PETRO TIMES JOINT STOCK COMPANY

No: 01/2025/PPT/BB-ĐHĐCĐ

(DRAFT)

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom - Happiness

Hai Phong City, April 28, 2025

MEETING MINUTES

ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

PETRO TIMES JOINT STOCK COMPANY

Organization name: Petro Times Joint Stock Company.

Head office : No. 54 Tien Phong Street, Đang Hai Ward, Hai An District, Hai Phong City, Vietnam.

Business registration certificate : 0201651354 issued by the Business Registration Division - Department of Planning and Investment of Hai Phong for the first time on October 13, 2015, with the 8th amendment registered on July 12, 2023.

Today, on April 28, 2025, at 08:30 am, at the Company's Office – No. 18, Lot LK6, Lach Tray Riverside Urban Area, Vinh Niem Ward, Le Chan District, Hai Phong City, the 2025 Annual General Meeting of Shareholders of Petro Times Joint Stock Company was held with the following agenda:

I. OPENING OF THE GENERAL MEETING OF SHAREHOLDERS

1. Attendance at the General Meeting:

Shareholders and authorized representatives

The Meeting heard Ms. …….. - Head of the Shareholder Eligibility Verification Committee announce the results of the verification of the eligibility of shareholders and authorized representatives attending the Meeting as follows:

The total number of shareholders and authorized representatives entitled to attend the 2025 Annual General Meeting of Shareholders is 469, holding and representing a total of 18,189,988 shares, equivalent to 100% of the total voting shares.

The total number of shareholders and authorized representatives actually attending the 2025 Annual General Meeting of Shareholders was …. delegates, holding or representing …….. shares, equivalent to ……...% of the total voting shares of Petro Times Joint Stock Company.

According to the provisions of the Enterprise Law and the Company's Charter, the 2025 Annual General Meeting of Shareholders of Petro Times Joint Stock Company has met the necessary conditions to proceed. The shareholders and authorized representatives attending the Meeting have the right to vote according to the number of shares they hold or represent.

2. Opening of the General Meeting

The General Meeting proceeded with the following formalities:

- Declaration of the reasons for convening the General Meeting and introduction of attendees.
- Introduction of Mr. Pham Van Ky - Chairman of the Board of Directors - as the Chairman presiding over the meeting.
- The Chairperson introduced the Presidium, the Secretary, and proposed the Ballot Counting Committee for selection by the General Meeting.

2.1. **Chairperson and the Presidium**

The General Meeting approved the Presidium consisting of 03 members:

Mr: **Phạm Văn Kỳ**	**-** Chairperson.
Ms: **Phạm Thị Ly**	**-** Member of the Presidium.
Ms: **Nguyễn Thị Thà**	**-** Member of the Presidium.

2.2. **Secretary of the General Meeting**

The General Meeting approved the Secretary consisting of 02 members:

Ms: **……** – Head
Ms: **……** – Member

2.3.**Vote Counting Committee**

The General Meeting approved the Vote Counting Committee consisting of 02 members:

Ms: **……** – Head
Ms: **……** – Member

3. Agenda and Regulations of the General Meeting:

The General Meeting heard Mr. Pham Van Ky, on behalf of the Presidium, read out:

- The Agenda of the 2025 Annual General Meeting of Shareholders
- The Regulations on organization of the General Meeting.

The General Meeting unanimously approved the content of the Agenda, the Regulations to be applied at the Meeting.

II. AGENDA ITEMS OF THE GENERAL MEETING

1. Mr: **Phạm Văn Kỳ** – Chairman of the Board of Directors' presentation to the General Meeting:

"Report On the Activities of the Board of Directors in 2024 and the Operational Directions for 2025".

2. Ms: **Nguyễn Thị Thà** – CEO, presented:

"Report On the Activities of the Management Board in 2024 and the Operational Directions for 2025".

3. Ms : **Cao Thị Phương** – Head of the Board of Supervisors, on behalf of the Board of Supervisors, presented:

"Report On the Activities of the Supervisory Board in 2024 and the Operational Directions for 2025".

