board of Directors, including Member of the Board of Directors and external members. Independent Member of the Board of Directors/non-executive Member of the Board of Directors should constitute the majority in the sub-committee, and one of these members shall be appointed as the Head of the sub-committee pursuant to the Decision of the Board of Directors. The operation of the sub-committee must comply with the regulations of the Board of Directors. A Resolution of the sub-committee shall only be effective when approved by the majority of members attending and voting at the sub-committee meeting.

2. The implementation of a Decision of the Board of Directors, or of a sub-committee under the Board of Directors, must comply with current legal regulations and the provisions in the Company Charter and the Regulations on Corporate Governance.

Article 32. Corporate Governance Officer

1. The Board of Directors of the Company must appoint at least 01 (one) Corporate Governance Officer to support Corporate Governance activities within the enterprise. The Corporate Governance Officer may concurrently serve as the Company Secretary as stipulated by the Law on Enterprises.
2. The Corporate Governance Officer must meet the following standards:
 - a) Possess knowledge of the Law;
 - b) Must not simultaneously work for the independent auditing company that is auditing Petrosetco's financial statements;
 - c) Other standards as stipulated by the Law and Resolution of the Board of Directors.
3. The Corporate Governance Officer has the following rights and obligations:
 - a) Advise the Board of Directors on organizing the General Meeting of Shareholders meeting as stipulated and on related matters between the Company and the shareholders;
 - b) Advise, prepare for, and attend meetings of the Board of Directors and the General Meeting of Shareholders at the request of the Board of Directors;
 - c) Advise on the procedures for establishing Resolutions of the Board of Directors in accordance with the provisions of the Law;
 - d) Provide financial information, copies of the minutes of the Board of Directors meetings, and other information to the Member of the Board of Directors;
 - e) Monitor and report to the Board of Directors regarding the Company's information disclosure activities;
 - f) Serve as the focal point for communication with relevant stakeholders;
 - g) Maintain confidentiality of information in accordance with the provisions of the Law and the Company Charter;
 - h) Other rights and obligations as stipulated by the Law and this Charter.

CHAPTER VIII. GENERAL DIRECTOR, OTHER EXECUTIVES AND COMPANY SECRETARY

Article 33. Organization of the Management Apparatus

Petrosetco's management system must ensure that the management apparatus is responsible to the Board of Directors and is subject to the supervision and direction of the Board of Directors in Petrosetco's daily business operations. Petrosetco shall have one General Director, Deputy General Directors, and one Chief Accountant appointed by the Board of Directors. The appointment, relief from duty, or dismissal of the aforementioned titles must be approved by a Resolution of the Board of Directors.

Article 34. Enterprise Executives

1. Upon the proposal of the General Director and with the approval of the Board of Directors, the Company may recruit other enterprise executives with the number and standards appropriate to the organizational structure and operational scale. Enterprise executives must be responsible for assisting the Company in achieving the objectives set forth in its operations and organization.
2. The General Director shall be paid salary and bonuses. The salary and bonuses of the General Director shall be determined by the Board of Directors.
3. The salaries of enterprise executives shall be accounted for as the Company's business expenses in accordance with the provisions of the Law on corporate income tax, shall be presented as a separate item in the Company's annual Financial Statements, and must be reported to the General Meeting of Shareholders at the annual meeting.

Article 35. Appointment, Relief from Duty, Rights and Obligations of the General Director

1. The Board of Directors shall appoint one (01) Member of the Board of Directors or hire another person to serve as General Director.
2. The General Director is the person who manages the daily business operations of Petrosetco; is subject to the supervision of the Board of Directors; reports on Petrosetco's Operating Results and is responsible to the Board of Directors and before the Law for the exercise of the assigned rights and obligations.
3. The term of office of the General Director shall not exceed 05 (five) years and the General Director may be re-appointed for an unlimited number of terms. The General Director must meet the standards and conditions stipulated by the Law.
4. The General Director shall have the following rights and obligations:
 - a) Deciding and organizing the implementation of matters related to the Company's daily production and business activities that do not fall under the authority of the Board of Directors and the General Meeting of Shareholders, including but not limited to deciding and implementing the specific terms and conditions of contracts, agreements, documents related to contracts/transactions, including agreements to amend, supplement, terminate, or replace contracts/transactions (if any), and organizing and managing the Company's production and business activities in accordance with the law, the Company Charter, and good governance practices.

- b) Proposing the organizational structure plan and the Company's internal management regulations;
 - c) Proposing the number and the management and executive positions for the Board of Directors to appoint or dismiss when necessary, and advising the Board of Directors on deciding the salary, remuneration, and other benefits for these positions;
 - d) Appointing, dismissing, signing/terminating labor contracts, and deciding salaries and other benefits for employees within Petrosetco, except for the positions under the authority of the Board of Directors;
 - e) Organizing the implementation of the Resolutions of the Board of Directors and the General Meeting of Shareholders;
 - f) Organizing the preparation and submission of the business plan for the subsequent fiscal year to the Board of Directors for approval, based on ensuring the requirements regarding the annual budget and financial plan;
 - g) Proposing the plan for dividend payment or handling business losses;
 - h) Deciding on investment transactions; purchase, sale, or liquidation of the Company's assets valued at less than VND 200,000,000,000;
 - i) Deciding on purchase and sale transactions serving the Company's production, business, and operational activities, borrowing, lending, guarantee, mortgage, credit transactions, and other contracts valued at less than 35% of the Company's total asset value recorded in the most recent reviewed/audited financial statements, excluding contracts and transactions stipulated in Article 167 of the Law on Enterprises. The determination of the total asset value shall be based on the separate financial statements or the consolidated financial statements depending on the specific time, and shall be considered and decided on the principles of prudence, transparency, and for the highest benefit of the Company;
 - j) Other rights and obligations as stipulated by Law, the Charter, the Regulations on Corporate Governance, Resolutions of the Board of Directors, and the General Meeting of Shareholders.
5. The General Director shall be dismissed before the expiration of the term in the following cases:
- a) Allowing Petrosetco to incur losses for two consecutive years or to be in a situation of alternating losses and profits that cannot be remedied.
 - b) Allowing Petrosetco to fall into a state of insolvency;
 - c) Failing to complete the tasks or indicators assigned by the Board of Directors; repeatedly violating the Resolutions of the Board of Directors or Petrosetco's regulations;
 - d) Being dishonest in exercising powers or abusing position and authority to gain benefits for themselves or others; untruthfully reporting Petrosetco's financial situation.
6. The General Director shall be relieved of duty in the following cases:
- a) Being deceased or having restricted civil act capacity;

- b) Being convicted by a court through a legally effective judgment or Decision.
- c) Voluntarily resigning and being accepted in writing by the Board of Directors in accordance with legal procedures;
- d) Upon receiving a Decision on reassignment, retirement, or being assigned another job.

Article 36. Company Secretary

When deemed necessary, the Board of Directors shall issue a Decision to appoint one (01) or more persons as the Company Secretary with a term of office according to the Resolution of the Board of Directors. The Board of Directors may relieve the Company Secretary of duty or dismiss the Company Secretary when necessary. The Company Secretary shall have the following rights and obligations:

- a) Assist in organizing the convening of the General Meeting of Shareholders and the Board of Directors; record the minutes of meetings;
- b) Assist Members of the Board of Directors in exercising their assigned rights and obligations;
- c) Assist the Board of Directors in applying and implementing Corporate Governance principles;
- d) Assist the Company in building shareholder relations and protecting the lawful rights and interests of shareholders; compliance with obligations regarding information provision, information disclosure, and administrative procedures;
- e) The Company Secretary is responsible for maintaining information confidentiality in accordance with the provisions of Law and the Company's internal management regulations.

CHAPTER IX. AUDIT COMMITTEE UNDER THE BOARD OF DIRECTORS

Article 37. Nomination of Audit Committee Members

The Chairman of the Audit Committee and other members of the Audit Committee shall be nominated by the Board of Directors and must be approved at a meeting of the Board of Directors. Members of the Audit Committee shall not be enterprise executives.

Article 38. Composition of the Audit Committee

1. The Audit Committee shall have 02 or more members. The Chairman of the Audit Committee must be an independent Member of the Board of Directors. Other members of the Audit Committee must be non-executive Members of the Board of Directors.
2. Audit Committee Members must have knowledge of accounting and auditing, a general understanding of the Law and the Company's operations, and must not fall into the following cases:
 - a) Working in the Company's accounting or finance department;
 - b) Being a member or employee of an approved auditing organization that performed the audit of the Company's financial statements during the 03 (three) consecutive years immediately preceding.
3. The Chairman of the Audit Committee must hold a university degree or higher in one of the following majors: economics, finance, accounting, auditing, law, or business administration.

Article 39. Rights and Obligations of the Audit Committee

The Audit Committee shall have the rights and obligations stipulated in the Law on Enterprises and the following rights and obligations:

1. Shall have the right to access documents related to Petrosetco's operational status, and to communicate with other Members of the Board of Directors, the General Director, the Chief Accountant, and other management personnel to gather information serving the operations of the Audit Committee.
2. Shall have the right to request representatives of the approved auditing organization to attend and answer questions related to the audited financial statements at the meetings of the Audit Committee.
3. Utilize legal, accounting, or other consulting services when necessary.
4. Develop and submit risk management policies to the Board of Directors; propose solutions to the Board of Directors for handling risks arising from the Company's operations.
5. Prepare a written report to the Board of Directors upon discovering that a Member of the Board of Directors, the General Director, or other managers fail to fully and/or properly perform their responsibilities as stipulated in the Law on Enterprises and the Company Charter.
6. Develop, amend, supplement the Operating Regulation of the Audit Committee and submit it to the Board of Directors for approval.
7. Report to the General Meeting of Shareholders in accordance with the provisions of Law.
8. Other rights and obligations as stipulated in the Operating Regulations of the Audit Committee.

Article 40. Meetings of the Audit Committee

1. The Audit Committee must meet at least 02 times per year. The minutes of the meeting must be prepared in detail, clearly, and fully retained. The minute-taker and the Audit Committee members attending the meeting must sign the minutes of the meeting.
2. The Audit Committee adopts Decisions by voting at meetings, obtaining written opinions, or other forms as stipulated by the Audit Committee's Operating Regulations. Each member of the Audit Committee has one vote. Decisions of the Audit Committee shall be adopted if approved by a majority of the attending members; in case of a tie vote, the final decision shall belong to the side supported by the opinion of the Chairman of the Audit Committee.

Article 41. Remuneration, Bonuses, Allowances, and Other Benefits of Members of the Audit Committee

The remuneration, bonuses, allowances, and other benefits of the members of the Audit Committee shall be implemented similarly according to the provisions in Article 28 of this Charter and comply with the provisions of Law.

CHAPTER X. RESPONSIBILITIES OF MEMBERS OF THE BOARD OF DIRECTORS, GENERAL DIRECTOR, AND OTHER EXECUTIVES

Members of the Board of Directors, the General Director, and other executives are responsible for performing their duties, including those as members of the Board of Directors' subcommittees, honestly, prudently, and for the benefit of the Company.

Article 42. Duty of Honesty and Avoidance of Conflicts of Interest

1. Members of the Board of Directors, the General Director, and other managers must disclose relevant interests in accordance with the provisions of the Law on Enterprises and related legal documents.
2. Members of the Board of Directors, the General Director, other executives, and their affiliated persons may only use information obtained from their position or employment status to serve the interests of the Company, and shall not use or disclose inside information in any form for personal gain or for the benefit of other organizations or individuals, nor execute related transactions based on such inside information.
3. Members of the Board of Directors, the General Director, and other executives are obligated to notify the Board of Directors in writing of transactions between Petrosetco, Company's subsidiaries, or other companies controlled by Petrosetco holding 50% or more of the charter capital, and that specific person or their affiliated persons, in accordance with the provisions of Law.
4. A Member of the Board of Directors shall not vote on a transaction that brings benefits to that member or their affiliated persons.
5. Transactions between Petrosetco and one or more Members of the Board of Directors, the General Director, other executives, and individuals or organizations affiliated with these persons shall not be invalidated in the following cases:
 - a) For transactions valued at less than or equal to 35% of the total asset value recorded in the most recent reviewed/audited financial statements, the important content of the contract or transaction, as well as the relationships and interests of the Member of the Board of Directors, the General Director, and other managers, must have been reported to the Board of Directors and approved by the Board of Directors by a majority vote of the Members of the Board of Directors who have no related interests;
 - b) For transactions valued at 35% or more, or transactions that result in the value of transactions arising within 12 (twelve) months from the date of the first transaction reaching 35% or more of the total asset value recorded in the most recent reviewed/audited financial statements, the important content of this transaction, as well as the relationships and interests of the Member of the Board of Directors, the General Director, and other executives, must have been disclosed to the shareholders and approved by the General Meeting of Shareholders by the votes of shareholders who have no related interests.

Contracts and transactions involving loans or sales of assets valued at more than 10% of the total asset value recorded in the most recent reviewed/audited financial statements between the Company and a shareholder owning 51% or more of the total voting shares or

affiliated persons of such shareholder must be disclosed to the shareholders and approved by the General Meeting of Shareholders through the votes of non-interested shareholders.

Article 43. Liability for Damages and Indemnification

1. A Member of the Board of Directors, General Director, and other executive officers who violate the duty of honesty and prudence, or fail to fulfill their obligations, shall be liable for the damages caused by their violations.
2. Petrosetco shall indemnify persons who were, are, or may become a party to any claims, suits, or prosecutions (including civil, administrative matters, and excluding lawsuits initiated by the Company as the plaintiff) if such person was or is a Member of the Board of Directors, General Director, other executive officer, employee, or authorized representative of the Company who was or is performing duties authorized by the Company, acting honestly and prudently, in the best interest of the Company, based on compliance with the law, and provided there is no evidence confirming that such person violated their responsibilities.
3. Indemnification costs include judgment costs, fines, and actual expenses incurred (including attorney fees) when resolving these matters within the scope permitted by law. The Company may purchase insurance for these individuals to avoid the aforementioned indemnification liabilities.

CHAPTER XI. RIGHT TO INSPECT COMPANY BOOKS AND RECORDS

Article 44. Right to Inspect Books and Records

1. Ordinary shareholders have the right to inspect books and records, specifically as follows:
 - a) Ordinary shareholders have the right to review, inspect, and extract information regarding the names and contact addresses in the list of voting shareholders; request correction of their inaccurate information; review, inspect, extract, or copy the company charter, minutes of meetings, and Resolution of the General Meeting of Shareholders;
 - b) A shareholder or group of shareholders owning 05% or more of the total ordinary shares has the right to review, inspect, and extract the minute book and Resolution of the Board of Directors, semi-annual and annual Financial Statements, contracts, transactions requiring approval by the Board of Directors, and other documents, excluding documents related to Petrosetco's business secrets.
2. If an authorized representative of a shareholder or group of shareholders requests to inspect books and records, the request must be accompanied by the original or a certified copy of the power of attorney from the shareholder or group of shareholders whom that person represents.
3. A Member of the Board of Directors, General Director, and other executive officers have the right to inspect the Company's shareholder register, shareholder list, and other books and records of the Company for purposes related to their position, provided that such information must be kept confidential.
4. The Company must retain this Charter and its amendments and supplements, the Business Registration Certificate, regulations, documents proving asset ownership, Resolution of the General Meeting of Shareholders and the Board of Directors, minutes of the General Meeting of Shareholders and the Board of Directors, reports of the Board of Directors, annual financial

statements, accounting books, and other documents as prescribed by Law at the head office or another location as determined by the Company's Decision.

5. The Company Charter must be published on Petrosetco's electronic information page.

CHAPTER XII. EMPLOYEES AND TRADE UNION

Article 45. Employees and Trade Union

1. The General Director shall report annually to the Board of Directors on matters related to employees and enterprise managers.
2. The General Director shall report annually to the Board of Directors on matters related to Petrosetco's relationship with trade union organizations in accordance with the best management standards, practices, and policies, and the practices and policies stipulated in this Charter, the Company's regulations, and current provisions of Law.

CHAPTER XIII. PROFIT DISTRIBUTION

Article 46. Profit Distribution

1. The General Meeting of Shareholders shall decide the annual dividend payment rate and form of dividend payment from the Company's retained earnings.
2. The Board of Directors may decide to pay interim dividends if it deems that such payment is consistent with the Company's profitability.
3. The Company shall not pay interest on dividend payments or payments related to a class of shares.
4. The Board of Directors may propose that the General Meeting of Shareholders approve the payment of all or part of the dividends in shares, and the Board of Directors shall be the body implementing this Resolution.
5. In case dividends or other amounts related to a class of shares are paid in cash, the Company must pay in Vietnamese Dong (VND). The payment may be made directly or through banks based on the bank account details provided by the shareholder. If the Company has made the transfer strictly according to the bank details provided by the shareholder but the shareholder does not receive the money, the Company shall not be responsible for the amount transferred to that shareholder. Dividend payments for shares registered for trading on the Stock Exchange may be processed through a securities company or the Vietnam Securities Depository and Clearing Corporation.
6. Pursuant to the Law on Enterprises and the Law on Securities, the Board of Directors shall adopt a Resolution specifying a particular date for closing the list of shareholders. Based on that date, shareholders whose names appear on the shareholder list on the closing date shall be entitled to receive dividends in cash or shares, notices, or other documents.
7. Other matters related to profit distribution shall be implemented in accordance with the provisions of Law.

