

DONG DO PETROLEUM JOINT STOCK COMPANY

Number: 24/NQ-DKDD-ĐHĐCĐ

Hanoi, April 25, 2025

RESOLUTION
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

GENERAL MEETING OF SHAREHOLDERS
DONG DO PETROLEUM JOINT STOCK COMPANY

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020 of the National Assembly of the Socialist Republic of Vietnam Nam;
- Pursuant to the Charter of Dong Do Petroleum Joint Stock Company;
- Pursuant to Minutes of Meeting No. 23/BB-DKDD- Đ H Đ C Đ of the 2025 Annual General Meeting of Shareholders of Dong Do Petroleum Joint Stock Company dated April 25, 2025.

RESOLUTION

Article 1: The 2025 Annual General Meeting of Shareholders of Dong Do Petroleum Joint Stock Company approves the following contents:

1. Approval of Report No. 20/BC DKDD-HĐQT dated April 14, 2025 on the Board of Directors' Report on 2024 and plan for 2025.

2. Approval of Report No. 59/DKDD-KHKT dated April 14, 2025 on the Report on business performance results in 2024 and business plan in 2025.

1.1 Business performance results in 2024 with main indicators:

- Production and business value: 90.55 billion VND
- Revenue: 78.35 billion VND
- Pre-tax operating profit : 0.38 billion VND
- Profit from production and business activities after tax: 0.38 billion VND
- Average income: 8.2 million VND / person /month .
- Equipment purchase investment value: 0 VND
- Charter capital: 500 billion VND
- Dividend rate: 0%.

1.2 Business and production plan for 2025 with main targets:

- Production and business value: 101 billion VND
- Revenue: 82 billion VND
- Profit before tax: 0.56 billion VND
- Profit after tax: 0.56 billion VND
- Pay to the State budget: 0.15 billion VND
- Value of investment in purchasing assets, machinery and equipment: 5 billion VND
- Average number of employees: 50 people
- Average income: 9 million VND/ person /month
- Charter capital: 500 billion VND

- Dividend rate: 0%.

3. Approve Report No. 08/DKĐĐ-BKS dated March 24, 2025 of the Board of Supervisors on the results of inspection and supervision in 2024 and the 2025 operation plan.

4. Approve Submission No. 07/TTr-DKDD-BKS dated March 24, 2025 on selecting an independent auditing company to audit the 2025 Financial Statements and authorize the Company's Board of Directors to select an auditing unit for 2025.

5. Approval of Submission No. 16/TTr-DKDD-HĐQT dated April 1, 2025 on the audited 2024 Financial Statements.

6. Approval of Submission No. 17/TTr-DKDD-HĐQT dated April 1, 2025 on not paying dividends and setting up funds in 2024.

7. Approval of Submission No. 18/TTr-DKDD-HĐQT dated April 1, 2025 on the settlement of salary/remuneration for 2024 and the salary/remuneration payment plan for 2025 of the Board of Directors and the Board of Supervisors, in which the payment plan for 2025 is VND 918,400,000.

Article 2: The Company's Board of Directors is responsible for directing and organizing the implementation of the contents of this Resolution in accordance with the provisions of law and the Company's Charter.

Article 3: This Resolution has been approved by the 2025 Annual General Meeting of Shareholders of Dong Do Petroleum Joint Stock Company and takes effect from April 25, 2025./.

Recipient:

- Shareholders;
- Board of Directors,
Supervisory Board,
Board of Management;
- Save VT.

**TM. GENERAL MEETING OF
SHAREHOLDERS
CHAIRMAN OF THE CONGRESS
CHAIRMAN OF BOARD OF DIRECTORS**



Nguyen Anh Tuan

Number: 23/BB-DKĐĐ-DHĐCĐ

Hanoi, April 25, 2025

MEETING MINUTES
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

I. Company name, business license, meeting time and location.

1. Company Name: Dong Do Petroleum Joint Stock Company
2. Business Registration Certificate No. 0102293517 issued by Hanoi Department of Planning and Investment on June 15, 2007 (14th change on July 7, 2022).
3. Time: Starts at 9:00 a.m. on April 25, 2025.
4. Location: Hall, 3rd Floor, Dolphin Plaza Building, 28 Tran Binh, My Dinh 2 Ward, Nam Tu Liem District, Hanoi City.