4. Mr: **Phạm Văn Kỳ** – Chairman of the Board of Directors' presented the proposals to the shareholders' meeting:

- Submission on the Approval of the Audited Financial Statements for 2024 and the selection of an auditing firm for 2025.
- Submission on the Approval of the 2024 Remuneration Settlement and the 2025 Remuneration Budget for the Board of Directors and the Supervisory Board.
- Submission on the Approval of the 2024 Profit Distribution Plan and the 2025 Business Plan.
- Submission on the Approval of the 2024 Stock Dividend Issuance Plan.

III. DISCUSSION

At the General Meeting, the shareholders had no further comments.

IV. VOTING CONDUCTED AND RESULTS AT THE GENERAL MEETING:

1. Ms: **……..** – Representative of the Vote Counting Committee, announced the ballot counting results at the General Meeting.

2. Mr. Pham Van Ky – Chairperson, based on the ballot counting results conducted by the Vote Counting Committee, declared the following matters as approved by the General Meeting of Shareholders:

<u>Issue 1:</u> Approval of the Report on Activities of the Board of Directors in 2024 and the Operational Directions for 2025. (*Attached report No.: 01/2025/PPT/BC/HĐQT*).

The General Meeting unanimously approved with …… votes in favor, representing ……. voting shares, reaching a ratio of ……..% of the total voting shares of the attending shareholders.

<u>Issue 2:</u> Approval of the Report on Activities of the Management Board in 2024 and the Operational Directions for 2025. (*Attached report No.: 02/2025/PPT/BC/BTGĐ*).

The General Meeting unanimously approved with …… votes in favor, representing ……. voting shares, reaching a ratio of ……..% of the total voting shares of the attending shareholders.

<u>Issue 3:</u> Approval of the Report on Activities of the Supervisory Board in 2024 and the Operational Directions for 2025. (*Attached report No.: 03/2025/PPT/BC/BKS*).

The General Meeting unanimously approved with …… votes in favor, representing ……. voting shares, reaching a ratio of ……..% of the total voting shares of the attending shareholders.

<u>Issue 4:</u> Approval of the Audited Financial Statements for 2024 and the selection of an auditing firm for 2025. ***(Attached Submission No.: 04/2025/PPT/TTr-HĐQT).***

The General Meeting unanimously approved with …… votes in favor, representing ……. voting shares, reaching a ratio of ……..% of the total voting shares of the attending shareholders.

<u>Issue 5:</u> Approval of the 2024 Remuneration Settlement and the 2025 Remuneration Budget for BOD and Supervisory Board Members. ***(Attached Submission No.: 05/2025/PPT/TTr-HĐQT).***

The General Meeting unanimously approved with …… votes in favor, representing ……. voting shares, reaching a ratio of ……..% of the total voting shares of the attending shareholders.

<u>Issue 6:</u> Approval of the 2024 Profit Distribution Plan and the 2025 Business Plan. ***(Attached Submission No.: 06/2025/PPT/TTr-HĐQT).***

The General Meeting unanimously approved with …… votes in favor, representing ……. voting shares, reaching a ratio of ……..% of the total voting shares of the attending shareholders.

<u>Issue 7:</u> Approval of the stock dividend issuance plan for 2024 ***(Attached Submission No.: 07/2025/PPT/TTr-HĐQT).***

The General Meeting unanimously approved with …… votes in favor, representing ……. voting shares, reaching a ratio of ……..% of the total voting shares of the attending shareholders.

PART 5: PROCEDURES FOR THE CONCLUSION OF THE GENERAL MEETING

Ms: **……..** – Representative of the Secretary, read the draft Minutes and the draft Resolution of the General Meeting.

The General Meeting unanimously approved the full text of the Minutes and the Resolution of the 2025 Annual General Meeting of Shareholders.

The Chairperson – Mr **Phạm Văn Kỳ** – declared the General Meeting closed..

These Minutes were recorded at 11:15 AM on April 28, 2025, at the 2025 Annual General Meeting of Shareholders of Petro Times Joint Stock Company.

Representative Of The Secretary	**Representative Of The Presidium**
HEAD OF THE SECRETARY	**CHAIRPERSON**
	Phạm Văn Kỳ