

English  
translation

## REGULATIONS

### Annual General Meeting of Shareholders 2026

#### CHAPTER I GENERAL PROVISIONS

##### **Article 1. Scope of Application**

1. These Regulations apply to the organization of the 2026 Annual General Meeting of Shareholders (“Meeting”, “GMS Meeting”, abbreviated as “GMS”) of PetroVietnam Technical Services Corporation conducted in an online format.

2. These Regulations specifically provide for the rights and obligations of Shareholders and participants attending the Meeting; and the conditions and procedures for conducting the GMS Meeting.

3. Shareholders, Shareholders’ representatives, and all participants are responsible for complying with these Regulations.

##### **Article 2. Interpretation of Terms**

1. **Meeting Venue:** includes the venue for operating the Meeting and other locations. The venue for operating the GMS is the location where the Presidium attends and presides over the GMS Meeting; other locations are where Shareholders log into the Online System using the access accounts provided by PTSC to attend the online GMS.

2. **Electronic Voting:** means the voting conducted by Shareholders or Shareholders’ Representatives at the GMS through the voting function on the Online System.

3. **Online Meeting:** means the 2026 Annual General Meeting of Shareholders organized through the application of modern information technology solutions to transmit audio and/or visual content, enabling Shareholders at different locations to attend, monitor, discuss, and vote on matters of the GMS.

4. **Online System:** means the application/software system/website used by the Corporation for organizing and operating the GMS and implementing electronic voting.

5. **Shareholder’s Representative:** means a person duly authorized in writing by a Shareholder to attend the Online Meeting and conduct electronic voting.

6. **Attendance Registration:** means the process whereby a Shareholder or Shareholder’s Representative uses Login Credentials to access the Meeting System and verify shareholder status in order to attend the Meeting.

7. **Login Credentials:** include Username/ID and Password or OTP code sent to the Shareholder’s telephone number or the telephone number of the Shareholder’s Representative. Passwords and OTP codes are uniquely provided by the Corporation to each Shareholder or Shareholder’s Representative.

8. **Time for Opening the Meeting System:** means the time when Shareholders may begin accessing the system, reviewing documents, and registering attendance at the GMS.

The voting schedule for GMS matters shall be implemented in accordance with the regulations of the Organizing Committee.

**9. Time for Closing the Meeting System:** means the time when the Online System closes access, voting functions, etc., as announced by the Chairman.

**10. Abbreviations:**

GMS: General Meeting of Shareholders;

BOD: Board of Directors;

SB: Supervisory Board;

Supervisor: Member of the Supervisory Board.

## **CHAPTER II CONDITIONS FOR ATTENDING THE MEETING**

### **Article 3. Conditions for Attending the GMS**

Individual Shareholders or representatives of institutional Shareholders whose names appear on the List of Shareholders as of the record date of May 18, 2026 shall be entitled to attend the GMS or duly authorize another person in writing to attend the Meeting, and have been issued access accounts by the Corporation to attend the Meeting in accordance with these Regulations and applicable laws.

Where a Shareholder authorizes a Shareholder's Representative to attend the GMS and conduct electronic voting in accordance with law, the Corporation's Charter and these Regulations, upon receipt of a valid written authorization, the Corporation shall grant the Shareholder's Representative the right to access the System and attend and vote on behalf of the authorizing Shareholder. The Shareholder shall bear full responsibility for such authorization and for the electronic voting results on the Corporation's Online System.

### **Article 4. Form of Attendance at the Meeting**

A Shareholder shall be deemed to attend the 2026 Annual GMS (online attendance) in accordance with the following provisions:

1. Each Shareholder shall be provided with an access account and password to log into the Meeting System. The Shareholder's access account shall be encrypted to ensure verification of shareholder status for attendance. The Corporation shall notify individual Shareholders of the access account and password (as provided in the Meeting Invitation Letter) and shall notify institutional Shareholders and Shareholders' Representatives (via SMS, email or other means after the Corporation receives a valid written power of attorney).

2. Shareholders registering to attend the Meeting online shall have their eligibility to attend verified and shall be deemed to attend the Meeting if they complete login on the GMS date using the Username and Password/OTP provided by the Corporation.

3. The Organizing Committee shall open the Online System so that Shareholders may access the System to vote one (01) day before the expected opening date of the 2026 Annual GMS held online. Shareholders shall log in (check in) before carrying out voting operations. Shareholders who complete voting one (01) day before the opening of the GMS shall be counted as Shareholders attending the Meeting.