CHAPTER XIV. BANK ACCOUNTS, FISCAL YEAR, AND ACCOUNTING REGIME

Article 47. Bank Accounts

1. Petrosetco may open accounts in VND or foreign currency at banks, financial institutions, and credit institutions in accordance with the provisions of Law.
2. Subject to prior approval from the competent authority, Petrosetco may open bank accounts abroad, if necessary, in accordance with the provisions of Law.
3. Petrosetco may conduct payments and accounting transactions through its Vietnamese currency or foreign currency accounts at the banks where Petrosetco maintains accounts.

Article 48. Fiscal Year

The Company's fiscal year shall commence on the first day of January and end on the 31st day of December annually.

Article 49. Accounting Regime

1. The accounting regime used by the Company shall be the enterprise accounting regime or a specific accounting regime issued and approved by the competent authority.
2. Petrosetco shall prepare accounting books in Vietnamese and maintain accounting records in accordance with the Law on Accounting and relevant laws. These records must be accurate, up-to-date, systematic, and sufficient to evidence and explain the Company's transactions.
3. Petrosetco shall use Vietnamese Dong as the accounting currency unit. If the Company has economic transactions primarily arising in a foreign currency, it may choose that foreign currency as the accounting currency unit, bear responsibility for that choice under the Law, and notify the direct tax administration authority.

CHAPTER XV. FINANCIAL STATEMENTS, ANNUAL REPORT AND RESPONSIBILITY FOR INFORMATION DISCLOSURE

Article 50. Annual, Semi-annual and Quarterly Financial Statements

1. The Company must prepare and disclose audited annual financial statements in accordance with the Law on information disclosure in the securities market and submit them to the competent state authority.
2. The annual financial statements must fully include reports, appendices, and explanatory notes in accordance with the Law on enterprise accounting. The annual financial statements must truthfully and objectively reflect the Company's operational status.
3. The Company must prepare and disclose reviewed semi-annual financial statements and quarterly financial statements in accordance with the Law on information disclosure in the securities market and submit them to the competent state authority.

Article 51. Annual Report

The Company must prepare and disclose the Annual Report in accordance with the provisions of the Law on securities and the securities market.

CHAPTER XVI. COMPANY AUDIT

Article 52. Audit

1. The General Meeting of Shareholders shall designate an independent auditing firm or approve a list of independent auditing firms and authorize the Board of Directors to decide on selecting one of these firms to conduct the audit of the Company's financial statements for the subsequent fiscal year.
2. The audit report shall be attached to the Company's annual financial statements.
3. The independent auditor conducting the audit of the Company's financial statements is entitled to attend the meetings of the General Meeting of Shareholders, receive notices and other information related to the meeting of the General Meeting of Shareholders, and express opinions at the meeting on matters related to the audit of the Company's financial statements.

CHAPTER XVII. ENTERPRISE SEAL

Article 53. Enterprise Seal

1. The seal includes a seal made at a seal engraving establishment or a seal in the form of a digital signature in accordance with the Law on electronic transactions.
2. The Board of Directors shall decide on the type, quantity, form, and content of the seal of the Company, its branches, and representative offices (if any).
3. The Board of Directors and the General Director shall use and manage the seal in accordance with prevailing Law.

CHAPTER XVIII. COMPANY DISSOLUTION

Article 54. Company Dissolution

1. The Company may be dissolved in the following cases:
 - a) Pursuant to a Resolution of the General Meeting of Shareholders;
 - b) Having its Business Registration Certificate revoked, unless otherwise the Law on Tax Administration stipulates;
 - c) Other cases prescribed by Law.
2. The dissolution of the Company before the expiration of its term shall be decided by the General Meeting of Shareholders and implemented by the Board of Directors. This Decision on dissolution must be notified to or approved by the competent authority (if mandatory) as prescribed.

Article 55. Liquidation

1. After the Decision on the dissolution of the Company is issued, the Board of Directors must establish a Liquidation Committee, whose number and composition shall be determined by the Board of Directors, ensuring at least 01 (one) member is selected from an independent auditing firm. The Liquidation Committee shall prepare its operating regulations. All costs related to the liquidation shall be prioritized by the Company for payment before other debts of the Company.

2. Proceeds from the liquidation shall be paid in the following order:
 - a) Liquidation costs;
 - b) Debts for salaries, severance allowances, social insurance, and other benefits of employees according to the collective labor agreement and signed labor contracts;
 - c) Tax debts;
 - d) Other debts of the Company;
 - e) The remainder after all debts from items (a) to (d) above have been paid shall be distributed to the shareholders. Preferred shares shall be prioritized for payment first.

CHAPTER XIX. INTERNAL DISPUTE RESOLUTION

Article 56. Internal Dispute Resolution

1. In case disputes or complaints arise related to the Company's operations, the rights and obligations of shareholders as stipulated in the Law on Enterprises, the Company Charter, other legal provisions, or agreements between:

- a) Shareholders and the Company;
- b) Shareholders and the Board of Directors, General Director, or other executives;

The relevant parties shall endeavor to resolve such disputes through negotiation and conciliation. Except for disputes related to the Board of Directors or the Chairman of the Board of Directors, the Chairman of the Board of Directors shall preside over the dispute resolution and request each party to present information related to the dispute within 30 (thirty) working days from the date the dispute arises. In case the dispute relates to the Board of Directors or the Chairman of the Board of Directors, any party may request the appointment of an independent expert to act as a conciliator for the dispute resolution process.

2. If a conciliation decision is not reached within 30 (thirty) days from the commencement of the conciliation process, or if the Decision of the conciliator is not accepted by the parties, a party may submit the dispute to Arbitration or Court.
3. The parties shall bear their own costs related to the negotiation and conciliation procedures. The payment of Court costs shall be carried out according to the Court's judgment.

CHAPTER XX. AMENDMENTS AND SUPPLEMENTS TO THE CHARTER

Article 57. Company Charter

1. The amendment and supplementation of this Charter must be considered and decided by the General Meeting of Shareholders.
2. In case the Law contains provisions related to the Company's operations that are not mentioned in this Charter, or in case there are new legal provisions different from the terms in this Charter, those legal provisions shall apply to govern the Company's operations.

CHAPTER XXI. EFFECTIVE DATE

Article 58. Effective Date

- 1. This Charter was adopted by the General Meeting of Shareholders of Petrovietnam General Services Corporation on, 2026.
- 2. The Charter is made into 02 original copies, having the same validity, and must be kept at the Company's head office.
- 3. This Charter is the sole and official Charter of the Company.
- 4. Copies or excerpts of the Company Charter are valid when bearing the signature of the Chairman of the Board of Directors or the legal representative.

Name, signature of the legal representative

DRAFT

PROPOSAL

Ref. Approval of the amendment of the Internal Regulations on Corporate Governance

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation,

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval the amendments to the Internal Regulations on Corporate Governance in accordance with the draft attached to this Proposal.

Respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

CHAIRMAN

Phung Tuan Ha

**REGULATIONS ON CORPORATE
GOVERNANCE**

**PETROVIETNAM GENERAL SERVICES
CORPORATION**

Ho Chi Minh City, , 2026

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CHAPTER I: GENERAL PROVISIONS

Article 1. Scope and subjects of application

1. These Regulations stipulate the roles, rights, and obligations of the General Meeting of Shareholders, the Board of Directors, and the General Director; the sequence and procedures for the General Meeting of Shareholders; nomination, candidacy, election, dismissal, and removal of members of the Board of Directors, the General Director, and other activities in accordance with the Company Charter and other applicable legal regulations.
2. Subjects of application: These Regulations apply to members of the Board of Directors, the Audit Committee, the General Director, and affiliated persons mentioned in these Regulations.

Article 2. Interpretation of terms and abbreviations

1. In these Regulations, the following terms are understood as follows:
 - a) **“Charter capital”** is the total par value of shares sold or registered for purchase upon the establishment of the joint-stock company and in accordance with Article 6 of the Company Charter.
 - b) **“Law on Enterprises”** is the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 17 June 2020, its implementing documents, and any amending, supplementing, or replacing documents (if any).
 - c) **“Law on Securities”** is the Securities Law No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 26 November 2019, its implementing documents, and any amending, supplementing, or replacing documents (if any).
 - d) **“Executive”** is the General Director, Deputy General Directors, Chief Accountant, and other executives appointed by the Board of Directors.
 - e) **“Manager”** is a person managing the Company, including the Chairman of the Board of Directors, members of the Board of Directors, General Director, Deputy General Directors, Chief Accountant of the Company, and other management positions in the Company appointed by the Board of Directors.
 - f) **“Affiliated persons”** are individuals and organizations as defined in Clause 46, Article 4 of the Securities Law.
 - g) **“Shareholder”** is an individual or organization owning at least one share of the Company.
 - h) **“Major shareholders”** are shareholders owning 5% or more of the voting shares of an issuing organization;
 - i) **“The Stock Exchange”** is the Vietnam Stock Exchange and its subsidiaries.
 - j) **“Non-executive member of the Board of Directors”** is a member of the Board of Directors who is not the General Director, Deputy General Director, Chief Accountant, or other executive positions appointed by the Board of Directors in accordance with the Company Charter.

- k) **“Shareholder Eligibility Verification Committee”** is the department responsible for determining the conditions for holding the General Meeting of Shareholders in accordance with the law and the Company Charter.
 - l) **“Company”** is Petrovietnam General Services Corporation.
 - m) **“General Meeting”** is the General Meeting of Shareholders.
 - n) **“Online General Meeting”** is a form of organizing the General Meeting of Shareholders using electronic means to transmit images and sound via the internet, allowing shareholders in different locations to follow the proceedings of the meeting, discuss, and vote on meeting issues.
 - o) **“Electronic voting”** is the act of shareholders voting through the Electronic voting system as stipulated in these Regulations.
 - p) **“Username and password”** include the “username” and “password” information uniquely issued by the Company to each shareholder.
 - q) **“Contact address”** is the registered head office address for organizations; the permanent residence address, workplace, or other address of an individual that they have registered with the Company as their contact address.
 - r) **“Trade secret” or “Business secret”** refers to information, including formulas, patterns, compiled documents, programs, devices, methods, techniques, or processes that (i) have independent economic value and competitive advantage, whether actual or potential, because they are not widely known or easily determined by others through legal methods to obtain economic value from disclosing or using that information; (ii) are subject to reasonable security measures under specific circumstances to maintain confidentiality, including but not limited to financial factors; contracts, cooperation agreements, and other documents that the Company signs with suppliers, customers, and business partners; strategies, technology, know-how; business reports, analyses, research, etc. Information identified as a Trade secret or Business secret is decided by the Board of Directors from time to time.
 - s) **“Working day”** refers to days from Monday to Friday, excluding public holidays, Tet holidays, or other holidays as prescribed by the laws of Vietnam.
2. In these Regulations, references to one or more other regulations or documents include any amendments, supplements, or replacement documents.
 3. The headings (Chapters, Sections, Articles of these Regulations) are used for convenience in understanding the content and do not affect the content of these Regulations.
 4. Words or terms defined in the Law on Enterprises, Securities Law, and Charter (if not contradictory to the subject or context) shall have similar meanings in these Regulations.

CHAPTER II: GENERAL MEETING OF SHAREHOLDERS

PART I. REGULATIONS FOR THE GENERAL MEETING OF SHAREHOLDERS TO PASS RESOLUTIONS BY VOTING AT THE GENERAL MEETING OF SHAREHOLDERS (IN-PERSON, ONLINE, IN-PERSON COMBINED WITH ONLINE)

SECTION 1: GENERAL PROVISIONS

Article 3. Roles, rights, and obligations of the General Meeting of Shareholders

The roles, rights, and obligations of the General Meeting of Shareholders are stipulated according to the Law on Enterprises, the Securities Law, and the Company Charter.

Article 4. Authority to convene the General Meeting of Shareholders

The authority to convene the General Meeting of Shareholders is exercised in accordance with Article 14 of the Company Charter.

Article 5. Personnel of the General Meeting of Shareholders

1. Chairperson and Meeting Presidium:

- a) The determination of the Chairperson of the General Meeting of Shareholders is carried out in accordance with Article 20 of the Company Charter, including the rights and responsibilities of the Chairperson of the General Meeting of Shareholders.
- b) The General Meeting of Shareholders elects one or more persons to the Meeting Presidium at the proposal of the Chairperson.
- c) Duties of the Meeting Presidium:
 - Directing the activities of the Company's General Meeting of Shareholders according to the meeting agenda approved by the General Meeting of Shareholders;
 - Guiding shareholders or authorized representatives of shareholders and the General Meeting of Shareholders to discuss the contents included in the meeting agenda;
 - Presenting drafts and concluding necessary issues for Shareholders or authorized representatives of shareholders to vote on;
 - Answering issues raised by shareholders and/or legal representatives of shareholders;
 - Resolving issues arising throughout the General Meeting.

2. Secretary:

- a) The Chairperson appoints one or more persons to act as Secretary;
- b) Duties of the Secretary:
 - Recording the meeting content fully and truthfully;
 - Receiving statements from shareholders or authorized representatives of shareholders;
 - Preparing Meeting Minutes and drafting Resolutions of the General Meeting of Shareholders;

- Other duties as requested by the Chairperson.
3. Vote Counting Committee:
- a) The General Meeting of Shareholders shall elect one or more persons to the Vote Counting Committee upon the proposal of the Chairperson of the meeting.
 - b) Duties of the Vote Counting Committee:
 - Disseminate principles, regulations, and instructions on voting/election procedures.
 - Check and record voting/election ballots, prepare vote counting minutes, and announce voting/election results.
 - Promptly notify the Secretary of the voting results.
 - Review and report to the General Meeting of Shareholders any violations of voting/election regulations or coordinate with the Board of Directors to resolve complaints related to voting/election results in accordance with regulations.
4. Delegate Eligibility Verification Committee:
- a) The person convening the General Meeting of Shareholders in accordance with Article 14 of the Company Charter shall appoint one or more persons to participate in the Delegate Eligibility Verification Committee to support the meeting. The Delegate Eligibility Verification Committee shall consist of at least 02 persons, including 01 Head and at least 01 member.
 - b) Duties of the Delegate Eligibility Verification Committee:
 - Verify the eligibility and status of shareholders and legal representatives of shareholders attending the meeting.
 - The Head of the Delegate Eligibility Verification Committee shall report to the General Meeting of Shareholders on the status of shareholders attending the meeting. If the meeting has a sufficient number of shareholders or authorized representatives of shareholders entitled to attend, representing the appropriate percentage of the total voting shares for each meeting as prescribed, the General Meeting of Shareholders of the Company shall be conducted.
 - Participate in vote counting for other matters before the establishment of the Vote Counting Committee.

Article 6. Prepare a list of shareholders entitled to attend the meeting and provide notice regarding the closing of the list of shareholders entitled to attend the General Meeting of Shareholders.

1. The Company must disclose information regarding the preparation of the list of shareholders entitled to attend the General Meeting of Shareholders at least 20 (twenty) days before the record date.
2. The Company shall perform the procedures for preparing the list of shareholders and related procedures in accordance with the Regulations on exercising rights of the Vietnam Securities Depository and Clearing Corporation.

Article 7. Notice of invitation to the General Meeting of Shareholders

1. The person convening the General Meeting of Shareholders must send a notice of invitation to all shareholders on the list of shareholders entitled to attend the meeting no later than 21 (twenty-one) days before the opening date (calculated from the date the notice is validly sent or delivered). The notice of invitation must include the name, address of the head office, business registration number; name and contact address of the shareholder, time, venue of the meeting, and other requirements for attendees.
2. The notice of invitation to the meeting shall be sent by a method that ensures it reaches the contact address of the shareholder and shall be posted on the Company's website.
3. The notice of invitation to the General Meeting of Shareholders and accompanying documents shall be implemented in accordance with the provisions of Clause 3, Article 18 of the Company Charter.
4. In case the Company has a website, the sending of meeting documents accompanying the notice of invitation as prescribed in Clause 3 of this Article may be replaced by posting them on the Company's website. In this case, the notice of invitation must clearly state the location and method for downloading the documents.

