

REGULATIONS **on the Organization of the 2025 Annual General Meeting of Shareholders**

CHAPTER I **GENERAL PROVISIONS**

Article 1. Scope of application

1. These Regulation are applicable to the organization of the 2025 Annual General Meeting of Shareholders in 2025 (hereinafter referred to as the “Meeting”, “General Meeting” or “GMS”) of PetroVietnam Technical Services Corporation in the form of virtual meeting.

2. These Regulations set out specific rights and obligations of the Shareholders and participants in the General Meeting, as well as the conditions and procedures for proceeding the General Meeting.

3. Shareholders, representatives of shareholders and participants are responsible for complying with the provisions of these Regulations.

Article 2. Interpretation of terms

1. **Location of the Meeting:** Includes the main location and other locations. In which, the main location is where the Presidium attends and chairs the meeting, other locations are where shareholders log into the Online Platform with the Access Account provided by PTSC to attend the Online General Meeting.

2. **Online Voting:** Means that the shareholders or authorized representative of shareholders vote at GMS in the form of voting on the Online Platform.

3. **Online Meeting:** means the 2025 Annual General Meeting of Shareholders to be held by applying modern information technology solutions for transmission of sound and/or video of the Meeting, and allow the Shareholders at various locations to participate, follow, discuss, and vote on the matters of the Meeting.

4. **Online Platform:** means the application/software system/website used by the Corporation for holding and operating GMS and/or conducting an electronic poll.

5. **Representative of the Shareholder:** means a person so duly authorized in writing by a Shareholder to attend the Online Meeting and exercise the online voting.

6. **Register to attend the Online General Meeting:** Means that the Shareholders or representatives of Shareholders use an appropriate method to access the Online Platform and verify the Shareholder's edibility to attend the Meeting.

7. **Login information:** Includes Username/ID and Password or OTP code sent to phone numbers of the Shareholders or representatives of the Shareholders. Each password and OTP code are uniquely provided by the Corporation to each Shareholder or the representative of the Shareholder through the phone number of the Shareholder or the representative of the Shareholder.

8. **Opening time of the Online Platform:** Means the starting time for Shareholders to access and read the documents and register to attend the General Meeting. The time for voting on the contents of the General Meeting shall comply with the regulations of the Organizing Committee of the General Meeting.

9. **Closing time of the Online Platform:** means the time when the access to the Online System is closed and poll is in progress as notified by the Chair.

10. **Abbreviations:** GMS: General Meeting of Shareholders; BOD: Board of Directors; BOS: Board of Supervisors; Supervisor: Supervisor.

CHAPTER II

CONDITIONS OF ATTENDING THE GENERAL MEETING

Article 3. Conditions of attending the General Meeting

Individual Shareholders or authorized representatives of Shareholders being organizations, named in the List of Shareholders at the last registration date on April 25, 2025 shall have the right to directly attend GMS or duly authorize others to attend GMS, and have been granted an access account by the Corporation to register to attend GMS in accordance with these Regulations and applicable laws.

Where a Shareholder authorizes his or her Representative to attend GMS and conduct electronic voting in accordance with applicable laws, the Charter of the Corporation, and these Regulations, after receiving a valid written authorization, the Corporation shall grant that Representative the right to access the Online Platform and attend and vote on behalf of the Shareholder that has exercised the aforementioned authorization. The Shareholder shall be fully responsible for the authorization and the results of electronic voting on the Online Platform of the Corporation.

Article 4. Form of participation

Shareholders are considered to attend the 2025 Annual GMS (online meeting) in the following cases:

1. Each shareholder will be provided with an access account and password to log into the Online Platform. The Shareholder's access account will be encrypted to ensure the identity of the attending Shareholder. The Corporation will notify individual Shareholders (as set out in the Meeting Invitation Letter) and corporate Shareholders or Representatives of Shareholders (via SMS, email, or another form upon the Corporation's receipt of valid written letter of authorization) of their access accounts and passwords.

2. Shareholders attending the meeting via the online form shall be asked to verify their eligibility to attend the Meeting, and they are considered to attend and vote at the Meeting if they have completed the login with their Username and password/OTP code provided by the Corporation.

3. The Organizing Committee of the General Meeting opens the Online Platform so that Shareholders can access the Platform to vote **01 (one) day** prior to the expected opening date of the 2025 Annual GMS in online form. Shareholders must log in (check-in) before voting. Shareholders that complete their voting **one (01) day** before the opening of GMS shall be considered as Shareholders attending the Meeting.