**CHAPTER III**  
**RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND OTHER PARTIES**  
**ATTENDING THE GENERAL MEETING**

**Article 5. Rights and Obligations of Shareholders or Shareholders' Representatives**

**1. Rights of Shareholders or Shareholders' Representatives:**

a. Shareholders or Shareholders' Representatives shall have the right to attend the Meeting and vote on all matters falling within the authority of the GMS in accordance with the Law on Enterprises and relevant legal instruments.

b. Shareholders attending the Meeting must log into the system at: <https://dhcd.ptsc.com.vn> to attend and vote on matters at the GMS. Shareholders may log in through the following methods:<https://dhcd.ptsc.com.vn>

- Using the Username and OTP code to log into the System; or
- Using the Username and password stated in the Meeting Invitation Letter to log into the System.
- + The Shareholder's Username shall be: identity card number; citizen identity card number; enterprise registration number or tax code; or foreign investor code.
- + OTP code: After the Shareholder logs into the system, the OTP code shall be sent to the Shareholder's telephone number or the telephone number of the authorized person.
- + Password: Notified and sent to the Shareholder in the Meeting Invitation Letter.

c. Shareholders and Shareholders' Representatives have the right to register to attend the Meeting and participate in voting on the remaining matters after the Meeting has commenced. The Presidium shall not be responsible for suspending or re-conducting voting on matters already voted on, and the validity of voting rounds previously conducted shall not be affected.

d. Shareholders may authorize another person to attend in accordance with the Corporation's Charter. Accordingly, in respect of an authorized representative, if the authorized party is not a Shareholder of the Corporation, upon receipt of a valid written authorization from the authorizing party and the authorized party, the Corporation shall provide the authorized party with a username and access password so that the authorized representative may exercise the rights and obligations within the scope of authorization. Login information shall be provided to the authorized representative by email or other means according to the Shareholder's registered information. The Shareholder shall bear full responsibility for the authorization information submitted to the Corporation. A person authorized to attend the Meeting must comply with these Regulations, the administration of the Presidium, and respect the working results of the GMS Meeting.

**2. Obligations of Shareholders or Shareholders' Representatives:**

a. During the Meeting, Shareholders must comply with the guidance of the Presidium, behave civilly and politely, and maintain order.

b. The attire of Shareholders and delegates must be polite and formal;

c. Shareholders attending the Meeting online shall have the following obligations:

- Prepare and use suitable equipment with an internet connection to ensure that they can follow the proceedings of the Meeting.

- Attend and fully vote on the matters and agenda of the Meeting.
- Maintain the confidentiality of their personal information and identification information relating to the access account, such as the account name and other identifying factors (if any), and the login password, to ensure that only the Shareholder/Shareholder's Representative has the right to attend the Meeting and conduct electronic voting on the System. The Shareholder shall be responsible for ensuring that the Shareholder's Representative complies with this Clause in the same manner as the Shareholder.
- Bear responsibility for all risks and disputes relating to attendance at the Meeting using the Shareholder's access account on the System. Attendance and voting on the System using the username with the correct password and/or other identifying factors shall be deemed to represent the will of the Shareholder.
- Regularly update accurate, complete and truthful telephone numbers, contact addresses and email addresses at the place where the Shareholder deposits securities, to ensure receipt of access account notifications, and bear full responsibility for such registered information.

#### **Article 6. Shareholder Eligibility Verification Committee**

1. The Shareholder Eligibility Verification Committee shall consist of one (01) Head and members as decided by the GMS Organizing Committee. The Shareholder Eligibility Verification Committee has the function of verifying the eligibility of Shareholders and Shareholders' Representatives attending the Meeting: reviewing powers of attorney sent by Shareholders to the Corporation, confirming the eligibility of Shareholders registering to attend the Meeting in accordance with law, the Charter of PetroVietnam Technical Services Corporation and these Regulations, and reporting to the General Meeting of Shareholders on the results of verification of attending Shareholders' eligibility.

2. Verification method: The Verification Committee shall confirm shareholder eligibility based on login information from the Shareholders' Accounts and/or documents received directly as the basis for determining the number of Shareholders attending the Meeting.

#### **Article 7. Presidium**

1. The Presidium, approved by vote of the General Meeting of Shareholders, shall comprise the Chairperson and members and shall have the function of administering the Meeting.

2. Rights and obligations of the Presidium:

- Administer the activities at the Meeting in accordance with Law on Enterprises No. 59/2020/QH14, the Charter, the Corporation's Internal Governance Regulations and current regulations, the agenda, procedures and Regulations approved by the General Meeting of Shareholders.

- Carry out necessary tasks to administer the Meeting lawfully, orderly and successfully.

- Guide discussions and the collection of voting opinions on matters included in the agenda and relevant matters throughout the Meeting.

#### **Article 8. Secretariat**

- The Presidium shall appoint one or more persons to act as Secretary of the General Meeting (the "Secretariat").

- The Secretariat shall perform the following tasks.

