PETRO TIMES JOINT STOCK COMPANY
THE BOARD OF DIRECTORS

THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

Hai Phong City, April 28,2025

REGULATION
ON ORGANIZATION OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF PETRO TIMES JSC

In order for the 2025 Annual General Meeting of Shareholders to achieve high results, in accordance with the planning program and the provisions of the Chater of Petro Times Joint Stock Company, the Company's Board of Directors has developed the working regulations for the Meeting with the following specific contents:

Objectives:

- Ensure the principles of transparency, fairness, and democracy, in accordance with the law.

- Create favorable conditions for the organization and conduct of the General Meeting of Shareholders.

CHAPTER I
GENERAL PROVISIONS

Article 1. Scope of Application:

1.1. This regulation is used for the organization of the 2025 Annual General Meeting of Shareholders of Petro Times Joint Stock Company (hereinafter referred to as "the company").

1.2. This regulation specifies the rights and obligations of Shareholders and parties attending the General Meeting; as well as the conditions and procedures for conducting the General Meeting .

Article 2. Applicable entities:

Shareholders, their Representatives and participating parties shall be responsible for complying with the provisions of this Regulation.

CHAPTER II
RIGHTS AND OBLIGATIONS OF THE PARTIES ATTENDING AT THE GENERAL MEETING

Aritcle 3. Attendees of the 2025 Annual General Meeting of Shareholders

3.1. Shareholders owning shares of the Company, whose names are included in the list of shareholders entitled to attend the GMS as of the final registration date (i.e. **March 28, 2025),** provided by Vietnam Securities Depository and Clearing Corporation**.**

3.2. Guests and cosulting organizations (if any).

Article 4. Rights and obligations of shareholders:

4.1. Rights of shareholders attending the GMS:

- All shareholders of the Company have the right to attend and vote on matters within the authority of the General Meeting of Shareholders.

- In case of inability to attend the GMS, shareholders may authorize another person to attend and vote on matters within their authority. This authorization must be made in writing according to the template attached to the Invitation of the GMS or the template posted on the Company's website and must bear the following signatures:

+ If the authorizing party is an individual shareholder, it must brear the signatures of that shareholder and the authorized attendee;

+ If the authorizing party is an authorized representative of an organizational shareholder, it must bear the signatures of the authorized representative, the legal representative of the shareholder, and the authorized attendee.

- In addition to the distributed materials, each shareholder attending the GMS will also receive a Voting Ballot to cast votes on the content related to the Reports and Submissions presented by the Presidium at the meeting.

- Shareholders who arrive late to the General Meeting of Shareholders have the right to register immediately and subsequently have the right to participate and vote at the Meeting, but the Chairperson is not responsible for pausing the Meeting to allow late-arriving shareholders to register, and the validity of voting rounds conducted previously will not be affected.

4.2. Obligations of Shareholders Attending the Meeting:

- Shareholders attending the meeting must dress appropriately and respectfully;

- Attend the General Meeting of Shareholders fully in accordance with the Company's regulations. In case of absence, authorization must be granted to a representative to attend in accordance with regulations;

- Shareholders or shareholder representatives attending the meeting must complete the registration procedures with the Meeting Organizing Committee;

- Comply with the conditions and procedures specified in the Company's Charter and these Regulations;

- Strictly comply with the Regulations at the 2025 Annual General Meeting of Shareholders, respecting the results of the Meeting.

Article 5. Rights and Obligations of the Chairperson:

5.1. Chairperson:

The meeting Chairperson is the Chairman of the Board of Directors or a person authorized by the Chairman of the Board of Directors, who serves as the pesiding officer of the General Meeting of Shareholders. The authorized person must be a member of the Board of Directors.

5.2. The Chairperson has the following rights and obligations:

- To conduct the Meeting in accordance with the agenda in a legitimate and orderly manner;

- In the event of issues arising outside the agenda of the General Meeting of Shareholders, the Chairperson will consult with other members of the Organizing Committee (before the Meeting begins) or the Presidium (during the Meeting) to find a resolution. However, in the event of differing opinions, the Chairperson's opinion will be decisive;

- To take necessary measures to conduct the meeting in a reasonable and orderly manner, in accordance with the approved agenda and reflecting the wishes of the majority of attendees;

- To have the right to adjourn the Meeting, which has a sufficient number of delegates, to another time and place decided by the Chairperson without requiring the opinion of the Meeting, if it is deemed that:

+ The meeting venue does not have sufficient seating for all attendees;

+ An attendee is engaging in obstructive or disruptive behavior, posing a risk of preventing the meeting from being conducted fairly and legally.

+ The adjournment is necessary for the meeting's proceedings to be conducted legitimately.

+ The maximum adjournment period is three days from the scheduled opening date of the meeting.

Article 6. Rights and Obligations of the Presidium:

6.1. Presidium: Consits of member of the Board of Directors and the Company's leadership.

6.2. Duties of the Presidium:

- To be the highest authority directing the proceedings of the Meeting;

- To guide and answer shareholders' questions regarding the issues raised in the Meeting's agenda;

- To conduct and preside over the voting process on issues raised in the Meeting in accordance with the provisions of law and the Company's Charter.