Article 8. Agenda and content of the General Meeting of Shareholders

1. The person convening the General Meeting of Shareholders must prepare the agenda and content of the meeting in accordance with the provisions of Article 18 of the Company Charter.
2. A shareholder or group of shareholders owning from 5% of the total ordinary shares has the right to propose issues to be included in the agenda of the General Meeting of Shareholders in accordance with the provisions of Clause 4, Article 18 of the Company Charter.
3. In case the person convening the General Meeting of Shareholders refuses the proposal prescribed in Clause 2 of this Article, they must respond in writing no later than 02 (two) working days before the opening date of the General Meeting of Shareholders, clearly stating the reasons. The person convening the General Meeting of Shareholders may only refuse the proposal if it falls into one of the cases prescribed in Clause 5, Article 18 of the Company Charter.
4. The person convening the General Meeting of Shareholders must accept and include the proposal prescribed in Clause 2 of this Article in the expected agenda and content of the meeting, except for the cases prescribed in Clause 3 of this Article. The proposal shall be officially added to the agenda and content of the meeting if approved by the General Meeting of Shareholders.

Article 9. Procedures for registration and authorization to attend the General Meeting of Shareholders

1. Procedures for registration to attend the General Meeting of Shareholders before the opening date of the General Meeting of Shareholders:
 - a) The procedures for registration to attend the General Meeting of Shareholders are clearly specified in the Notice of the General Meeting of Shareholders.

- b) Shareholders registering to attend the General Meeting of Shareholders shall perform the registration according to the instructions and deadlines stated in the Notice of invitation to the General Meeting of Shareholders.
2. Regulations on authorization to attend the Meeting:

Shareholders may attend the meeting in person and/or authorize one or more other individuals or organizations to attend the meeting in accordance with the provisions of Article 16 of the Company Charter.

Article 10. Conditions for conducting the General Meeting of Shareholders

The conditions for conducting the General Meeting of Shareholders shall be implemented in accordance with the provisions of Article 19 of the Company Charter.

Article 11. Methods for passing a Resolution of the General Meeting of Shareholders

1. The General Meeting of Shareholders shall pass a Resolution within its authority in one of two forms: (i) voting at the meeting or (ii) soliciting written opinions from shareholders.
2. The General Meeting of Shareholders passes a Resolution within its authority by voting at the meeting:
 - a) In-person meeting;
 - b) Online conference;
 - c) In-person meeting combined with online conference.
3. The General Meeting of Shareholders passes a Resolution within its authority by soliciting written opinions (Prescribed in Part II – This Chapter):
 - a) Sending ballots by mail, fax, or email;
 - b) Sending ballots by electronic voting;
 - c) Sending ballots by mail, fax, or email combined with electronic voting.

Article 12. Contents passed at the General Meeting of Shareholders

The contents within the authority of the General Meeting of Shareholders shall be implemented in accordance with the provisions of Article 15 of the Company Charter. The General Meeting of Shareholders shall decide on issues within its authority in accordance with the provisions of the law and the Company Charter, including all contents prescribed in the aforementioned articles and other contents within the authority of the General Meeting of Shareholders in accordance with current law.

Article 13. Conditions for a Resolution to be passed

The conditions for passing a Resolution of the General Meeting of Shareholders shall be implemented in accordance with the provisions of Article 21 of the Company Charter.

Article 14. Announcement of vote counting results

The Vote Counting Committee shall check, summarize, and report the vote counting results for each issue to the General Meeting of Shareholders before closing the meeting.

Article 15. Procedures for objecting to decisions of the General Meeting of Shareholders

1. Shareholders who voted against the Resolution on the reorganization of the Company or changes to the rights and obligations of shareholders as prescribed in the Company Charter have the right to request the Company to repurchase their shares. The request must be in writing, clearly stating the name and address of the shareholder, the number of shares of each type, the intended selling price, and the reasons for requesting the Company to repurchase. The request must be sent to the Company within 10 (ten) days from the date the General Meeting of Shareholders passes the Resolution on the issues prescribed in this clause.
2. The Company must repurchase shares at the request of shareholders as prescribed in Clause 1 of this Article at the market price or a price calculated according to the principles prescribed in the Company Charter within 90 (ninety) days from the date of receiving the request. In case an agreement on the price cannot be reached, the parties may request a valuation organization to determine the price. The Company shall introduce at least 03 (three) valuation organizations for shareholders to choose from, and that choice shall be the final decision.
3. A shareholder or group of shareholders owning from 5% of the total ordinary shares has the right to request a Court or Arbitration to consider and cancel a Resolution or a part of the content of a Resolution of the General Meeting of Shareholders in accordance with the provisions of Article 24 of the Company Charter.

Article 16. Preparation of Meeting Minutes of the General Meeting of Shareholders

1. The preparation, approval, signing for confirmation, and storage of the Meeting Minutes of the General Meeting of Shareholders shall be implemented in accordance with the provisions of Article 23 of the Company Charter and the provisions of current law.
2. The venue of the General Meeting recorded in the Meeting Minutes of the General Meeting of Shareholders is the location where the Chairperson of the Meeting is present to conduct the Meeting. This location must be on the territory of Vietnam.

Article 17. Disclosure of Resolutions and Meeting Minutes of the General Meeting of Shareholders

The retention and disclosure of information regarding the Resolution and Meeting Minutes of the General Meeting of Shareholders, and related documents shall be carried out in accordance with the provisions of Article 23 of the Company Charter.

SECTION 2: SPECIFIC PROVISIONS FOR EACH VOTING METHOD AT THE MEETING

Section 2.1: Specific provisions for voting at an in-person meeting

Article 18. Procedures for registering to attend the in-person General Meeting of Shareholders

Before the meeting begins, Petrosetco must conduct shareholder registration procedures and must continue registration until all shareholders eligible to attend have registered, following this sequence:

1. When conducting shareholder registration, the Company shall issue to each shareholder or

the authorized representative of the shareholder a Voting Card/Ballot/Election Ballot, on which the shareholder's code, the full name of the shareholder, the full name of the authorized representative, and the number of Voting/Election Ballots of that shareholder are recorded.

2. Shareholders, authorized representatives of institutional shareholders, or authorized persons arriving after the meeting has commenced have the right to register immediately and subsequently have the right to participate and vote/elect at the meeting immediately after registration. The Chairperson is not responsible for pausing the meeting to allow late-arriving shareholders to register, and the validity of matters already voted/elected upon remains unchanged.

Article 19. Voting to pass matters at the in-person General Meeting of Shareholders

1. General principles:
 - a) All matters in the agenda and meeting content of the General Meeting must be discussed and voted upon publicly by the General Meeting of Shareholders.
 - b) Voting Cards, Ballots, and Election Ballots are printed by the Company, stamped with the Company's seal, and sent directly to shareholders at the General Meeting or issued via the electronic voting system (enclosed with the meeting attendance document package). Each shareholder is issued a Voting Card/Ballot/Election Ballot. The Voting Card/Ballot/Election Ballot clearly states the shareholder's code, full name, number of shares owned, and authorized voting shares of that shareholder.
 - c) Voting methods at the General Meeting of Shareholders shall be implemented in accordance with the provisions of Clause 1, Article 18 of this Regulation. (Voting methods at the in-person General Meeting of Shareholders)
2. Regulations on the validity of Voting Cards, Ballots, and Election Ballots
 - a) Voting Card:
 - A valid Voting Card: is a card according to the pre-printed template issued by the Organizing Committee, bearing the Company's seal, without erasures, scraping, tearing, damage, etc., and without any content written other than what is prescribed for this Card.
 - An invalid Voting Card: Content does not comply with the regulations for a valid Voting Card.
 - b) Ballot:
 - A valid Ballot: is a ballot according to the pre-printed template issued by the Organizing Committee, bearing the Company's seal, without erasures, scraping, tearing, damage, etc., and without any content written other than what is prescribed for this ballot. In case of in-person voting/remote voting (via mail, fax, email, or other means as prescribed in the Company Charter), it must be signed and clearly state the full name (handwritten) of the attending Shareholder and be sent to the Vote Counting Committee before the vote counting time. In case of voting via electronic voting method, the Ballot is executed through the electronic voting system and is successfully recorded according to the system's instructions before the

voting validity period expires. On the Ballot, the voting content is valid when the Shareholder marks one (01) of the three (03) voting squares.

- An invalid Ballot: Content does not comply with the regulations for a valid Ballot.

c) Election Ballot:

- A valid Election Ballot: is an election ballot according to the pre-printed template issued by the Organizing Committee, bearing the Company's seal, without erasures, scraping, tearing, damage, etc., and without any content written other than what is prescribed for this ballot. In case of in-person voting/remote voting (via mail, fax, email, or other means as prescribed in the Company Charter), it must be signed and clearly state the full name (handwritten) of the attending Shareholder and be sent to the Vote Counting Committee before the vote counting time. In case of election via electronic voting method, the Election Ballot is executed through the electronic voting system and is successfully recorded according to the system's instructions before the election validity period expires.
- An invalid Election Ballot:
 - Content does not comply with the regulations for a valid Election Ballot;
 - The number of candidates the Shareholder votes for is greater than the number of candidates required to be elected;
 - The ballot of the shareholder and/or the shareholder's legal representative records a total number of votes for candidates greater than the total number of votes permitted;
 - Other regulations according to the Election Regulations of the General Meeting of Shareholders.

Article 20. Voting methods at the in-person General Meeting of Shareholders

1. General principles:

- a) The General Meeting of Shareholders discusses and votes on each issue in the agenda. Voting is conducted by raising cards, in-person voting, electronic voting, or other electronic forms.
- b) Shareholders cast their votes to Approve, Disapprove, or Abstain on a matter brought to a vote at the General Meeting by raising their Voting Card or selecting the options on the Ballot.
- c) In case a shareholder does not complete voting on all issues according to the General Meeting agenda, the unvoted issues shall be considered as the Shareholder not casting a Ballot for those issues.

2. Voting methods:

- a) Voting by Voting Card: When voting by raising the Voting Card, the front of the Voting Card must be raised towards the Chairperson. In case a shareholder does not raise the Voting Card in all three instances of Approve, Disapprove, or Abstain for a matter, it shall be considered as not voting on that matter. In case a shareholder raises the Voting

Card more than one (01) time when voting Approve, Disapprove, or Abstain for a matter, it shall be considered an invalid vote. Under the method of voting by raising the Voting Card, members of the Shareholder Eligibility Verification Committee/Vote Counting Committee mark the shareholder code and the corresponding number of Voting Cards of each shareholder for Approve, Disapprove, Abstain, and Invalid.

b) Voting by Ballot:

- When voting is conducted by in-person voting/remote voting: for each content, the shareholder selects one of the three options “Approve”, “Disapprove”, “Abstain” pre-printed on the Ballot by marking “X” or “P” in the chosen box and sends the Ballot to the Vote Counting Committee before the vote counting time. The Ballot must be signed and clearly state the full name (handwritten) of the shareholder.
- When voting is conducted by electronic voting: for each content, the Shareholder selects one of the three options “Approve”, “Disapprove”, “Abstain” brought to a vote at the General Meeting as set up in the electronic voting system. Afterwards, the shareholder confirms the vote for the electronic voting system to record the result.

Article 21. Procedures for casting Election Ballots at the in-person General Meeting of Shareholders

1. General principles:

- a) Comply strictly with the provisions of the law and the Company Charter;
- b) The election is conducted by in-person voting, electronic voting, or other electronic forms.
- c) Members of the Vote Counting Committee must not be named in the list of nominations or self-nominations for the Board of Directors.

2. Election Ballot casting methods:

a) Election by cumulative voting method:

- Each shareholder has a total number of Voting Ballots corresponding to the total number of shares owned or represented multiplied by the number of members to be elected;
- Attending shareholders have the right to accumulate their total number of Voting Ballots for one or several candidates;
- In case of changing candidates on the day of the General Meeting, the Vote Counting Committee is responsible for re-issuing new Election Ballots and collecting old ballots (if any) before the voting time;
- In case of a mistaken selection, the shareholder shall contact the Vote Counting Committee to be issued a new election ballot and must submit the old ballot;
- How to fill out the Election Ballot: Each shareholder is issued election ballots. The method of filling out the Election Ballot is guided specifically in the Election Regulations approved at the General Meeting of Shareholders;

- Principles of election:
 - The elected person is determined by the number of votes from highest to lowest, starting from the candidate with the highest number of votes until the required number of members is reached.
 - In case two (02) or more candidates receive the same number of votes for the final member of the Board of Directors, a re-election will be conducted among the candidates with the same number of votes, or a selection will be made according to the criteria specified in the Election Regulations approved at the General Meeting of Shareholders or the Company Charter.
- b) Election by voting method: Implemented according to the provisions of Point b, Clause 2, Article 20 of this Regulation.

Article 22. Procedures for vote counting at the in-person General Meeting of Shareholders

The vote counting method is conducted as follows:

1. Summarize the Voting Cards/Ballots for each voting/election matter, the total number of valid and invalid ballots, approve, disapprove, and abstain; the corresponding percentage of the total Voting Ballots of shareholders attending the meeting; the corresponding percentage of the total Voting Ballots of shareholders attending and voting in accordance with the provisions of the Company Charter;
2. Aggregate ballots using the cumulative voting method, total valid and invalid votes, the number of votes for each candidate, and other contents as prescribed by the Company Charter.

Section 2.2: Specific regulations for voting at online meetings

Article 23. Procedures for registering to attend the online General Meeting of Shareholders

1. The procedure for registering to attend the online General Meeting of Shareholders prior to the opening date of the General Meeting of Shareholders is specified in the Notice of the General Meeting of Shareholders.
2. Participation conditions:
 - a) Being named in the list of shareholders entitled to attend the General Meeting of Shareholders prepared in accordance with the Company's notice of rights execution.
 - b) Authorized representatives eligible to attend in accordance with the provisions of law and the Company Charter.
3. Technical requirements: Shareholders or their authorized representatives must have an electronic device with an internet connection (e.g., computer, tablet, mobile phone, or other electronic device with internet access...).
4. Method for recording attendance at the online General Meeting of Shareholders: Shareholders or their authorized representatives are recorded by the electronic voting system as attending the online General Meeting of Shareholders when they access the system using the access information provided in accordance with Article 24 of this

Regulation and have confirmed their attendance at the online General Meeting of Shareholders on the electronic voting system.

Article 24. Provision of login information and electronic voting

1. Information regarding the link to access the electronic voting system, username, access password, and other identification factors (if any) for attending the online General Meeting of Shareholders will be provided in the meeting invitation notice (or the form of notification of login information as prescribed by the Board of Directors). Shareholders or their authorized representatives are responsible for keeping the username, password, and other provided identification factors confidential to ensure that only the shareholder has the right to vote on the electronic voting system and shall be fully responsible for the registered information.
2. When a shareholder or their authorized representative requests to be re-provided with login information, the Organizing Committee of the Meeting may notify them via: in person, by mail, email, telephone, or other forms as prescribed by the Board of Directors. The provision of login information is based on shareholder information from the list of shareholders prepared by the Vietnam Securities Depository and Clearing Corporation in accordance with the Company's notice of rights execution for attending the General Meeting of Shareholders.
3. Shareholders or their authorized representatives use the username, access password, or other identification factors (if any) to access the electronic voting system to confirm attendance at the online General Meeting of Shareholders and perform electronic voting according to the content of the Agenda of the online General Meeting of Shareholders.

Article 25. Authorization for representatives to attend the online General Meeting of Shareholders

When performing online authorization, the shareholder performs the authorization in accordance with Clause 2, Article 9 of this Regulation, noting the following provisions:

1. Shareholders must ensure they provide full information to perform online authorization, especially providing information of the authorized party including: telephone number, fax number, email, or other contact address in accordance with the Charter. This is the basis for issuing the username, access password, and other identification factors (if any) to the authorized party.
2. The power of attorney to attend the online General Meeting of Shareholders must be made in writing in accordance with Clause 3, Article 16 of the Company Charter. The original power of attorney must be sent before the official opening of the meeting. In case a shareholder has performed online authorization, the authorization is effective from the time the Company receives the original Power of Attorney until the closing of the Meeting.
3. The cancellation of authorization for shareholders who have performed online authorization and the validity of the Voting Ballot/Ballot shall be in accordance with Clause 4, Article 16 of the Company Charter. In case the authorized party has already attended the Meeting, the time when the cancellation of authorization becomes effective is calculated based on the time the Company receives the official written request for online authorization cancellation; the validity of the contents already voted/elected remains unchanged.

Article 26. Discussion at the online General Meeting of Shareholders

1. Principles:
 - a) Discussion shall only be conducted within the prescribed time and within the scope of the issues presented in the agenda of the General Meeting of Shareholders;
 - b) Only shareholders are entitled to participate in the discussion;
 - c) Shareholders with opinions register the discussion content in the form specified in the Working Regulations of the Meeting;
 - d) The Secretary Committee will organize the shareholders' questions and forward them to the Chairperson.
2. Responding to shareholders' opinions:
 - a) Based on the content of the shareholders' discussion, the Chairperson or a member designated by the Chairperson will respond to the shareholders' opinions;
 - b) In case of time constraints, questions not answered directly at the Meeting will be answered by the Company through other means.

Article 27. Methods for passing a Resolution at the online General Meeting of Shareholders

The General Meeting of Shareholders passes Resolutions under its authority by electronic voting.