- + Receive and consolidate opinions of Shareholders/Shareholders' Representatives throughout the GMS and submit them to the Presidium.
- + Record fully and truthfully all contents, proceedings and matters approved by the Shareholders or noted at the Meeting.
- + Draft the Minutes of the Meeting and Resolutions on matters approved at the Meeting.
- + Perform other tasks related to the GMS as assigned by the Presidium.

#### **Article 9. Vote Counting Committee**

1. The Vote Counting Committee shall consist of one (01) Head and two (02) members introduced by the Chairperson and approved by vote of the GMS.
2. The Vote Counting Committee shall have the following duties:
  - a. Guide Shareholders on the method of voting and election at the Meeting.
  - b. Record the voting results of Shareholders and Shareholders' Representatives on matters submitted for approval at the Meeting;
  - c. Consolidate and report to the Presidium the voting results for assigned matters;
  - d. Compile the vote-counting results and prepare the Minutes of vote counting for approval of the matters 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 Chairperson or a person designated by the Chairperson;
  - g. Together with the Presidium, consider and resolve complaints and denunciations regarding voting results and election results (if any), and report them to the GMS for decision;
  - h. Perform other assigned duties.

## **CHAPTER IV**

### **PROCEDURES FOR CONDUCTING THE GENERAL MEETING**

#### **Article 10. Conditions for Conducting the General Meeting**

The General Meeting shall be conducted when attending Shareholders represent at least more than 50% of the total voting rights according to the List of Shareholders prepared as prescribed. The Shareholder Eligibility Verification Committee shall announce the number of attending Shareholders, the total number of voting shares and the attendance ratio so that the Annual GMS Meeting may proceed in accordance with regulations.

#### **Article 11. Agenda and Contents of the Meeting**

1. The agenda and contents of the Meeting must be approved by the General Meeting of Shareholders immediately during the opening session and must clearly specify the time for each item.
2. During the Meeting, if the Chairperson proposes any changes to the agenda and contents of the Meeting, such changes must be approved by the GMS.

#### **Article 12. Discussion and Questioning at the Meeting**

1. Discussion may only be conducted within the prescribed time and within the scope of the agenda and contents of the General Meeting of Shareholders.

2. Based on the number of attending Shareholders and the actual time available, the Presidium may select the method for administering the Meeting. Shareholders shall discuss in accordance with the Chairperson's guidance. At any one time, only one Shareholder may speak. Where several Shareholders wish to express opinions at the same time, the Chairperson shall invite each Shareholder to present his/her opinion according to the discussion topic.

3. Shareholders shall speak concisely and focus on the key matters requiring discussion, in accordance with the agenda approved by the GMS. The contents of Shareholders' proposed opinions must fall within the authority and agenda of the General Meeting of Shareholders and comply with law. The Chairperson has the right to remind or request Shareholders to focus on the key matters to be addressed in order to save time and ensure the quality of discussion. The total speaking time of each Shareholder shall be agreed not to exceed three (03) minutes per turn. If this time limit is exceeded, the Chairperson may request the Shareholder to submit the petition in writing; the Secretariat must record it, and the Board of Directors, within its authority, shall respond in writing to the Shareholder as soon as possible.

### **Article 13. Approval of Decisions of the General Meeting of Shareholders**

Pursuant to the current Charter of the Corporation, the approval of GMS decisions on reports and proposals at the Meeting is specifically prescribed as follows:

- Matters specified in Clause 1, Article 148 of the Law on Enterprises shall be approved if Shareholders representing at least 65% of the total voting rights of all Shareholders attending and voting at the Meeting vote in favor.

- Other matters shall be approved if Shareholders representing at least more than 50% of the total voting rights of all Shareholders attending and voting at the Meeting vote in favor.

### **Article 14. Method of Voting to Approve Meeting Items**

#### **1. Voting Time**

Shareholders may access the System to conduct electronic voting before the opening of the Meeting until the Presidium announces the close of voting. The start time for voting shall be notified to Shareholders through the Meeting Invitation Letter and posted on the Corporation's website.

#### **2. Voting Method**

a. When conducting electronic voting on the System, Shareholders must comply with the obligations specified at Point c, Clause 2, Article 5 of these Regulations. Each Shareholder shall log into the Online System through the access account provided to the Shareholder in the Meeting Invitation Letter and vote on the System. Detailed access instructions shall be enclosed with the Notice of Meeting sent to each Shareholder and also posted on the website <https://dhcd.ptsc.com.vn>

b. A Shareholder having voting rights means a Shareholder or Shareholder's Representative who has registered to attend the Online Meeting as of the time of voting.