CHAPTER III

RIGHTS AND OBLIGATIONS OF THE SHAREHOLDERS AND PARTIES ATTENDING THE GENERAL MEETING

Article 5. Rights and obligations of Shareholders or their authorized representatives

1. Rights of Shareholders or their authorized representatives:

a. Shareholders or their authorized representatives are entitled to attend the General Meeting and vote on all matters of the General Meeting in accordance with the Law on Enterprises and relevant legal documents.

b. Shareholders that attend the General Meeting must log in to the Online Platform at the address: <https://dhcd.ptsc.com.vn> to attend the General Meeting and vote on matters at the General Meeting. Shareholders can log in through the following forms:

- Use the Username and OTP code to log into the Platform; or
- Use the Username and password in the Invitation Letter to log in to the Platform.
- + The Shareholder's Username is Identification card number; Citizen identification card number; Enterprise code; Foreign investor code.
- + OTP code: After the Shareholder logs into the Platform, OTP code is sent to the shareholder's phone number or the phone number of his or her authorized person.
- + Password: To be notified to Shareholders in the Meeting Invitation Letter.

c. Shareholders and their representatives have the right to attend the General Meeting and participate in voting on subsequent matters of the General Meeting. The Presidium is not responsible for stopping or re-voting the approved matters and the validity of the previous voting sessions will not be affected.

d. Shareholders may authorize another person to attend the Meeting in accordance with the Charter of the Corporation. Accordingly, for the authorized representative, if the authorized party is not a Shareholder of the Corporation, after receiving valid written authorization from the authorizing party and the authorized party, the Corporation shall provide login name and access password to the authorized party so that the authorized representative can exercise his or her rights and obligations under the scope of authorization. Login information shall be provided to the authorized representative via email or other forms using the registered information of the Shareholder. Shareholders are fully responsible for authorization information sent to the Corporation. The person so authorized to attend the Meeting must comply with these Regulations, the instructions of the Presidium, and the working results of the General Meeting of Shareholders.

2. Obligations of Shareholders or their authorized representatives:

a. During the time of the General Meeting, Shareholders must comply with the instructions of the Presidium, and behave in a civilized, polite and orderly manner.

b. Costumes of Shareholders and delegates must ensure the politeness and formality;

c. Shareholders attending the Meeting through the Online Platform are obliged to:

- Prepare and use appropriate online meeting equipment with an Internet connection to ensure that the progress of the Online General Meeting can be followed.

- Attend and vote on all contents and agenda of the General Meeting.
- Secure information related to access accounts such as name, other identifiers (if any) of the login account and login password to ensure that only Shareholders/Shareholders' Representatives have the right to attend the meeting and conduct the voting on the Online Platform. Shareholders are responsible for ensuring that their authorized representatives comply with the provisions of this clause in the same way as Shareholders.
- Be responsible for all risks and disputes related to the attendance of the meeting made by the Shareholder's access account on the Online Platform. The attendance at the meeting and voting on the Online Platform with correct Username, password and/or other identifiers shall be automatically considered as the will of the Shareholders.
- Regularly update information on phone number, contact address, email address in an accurate, complete, and honest manner at the Shareholders' securities depository to ensure that the account is notified and be fully responsible for the registered information.

Article 6. Shareholder Eligibility Verification Committee

1. Shareholder Eligibility Verification Committee comprises one (01) Head of the Committee and other members so decided by the Organizing Committee of GMS. Shareholder Eligibility Verification Committee is responsible to verify the eligibility of Shareholders and their representatives attending the Meeting: Check the authorization documents sent by the Shareholders to the Corporation, verify the eligibility of Shareholders registering to attend the Meeting in compliance with applicable laws, Charter of PetroVietnam Technical Services Corporation, and these Regulations; and report the results of eligibility verification to the General Meeting of Shareholders.
2. Verification method: Shareholder Eligibility Verification Committee shall verify Shareholders' eligibility based on login information from their accounts to determine the number of Shareholders attending the Meeting.

Article 7. Presidium

1. The Presidium is elected and appointed by the General Meeting of Shareholders, including the Chairperson and members, and has the function to lead the Meeting session.
2. Rights and obligations of the Presidium:
 - To conduct the activities at the Meeting in accordance with the Law on Enterprises No. 59/2020/QH14, the Charter and Internal Governance Regulations of the Corporation, applicable regulations, Agenda, and rules and Regulations approved by the General Meeting of Shareholders.
 - To carry out necessary activities to conduct the Meeting in a valid, orderly, and successful manner.
 - To instruct on how to conduct the discussion and take voting opinions on the matters in the agenda of the Meeting and other relevant matters during the course of the Meeting.