II. Participants.

1. Company Shareholders : According to the Report on the results of shareholder qualification examination presented by Mr. Ngo Duy Chinh - Head of the shareholder qualification examination committee:

- Total number of shareholders summoned to attend the Meeting: 2,872 shareholders, owning 50,000,000 shares, accounting for 100% of total issued shares .
- The total number of shareholders and authorized persons attending the General Meeting at 9:00 am was 15 shareholders, representing 26,239,308 shares, accounting for 52.5% of the total number of shares summoned to attend the General Meeting.

2. Delegates and guests :

* Representative of Major Shareholder PetroCons:

1. Mr. Tran Hai Bang - Member of Board of Directors - Vietnam Oil and Gas Construction Joint Stock Corporation.
2. Nguyen Van Dong - Deputy General Director - Vietnam Oil and Gas Construction Joint Stock Corporation.
3. Ms. Nguyen Thi Giang - Deputy Head of Investment Planning and Restructuring Department - Vietnam Oil and Gas Construction Joint Stock Corporation.

* Representative of the Auditing Unit:

- Mr. Chu Nam Anh - Representative of AASC Auditing Company

And the members of the Board of Directors, Supervisory Board, Board of Directors, Heads of departments, branches and all employees of PVC Dong Do Company.

Pursuant to the Law on Enterprises No. 59/2020/QH143 dated June 17, 2020 of the Socialist Republic of Vietnam and Article 18 of the Charter of Dong Do Petroleum Joint Stock Company, which stipulates that the conditions for holding the General Meeting must ensure that the number of shareholders attending the meeting represents more than 50% of the total number of shares with voting rights, the 2025 Annual General Meeting of



Shareholders of Dong Do Petroleum Joint Stock Company with the above composition and percentage of shareholders attending is valid and qualified to be held.

III. Congress program and content .

* To conduct the Congress, the Congress approved the composition and list of the Presidium, Secretariat, and Ballot Counting Committee with the approval rate reaching 100% of the voting shares at the Congress, specifically as follows:

Presidium of the Congress:

1. Mr. Nguyen Anh Tuan - Chairman of the Board of Directors - Chairman of the Congress
2. Mr. Phan Minh Tam - Member of Board of Directors, Director - Member
3. Ms. Nguyen Thi Dung - Member of Board of Directors, Deputy Director - Member
4. Mr. Nguyen Khanh Trung - Representative of Phu Long Real Estate Joint Stock Company - Member
5. Mr. Nguyen Minh Dong - Independent member of the Board of Directors

Congress Secretariat:

1. Ms. Ha Thi Phuong Thao

Counting Committee:

1. Mr. Ngo Duy Chinh - Head of the Board
2. Mr. Vũ Ngọc Thắng - Member
3. Mr. Nguyễn Tuấn Hoàng - Member
4. Mrs. Pham Thi Huyen - Member

* The Congress listened to Mr. Dinh Thanh Trung - Head of the Company's Administration Department read the Agenda and Working Regulations of the Congress.

The Congress approved the Agenda and Working Regulations of the 2025 Annual General Meeting of Shareholders with 100% of the voting shares at the Congress with the following specific contents:

1. Register delegates, check shareholder qualifications.
2. Opening of the Congress
3. Approve the composition of the Presidium, Secretariat, and Counting Committee.
4. Approve the Working Regulations of the Congress.
5. Approve the Congress Agenda including the following contents:
 - Approval of the Board of Directors' 2024 Operational Report and 2025 Plan;
 - Approval of the Report of the Independent Member of the Board of Directors on the activities of the Board of Directors in 2024;
 - Approval of the 2024 business performance report and 2025 plan;
 - Approval of the Board of Supervisors' inspection and supervision results report for 2024 and the 2025 operating plan;
 - Approval of the Proposal for selecting an independent auditing company to audit the 2024 Financial Statements;
 - Approval of the audited 2024 Financial Report;

- Approval of the Proposal on not paying dividends and setting up funds in 2024;
- Approval of the Report on the 2024 salary/remuneration settlement and the 2025 salary/remuneration plan of the Board of Directors and the Board of Supervisors;

IV. Congress progress:

A. The Congress heard the following Reports and Presentations:

1. Mr. Nguyen Anh Tuan - Chairman of the Board of Directors presented Report No. 20/BC DKDD-HĐQT dated April 14, 2025 on the Board of Directors' Report on 2024 and the 2025 plan.

The Congress conducted a public vote to approve the content of the Report.