#### **c. Voting method:**

- The Shareholder or Shareholder's Representative shall vote by selecting one of the three corresponding boxes, namely "Approve", "Disapprove" or "No Opinion", for each item submitted for opinion, and clicking the "Submit Vote" button to save and submit the voting results to the system. This voting method shall be used to approve the following matters: approval of the Presidium, the Vote Counting Committee, the GMS Meeting Agenda, the Regulations on the GMS Meeting held online, reports and proposals, the Minutes and the Resolution of the GMS Meeting.

- The Shareholder or Shareholder's Representative may not change the voting results after they have been successfully submitted on the system. For voting items that are changed or arise during the General Meeting, the Shareholder or Shareholder's Representative shall conduct supplementary voting on such changed or arising items. If the Shareholder is unable to conduct supplementary voting, such changed item shall be deemed as not voted on by the Shareholder. Other items previously voted on by the Shareholder shall remain unchanged.

- The voting results of the Shareholder or Shareholder's Representative shall be the consolidated voting results recorded at the time of voting closure as announced by the Chairperson at the GMS. From the time of voting closure for each item submitted for the GMS's opinion, the Online System shall be locked and Shareholders and Shareholders' Representatives may not vote on the locked item. The voting results for each item shall be reported to the General Meeting by the Vote Counting Committee immediately after completion of the vote counting.

d. After the voting period ends, the voting results for each item shall be announced at the Meeting by the Vote Counting Committee.

e. When administering the Meeting, the Chairperson must announce the time of voting closure on the System so that Shareholders may exercise their rights. If a Shareholder encounters any problem in voting on the System, he/she may contact the support addresses stated in the Notice of Meeting for guidance and assistance in completing the voting process. From the time the System closes the voting item, the Shareholder shall have no right to change any voted content; the voting results recorded on the System shall be the final results, and the Corporation shall be released from liability for the Shareholder's voting results once the Shareholder has duly logged in and voted on the System.

3. Validity of voting ballots: A valid voting ballot means a ballot of a Shareholder or Shareholder's Representative who participates in voting, selects a voting option and completes submission of the vote on the System. Voting results shall be calculated based on the total number of shares participating in valid voting.

Where a Shareholder successfully logs in to attend the online GMS Meeting but does not select any opinion (does not check any box), such Shareholder shall be deemed to attend and vote "No Opinion" on that voting item.

#### **Article 15. Election of Personnel under the Authority of the GMS**

The election of personnel under the authority of the GMS shall be conducted by cumulative voting as prescribed in Article 11 of the Corporation's Internal Governance Regulations. Election of personnel at the Online Meeting shall be conducted in the following order:

1. The Shareholder shall log into the System through the access account provided to the Shareholder in the Meeting Invitation Letter and vote on the System.

2. The Shareholder shall have a total number of votes corresponding to the total number of shares owned multiplied (x) by the number of members to be elected (for example: Shareholder A holds 1,000 shares, and the General Meeting of Shareholders elects 01 member of the Board of Directors and 02 Supervisors, then:

(i) The total number of votes for one member of the Board of Directors of Shareholder A shall be: 1,000 shares x 01 person = 1,000 votes;

(ii) The total number of votes for two Supervisors of Shareholder A shall be: 1,000 shares x 2 persons = 2,000 votes).

3. The Shareholder shall vote by checking the boxes of all selected nominees; the Shareholder's votes shall be equally divided among one or more nominees selected by the

Shareholder; or the Shareholder may enter the number of votes for the nominee selected by the Shareholder (in the blank box next to each nominee).

#### **Article 16. Minutes of the General Meeting of Shareholders**

1. The General Meeting of Shareholders must be recorded in minutes (the "Minutes") and may be audio-recorded or recorded and stored in another electronic form. The Minutes must be prepared in accordance with the Corporation's Internal Governance Regulations.

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

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

The Minutes of the General Meeting of Shareholders shall be deemed authentic evidence of the work conducted at the Meeting unless an objection to the contents of the Minutes is raised in accordance with the prescribed procedures within ten (10) days from the date the Minutes are sent.

#### **Article 17. Publication of the Resolution of the General Meeting of Shareholders**

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

2. The Corporation shall carry out the procedures for information disclosure of the Resolution of the General Meeting of Shareholders in accordance with law and the Resolution shall be kept at the Corporation's Head Office.

### **CHAPTER V**

#### **IMPLEMENTATION PROVISIONS**

#### **Article 18. Implementation Provisions**

1. These Regulations consist of 5 Chapters and 18 Articles and shall take effect immediately upon approval by vote of the General Meeting of Shareholders.

2. The Chairperson shall be responsible for administering the Meeting in accordance with these Regulations.

3. Shareholders or authorized representatives of Shareholders and persons attending the Meeting shall be responsible for complying with the provisions of these Regulations.

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