Article 8. Secretary Board:

- The Presidium shall appoint one or more persons to be the Secretary(ies) of the Meeting ("Secretary Board").
- The Secretary Board shall conduct following activities:

+ Receive and summarize the opinions of Shareholders/Shareholders' Representatives during the General Meeting of Shareholders and forward them to the Presidium.

+ Record fully and honestly all contents, developments, and matters approved by the Shareholders or noted at the Meeting.

+ Draft the Meeting Minutes and Resolutions on matters so approved at the Meeting.

+ Perform other tasks assigned by the Presidium related to the General Meeting of Shareholders.

Article 9. Vote Counting Board

1. Vote Counting Board shall include one (01) Head of the Board and two (02) members so nominated by the Chair and approved by GMS.

2. Vote Counting Board shall have following duties:

a. Instruct Shareholders on how to vote and elect at the Meeting.

b. Record the voting results of Shareholders and Shareholders' representatives on matters to be voted on at the Meeting;

c. Summarize and report the results of voting on matters so assigned to the Presidium;

d. Summarize the vote counting results and prepare the Minutes of vote counting to approve the contents submitted to the General Meeting of Shareholders;

e. Announce the vote counting results at the Meeting;

f. Hand over the Minutes of vote counting to the Chair or the person so designated by the Chair;

g. Review and resolve complaints and denunciations about voting results and election results (if any) with the Presidium and report to the General Meeting of Shareholders for decision;

h. Perform other assigned tasks.

CHAPTER IV

PROCEEDING OF THE GENERAL MEETING

Article 10. Conditions for conducting the General Meeting

The meeting is conducted when the number of Shareholders attending the meeting represents more than 50% of the total number of votes, according to the duly prepared List of Shareholders. The Shareholder Eligibility Verification Committee shall notify the number of attending Shareholders, the total number of voting shares and the attendance rate so that the General Meeting can proceed in accordance with regulations.

Article 11. Agenda and contents of the General Meeting

1. The agenda and content of the General Meeting must be approved by the General Meeting of Shareholders right in the opening part and it must clearly define the time for each content in the meeting.

2. If the Chairperson proposes to change the agenda and contents of the meeting during the meeting, the changes must be approved by GMS.

Article 12. Discussion and Q&A at the General Meeting

1. The discussion can only be conducted within the stipulated time and within the scope of the matters presented in the agenda of the General Meeting of Shareholders.

2. Based on the number of Shareholders attending and the allowed duration, the Presidium may choose the method of conducting the Meeting. Shareholders conduct discussions according to the instructions of the Chairperson. Only one Shareholder may speak at any time. In case many Shareholders have opinions at the same time, the Chairperson shall invite each shareholder to present his or her opinions according to the discussion content.

3. Shareholders should give a brief speech focusing on key matter to be discussed in accordance with the agenda so approved by GMS. The content of Shareholders' proposals must fall under the scope of competence within the Meeting Agenda and must not violate the law. The Chairperson may instruct or request the Shareholders to focus on key matters to save time and ensure the quality of the discussion. Total speaking time of a shareholder should not exceed 3 (three) minutes/time. If this time limit is exceeded, the Chairperson of the General Meeting can request shareholders to make written questions and recommendations, the Secretary Board of the General Meeting will take note and the Board of Directors, within its competence, will answer in writing to shareholders as soon as possible.

Article 13. Approval of the decision of the General Meeting of Shareholders

In compliance with the existing Charter of the Corporation, the approval of the decision of the General Meeting of Shareholders regarding the reports and statements at the General Meeting is specified as follows:

- For the contents specified in Clause 1, Article 148 of the Law on Enterprises, the content shall be approved when at least 65% of the votes of the Shareholders attending and voting at the meeting are approved.

- The remaining contents are approved when approved by the number of Shareholders representing more than 50% of the votes of the Shareholders attending and voting at the meeting.

Article 14. Method of voting on matters at the General Meeting

1. Voting time

Shareholders can access the Platform to conduct electronic voting before the opening of the Meeting until the Chairperson announces the end of voting. The voting start time is notified to Shareholders via the Meeting Invitation and posted on the Webpage of the Corporation.