Article 28. Online voting procedures

1. Procedures for casting a Voting Ballot:
 - a) Shareholders choose one of three voting options: “Approve”, “Disapprove”, or “Abstain” for each issue put to a vote at the Meeting as configured on the electronic voting system.
 - b) Thereafter, the shareholder proceeds to confirm the vote so that the electronic voting system records the result.
2. Procedures for casting a Ballot:
 - a) Voting by cumulative voting method: If the Company Charter does not provide otherwise, voting for members of the Board of Directors must be conducted by the cumulative voting method. Shareholders perform the voting according to the instructions in the Online Voting Regulations approved at the General Meeting of Shareholders. Thereafter, the shareholder proceeds to confirm the vote so that the electronic voting system records the result.
 - b) Voting by voting method (if any): Follow the provisions for casting a Voting Ballot stated in Clause 1 of this Article.
3. Some other regulations when performing electronic voting:
 - a) In case a shareholder does not complete all voting and election issues according to the meeting agenda, the issues not yet voted or elected are considered as the shareholder not having cast a vote or elected for that issue.

- b) In case issues arise outside the sent meeting agenda, shareholders may vote or elect additionally. If a shareholder does not vote or elect on the arising issues, it is considered that the shareholder has not cast a vote or elected for those arising issues.
- c) Shareholders may change the voting or election results (but cannot cancel the voting or election results); this includes the results of voting or electing on issues arising outside the Meeting agenda. The online system only records the vote counting for the final voting or election results at the time of the end of electronic voting for each vote counting period as prescribed in the Working Regulations of the Meeting.
- d) In the case of cumulative voting, an invalid ballot is one where the total number of votes for candidates is greater than the total number of votes the shareholder is entitled to cast, calculated at the time of counting the Ballots, or other regulations according to the instructions of the Online Voting Regulations approved by the General Meeting of Shareholders.
- e) The electronic voting time is specifically prescribed in the Working Regulations at the meeting. During this time, shareholders can access the electronic voting system and vote 24 (twenty-four) hours a day and 07 (seven) days a week, except in cases of system maintenance or other reasons beyond the Company's control. At the end of the voting time, the system will not record any further electronic votes from shareholders.

Article 29. Online vote counting procedures

When a shareholder performs voting/election, the number of votes is recorded on the electronic voting system. Based on the voting/election results via the electronic voting form, the Vote Counting Committee aggregates the voting/election results in accordance with Article 22 of this Regulation.

Article 30. Preparation of minutes for the online General Meeting of Shareholders

The preparation of minutes for the online General Meeting of Shareholders is carried out in accordance with Article 16 of this Regulation and contains full content as prescribed by law and the Company Charter.

Section 2.3: Specific regulations for voting at in-person meetings combined with online meetings

Article 31. Procedures for registering to attend the in-person General Meeting of Shareholders combined with online meetings

Follow the provisions in Article 18 and Article 23 of this Regulation.

Article 32. Authorization for representatives to attend the in-person General Meeting of Shareholders combined with online meetings

Follow the provisions in Clause 2, Article 9 and Article 25 of this Regulation.

Article 33. Methods for passing a Resolution at the in-person General Meeting of Shareholders combined with online meetings

Follow the provisions in Article 11 and Article 27 of this Regulation.

Article 34. Voting procedures at the in-person General Meeting of Shareholders combined with online meetings

Follow the provisions in Article 20, Article 21 and Article 28 of this Regulation.

Article 35. Vote counting procedures at the in-person General Meeting of Shareholders combined with online meetings

Follow the provisions in Article 22 of this Regulation.

Article 36. Preparation of meeting minutes at the in-person General Meeting of Shareholders combined with online meetings

Execute in accordance with the provisions of Article 16 and Article 30 of this Regulation.

PART II. PROVISIONS FOR THE GENERAL MEETING OF SHAREHOLDERS TO PASS RESOLUTIONS VIA WRITTEN OPINION SOLICITATION

Article 37. Cases for soliciting shareholders' written opinions

The Board of Directors has the right to solicit shareholders' written opinions to pass a Resolution of the General Meeting of Shareholders at any time if deemed necessary for the interests of the Company, including matters under the authority of the General Meeting of Shareholders as stipulated in Clause 1, Article 15 of the Company Charter.

Article 38. Cases where written opinion solicitation is not permitted

The Board of Directors may solicit shareholders' written opinions in all cases when deemed necessary, except for the organization of the Annual General Meeting of Shareholders.

Article 39. Sequence and procedures for passing a Resolution of the General Meeting of Shareholders via written opinion solicitation

1. The Company must disclose information regarding the preparation of the list of shareholders to receive ballots at least 10 (ten) days prior to the record date.
2. The preparation and delivery of shareholder ballots, draft Resolutions, and documents attached to the draft Resolution shall be carried out in accordance with the provisions of Clause 2, Article 22 of the Company Charter.
3. The shareholder ballot must contain the contents as stipulated in Clause 3, Article 22 of the Company Charter.
4. Forms for shareholders to submit written ballots:
 - a) Shareholders shall send their completed ballots to the Company by post, fax, or email using the information registered with the Vietnam Securities Depository and Clearing Corporation in accordance with the following regulations:
 - The completed ballot must bear the full signature, full name (handwritten), and seal (if the shareholder is an organization).
 - In case of submission by post, the ballot sent to the Company must be enclosed in a sealed envelope and no one has the right to open it before the vote counting. In case of submission by fax or email, the ballot sent to the Company must be kept confidential until the time of vote counting.

- Ballots received by the Company after the deadline specified in the ballot content, or those that have been opened in the case of postal submission, or disclosed in the case of fax or email submission, shall be invalid. Ballots not returned are considered as abstentions.
- b) Shareholders submitting ballots via electronic voting:
- Provision of access accounts: The provision and re-issuance of information/access accounts and the method of providing access information to shareholders shall be carried out in accordance with the provisions of Article 24 of this Regulation.
 - Execution of electronic voting:
 - Shareholders can only cast their votes on the electronic voting system from the time they receive the shareholder ballot until the deadline for returning the ballot as notified by the Company.
 - During the voting period announced by the Company, shareholders may change their voting decisions on the electronic voting system. Upon the conclusion of the voting period as notified by the Company, shareholders may not change their voting results, and these final results will be counted and disclosed by the Company.
 - Access to the electronic voting system and the time for voting shall be applied in accordance with the provisions of Point e, Clause 3, Article 28 of this Regulation.
- c) Implementation method:
- Shareholders use the access account provided by the Company to log in directly to the electronic voting system to view information related to the voting session posted on the system and cast their votes on each voting/election matter requiring shareholders' opinions.
5. Shareholders send their completed ballots to the Company by post, fax, or email, combined with electronic voting, in accordance with the provisions of Point a and b, Clause 4 of this Article.
 6. The vote counting and preparation of the vote counting minutes for the written opinion solicitation form shall be carried out in accordance with the provisions of Clause 5, Article 22 of the Company Charter.
 7. The Resolution and vote counting minutes shall be issued in accordance with the provisions of Clause 6, Article 22 of the Company Charter.
 8. The retention of ballots, vote counting minutes, passed Resolutions, and related documents shall be carried out in accordance with the provisions of Clause 7, Article 22 of the Company Charter.
 9. Requests for cancellation of a Resolution of the General Meeting of Shareholders passed via written opinion solicitation shall be carried out in accordance with the provisions of Article 24 of the Company Charter.

CHAPTER III: BOARD OF DIRECTORS

SECTION 1: GENERAL PROVISIONS

Article 40. Roles, rights, and obligations of the Board of Directors

The Board of Directors must fully comply with the responsibilities and obligations as prescribed by the Law on Enterprises and the Company Charter; in addition, the Board of Directors has the following rights and obligations:

1. To be responsible to shareholders for the Company's operations;
2. To treat all shareholders equally and respect the interests of persons with interests related to the Company;
3. To ensure that the Company's operations comply with the provisions of the law, the Company Charter, and the Company's internal regulations;
4. To supervise and prevent conflicts of interest of members of the Board of Directors, the General Director, and other managers, including the misuse of Company assets and abuse of transactions with affiliated persons;
5. To appoint the Corporate Governance Officer;
6. To organize training and workshops on Corporate Governance and necessary skills for members of the Board of Directors, the General Director, the Corporate Governance Officer, and other managers of the Company;
7. To pay dividends to shareholders in accordance with the law after being approved by the Annual General Meeting of Shareholders.

Article 41. Rights, obligations, and responsibilities of members of the Board of Directors

1. Members of the Board of Directors have full rights as prescribed by the Securities Law, relevant laws, the Company Charter, and the Regulations on Corporate Governance, including the right to be provided with information and documents regarding the financial situation and business operations of the Company, its subsidiaries, and associated companies. The sequence and procedures for providing information shall be in accordance with Article 84 of this Regulation. Persons provided with information are responsible for keeping such information confidential and using it for the assigned work only.
2. Members of the Board of Directors have obligations as prescribed by the Company Charter and the following obligations:
 - a) To perform their duties honestly and carefully for the best interests of shareholders and the Company;
 - b) To attend all meetings of the Board of Directors and express opinions on issues discussed;
 - c) To report promptly and fully to the Board of Directors on remuneration received from subsidiaries, associated companies, and other organizations;
 - d) To report to the Board of Directors at the nearest meeting on transactions between the Company, its subsidiaries, companies in which Petrosetco holds a controlling interest of 50% or more of the charter capital, and members of the Board of Directors and their affiliated persons; transactions between the Company and companies in which a member of the Board of Directors was a founding member or a manager within the 03 (three) years prior to the time of transaction;
 - e) To disclose information when trading the Company's shares in accordance with the law.

3. Each independent member of the Board of Directors must prepare an evaluation report on the activities of the Board of Directors.

SECTION 2: PROVISIONS ON NOMINATION, CANDIDACY, ELECTION, DISMISSAL, AND REMOVAL OF MEMBERS OF THE BOARD OF DIRECTORS

Article 42. Number, term, and structure of members of the Board of Directors

The number, term, and structure of members of the Board of Directors shall be in accordance with the provisions of Article 26 of the Company Charter.

Article 43. Standards and conditions for members of the Board of Directors

1. Members of the Board of Directors must meet the standards and conditions as prescribed in Clause 1, Clause 2, Article 155 of the Law on Enterprises and the Company Charter.
2. The Chairman of the Board of Directors may not concurrently hold the position of General Director of the Company.
3. A member of the Board of Directors of a public company may only concurrently be a member of the Board of Directors or the Board of Members at a maximum of 05 (five) other companies.

Article 44. Nomination and candidacy of members of the Board of Directors

1. A shareholder or group of shareholders holding 5% or more of the total ordinary shares has the right to nominate candidates or self-nominate to the Board of Directors in accordance with the provisions of Clause 2, Article 25 of the Company Charter.
2. Nomination of candidates for the form of organizing a General Meeting of Shareholders:
 - a) In case a shareholder or group of shareholders sends a written proposal for the nomination of candidates for the Board of Directors at least 15 (fifteen) days before the opening of the General Meeting of Shareholders, the Board of Directors shall consider and approve it within 5 (five) days from the date of receiving the nomination and candidacy proposal, and disclose information related to the candidates at least 10 (ten) days before the opening date of the General Meeting of Shareholders. If there is a decision to reject a candidate, the Board of Directors must notify the nominating shareholder or group of shareholders in writing within 05 (five) days from the date of the Board's decision and must clearly state the reasons for the rejection.
 - b) In case the nominating shareholder or group of shareholders does not ensure the minimum of 15 days before the opening date of the General Meeting of Shareholders, the Board of Directors will present this nomination and candidacy information at the General Meeting of Shareholders.
3. Nomination of candidates for the form of written opinion solicitation from shareholders:
 - a) The Board of Directors is responsible for disclosing the Regulation on nomination of candidates for the Board of Directors (forms and information related to nomination and candidacy) as soon as the Board of Directors decides to conduct a written opinion solicitation from shareholders regarding the election.
 - b) In case a Shareholder or group of shareholders sends a written proposal for the nomination and candidacy of a Member of the Board of Directors at least 05 (five) days

before the date the Company must send the opinion solicitation ballots, the Board of Directors is responsible for considering and approving it within 05 (five) days from the date of receiving the nomination and candidacy proposal. If there is a decision to reject a candidate, the Board of Directors must notify the nominating shareholder or group of shareholders in writing within 05 (five) days from the date of the Board's decision and must clearly state the reasons for the rejection.

- c) In case the nominating shareholder or group of shareholders does not ensure the minimum of 05 (five) days before the date the Company must send the opinion solicitation ballots and accompanying documents to all shareholders with voting rights, the Board of Directors will not accept the nomination proposal and will report it at the nearest General Meeting of Shareholders (if any).

Article 45. Method of electing members of the Board of Directors

1. Voting for the election of members of the Board of Directors must be carried out by cumulative voting, whereby each shareholder has a total number of votes corresponding to the total number of shares owned multiplied by the number of members to be elected to the Board of Directors, and the shareholder has the right to allocate all or part of their total votes to one or more candidates. The elected member of the Board of Directors is determined by the number of votes calculated from highest to lowest, starting from the candidate with the highest number of votes until the number of members specified in the Company Charter is reached. In case there are 02 or more candidates with the same number of votes for the last member of the Board of Directors, a re-election will be held among the candidates with the same number of votes or selected according to the criteria specified in the Election Regulation or the Company Charter.
2. If the number of candidates is less than or equal to the number of members of the Board of Directors to be elected, the election of members of the Board of Directors may be carried out by cumulative voting or by voting (Approve, Disapprove, Abstain). The voting rate for approval by voting method is carried out in accordance with Clause 2, Article 21 of the Company Charter.

Article 46. Cases of dismissal, removal, replacement, and supplementation of members of the Board of Directors

1. The General Meeting of Shareholders shall dismiss a member of the Board of Directors in the following cases:
 - a) Does not have sufficient standards and conditions as prescribed in Article 155 of the Law on Enterprises;
 - b) Has submitted a resignation letter and it has been accepted.
2. The General Meeting of Shareholders shall remove a member of the Board of Directors when that member does not participate in the activities of the Board of Directors for 06 consecutive months, except in cases of force majeure;
3. When deemed necessary, the General Meeting of Shareholders decides to replace a member of the Board of Directors; dismiss or remove a member of the Board of Directors outside the cases specified in Clause 1 and Clause 2 of this Article.

4. The Board of Directors must convene a General Meeting of Shareholders in accordance with the provisions of Clause 4, Article 14 of the Company Charter to elect additional members of the Board of Directors in case the number of members of the Board of Directors or the number of independent members of the Board of Directors does not meet the requirements specified in Point b, Clause 3, Article 14 of the Company Charter.
5. Except for the cases specified in Clause 4 of this Article, the General Meeting of Shareholders shall elect new members of the Board of Directors to replace the members of the Board of Directors who have been dismissed or removed at the nearest General Meeting of Shareholders.

Article 47. Notice of election, dismissal, and removal of members of the Board of Directors

After the decision to elect, dismiss, or remove a member of the Board of Directors is made, the Company is responsible for notifying internally within the Company and disclosing information to relevant authorities, on mass media, and on the Company's website in accordance with the order and provisions of the law.

Article 48. Method of introducing candidates for members of the Board of Directors

The introduction of candidates for members of the Board of Directors, including the time limit for information disclosure, the content of disclosed information, the commitment obligations of the candidate, and the Company's responsibility for information disclosure, shall be carried out in accordance with the provisions of Clause 1, Article 25 of the Company Charter and relevant legal regulations.

Article 49. Election, removal, and dismissal of the Chairman of the Board of Directors

The election, removal, and dismissal of the Chairman of the Board of Directors shall be carried out in accordance with the provisions of Article 29 of the Company Charter.

SECTION 3: REMUNERATION, SALARY, BONUSES, AND OTHER BENEFITS OF MEMBERS OF THE BOARD OF DIRECTORS

Article 50. Remuneration, bonuses, and other benefits of members of the Board of Directors

Remuneration, bonuses, and other benefits of members of the Board of Directors shall be carried out in accordance with the provisions of Article 28 of the Company Charter and relevant legal regulations.

SECTION 4: REGULATIONS ON THE ORDER AND PROCEDURES FOR ORGANIZING MEETINGS OF THE BOARD OF DIRECTORS

Article 51. Meetings of the Board of Directors

1. The organization of meetings of the Board of Directors, including the authority to convene and cases for convening meetings, forms of meetings, and written opinion solicitation of members of the Board of Directors, shall be carried out in accordance with the provisions of Article 30 of the Company Charter and Article 52 of this Regulation.
2. In case the Board of Directors solicits opinions from members in writing, the order and procedures for written opinion solicitation of the Board of Directors are specifically prescribed as follows:

- a) The Chairman of the Board of Directors has the right to organize the solicitation of opinions from members of the Board of Directors to pass a Resolution at any time when deemed necessary for the benefit of the Company.
- b) The Chairman of the Board of Directors or the convener shall decide the time limit for sending the opinion solicitation dossier, consistent with the nature and urgency of the matter to be decided. The opinion solicitation dossier includes: content to be consulted, voting options (Approve, Disapprove, Abstain), time limit for returning the answered opinion solicitation ballot, draft Resolution, and other relevant documents.
- c) The opinion solicitation ballot may be sent and responded to via email in necessary cases as decided by the Chairman of the Board of Directors; the voting opinion of the member of the Board of Directors responded to on time according to the accepted method is considered valid. Simultaneously with sending via email, the Company shall send a hard copy of the opinion solicitation ballot to the contact address of each member of the Board of Directors to perform the signing and confirmation and return it to the Company within the time limit prescribed by the Chairman of the Board of Directors.