Article 7. Rights and Obligations of the Secretariat:

7.1. The meeting Secretariat is appointed by the Chairperson and is responsible for assisting the Chairperson in recording and preparing the minutes of the General Meeting of Shareholders;

7.2. Responsible for the accuracy, truthfulness, and completeness of the Minutes of the General Meeting of Shareholders;

7.3. Perform other duties assigned by the Chairperson during the meeting's recess.

Article 8. Rights and Obligations of the Shareholder Eligibility Verification Committee and the Vote Counting Committee:

8.1. The Shareholder Eligibility Verification Committee established by the Meeting Organizing Committee, is responsible for:

- Compiling a list of shareholders attending the meeting.

- Collecting and verifying meeting invitation letters and authorization letters.

- Verifying that attendees are complete and correctly represent the shareholder composition.

- Preparing a report on shareholder eligibility verification to present to the meeting.

8.2. The Vote Counting Committee is nominated by the Chairperson and approved by the General Meeting of Shareholders. The Vote Counting Committee consists of 03 members introduced by the Chairperson to be elected by the Meeting from among the attending

Delegates. Members of the Vote Counting Committee shall not concurrently serve as the Meeting Secretary. The Vote Counting Committee is responsible for guiding the voting procedures, overseeing the voting process, organizing the vote count, preparing the Minutes, and announcing the vote count results to the Meeting, and then submitting the Minutes to the Chairperson.

8.3. The Vote Counting Committee is responsible for the accuracy and truthfulness of the vote count results.

CHAPTER III

ORDER AND PROCEDURES OF THE GENERAL MEETING

Article 9. Conditions for conducting the General Meeting

The General Meeting of Shareholders shall be conducted when the number of shareholders attending the meeting represents at least 50% of the total voting shares of the Company, according to the shareholder list invited to the meeting at the time of the decision to convene the Meeting.

Article 10. Meeting Procedures

10.1. The Meeting is expected to last for half a day.

10.2. The Meeting will sequentially discuss and approve the items listed in the Agenda of the General Meeting of Shareholders.

10.3. In case there are changes to the agenda or working content of the General Meeting, it must be approved by the General Meeting.

Article 11. Discussion at the General Meeting

11.1. The Chairperson manages the discussion at the General Meeting reasonably. Shareholders must raise their hands to ask for the chairperson's opinion and can only speak after being permitted by the chairperson. If many shareholders have opinions at the same time, the chairman will invite each shareholder to present their opinion in turn.

11.2. Shareholders should speak briefly and clearly. The chairperson has the right to interrupt shareholders' presentations and has the right to exclude questions from the discussion if they find the questions are repetitive or not related to the agenda.

11.3. Contributing opinions or questions will be collected at the same time and answered in turn. If the discussion exceeds the time allocated in the agenda, unanswered questions will be recorded by the Secretary and the presidium may answer shareholders later by email or in writing.

Article 12. Voting Procedures at the General Meeting

12.1. Voting Method:

- Resolutions at the General Meeting are all passed directly at the Meeting through a voting method of approval based on the proportion of shares held by attending shareholders or their authorized representatives.

- Shareholders shall utilize Voting Ballot to cast their votes on the proposed resolutions. Each item on the Voting Ballot has 03 boxes for shareholders to choose their voting opinion, including: Agree, Disagree, No Opinion.

- Shareholders record their voting opinion by marking (x) or (v) in the corresponding voting box. In case of an incorrect mark, shareholders can cross out the incorrect part and sign next to the corrected choice.

12.2. Classification of Voting Ballot

- **Valid Voting Ballot:** is a pre-printed Voting Ballot according to the form issued by the Organizing Committee of the General Meeting, bearing the company's seal, not torn, erased, scraped, corrected, and with voting marks made according to the regulations on the Voting Ballot. Voting content is considered invalid if the Delegate does not mark any voting box or marks more than one voting box for the same voting item; in that case, the remaining valid items will still be counted in the voting results.

- **Invalid Voting Ballot:** is a Ballot Paper that does not comply with the regulations of a Valid Voting Ballot and does not have the full signature of the Shareholder.

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

13.1. Resolutions and Decisions of the Meeting are valid only when approved by shareholders holding and representing 50% or more of the total voting shares of all attending shareholders.

13.2. For Decisions of the General Meeting of Shareholders related to:

- Share types and the total number of shares of each type;

- Changes in business lines and areas;

- Changes in the company's management organization structure;

- Investment projects or asset sales with a value equal to or greater than 35% of the total assets recorded in the company's most recent financial statements;

- Reorganization or dissolution of the company;

Decisions of the General Meeting of Shareholders will be approved when shareholders representing at least 65% of the total voting shares of all attending shareholders and shareholder representatives agree.

Article 14. Minutes and Resolution of the General Meeting of Shareholders**:**

14.1 All content of the General Meeting of Shareholders must be recorded by the Meeting Secretary in the Minutes. The Minutes are read and approved by the GMS before the closing of the GMS, and are kept at the company.

14.2 Based on the minutes of the meeting and the vote counting results, the Secretariat compiles the data and issues a draft Resolution of the General Meeting. The draft resolution is read and approved by the General Meeting before the closing of the meeting.

CHAPTER IV
IMPLEMENTATION

Điều 15. Effectiveness of the Regulations:

These Regulations, comprising 04 chapters and 15 articles, are applied by the Board of Directors of Petro Times Joint Stock Company to the 2025 Annual General Meeting of Shareholders, held on April 28, 2025, and shall take effect immediately upon approval by the General Meeting of Shareholders.

On Behalf of The Boad of Directors
CHAIRMAN

Pham Van Ky