2. Voting formalities

- a. When conducting electronic voting on the Platform, Shareholders must comply with the obligations specified in Point c, Clause 2, Article 5 hereof. Each Shareholder logs into the Online Platform through his or her access account provided to the Shareholder in the Meeting Invitation and conducts voting on the Platform. Detailed access instructions are sent with the Meeting Invitation to each Shareholder and are also posted on the website at <https://dhcd.ptsc.com.vn>.

b. Shareholders with voting rights are Shareholders or their representatives that have registered to attend the Online Meeting as of the time of voting.

c. Voting mode:

- Shareholders or their representatives decide to vote by ticking 01 out of 03 boxes respectively "**Approve**", "**Disapprove**", or "**No opinion**" for each content and clicking the "**Submit Vote**" button to save and send the voting results on the Platform. This voting mode is used to approve the following contents: the Presidium, the Secretary Board, the Vote Counting Board, the Regulations on the Organization of the General Meeting, Reports and Statements at the General Meeting, Resolutions and Minutes of the General Meeting.

- Shareholders or their authorized representatives cannot change the voting results after they have been successfully submitted to the Platform. For voting contents that change or arise during the time of holding the General Meeting, Shareholders or their authorized representatives shall re-vote/add additional votes for those changing and arising contents. In case a Shareholder is unable to perform the re-voting/additional vote, it is considered that the Shareholder does not participate in voting on such changing content. Other matters previously voted by the Shareholders shall remain unchanged.

- Voting results of Shareholders or their authorized representatives are the sum of voting results recorded at the end of voting as announced by the Chairperson at the General Meeting of Shareholders. By the end of the voting for each content, which requires opinions of the General Meeting of Shareholders, the Online Platform will be locked, and Shareholders and their authorized representatives cannot vote on the content that has been locked. Voting results for each content will be reported by the Vote Counting Board to the General Meeting immediately after completing the counting of votes.

d. After the voting period ends, the Shareholders will know the voting results for each matter announced by the Vote Counting Board.

e. When leading the General Meeting, the Chairperson must notify the end of voting on the Platform for Shareholders to exercise their rights. In case Shareholders have problems with voting on the Platform, they can contact the support address mentioned in the Invitation Letter for guidance and support to complete the voting. From the time the Platform closes the voting content, the Shareholders shall not have the right to change any voted content, the voting results of Shareholders are recorded on the Platform as final results and the Corporation is entitled to be exempt from responsibility for voting results of Shareholders when the Shareholders have validly logged in and voted on the Platform.

3. Voting validity: A valid vote is a vote of a Shareholder or his or her authorized representative who participates in the voting, has selected a voting option and has completed the submission to the Online Platform. Voting results are calculated based on the total number of valid attendance and voting shares of each content.

In case a Shareholder successfully logs in to attend the Online Meeting but does not choose any opinion (does not check any box) on any or all the contents that need to be voted on, the Platform will record that he/she does not participate in voting on that content.

Article 15. Minutes of General Meeting of Shareholders

1. The General Meeting of Shareholders must be recorded in minutes ("Minutes") and may be recorded in audio or recorded and kept in another electronic form. The Minutes must be made in compliance with the Internal Governance Regulations of the Corporation.

2. The Chairperson and Secretary of the General Meeting must be jointly responsible for the truthfulness and accuracy of the contents of the Minutes.

3. The Minutes of the General Meeting of Shareholders will be published on the website of the Corporation within twenty four (24) hours or sent to all of Shareholders within fifteen (15) days from the ending date.

The minutes of the meeting of GMS shall be regarded as evidence of the jobs conducted at the meeting of GMS unless there are objections about the content of the minutes in accordance with the specified procedures within ten (10) days after sending the minutes.

Article 16. Announcement of the Resolution of the General Meeting of Shareholders

1. The Resolution of the General Meeting of Shareholders shall be approved by the General Meeting of Shareholders at the Meeting and shall be published on the Corporation's website in accordance with the law within twenty-four (24) hours from the time of issuance.

2. The Corporation shall carry out procedures to publish information about the Resolution of the General Meeting of Shareholders in accordance with the laws and keep it at the Head Office of the Corporation.

CHAPTER V

IMPLEMENTATION PROVISIONS

Article 17. Implementing clause

1. These Regulations comprise of 5 Chapters and 17 Articles, and shall take effect immediately upon being adopted by the General Meeting of Shareholders after taking votes.

2. The Chairperson is responsible for conducting the Meeting in accordance with these Regulations.

3. Shareholders or their authorized representatives and those attending the Meeting are responsible for implementing the provisions of these Regulations.

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