Article 52. Notice of meeting of the Board of Directors

1. The convening and sending of notices of meetings of the Board of Directors, including the time limit for sending notices, the time limit for organizing the meeting, the responsibility of the Chairman of the Board of Directors, and the right to convene meetings of the Board of Directors, shall be carried out in accordance with the provisions of Clause 5, Article 30 of the Company Charter.
2. The content of the notice of meeting of the Board of Directors and accompanying documents shall be carried out in accordance with the provisions of Clause 6, Article 30 of the Company Charter.
3. The notice of meeting of the Board of Directors or documents for written opinion solicitation of the Board of Directors may be sent by invitation letter, telephone, fax, electronic means, or other written methods, ensuring that they reach the contact address of each member of the Board of Directors registered at the Company.

Article 53. Conditions for organizing meetings of the Board of Directors

1. A meeting of the Board of Directors shall be conducted when at least 3/4 of the total number of members are present. In the event that a meeting convened in accordance with this Article does not have the required number of members present, the Chairperson of the Board of Directors must send a second meeting invitation to the members of the Board of Directors within 07 (seven) days from the date the first meeting was unsuccessful. The meeting of the Board of Directors must be held no later than 10 (ten) days from the intended date of the first meeting. In this case, the meeting shall be conducted if more than half of the members of the Board of Directors are present.
2. The solicitation of written opinions from members of the Board of Directors is not subject to the quorum requirements applicable to meetings of the Board of Directors and shall be considered valid when the solicitation dossier is fully sent to all members of the Board of Directors with voting rights.

Article 54. Voting methods

1. The Board of Directors shall pass a Resolution by voting at a meeting or by soliciting written opinions. Each member of the Board of Directors has one vote. A member of the Board of Directors is considered to be present and voting at a meeting in the following cases:
 - a) Attending and voting directly at the meeting;
 - b) Authorizing another person to attend and vote in accordance with Article 57 of this Regulation;
 - c) Attending and voting via online conference, electronic voting, or other electronic means;
 - d) Sending a ballot to the meeting via mail, fax, or email;
 - e) Sending a ballot by other means as prescribed by law (if any).
2. In case of sending a ballot to the meeting via mail, the ballot must be enclosed in a sealed envelope and delivered to the Company no later than 01 (one) hour before the meeting commences. The ballot shall only be opened in the presence of all attendees.
3. Voting principles:
 - a) Except as provided in point b, Clause 3 of this Article, each member of the Board of Directors or an authorized person present in person at the meeting of the Board of Directors shall have 01 (one) vote;
 - b) A member of the Board of Directors may not vote on contracts, transactions, or proposals in which that member or their related persons have an interest.
4. In the case of soliciting written opinions from members of the Board of Directors, each member of the Board of Directors has one opinion ballot. The opinion ballot must be signed by the member of the Board of Directors and sent to the Company within the time limit and in the manner prescribed in the solicitation dossier.
5. A meeting of the Board of Directors may be held in the form of an online conference between members of the Board of Directors when all or some members are at different locations, provided that each participating member can:
 - a) Hear each other member of the Board of Directors participating in the meeting speak;
 - b) Speak to all other attendees simultaneously. Discussions between members may be conducted directly via telephone or other electronic communication means or a combination of these methods. A member of the Board of Directors participating in such a meeting is considered to be present at that meeting. The venue of the meeting held under this provision is the location where the Chairperson of the meeting is present.
 - c) Resolutions passed in a meeting held in the form of an online conference shall take effect immediately upon the conclusion of the meeting.

Article 55. Methods for passing a Resolution of the Board of Directors

1. A Resolution of the Board of Directors is passed if it is approved by a majority of the members present; in the event of a tie, the final decision shall rest with the side having the opinion of the Chairperson of the Board of Directors.
2. A Resolution of the Board of Directors is passed by soliciting written opinions on the basis

of approval by a majority of the members of the Board of Directors with voting rights.

A Resolution passed by soliciting written opinions has the same effect and legal validity as a Resolution passed at a meeting of the Board of Directors convened and organized in accordance with the law and the Company Charter.

Article 56. Authorization for others to attend meetings by members of the Board of Directors

The authorization for others to attend a meeting of the Board of Directors by a member of the Board of Directors shall be carried out in accordance with Article 30 of the Company Charter.

Article 57. Preparation of meeting minutes/vote counting minutes for Board of Directors' written opinions

1. Meetings of the Board of Directors must be recorded in minutes and may be recorded, stored, and kept in other electronic forms. The minutes must be prepared in Vietnamese and may also be prepared in a foreign language, including the following main contents:
 - a) Name, address, and enterprise identification number;
 - b) Time and venue of the meeting;
 - c) Purpose, agenda, and content of the meeting;
 - d) Full name of each member attending the meeting or the authorized person and the method of attendance; full names of members not attending and the reasons;
 - e) Issues discussed and voted upon at the meeting;
 - f) Summary of opinions expressed by each member attending the meeting in the order of the meeting's proceedings;
 - g) Voting results, clearly stating the members who Approve, Disapprove, and Abstain;
 - h) Issues passed and the corresponding voting rate;
 - i) Full name and signature of the Chairperson and the minute-taker, except as provided in Article 56 of this Regulation.
2. In case the Board of Directors passes a Resolution by soliciting written opinions, the vote counting minutes must clearly state the contents as prescribed in points a, b, c, g, h, i of Clause 1 of this Article and the number of ballots issued, number of ballots collected, number of valid ballots, number of invalid ballots, and the list of members participating in the voting. The vote counting minutes shall be kept with the solicitation dossier.
3. Minutes prepared in Vietnamese and in a foreign language have equal legal validity. In case of any discrepancy in content between the Vietnamese and foreign language minutes, the content in the Vietnamese minutes shall apply.
4. The Chairperson, the minute-taker, and those who sign the minutes shall be responsible for the truthfulness and accuracy of the content of the Board of Directors meeting minutes.
5. The Board of Directors meeting minutes and documents used in the meeting must be kept at the Company's headquarters.

Article 58. In case the Chairperson and/or secretary refuses to sign the Board of Directors

meeting minutes

In case the Chairperson or the minute-taker refuses to sign the meeting minutes, but if all other members of the Board of Directors attending and agreeing to pass the meeting minutes sign them and the minutes contain full content as prescribed in points a, b, c, d, đ, e, g, and h of Article 55 of this Regulation, then these minutes shall be effective. The meeting minutes shall clearly state the refusal of the Chairperson and the minute-taker to sign. The person who signs the meeting minutes is jointly responsible for the accuracy and truthfulness of the content of the Board of Directors meeting minutes. The Chairperson and the minute-taker are personally responsible for damages occurring to the enterprise due to their refusal to sign the meeting minutes in accordance with the Law on Enterprises, the Company Charter, and relevant laws.

Article 59. Notification of Resolutions of the Board of Directors

After issuing a Resolution of the Board of Directors, the Company is responsible for notifying internally and/or disclosing information to relevant authorities, on mass media, and on the Company's website in accordance with the order and provisions of current law.

SECTION 5: AUDIT COMMITTEE OF THE BOARD OF DIRECTORS

Article 60. Rights and obligations of the Audit Committee

The Audit Committee has the rights and obligations as prescribed by the Law on Enterprises, the Securities Law, and Article 39 of the Company Charter.

Article 61. Composition of the Audit Committee

1. The composition of the Audit Committee, including the number, standards, and conditions for members of the Audit Committee and the Chairperson of the Audit Committee, shall be implemented in accordance with Article 38 of the Company Charter.
2. Members of the Board of Directors have the right to nominate and stand for election as a Member of the Audit Committee based on the standards and conditions prescribed in this Article. The Board of Directors selects Members of the Audit Committee based on the approval of a majority of the members of the Board of Directors.

Article 62. Operations of the Audit Committee

The operations of the Audit Committee shall be carried out in accordance with Article 40 of the Company Charter and relevant legal provisions.

SECTION 6: THE COMMITTEES OF THE BOARD OF DIRECTORS

Article 63. Committees under the Board of Directors

The establishment, organization, functions, duties, and operations of the committees under the Board of Directors shall be carried out in accordance with Article 31 of the Company Charter.

SECTION 7: SELECTION, APPOINTMENT, REMOVAL, AND DISMISSAL OF THE CORPORATE GOVERNANCE OFFICER

Article 64. Standards for the Corporate Governance Officer

The qualifications of the Corporate Governance Officer shall be in accordance with the provisions of Clause 2, Article 32 of the Company Charter and relevant legal regulations.

Article 65. Appointment of the Corporate Governance Officer

The appointment of the Corporate Governance Officer shall be carried out in accordance with the provisions of Clause 1, Article 32 of the Company Charter.

Article 66. Cases for removal and dismissal of the Corporate Governance Officer

The Board of Directors may remove or dismiss the Corporate Governance Officer when necessary, provided that it is not contrary to current legal regulations.

Article 67. Notification of appointment, removal, and dismissal of the Corporate Governance Officer

Following the decision on the appointment, removal, or dismissal of the Corporate Governance Officer, the Company is responsible for internal notification and public disclosure to relevant authorities, through mass media, and on the Company's website in accordance with the procedures and regulations of current law.

Article 68. Rights and obligations of the Corporate Governance Officer

The rights and obligations of the Corporate Governance Officer shall be exercised in accordance with the provisions of Clause 3, Article 32 of the Company Charter.

CHAPTER IV: GENERAL DIRECTOR

Article 69. Roles, responsibilities, rights, and obligations of the General Director

1. The General Director is the person who manages the daily business operations of the Company; is subject to the supervision of the Board of Directors; and is responsible to the Board of Directors and before the law for the performance of assigned rights and obligations.
2. The General Director has the rights and obligations as prescribed in Clause 4, Article 35 of the Company Charter.

Article 70. Term, qualifications, and conditions of the General Director

The term of the General Director shall not exceed 05 (five) years and may be reappointed for an unlimited number of terms. The General Director must meet the following qualifications and conditions:

1. Not falling into the categories specified in Clause 2, Article 17 of the Law on Enterprises;
2. Must not be a person with family relations to the managers of the Company, managers and

Supervisors of the Parent Company; representatives of state capital, or representatives of enterprise capital at the Company and the Parent Company;

3. Possessing professional qualifications and experience in the Company's business administration.

Article 71. Candidacy and nomination of the General Director

Members of the Board of General Directors and members of the Board of Directors have the right to nominate or propose candidates for the General Director in accordance with the qualifications and conditions stipulated in Article 70 of this Regulation and submit them to the Board of Directors for consideration when the Company needs to seek a General Director.

Article 72. Appointment, dismissal, signing of contracts, and termination of contracts for the General Director

1. The Board of Directors shall appoint 01 member of the Board of Directors or hire another person to serve as the General Director.
2. The Board of Directors may dismiss or remove the General Director when a majority of the members of the Board of Directors with voting rights present at the meeting approve, and appoint a new General Director as a replacement.

Article 73. Notification of appointment, dismissal, removal, signing of contracts, and termination of contracts for the General Director

Following the decision on the appointment, dismissal, or removal of the General Director, the Company is responsible for internal notification and public disclosure to relevant authorities through mass media and on the Company's website in accordance with the procedures and regulations of current law.

Article 74. Salary and other benefits of the General Director

The salary, remuneration, and other benefits of the General Director shall be implemented in accordance with the provisions of Clause 2 and Clause 3, Article 34 of the Company Charter.

CHAPTER VI: OTHER ACTIVITIES

SECTION 1: REGULATIONS ON COORDINATION BETWEEN THE BOARD OF DIRECTORS AND THE GENERAL DIRECTOR

Article 75. Procedures and sequence for convening, notifying, recording minutes, and announcing the results of meetings between the Board of Directors and the General Director

The procedures and sequence for convening, notifying, recording minutes, and announcing the results of meetings between the Board of Directors and the General Director shall be carried out in accordance with the procedures and sequence for convening Board of Directors meetings as stipulated in Section 4, Chapter III of this Regulation.

Article 76. Notification of Board of Directors' Resolutions to the General Director

Board of Directors' Resolutions (concerning the responsibilities, powers, and obligations of the General Director) after being issued must be sent to the General Director at the same time and by the same method as for members of the Board of Directors.

Article 77. Cases in which the General Director requests to convene a Board of Directors meeting and matters requiring the Board of Directors' opinion

The General Director may request to convene a Board of Directors meeting and submit matters requiring approval when deemed necessary in accordance with the Company Charter.

Article 78. Reports of the General Director to the Board of Directors on the performance of assigned tasks and powers

1. Reports on the implementation of Resolutions of the Board of Directors and the General Meeting of Shareholders, and the Company's business and investment plans approved by the Board of Directors and the General Meeting of Shareholders;
2. Periodic quarterly and annual reports evaluating the financial situation and the situation of production and business operations of the Company;
3. Reports on improvements In Organizational Structure, Policies, And Management;
4. Annual reports on the implementation of obligations towards the environment, community, and employees;
5. Reports on the implementation of other matters authorized by the Board of Directors and the General Meeting of Shareholders;
6. Reporting on other matters as requested by the Board of Directors.

Article 79. Evaluation of the implementation of Resolutions and other matters authorized by the Board of Directors to the General Director

Based on the General Director's report on the performance of assigned tasks and powers as stipulated in Article 78 of this Regulation, the Board of Directors shall evaluate the results of the implementation of Resolutions and other matters authorized by the Board of Directors to the General Director.

Article 80. Matters that the General Director must report, provide information on, and the method of notification to the Board of Directors

Matters that the General Director must report, provide information on, and the method of notification to the Board of Directors:

1. Matters according to Article 75 of this Regulation;
2. The General Director shall fulfill the obligation to notify related transactions in accordance with the provisions of Clause 3, Article 42 of the Company Charter.
3. Other matters requiring the opinion of or reporting to the Board of Directors shall be sent by the General Director to the Board of Directors within a timeframe appropriate to the nature and urgency of the matter; the Board of Directors shall consider and respond within a reasonable time in accordance with internal regulations and actual conditions at each time.
4. Specifically, in the case of approving contracts and transactions as prescribed in Clause 1, Article 167 of the Law on Enterprises and having a value of less than 35% of the total asset value of the enterprise recorded in the most recent financial statements or another smaller percentage or value as prescribed in the Company Charter, the representative of the Company signing the contract or transaction must notify the members of the Board of

Directors of the related parties to that contract or transaction and attach the draft contract or the main content of the transaction. The Board of Directors shall decide on the approval of the contract or transaction within 15 (fifteen) days from the date of receiving the notice, unless the Company Charter stipulates a different timeframe.

Article 81. Coordination of control, management, and supervision activities between members of the Board of Directors and the General Director

1. The General Director is the person who manages the Company's operations on its behalf, ensuring that the Company operates continuously and effectively.
2. The Board of Directors does not interfere in the management work of the General Director; the Board of Directors has the right to attend monthly briefing meetings of the Company's Executive management, and meetings to review investment projects, cooperation schemes, etc., presided over by the General Director before submitting them to the Board of Directors for consideration and approval. Periodically, annually or quarterly depending on work requirements, the Board of Directors shall plan to work with subordinate units and Departments/Divisions of the Company to inspect and supervise the implementation of production and business plans and the implementation of Resolutions of the Board of Directors, and to promptly direct and handle related petitions falling under the authority of the Board of Directors.

SECTION 2: REGULATIONS ON ANNUAL PERFORMANCE EVALUATION, REWARDS, AND DISCIPLINE FOR MEMBERS OF THE BOARD OF DIRECTORS, THE GENERAL DIRECTOR, AND OTHER EXECUTIVES

Article 82. Regulations on the performance evaluation of Members of the Board of Directors, the General Director, and other executives

1. The Board of Directors is responsible for organizing the performance evaluation of members of the Board of Directors, the General Director, and other executives in accordance with the law and relevant internal regulations.
2. Performance evaluation is conducted on the basis of ensuring a balance between the interests of managers and executives and the long-term interests of the Company and shareholders, in line with the governance objectives, operational status, and actual conditions of the Company at any given time.
3. The Board of Directors shall decide on the principles, methods, timing, and content of the evaluation for each subject, based on the assigned functions and duties and the results of task performance, without being required to establish a fixed set of evaluation criteria.
4. The performance evaluation of the General Director and other executives is carried out in accordance with the Company's internal regulations, or based on reports, explanations, and self-assessments provided by these individuals at the request of the Board of Directors.