2. Mr. Nguyen Minh Dong, Independent Member of the Board of Directors, presented Report No. 21/BC-DKDD-HĐQT dated April 14, 2025 of the Independent Member of the Board of Directors.

3. Mr. Phan Minh Tam - Member of the Board of Directors, Director of the Company presented Report No. 59/DKDD-KHKT dated April 14, 2025 on the Report on Business Performance Results in 2024 and Business Plan in 2025.

The Congress conducted a public vote to approve the content of the Report.

4. Ms. Nguyen Thi Tam - Head of the Board of Supervisors presented Report No. 08/DKDD-BKS dated March 24, 2025 of the Board of Supervisors on the results of inspection and supervision in 2024 and the 2025 operation plan.

The Congress conducted a public vote to approve the content of the Report.

5. Ms. Nguyen Thi Tam - Head of the Board of Supervisors presented Document No. 07/TTr-DKDD-BKS dated March 24, 2025 on selecting an independent auditing company to audit the 2025 Financial Statements and authorizing the Company's Board of Directors to select an auditing unit for 2025;

The Congress conducted a public vote to approve the content of the Proposal.

6. Mr. Nguyen Thanh Binh - Deputy Head of the Company's Finance and Accounting Department presented Report No. 16/TTr-DKDD-HĐQT dated April 1, 2025 on the audited 2024 Financial Statements.

The Congress conducted a public vote to approve the content of the Proposal.

7. Mr. Nguyen Khanh Trung, Member of the Board of Directors of the Company, presented Document No. 17/TTr-DKDD-HĐQT dated April 1, 2025 on not paying dividends and setting up funds in 2024.

The Congress conducted a public vote to approve the content of the Proposal.

8. Ms. Nguyen Thi Dung, Member of the Board of Directors, Deputy Director of the Company presented Report No. 18/TTr-DKDD-HĐQT dated April 1, 2025 on the settlement of salary/remuneration for 2024 and the salary/remuneration payment plan for 2025 of the Board of Directors and the Board of Supervisors.

The Congress conducted a public vote to approve the content of the Proposal.

After the Congress listened to all of the above reports, the Congress voted publicly to approve the contents of the Report and the Submission.

B. Discussion of questions raised by shareholders: No comments from shareholders

C. Voting results and contents approved at the Congress:

The Congress listened to Mr. Ngo Duy Chinh - Head of the Vote Counting Committee read the Minutes of the vote counting with the vote counting results according to each voting content as follows:

1. Approval of Report No. 20/BC DKDD-HĐQT dated April 14, 2025 on the Board of Directors' Report on 2024 and plan for 2025.

- *Number of shares voting in favor: 26,239,308 shares, accounting for 100% of total shares.*
- *Number of shares voting against: 0 shares, equal to: 0% of total shares with voting rights at the Meeting.*
- *Number of shares with no opinion: 0 shares, equal to: 0% of total shares with voting rights at the Meeting.*

2. Approval of Report No. 59/DKDD-KHKT dated April 14, 2025 on the Report on Business Performance Results in 2024 and Business Plan in 2025.

- *Number of shares voting in favor: 26,239,308 shares, accounting for 100% of total shares.*
- *Number of shares voting against: 0 shares, equal to: 0% of total shares with voting rights at the Meeting.*
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- Number of shares voting in favor: 26,239,308 shares, accounting for 100% of total shares.

- Number of shares voting against: 0 shares, equal to: 0% of total shares with voting rights at the Meeting.

- Number of shares with no opinion: 0 shares, equal to: 0% of total shares with voting rights at the Meeting.

Based on the vote counting results, the following issues were approved by the 2025 Annual General Meeting of Shareholders:

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2. Approval of Report No. 59/DKDD-KHKT dated April 14, 2025 on the Report on business performance results in 2024 and business plan in 2025.

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The Congress listened to Ms. Ha Thi Phuong Thao, Head of the Secretariat, read the Congress Minutes and draft Congress Resolution.

The Congress unanimously approved the contents of the Congress Minutes and the Draft Resolution of the Congress with 100% of the voting shares at the Congress.

The Minutes of the Congress consist of 6 pages, made at 11:00 on April 25, 2025.

The congress closed at 11:00 a.m. the same day.

SECRETARY OFFICER



Ha Thi Phuong Thao

CHAIRMAN OF THE CONGRESS



Nguyen Anh Tuan