

## NOTICE OF ANNUAL GENERAL MEETING 2024 PETROVIETNAM OIL CORPORATION

### To: PetroVietnam Oil Corporation's Shareholders

PetroVietnam Oil Corporation has the honour to inform and invite Shareholders to attend and participate in PVOIL Annual General Meeting 2024 (AGM) as follows :

- **Date and time:** Friday, April 26<sup>th</sup>, 2024 at 8:30 AM (Vietnam time)
- **Type of meeting:** Virtual Meeting (all Shareholders can attend and participate remotely through virtual platforms).
- **Venue of meeting chairing:** PVOIL Head Office, PetroVietnam Tower, 1-5 Le Duan Street, Ben Nghe Ward, District 1, HCM City, Vietnam.
- **AGM's Agenda and documents:** Please kindly refer to the attachments.
- **Participants:**
  - All Shareholders of PetroVietnam Oil Corporation finalized on **March 27<sup>th</sup>, 2024**.
  - The Representatives or Proxies of Shareholders.
- **How to attend and vote at the Virtual Meeting:**
  - ✓ Please visit our website: <https://dhdcd.pvoil.vn> to attend the Virtual Meeting and perform online voting remotely. Shareholder can use the following devices to login: personal computers/tablets/smartphones with internet access. Login Account is as below:
  - ✓ **Username: indicated in the Invitation letter**
  - ✓ **Password: indicated in the Invitation letter or OTP code (to be sent to Shareholder's smartphones, if any).**

*Note: Shareholder is responsible for securing username, password and other identifying elements provided by PVOIL to ensure that only Shareholder has the right to use the Login Account.*

- In case of appointing another as a Proxy to attend AGM, Shareholder is kindly required to send a Proxy Letter (refer to the attached form) to PVOIL **no later than 5:00 PM on April 19<sup>th</sup>, 2024 (Vietnam time)** for receiving the Proxy's Login Account to attend AGM.

Best Regards,

CHAIRMAN OF  
THE BOARD OR MANAGEMENT

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

PetroVietnam Oil Corporation  
Address: 1-5 Le Duan St., Ben Nghe Ward, District 1, HCM City, Vietnam  
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**Cao Hoai Duong**

PETROVIETNAM OIL CORPORATION

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**AGENDA**  
**THE ANNUAL GENERAL MEETING 2024 OF**  
**PETROVIETNAM OIL CORPORATION**

Time	Duration (min)	Description
07:30 – 08:30	60	Online registration
08:30 – 09:00	30	<b>Opening ceremony</b> Call to order, introduction of participants; Report of Shareholders verification; Introduction of Chairperson and the secretary of AGM; Approval of AGM’s Agenda; Approval of the Vote Counting Committee; Approval of the Rules on holding AGM.
09:00 – 10:30	90	<b>Presenting Reports and Proposals:</b> 1. Report on Business Performance in 2023 and Plan for 2024 2. Report on Performance in 2023 and Working Plan in 2024 of the BOM. 3. Report of the BOS on PVOIL’s Performance in 2023, BOM, CEO and self-performance of the BOS and its members. 4. Report on Salary and Remuneration in 2023 and the Salary and Remuneration plan for 2024 of the BOM, BOS, and BOD. 5. The proposal for the Audited Financial Statements 2023; 6. The proposal for the Profit distribution plan of 2023; 7. The proposal for Selection of Auditing Unit in 2024; 8. The proposal for amendments the Charter of Organization and Operation;
10:30 – 11:15	45	Discussion contents of the presented documents.
11:15 – 11:25	10	PVN’s Representative speech (if any).
11:25 – 11:35	10	Online voting & announcement of results.
11:35 – 11:50	15	Approval of the Minutes and Resolutions of the AGM.
11:50 – 12:00	10	End of the AGM.

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

**Meeting documents/Instructions for Shareholders attending the Virtual Meeting:** Please refer to PVOIL’s website: [www.pvoil.com.vn](http://www.pvoil.com.vn) (Section of Investor Relations/General Meeting of Shareholder/2024) or scan the below QR code.