Article 83. Rewards

1. The Board of Directors or the Remuneration Committee (if any) is responsible for developing reward policies. Rewards are granted based on the performance evaluation results under Article 82 of this Regulation.
2. Forms of rewards: in cash, in shares (issuing shares under an employee stock ownership

plan), or other forms developed by the Board of Directors or the Remuneration Committee. The General Director must prepare a plan for the forms of rewards and submit it to the Board of Directors for approval; cases exceeding their authority shall be submitted to the General Meeting of Shareholders for approval.

3. The reward scheme for members of the Board of Directors shall be decided by the General Meeting of Shareholders.
4. For executives: the source of reward funds is deducted from the Company's Reward and Welfare Fund and other legal sources. The reward level is based on the actual annual business results; the General Director shall propose it to the Board of Directors for approval, and cases exceeding their authority shall be submitted to the General Meeting of Shareholders for approval.

CHAPTER V: REQUESTING AND PROVIDING INFORMATION

Article 84. Requesting and providing information

1. The following subjects have the right to request the Company to provide information in accordance with the law, the Company Charter, and this Regulation:
 - a) Shareholders or a group of shareholders owning 05% or more of ordinary shares;
 - b) The Audit Committee, within the scope of performing its functions of supervising, inspecting, and evaluating the Company's internal control, risk management, and financial reporting systems;
 - c) Members of the Board of Directors, within the scope of exercising their rights, obligations, and governance responsibilities in accordance with the law, the Company Charter, and this Regulation;
 - d) Executives, including the General Director and other managers of the Company, within the scope of serving management and operational tasks according to their assigned functions and duties.
2. Forms and dossiers for information requests:
 - a) Requests for information must be made in writing and sent to the Company, clearly stating the requester's information, the basis, purpose of the request, and the content and scope of the information requested, as per the form attached to this Regulation;
 - b) If the requester is an authorized representative of a shareholder, the dossier must include a legal power of attorney in accordance with the law;
 - c) If the request is made by a group of shareholders, it must be accompanied by the meeting minutes or a written agreement of the group of shareholders regarding the request for information.
3. Procedures for reviewing and approving information requests
 - a) For information requests from shareholders or a group of shareholders: After receiving a valid request, the Company shall submit it to the Board of Directors to review and decide on whether to approve or deny the provision of information. The Board of Directors shall review based on ensuring the shareholder's legal right to access information, while not affecting the Company's business secrets and legitimate interests.

- b) For information requests from the Audit Committee, members of the Board of Directors, and executives: The provision of information is carried out according to management and operational authority and does not require approval from the Board of Directors; however, it shall always ensure the principles of prudence and the best interests of the Company, thereby allowing the information disclosure procedures to be implemented flexibly depending on each point in time.
4. Organization of information provision
- a) If the request is approved, the Company shall organize the provision of information according to the scope, form, and deadline appropriate to the content of the request and the decision of the authorized person;
 - b) If the request for information is denied, the Company or the authorized agency or person must respond in writing to the requester and clearly state the reasons for refusal in accordance with the law and the Company Charter.
 - c) Information is provided at the Company's headquarters, branches, or representative offices, or by other appropriate means as decided by the authorized person;
 - d) Costs incurred related to copying, printing, and providing information shall be borne by the requester, except when the requester is providing information to perform their duties.
5. Reporting and archiving responsibilities:
- a) The manager directly responsible for providing information must report to the Board of Directors for requests that fall under the approval authority of the Board of Directors;
 - b) The dossier of the information request and the provided documents must be archived at the Company in accordance with regulations on internal record management and archiving.

CHAPTER VI: AMENDMENTS TO THE REGULATIONS ON CORPORATE GOVERNANCE

Article 85. Supplementing and amending the Regulations on Corporate Governance

1. Any supplement or amendment to this Regulation must be considered and decided by the General Meeting of Shareholders of the Company.
2. In the event that provisions of the law related to the Company's operations are not mentioned in this Regulation, or in the event that new provisions of the law differ from the terms in this Regulation, those provisions of the law shall automatically apply and govern the Company's operations.

CHAPTER VII: EFFECTIVE DATE

Article 86. Effective date

1. This Regulation was passed by the General Meeting of Shareholders of Petrovietnam General Services Corporation on, 2026.
2. This Regulation is the sole and official version of the Company.
3. Copies or extracts of the Regulations on Corporate Governance must be signed by the

Chairman of the Board of Directors or a person authorized by the Chairman of the Board of Directors.

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of the amendment of the Operational Regulations of the Board of Directors

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- *Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Charter of PetroVietnam General Services Corporation;*
- *Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation,*

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval the amendments to the Operational Regulations of the Board of Directors in accordance with the draft attached to this Proposal.

Respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

CHAIRMAN

Phung Tuan Ha

**REGULATIONS ON OPERATION OF
THE BOARD OF DIRECTORS**

**PETROVIETNAM GENERAL SERVICES
CORPORATION**

Ho Chi Minh City, , 2026

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CHAPTER I. GENERAL PROVISIONS

Article 1. Scope and subjects of application

1. The Regulations on Operation of the Board of Directors stipulate the organizational structure, personnel, operating principles, powers, and obligations of the Board of Directors and its members to ensure compliance with the Law on Enterprises, the Law on Securities, the Company Charter, the Regulations on Corporate Governance, and other relevant legal provisions.
2. Applicable subjects: These Regulations apply to the Board of Directors, members of the Board of Directors, and affiliated persons mentioned in these Regulations.

Article 2. Operating principles of the Board of Directors

1. The Board of Directors works on a collective basis. Members of the Board of Directors are personally responsible for their assigned tasks and jointly responsible before the General Meeting of Shareholders and before the law for the Resolutions of the Board of Directors that have been passed, except for members who have dissenting opinions recorded in the meeting minutes or vote-counting minutes.
2. The Board of Directors assigns responsibility to the General Director or other managers as decided by the Board of Directors to organize and implement the Resolutions of the Board of Directors..

Article 3. Definitions and terminology

1. In these Regulations, the following terms shall be understood as follows:
 - a) **“Charter capital”** is the total par value of shares sold or registered for purchase upon the establishment of the joint stock company and in accordance with the provisions of Article 6 of the Charter of Petrovietnam General Services Corporation;
 - b) **“Law on Enterprises”** is the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its guiding documents, amendments, supplements, or replacements (if any);
 - c) **“Law on Securities”** is the Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its guiding documents, amendments, supplements, or replacements (if any);
 - d) **“Applicable Law”** means all legal normative documents as prescribed in the Law on Promulgation of Legal Normative Documents No. 64/2025/QH15 passed by the National Assembly on February 19, 2025, and amendments, supplements, or replacements (if any), and regulations and guidelines in effect as written or unwritten law currently in force;
 - e) **“Manager”** is a manager of the Company, including the Chairperson of the Board of Directors, members of the Board of Directors, General Director, Deputy General Director, Chief Accountant of the Company, and other management positions in the Company appointed by the Board of Directors;
 - f) **“Affiliated persons”** means individuals or organizations as defined in Clause 46, Article 4 of the Law on Securities;
 - g) **“Shareholder”** is an individual or organization owning at least one share of the joint stock company;

- h) **“Non-executive member of the Board of Directors”** is a member of the Board of Directors who is not the General Director, Deputy General Director, Chief Accountant, or other executive titles appointed by the Board of Directors in accordance with the Company Charter;
 - i) **“Subsidiaries, associated companies”** are enterprise(s) that have a relationship with the Company through share ownership, capital contribution, or other links, including but not limited to subsidiaries 100% owned by the Company; companies in which the Company has shares or capital contributions with controlling power; and associated companies of the Company;
 - j) **“Contact address”** is the registered head office address for organizations; or the permanent residence, workplace, or other address of an individual that such person registers with the enterprise to serve as a contact address;
 - k) **“Trade secret” or “Business secret”** means information, including formulas, patterns, compilations, programs, devices, methods, techniques, or processes that (i) have independent economic value and competitive advantage, whether actual or potential, due to the fact that they are not widely known or easily determined by others through legal means to obtain economic value from the disclosure or use of such information; (ii) are subject to reasonable security measures under specific circumstances to maintain confidentiality, including but not limited to financial factors; contracts, cooperation agreements, and other documents signed by the Company with suppliers, customers, and business partners; strategies, technology, and know-how; business reports, analyses, and research, etc. Information identified as a Trade Secret or Business Secret shall be decided by the Board of Directors of the Company from time to time;
 - l) **“Working day”** means days from Monday to Friday, excluding public holidays, Tet holidays, or other holidays as prescribed by the laws of Vietnam.
2. In these Regulations, references to one or more other provisions or documents include any amendments, supplements, or replacement documents.
 3. The headings (Chapters, Articles of these Regulations) are used for convenience in understanding the content and do not affect the content of these Regulations.
 4. Words or terms already defined in the Law on Enterprises and the Law on Securities (if not contradictory to the subject or context) shall have the same meaning in these Regulations.

CHAPTER II. MEMBERS OF THE BOARD OF DIRECTORS

Article 4. Rights and obligations of members of the Board of Directors

1. Members of the Board of Directors have full rights and responsibilities as prescribed by the Law on Enterprises, the Law on Securities, relevant laws, and the Company Charter, including the right to be provided with information and documents regarding the financial situation and business operations of the Company and its subsidiaries.
2. Members of the Board of Directors have obligations as prescribed by the Law on Enterprises, the Company Charter, and the following additional obligations:
 - a) Perform their duties honestly and carefully for the best interests of the shareholders and the Company;
 - b) Attend all meetings of the Board of Directors and express opinions on issues brought up for discussion;

- c) Report promptly and fully to the Board of Directors the remuneration received from subsidiaries, associated companies, and other organizations;
 - d) Report to the Board of Directors at the nearest meeting any transactions between the Company, its subsidiaries, or other companies in which the Company holds more than 50% of the charter capital, and the member of the Board of Directors or such member's affiliated persons; and any transactions between the Company and a company in which the member of the Board of Directors is a founding member or a manager within the three (03) years immediately preceding the time of the transaction.
 - e) Disclose information when conducting transactions involving the Company's shares in accordance with Applicable Law.
3. Each independent member of the Board of Directors of the Company must prepare an evaluation report on the activities of the Board of Directors.

Article 5. Right of members of the Board of Directors to be provided with information

1. Members of the Board of Directors have the right to request information and documents regarding the financial situation and business operations of the Company and its subsidiaries related to the performance of the tasks assigned to the member of the Board of Directors.
2. The sequence and procedures for requesting and providing information are specified in detail in the Regulations on Corporate Governance.

Article 6. Number, term, and structure of members of the Board of Directors

The number of members of the Board of Directors, the term of office, and the structure of the Board of Directors shall be implemented in accordance with the provisions of Article 26 of the Company Charter.

Article 7. Standards and conditions for members of the Board of Directors

1. Members of the Board of Directors must meet the standards and conditions as prescribed in Clause 3, Article 26 of the Company Charter.
2. Independent members of the Board of Directors must meet the following standards and conditions:
 - a) Not be a person currently working for the Company, the parent company, or the Company's subsidiaries; not be a person who has worked for the Company, the parent company, or the Company's subsidiaries for at least the 03 preceding consecutive years;
 - b) Not be a person currently receiving salary or remuneration from the Company, except for allowances that members of the Board of Directors are entitled to receive as prescribed;
 - c) Not be a person whose spouse, biological father, adoptive father, biological mother, adoptive mother, biological child, adopted child, biological brother, biological sister, or biological sibling is a major shareholder of the Company; or a manager of the Company or the Company's subsidiaries;
 - d) Not be a person directly or indirectly owning 01% or more of the total voting shares of the Company;
 - e) Not be a person who has been a member of the Board of Directors or the Board of Supervisors of the Company for at least the 05 preceding consecutive years, except in cases of being appointed for 02 consecutive terms.

Article 8. Chairperson of the Board of Directors

1. The Chairperson of the Board of Directors is elected, dismissed, or removed by the Board of Directors from among the members of the Board of Directors.
2. The Chairperson of the Board of Directors may not concurrently hold the position of General Director.
3. The Chairperson of the Board of Directors has the following rights and obligations:
 - a) Develop the program and operating plan of the Board of Directors;
 - b) Prepare the program, content, and documents for meetings; convene, preside over, and act as the Chairperson of the Board of Directors' meetings;
 - c) Organize the approval of the Board of Directors' Resolutions;
 - d) Organize the monitoring and supervision of the implementation of the Board of Directors' Resolutions;
 - e) Act as the Chairperson of the General Meeting of Shareholders;
 - f) Other rights and obligations as prescribed by the Law on Enterprises and the Company Charter.
4. In case the Chairperson of the Board of Directors is absent or unable to perform their duties, they must authorize in writing another member of the Board of Directors to perform the rights and obligations of the Chairperson of the Board of Directors in accordance with the principles stipulated in the Company Charter. In case no authorization is made or the Chairperson of the Board of Directors is deceased, missing, detained, serving a prison sentence, serving an administrative handling measure at a compulsory detoxification center or compulsory education institution, has fled from their place of residence, has limited or lost civil act capacity, has difficulty in cognition or behavior control, or is prohibited by the Court from holding certain positions, practicing certain professions, or performing certain jobs, the remaining members shall elect one among them to hold the position of Chairperson of the Board of Directors based on the principle that the majority of the remaining members approve until a new Resolution of the Board of Directors is issued.
5. When deemed necessary, the Board of Directors shall decide to appoint 01 (one) or more persons as Corporate Secretary with a term of office according to the Resolution of the Board of Directors. The Board of Directors may dismiss or remove the Corporate Secretary when necessary. The Corporate Secretary has the following rights and obligations:
 - a) Assist in organizing the convening of the General Meeting of Shareholders and the Board of Directors; record meeting minutes;
 - b) Assist members of the Board of Directors in performing assigned rights and obligations;
 - c) Assist the Board of Directors in applying and implementing the principles of Corporate Governance;
 - d) Assist the Company in building shareholder relations and protecting the legitimate rights and interests of shareholders; ensuring compliance with obligations relating to information provision, information disclosure, and administrative procedures;
 - e) Other rights and obligations as prescribed in the Company Charter and the Regulations on Corporate Governance.

Article 9. Dismissal, removal, and replacement of members of the Board of Directors

1. The General Meeting of Shareholders shall dismiss a member of the Board of Directors in the following cases:
 - a) No longer meeting the standards and conditions prescribed in Article 155 of the Law on Enterprises;
 - b) Having submitted a resignation letter and it has been approved;
 - c) Other cases as prescribed by Applicable Law and the Company Charter.
2. A member of the Board of Directors who has submitted a resignation letter or falls into cases of being prosecuted for criminal liability, detained, serving a prison sentence, serving an administrative handling measure at a compulsory detoxification center or compulsory education institution, or being prohibited by the Court from holding certain positions, practicing certain professions, or performing certain jobs, shall still perform the rights and obligations of a member of the Board of Directors until the dismissal/removal is approved by the General Meeting of Shareholders in accordance with Applicable Law and the Company Charter, except for the right to request information and documents as prescribed in Point s, Clause 2, Article 27 of the Company Charter from the time the Board of Directors issues a Resolution approving the receipt of the resignation letter or recording the legal status mentioned above.
3. If a member of the Board of Directors has limited civil act capacity, has lost civil act capacity, or has difficulty in cognition or behavior control according to an effective decision of a competent authority, all rights and obligations of that member of the Board of Directors shall be suspended from the time the event occurs. However, the status of a member of the Board of Directors is maintained until they are dismissed by the General Meeting of Shareholders.
4. In case a member of the Board of Directors submits a resignation letter, the specific sequence and procedures for receipt are as follows:
 - a) A resigning member of the Board of Directors must send a resignation letter to the Board of Directors, including the following main contents:
 - Position resigned from;
 - Reasons for resignation;
 - Effective date (clearly stating the date on which it takes effect);
 - Signature and full name (handwritten) of the member of the Board of Directors.
 - b) The Company shall disclose extraordinary information within 24 hours from the time of receiving the resignation letter.
5. The General Meeting of Shareholders shall remove a member of the Board of Directors in the following cases:
 - a) Not participating in the activities of the Board of Directors for 06 (six) consecutive months, except in cases of force majeure;
 - b) Other cases as prescribed by Applicable Law.

6. When deemed necessary, the General Meeting of Shareholders shall decide to replace a member of the Board of Directors; dismiss or remove a member of the Board of Directors outside the cases prescribed in Clause 1 and Clause 4 of this Article.
7. The Board of Directors shall convene the General Meeting of Shareholders to elect additional members of the Board of Directors in accordance with the provisions of Clause 3, Clause 4, Article 14 of the Company Charter.

Article 10. Methods of electing, dismissing, and removing members of the Board of Directors

1. A shareholder or group of shareholders holding 05% or more of the total common shares has the right to nominate candidates or self-nominate to the Board of Directors in accordance with the Law on Enterprises and the Company Charter. The right to nominate, self-nominate, and the number of candidates corresponding to the shareholding percentage shall be implemented in accordance with the provisions of Clause 2, Article 25 of the Company Charter.
2. In case the number of candidates for the Board of Directors nominated and self-nominated according to the provisions of Clause 2, Article 25 of the Company Charter is still insufficient, the incumbent Board of Directors shall nominate additional candidates in accordance with the provisions of Clause 3, Article 25 of the Company Charter. The nomination of additional candidates by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with Applicable Law.
3. In case the number of candidates nominated by the incumbent Board of Directors according to Clause 2 of this Article is still insufficient, the Board of Directors shall disclose information and organize for other shareholders to nominate candidates in accordance with the provisions of Clause 4, Article 25 of the Company Charter.
4. The organization for other shareholders to nominate shall be implemented in accordance with the provisions of Clause 5, Article 25 of the Company Charter.
5. Voting to elect members of the Board of Directors must be carried out by cumulative voting, whereby each shareholder has a total number of voting rights corresponding to the total number of shares owned multiplied by the number of members to be elected to the Board of Directors, and the shareholder has the right to accumulate all or part of their total votes for one or more candidates. The elected member of the Board of Directors is determined by the number of votes calculated from high to low, starting from the candidate with the highest number of votes until the number of members prescribed in the Company Charter is reached. In case there are 02 (two) or more candidates with the same number of votes for the last member of the Board of Directors, a re-election will be conducted among the candidates with the same number of votes or selected according to the criteria of the Election Regulations or the Company Charter.
6. If the number of candidates is less than or equal to the number of members of the Board of Directors to be elected, the election of members of the Board of Directors may be carried out by cumulative voting as prescribed in Clause 5 of this Article or by voting (Approve, Disapprove, Abstain). The voting rate for approval by voting method shall be implemented in accordance with Clause 2, Article 21 of the Company Charter.

7. The dismissal and removal of members of the Board of Directors by the General Meeting of Shareholders shall be carried out by voting (Approve, Disapprove, Abstain). The voting rate for approval by voting method is prescribed in Clause 2, Article 21 of the Company Charter.

Article 11. Notification of election, dismissal, and removal of members of the Board of Directors

1. In case candidates for the Board of Directors have been determined in accordance with the provisions of Clause 1, Article 44 of the Regulations on Corporate Governance, the Company must disclose information related to the candidates at least 10 (ten) days before the opening date of the General Meeting of Shareholders on the Company's website so that shareholders may review information about the candidates before voting. Candidates for the Board of Directors must have a written commitment regarding the truthfulness and accuracy of the published personal information and must commit to performing their duties honestly, carefully, and in the best interest of the Company if elected as a member of the Board of Directors. Information related to candidates for the Board of Directors to be disclosed includes:
 - a) Full name and date of birth;
 - b) Qualification;
 - c) Work history;
 - d) Other management positions (including positions on the Board of Directors/Board of Members of other companies);
 - e) Interests related to the Company and its related parties;
 - f) Other information (if any) as prescribed in the Company Charter;
 - g) The Company is responsible for disclosing information about the companies in which the candidate holds positions as a member of the Board of Directors, member of the Board of Members, or other management positions, and any interests of the candidate related to the Company (if any).
2. The notification of the results of the election, dismissal, and removal of members of the Board of Directors shall be carried out in accordance with regulations on information disclosure.

CHAPTER III. BOARD OF DIRECTORS

Article 12. Rights and obligations of the Board of Directors

1. The Board of Directors is the management body of the Company, having full authority on behalf of the Company to decide and perform the rights and obligations of the Company, except for rights and obligations under the authority of the General Meeting of Shareholders.
2. The rights and obligations of the Board of Directors shall be implemented in accordance with the provisions of Clause 2, Article 27 of the Company Charter.
3. The Board of Directors must report the results of its activities to the General Meeting of Shareholders in accordance with the provisions of the law.
4. The Board of Directors adopts a Resolution by voting at a meeting, collecting written opinions, or other forms as prescribed by the Company Charter. Each member of the Board of Directors has one vote.

5. In case a Resolution passed by the Board of Directors is contrary to the provisions of the law, the Resolution of the General Meeting of Shareholders, or the Company Charter, causing damage to the Company, the members who voted to approve that Resolution shall be jointly and severally liable personally for that Resolution and must indemnify the Company for damages; members who voted against the aforementioned Resolution shall be exempt from liability. In this case, shareholders of the Company have the right to request the Court to suspend the implementation or cancel the aforementioned Resolution.

Article 13. Duties and powers of the Board of Directors in approving and signing contracts and transactions with affiliated persons

1. The Board of Directors approves contracts and transactions with a value of less than 35% or transactions resulting in a total transaction value arising within 12 months from the date of the first transaction with a value of less than 35% of the total asset value recorded in the most recent financial statements between the Company and one of the following subjects:
 - a) Members of the Board of Directors, the General Director, other managers, and affiliated persons of these subjects;
 - b) Shareholders, authorized representatives of shareholders owning over 10% of the total common shares of the Company, and their affiliated persons;
 - c) Enterprises related to the subjects specified in Clause 2, Article 164 of the Law on Enterprises.
2. The Board of Directors approves contracts and transactions for borrowing, lending, or selling assets with a value less than or equal to 10% of the total asset value of the enterprise recorded in the most recent reviewed/audited financial statements between the Company and shareholders owning 51% or more of the total voting shares or affiliated persons of such shareholders.
3. The representative of the Company signing the contract or transaction must notify the members of the Board of Directors of the related parties involved in that contract or transaction and attach the draft contract or the main content of the transaction. The Board of Directors shall decide on the approval of the contract or transaction within 15 (fifteen) days from the date of receiving the notice; members of the Board of Directors who have interests related to the parties in the contract or transaction do not have the right to vote.

Article 14. Responsibility of the Board of Directors in convening an extraordinary General Meeting of Shareholders

1. The Board of Directors must convene an extraordinary General Meeting of Shareholders when the cases specified in Clause 3, Article 14 of the Company Charter occur.
2. The determination of the opening date and the sequence of organizing the extraordinary General Meeting of Shareholders shall be carried out in accordance with the provisions of Clause 4, Article 14 of the Company Charter.
3. Procedures for organizing the General Meeting of Shareholders in accordance with the provisions of the law.

Article 15. Committees of The Board of Directors.

The establishment, structure, and operating principles of the committees under the Board of Directors and the implementation of Resolutions of the Board of Directors or of the committees of the Board of Directors shall be carried out in accordance with the provisions of Article 31 of the Company Charter.

CHAPTER IV. MEETINGS OF THE BOARD OF DIRECTORS

Article 16. Meetings of the Board of Directors

1. The organization of meetings of the Board of Directors, including the authority to convene and cases for convening meetings, forms of meetings, and the collection of opinions from members of the Board of Directors in writing, shall be carried out in accordance with the provisions of Article 30 of the Company Charter and Articles 51 and 52 of the Regulations on Corporate Governance.
2. The notice of invitation to the meeting of the Board of Directors or documents for collecting opinions of the Board of Directors in writing may be sent by invitation letter, fax, electronic means, or other written methods, ensuring that they reach the contact address of each member of the Board of Directors registered with the Company.
3. The conditions for conducting a meeting of the Board of Directors and the valid conditions for collecting opinions of members of the Board of Directors in writing shall be implemented in accordance with the provisions of Article 53 of the Regulations on Corporate Governance.
4. The form of passing Resolutions of the Board of Directors; the method of attending and voting by members of the Board of Directors shall be implemented in accordance with the provisions of Clause 1 and Clause 2, Article 54 of the Regulations on Corporate Governance.
5. Voting principles, including the number of votes of each member and cases where members of the Board of Directors are not allowed to vote due to related interests, shall be implemented in accordance with the provisions of Clause 3, Article 54 of the Regulations on Corporate Governance.
6. The collection of opinions from members of the Board of Directors in writing shall be carried out in accordance with Clause 4, Article 54 of the Regulations on Corporate Governance.
7. The organization of meetings of the Board of Directors in the form of online conferences shall be carried out in accordance with Clause 5, Article 54 of the Regulations on Corporate Governance.
8. Members must fully attend meetings of the Board of Directors. Members may authorize other members of the Board of Directors or other persons (who are not members of the Board of Directors if approved by the majority of the members of the Board of Directors) to attend and vote.
9. Resolutions of the Board of Directors are passed according to the majority principle, applicable to both the form of voting at meetings and the form of collecting opinions in writing; in case of a tie, the final decision belongs to the side with the opinion of the Chairperson of the Board of Directors. The Chairperson of the Board of Directors decides on the form of passing resolutions suitable to governance requirements and actual conditions at each time in accordance with the provisions of the law and the Company Charter.

Article 17. Meeting Minutes of the Board of Directors

1. Meetings of the Board of Directors must be recorded in minutes and may be recorded, recorded, and stored in other electronic forms. The minutes must be prepared in Vietnamese and may also be prepared in a foreign language, including the following main contents:
 - a) Name, address, enterprise identification number;
 - b) Time and venue of the meeting;
 - c) Purpose, agenda, and content of the meeting;
 - d) Full name of each member attending the meeting or the authorized person attending the meeting and the method of attendance; full names of members not attending and the reasons;
 - e) Issues discussed and voted on at the meeting;
 - f) Summary of opinions expressed by each member attending the meeting in the order of the meeting's proceedings;
 - g) Voting results, clearly stating the members who Approve, Disapprove, and Abstain;
 - h) Issues passed and the corresponding voting rate for approval;
 - i) Full name and signature of the Chairperson and the minute-taker, except for the cases specified in Clause 3 of this Article.
2. In case the Board of Directors passes a Resolution by collecting opinions in writing, the Vote Counting Minutes must clearly state the contents as prescribed in points a, b, c, g, h, i of Clause 1 of this Article and the number of ballots issued, the number of ballots collected, the number of valid ballots, the number of invalid ballots, and the list of members participating in the vote. The Vote Counting Minutes are kept with the opinion collection file.
3. In case the Chairperson or the minute-taker refuses to sign the meeting minutes, but if all other members of the Board of Directors attending and agreeing to pass the meeting minutes sign and have full content as prescribed in points a, b, c, d, đ, e, g, and h of Clause 1 of this Article, then this minutes shall be effective. The meeting minutes shall clearly state that the Chairperson or the minute-taker refused to sign the meeting minutes. The person signing the meeting minutes shall be jointly and severally liable for the accuracy and honesty of the content of the Board of Directors meeting minutes. The Chairperson and the minute-taker shall be personally liable for damages occurring to the enterprise due to refusing to sign the meeting minutes in accordance with the provisions of the Law on Enterprises, the Company Charter, and relevant laws.
4. The Chairperson, the minute-taker, and those signing the minutes must be responsible for the honesty and accuracy of the content of the Board of Directors meeting minutes.
5. The Board of Directors meeting minutes and documents used in the meeting must be kept at the Company's address.
6. Minutes prepared in Vietnamese and in a foreign language have equal legal validity. In case there is a difference in content between the minutes in Vietnamese and in a foreign language, the content in the Vietnamese minutes shall apply.

CHAPTER V. REPORTING, DISCLOSURE OF INTERESTS

Article 18. Annual report submission

1. At the end of the fiscal year, the Board of Directors must submit the following reports to the General Meeting of Shareholders:
 - a) Report on the Company's business results;
 - b) Audited financial statements;
 - c) Report evaluating the management and administration of the Company;
 - d) Report on the activities of the Independent member of the Board of Directors in the Audit Committee.
2. The reports specified in Clause 1 of this Article and the audit report must be kept at the Company's address at least 10 (ten) days before the opening date of the annual General Meeting of Shareholders. Shareholders owning shares of the Company continuously for at least 01 (one) year have the right to personally or together with a lawyer, accountant, or auditor with a practicing certificate directly examine the reports specified in this Article.

Article 19. Remuneration, bonuses, and other benefits of members of the Board of Directors

1. The Company has the right to pay remuneration and bonuses to members of the Board of Directors based on business results and efficiency. Remuneration for work is calculated based on the number of working days required to complete the tasks of a member of the Board of Directors and the daily remuneration rate. The Board of Directors estimates the remuneration for each member based on the majority principle. The total remuneration and bonuses for the Board of Directors shall be decided by the General Meeting of Shareholders at the annual meeting.
2. The remuneration of each member of the Board of Directors is included in the Company's business expenses in accordance with the provisions of Applicable Law on corporate income tax, presented as a separate item in the Company's annual Financial Statements, and must be reported to the General Meeting of Shareholders at the annual meeting.
3. A member of the Board of Directors holding an executive position or a member of the Board of Directors working on sub-committees of the Board of Directors or performing other tasks outside the scope of the normal duties of a member of the Board of Directors may be paid additional remuneration in the form of a lump-sum fee, salary, commission, percentage of profit, or in other forms according to the Resolution of the Board of Directors.
4. Members of the Board of Directors are reimbursed for all travel, accommodation, and other reasonable expenses they have incurred in the performance of their duties as members of the Board of Directors, including expenses incurred in attending meetings of the General Meeting of Shareholders, the Board of Directors, or sub-committees of the Board of Directors.
5. Members of the Board of Directors may be covered by liability insurance purchased by the Company after approval by the General Meeting of Shareholders. This insurance does not include coverage for liabilities of members of the Board of Directors related to violations of Applicable Law and the Company Charter.

Article 20. Disclosure of related interests

In case the Company Charter does not have stricter regulations, the disclosure of interests and affiliated persons of the Company shall be carried out in accordance with the following provisions:

1. Members of the Board of Directors of the Company must declare their related interests to the Company, including:
 - a) Name, enterprise identification number, address, and business lines of the enterprise they own or possess capital contributions or shares; the percentage and time of owning or possessing such capital contributions or shares;
 - b) Name, enterprise identification number, address, and business lines of the enterprise that their affiliated persons own, jointly own, or separately own capital contributions or shares exceeding 10% of the charter capital.
2. The declaration specified in Clause 1 of this Article must be made within 07 (seven) working days from the date the related interest arises; any amendments or supplements must be notified to the Company within 07 (seven) working days from the date of the corresponding amendment or supplement.
3. A member of the Board of Directors acting in their personal capacity or on behalf of others to perform work in any form within the scope of the Company's business must explain the nature and content of such work to the Board of Directors and may only perform it when approved by the majority of the remaining members of the Board of Directors; if performed without declaration or without the approval of the Board of Directors, all income derived from such activity shall belong to the Company.

CHAPTER VI. RELATIONSHIPS OF THE BOARD OF DIRECTORS

Article 21. Relationship between members of the Board of Directors

1. The relationship between members of the Board of Directors is a cooperative relationship; members of the Board of Directors are responsible for informing each other about relevant issues during the process of handling assigned tasks.
2. During the process of handling tasks, the member of the Board of Directors assigned primary responsibility must proactively coordinate the handling if there are issues related to the field under the charge of another member of the Board of Directors. In case there are differing opinions among members of the Board of Directors, the member with primary responsibility shall report to the Chairperson of the Board of Directors for consideration and decision according to their authority, or organize a meeting or collect opinions from members of the Board of Directors in accordance with the provisions of Applicable Law, the Company Charter, the Regulations on Corporate Governance, and these Regulations.
3. In case of reallocation of duties among members of the Board of Directors, the members of the Board of Directors must hand over relevant work, records, and documents. This handover must be documented in writing and reported to the Chairperson of the Board of Directors regarding such handover.

Article 22. Relationship with the Board of Management

In the role of governance, the Board of Directors issues Resolutions for the General Director and the executive management to implement. At the same time, the Board of Directors inspects and supervises the implementation of the Resolutions.

Article 23. Relationship with the Audit Committee

1. The relationship between the Board of Directors and the Audit Committee is a cooperative relationship. The working relationship between the Board of Directors and the Audit Committee follows the principle of independence, while simultaneously coordinating closely and supporting each other in the process of performing tasks.
2. Upon receiving inspection minutes or summary reports from the Audit Committee, the Board of Directors is responsible for studying and directing the General Director or other managers to develop a plan and implement timely corrective actions.

CHAPTER VII. IMPLEMENTATION PROVISIONS

Article 24. Effectiveness

The Regulations on Operation of the Board of Directors of Petrovietnam General Services Corporation shall take effect from, 2026.

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of amendments and supplements to business lines

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;
- Pursuant to Decision No.36/2025/QĐ-TTg dated September 29, 2025 of the Prime Minister on the issuance of the Vietnam Standard Industrial Classification;
- Pursuant to the business requirements, plans and operation of PetroVietnam General Service Corporation,

To align with actual business needs and to adjust in accordance with the current System of Economic Sectors pursuant to Decision No. 36/2025/QĐ-TTg dated September 29, 2025, by the Prime Minister (“**Decision 36**”), The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval the amendments and supplements to the list of business lines and the amendments to the Charter of PetroVietnam General Services Corporation (“**The Corporation**” or “**Petrosetco**”) with the following specific details:

1. Removing business lines (due to changes in description and/or class under Decision 36), with specific details as follows:

No.	DESCRIPTION	CLASS
1	Repair of machinery and equipment (No mechanical processing, waste recycling, electroplating at the headquarters)	3312
2	Wholesale of rice, wheat, other cereals and wheat flour (Not operating at the headquarters)	4631
3	Wholesale of computers, computer peripheral equipment and software	4651
4	Wholesale of motor vehicles and other motor vehicles <i>Details: Trading of transport vehicles, specialized vehicles</i>	4511
5	Wholesale of solid, liquid and gaseous fuels and related products <i>Details: Petroleum business; wholesale of solid, liquid, gaseous fuels and related products.</i>	4661

No.	DESCRIPTION	CLASS
6	Other specialized wholesale n.e.c <i>Details: Wholesale of fertilizers, pesticides and other chemicals used in agriculture (excluding plant protection drugs, highly toxic chemicals); biofuels, CO2, NH3 gas (not operating at the headquarters); synthetic resins, plastics in primary forms; industrial chemicals (no storage of chemicals); silk, fibers, textiles</i>	4669
7	Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores	4741
8	Retail sale of audio and video equipment in specialized stores <i>Details: Retail of radios, cassettes, televisions, speakers, stereo systems, music players, video players, CD players, DVD players</i>	4742
9	Short-term accommodation activities <i>Details: Hotel business</i>	5510
10	Real estate consultancy and brokerage and auctioning, land use right auctioning <i>Details: Real estate management (excluding legal consulting)</i>	6820
11	Management consultancy activities	7020
12	Temporary employment agency activities <i>Details: Labor subleasing</i>	7820
13	Provision and management of human resources <i>Details: Supply and management of domestic labor (excluding labor subleasing)</i>	7830
14	Travel agency activities	7911
15	Reservation services and support services related to the promotion and organization of tours	7990
16	Industrial cleaning and specialized structures	8129
17	Other amusement and recreation activities etc. <i>Details: Amusement and entertainment services (excluding karaoke, gambling organization)</i>	9329

2. Adding business lines (adding new business lines to meet business needs and providing supplements according to Decision 36 for those removed in section 1), with specific details as follows:

No.	DESCRIPTION	CLASS	NOTED
1	Repair and maintenance of machinery and equipment	3312	- Updating description in accordance with supplements under Decision 36.

	(No mechanical processing, waste recycling, electroplating at the headquarters)		
2	Wholesale of rice, wheat, other cereals and wheat flour (Not operating at the headquarters)	4631	- Updating description in accordance with supplements under Decision 36.
3	Wholesale of computers, computer peripheral equipment and software	4651	- Updating description in accordance with supplements under Decision 36.
4	Wholesale of automobiles and other motor vehicles <i>Details: Trading of transport vehicles, specialized vehicles</i>	4661	- Updating class 4661 according to Decision 36 as a supplement for class 4511 under Decision No. 27/2018/QĐ-TTg dated July 06, 2018, by the Prime Minister issuing the Vietnam System of Economic Sectors (" Decision 27 ").
5	Wholesale of solid, liquid and gaseous fuels and related products <i>Details: Petroleum business; wholesale of solid, liquid, gaseous fuels and related products</i>	4671	- Updating class 4671 according to Decision 36 as a supplement for class 4661 under Decision 27.
6	Other specialized wholesale etc. <i>Details: Wholesale of fertilizers, pesticides and other chemicals used in agriculture (excluding plant protection drugs, highly toxic chemicals); biofuels, CO₂, NH₃ gas (not operating at the headquarters); synthetic resins, plastics in primary forms; industrial chemicals (no storage of chemicals); silk, fibers, textiles.</i>	4679	- Updating class 4679 according to Decision 36 as a supplement for class 4669 under Decision 27.
7	Retail sale of information and communication equipment <i>Details: Retail of radios, cassettes, televisions, speakers, stereo systems, music players, video players, CD players, DVD players</i>	4740	- Updating description in accordance with supplements under Decision 36; - Updating class 4740 according to Decision 36 as a supplement for class

			4741 & 4742 under Decision 27.
8	Hotels and similar accommodation activities <i>Details: Hotel business</i>	5510	- Updating description in accordance with supplements under Decision 36.
9	Other computer programming activities	6219	- New supplements
10	Computer consultancy and computer facilities management activities	6220	- New supplements
11	Other information technology and computer service activities	6290	- New supplements
12	Other real estate activities on a fee or contract basis <i>Details: Real estate management (excluding legal consulting)</i>	6829	- Updating description in accordance with supplements under Decision 36; - Updating class 6829 according to Decision 36 as a supplement for class 6820 under Decision 27.
13	Business and other management consultancy activities	7020	- Updating description in accordance with supplements under Decision 36.
14	Temporary employment agency activities <i>Details: Labor subleasing</i>	7821	- Updating class 7821 according to Decision 36 as a supplement for class 7820 under Decision 27.
15	Other human resource provisions <i>Details: Supply and management of domestic labor (excluding labor subleasing)</i>	7822	- Updating description in accordance with supplements under Decision 36; - Updating class 7822 according to Decision 36 as a supplement for class 7830 under Decision 27.
16	Travel agency activities	7911	- Updating description in accordance with supplements under Decision 36.
17	Other travel related activities	7990	- Updating description in accordance with

			supplements under Decision 36.
18	Other cleaning activities	8129	- Updating description in accordance with supplements under Decision 36.
19	Organization of conventions and trade shows	8230	- New supplements
20	Other support activities to arts creation and performing arts	9039	- New supplements
21	Other sports activities	9319	- New supplements
22	Other amusement and recreation activities <i>Details: Amusement and entertainment services (excluding karaoke, gambling organization)</i>	9329	- Updating description in accordance with supplements under Decision 36.
23	Other personal service activities	9690	- New supplements

(*) The application of industry class, description and detailed of description may be adjusted in accordance with the guidance of the Ho Chi Minh City Department of Finance during the notification and registration procedures for changes; however, the nature and full scope of the business lines as listed in the above table are maintained.

3. Amending the details of the following business lines, details as follows:

No.	DESCRIPTION	CLASS
1	Wholesale of agricultural raw materials (except wood, bamboo) and live animals <i>Details: Trading of agricultural products</i>	4620
2	Wholesale of food <i>Details: Trading food, essential goods, seafood</i>	4632

(*) The application of industry class, description and detailed of description may be adjusted in accordance with the guidance of the Ho Chi Minh City Department of Finance during the notification and registration procedures for changes; however, the nature and full scope of the business lines as listed in the above table are maintained.

4. Amendment of The Charter of Petrosetco

To amend Clause 1, Article 4 of The Petrosetco's Charter to update the list of business lines after approval from the competent state authorities.

5. To authorize the Chairman of the Board of Directors and to allow the Chairman of the Board of Directors to sub-authorize other managers to implement:

- (i) Adjust and decide on the industry class, description and detailed of description in the application for registration of changes to business registration information, in case adjustments are required following instructions from the Ho Chi Minh City Department of Finance, while ensuring the nature and full scope of the business lines listed in this Submission are maintained.
- (ii) Prepare, sign, and certify all papers, documents, and dossiers for the purpose of carrying out the procedures for registration of changes to business registration information related to the supplementation and update of Petrosetco's business lines as stated in the Submission.
- (iii) To conduct the procedures for the registration of changes to business registration information related to the supplementation and update of Petrosetco's business lines as stated in the Submission. The Chairman of the Board of Directors is entitled to re-authorize other qualified and competent individuals to perform these procedures.
- (iv) To sign and promulgate the updated Charter after the approval of the Department of Finance of Ho Chi Minh City.

We respectfully submit to the Annual General Meeting of Shareholders for approval.

Sincerely./.

Recipients:

- As above;
- Archive: VT.

**FOR ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of the adjustment of the Company's name

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation,

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval the adjustment of the Company's name, specifically as follows

1. Adjustment

Information	Current name	Adjusting name
Company name in Vietnamese	TỔNG CÔNG TY CỔ PHẦN DỊCH VỤ TỔNG HỢP DẦU KHÍ (TÊN CŨ: CÔNG TY CỔ PHẦN DỊCH VỤ DU LỊCH DẦU KHÍ)	TỔNG CÔNG TY CỔ PHẦN DỊCH VỤ TỔNG HỢP DẦU KHÍ
Company name in foreign language	petrovietnam General services Corporation	Petrovietnam General Services Corporation

2. Approving the authorization of the Chairman of the Board of Directors and allows the Chairman of the Board of Directors to further authorize other managers to carry out necessary procedures, decisions, and adjustments required for updating the Company's name with the competent authorities.

Respectfully submit to the General Meeting of Shareholders for consideration and approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

Phung Tuan Ha

DRAFT

PROPOSAL

Ref. Approval of the List of Audit Firms for the Financial Year 2026

Respectfully to: **General Meeting of Shareholders
PetroVietnam General Services Corporation**

- *Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;*
- *Pursuant to the Charter of PetroVietnam General Services Corporation;*
- *Pursuant to the Operational Regulations of the Board of Directors of PetroVietnam General Services Corporation;*
- *Based on the List of audit firms approved by the State Securities Commission to provide audit services for listed companies;*

On the basis of reviewing the selection criteria for audit firms according to the aforementioned grounds and in accordance with the actual situation of PetroVietnam General Service the Corporation, the Board of Directors respectfully submits to the General Meeting of Shareholders to vote on and approve the following contents:

1. List of audit firms for the financial year 2026:

The list of proposed audit firms includes:

- Deloitte Vietnam Company Limited;
- Ernst & Young Vietnam Limited;
- PwC (Vietnam) Limited;
- KPMG Limited.

2. Authorization for the Board of Directors and permission for the Board of Directors to re-authorize other managers to perform the following tasks:

- Select one of the audit firms from the *List of audit firms for the financial year 2026* to perform the review and audit of the Corporation's financial statements in accordance with the provisions of law and the Corporation's requirements at any given time.
- Decide on the remuneration and relevant terms in the contract with the selected independent audit firm.

The Board of Directors respectfully submit to the General Meeting of Shareholders for approval.

Sincerely./.

Recipients:

- As above;
- Archive: Archivist.

**FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

CHAIRMAN

Phung Tuan Ha

DRAFT

RESOLUTION

2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS PETROVIETNAM GENERAL SERVICES CORPORATION

- Pursuant to the Law on Enterprises 2020 and any subsequent amendments or supplements thereto;
- Pursuant to the Law on Securities 2019 and any subsequent amendments or supplements thereto;
- Pursuant to the Charter of PetroVietnam General Services Corporation;
- Pursuant to the Meeting Minutes of the 2026 Annual General Meeting of Shareholders No. 01/BBH-PET.ĐHĐCĐ/2025 dated April 24th, 2026,

DECIDE:

Article 1. Approve the Report on activities of the Board of Directors in 2025.

Article 2. Approve the Report on the activities of the Board of Directors's independent member in the Audit Committee in 2025.

Article 3. Approve the Report of Board of Directors's independent member on the activities of Board of Directors in 2025.

Article 4. Approve the Report of the Board of Management in 2025.

Article 5. Approve the Proposal on business performance in 2025 and business plan for 2026, specifically:

4.1. Business performance in 2025

Consolidated Business performance

Revenue	:	VND	21,815,238,024,741
Profits before tax	:	VND	451,710,205,093
Profits after tax	:	VND	350,013,865,278

Separate Business performance

Revenue	:	VND	5.950.739.549.712
Profits before tax	:	VND	63,238,797,290
Profits after tax	:	VND	50,040,544,698

4.2. Business Plan for 2026

Consolidated Business Plan

Revenue	:	VND	23,000,000,000,000
Profits before tax	:	VND	398,000,000,000
Profits after tax	:	VND	318,400,000,000

Separate Business Plan

Revenue	:	VND	5,900,000,000,000
Profits before tax	:	VND	60,000,000,000
Profits after tax	:	VND	55,000,000,000

Article 6. Approve the Proposal on the report on salary and remuneration of the Board of Directors, the General Director in 2025 and the plan for 2026.

Article 7. Approve the Proposal on the audited Financial Statements of 2025, specifically:

Approve the Separate and Consolidated Financial Statements for 2025, audited by PwC (Vietnam) Limited.

Article 8. Approve the Proposal on profit distribution, appropriation of funds for 2025 and plan for the profit distribution, appropriation of funds for 2026, specifically:

7.1. Plan for profit distribution and fund allocation for 2025

Indicator		Data
- Consolidated Net Revenue	:	VND 21,815,238,024,741
- Consolidated Profit before Tax	:	VND 451,710,205,093
- Consolidated Profit after Tax	:	VND 350,013,865,278
- Profit after Tax attributable to the Parent Company	:	VND 258,133,908,515
- Profit after Tax of the Parent Company	:	VND 50,040,544,698
- Accumulated undistributed profit after tax of the parent company as of December 31 st , 2024	:	VND 145,880,005,434
- Allocation to Bonus and Welfare 6%	:	VND 3,002,432,682
- Dividends payment (stock dividend)	:	5%

7.2. Plan for profit distribution and fund allocation for 2026

Indicator		Data
- Fund for Bonus, Welfare	:	6%
- Expected dividend	:	Max 10%
- Profit after Tax	:	VND 55.000.000.000

Article 9. Approve the Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Vietnam National Industry – Energy Group (“PVN”), PVN’s Subsidiaries in 2025.

Article 10. Approve the Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Subsidiaries, Associates Companies in 2025.

Article 11. Approve the Proposal on the approval of related-party transactions arising in 2026 up to the Annual General Meeting of Shareholders in 2027.

Article 12. Approve the Proposal on the share issuance plan for stock dividend for 2025 and the share issuance plan for increasing charter capital from equity.

Article 13. Approve the Proposal on the plan for additional public offering of shares to existing shareholders.

Article 14. Approve the Proposal on investment transactions in 2026.

Article 15. Approve the Proposal on the amendment of the Company’s Charter.

Article 16. Approve the Proposal on the amendment of the Internal Regulations on Corporate Governance.

Article 17. Approve the Proposal on the amendment of the Operational Regulations of Board of Directors.

Article 18. Approve the Proposal on the amendment and supplementation of business lines.

Article 19. Approve the Proposal on the adjustment of the Company’s name.

Article 20. Approve the Proposal on the List of Auditing Firms for the Financial Year 2026.

Article 21. Enforcement clause

13.1. The Board of Directors, the Board of Management, and related individuals, organizations are responsible for implementing this Resolution.

13.2. This Resolution takes effect from the date of signing./.

Recipients:

- Shareholders, BOD, BOM;
- Archived: Archivist, Secretary of BOD.

**FOR AND ON BEHALF OF
THE GENERAL MEETING OF SHAREHOLDERS
CHAIRMAN**

Phung Tuan Ha



PETROVIETNAM GENERAL SERVICES CORPORATION
ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2026

TEMPLATE

VOTING BALLOT
Shareholder code: PET.000...

Full name of Shareholder: ...

Number of owned votes: ... votes

Number of authorized votes: ...votes

Total number of represented votes: ... Votes

(Please check the Opinion box to each voting content)

Content	Agree	Against	Abstain
Content 1. Approve of Report on the activities of the Board of Directors in 2025			
Content 2. Approve of Report on the activities of the Board of Directors's independent member in the Audit Committee in 2025			
Content 3. Approve of Report of the Board of Directors's independent member on the activities of BOD in 2025			
Content 4. Approve of Report of the Board of Management in 2025			
Content 5. Approve of Proposal on business performance in 2025 and business plan for 2026			
Content 6. Approve of Proposal on the report on salary and remuneration of the Board of Directors, the General Director in 2025 and the plan for 2026			
Content 7. Approve of Proposal on the audited Financial Statements for 2025			
Content 8. Approve of Proposal on profit distribution, appropriation of funds for 2025 and plan for the profit distribution, appropriation of funds for 2026			
Content 9. Approve of Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Vietnam National Industry – Energy Group (“PVN”), PVN's Subsidiaries in 2025			
Content 10. Approve of Proposal on the report on related-party transactions between PetroVietnam General Services Corporation and Subsidiaries, Associates Companies in 2025.			
Content 11. Approve of Proposal on the approval of related-party transactions arising in 2026 up to the Annual General Meeting of Shareholders in 2027			
Content 12. Approve of Proposal on the share issuance plan for stock dividend for 2025 and the share issuance plan for increasing charter capital from equity			

Content	Agree	Against	Abstain
Content 13. Approve of Proposal on the plan for additional public offering of shares to existing shareholders			
Content 14. Approve of Proposal on investment transactions in 2026			
Content 15. Approve of Proposal on the amendment of the Company's Charter			
Content 16. Approve of Proposal on the amendment of the Internal Regulations on Corporate Governance			
Content 17. Approve of Proposal on the amendment of the Operational Regulations of the Board of Directors			
Content 18. Approve of Proposal on the amendment and supplementation of business line			
Content 19. Approve of Proposal on the adjustment of the Company's name			
Content 20. Approve of Proposal on the List of Auditing Firms for the Financial Year 2026			

Guideline:

Shareholder marks (X) in 1 of 3 box: Agree/Against/Abstain for each voting content.

Ngày ... tháng ... năm 2026

ĐẠI BIỂU

(Ký và Ghi rõ họ tên)