**PEG: Board Resolution**

On February 29, 2024, Petec Trading and Investment Corporation announced Board Resolution No. 000690/NQ-PTC on approving the plan to hold the Annual General Meeting of Shareholders of Petec Trading and Investment Corporation (PETEC), as follows:

‎‎Article 1. Approve the plan to hold the Annual General Meeting of Shareholders in 2024 of the Petec Trading and Investment Corporation as follows:

1. Meeting date:

* Record date: Expected on March 25, 2024
* Expected meeting time: 9:00 a.m. on April 19, 2024
* Venue: Hall 5th Floor Corporation Office, No. 194 Nam Ky Khoi Nghia, Vo Thi Sau Ward, District 3, Ho Chi Minh City.
* Implementation schedule

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Work description | Duration | Expected time |
| 1 | Board Resolution on making a list of shareholders entitled to attend the General Meeting of Shareholders | Minimum T-20 (Calendar Date) | Before March 04 |
| 2 | Notify the Vietnam Securities Depository (VSD) of the recording date of the list of shareholders to exercise the right to attend the General Meeting of Shareholders | Minimum T-8 (Working Days) | Before March 15 |
| 3 | Notify shareholders of the list of shareholders attending the meeting | T-20 (Calendar Date) | Before March 04 |
| 4 | The record date of the list of shareholders to hold the General Meeting of Shareholders | T | March 25 |
| 5 | Date of receipt of the list of shareholders from VSD | Up to T+2 (Working Days) | March 27 |
| 6 | Send invitation letters to the General Meeting of Shareholders and disclose information on draft documents and reports presented at the Meeting | ≤ 10 days from No. 4 and ≥21 days before the meeting | Before March 29 |
| 7 | Organization of the General Meeting of Shareholders |  | April 19, |

1. Contents submitted to the Annual General Meeting of Shareholders 2023: Approve the following Reports and Proposals:
2. Report of the Board of Directors at the Annual General Meeting of Shareholders 2024.
3. Report of the Executive Board on the production and business results in 2023 and the targets of production and business for 2024.
4. Report of the Supervisory Board on the results of supervising activities of the Board of Directors and the Executive Board in 2023;
5. Proposals:

* Proposal on approving the remuneration settlement 2023 and the remuneration plan 2024 of the Board of Directors, the Supervisory Board and the Executive Board;
* Proposal on approving the Audited Financial Statements 2023;
* Proposal on profit distribution plan for 2023;
* Proposal on selecting an independent audit company for 2024;
* Proposal on approving internal transactions between PETEC and PetroVietnam Oil Corporation (PVOIL);
* Other contents (if any).

1. Establish the Steering Committee of the Meeting and the Organizing Committee of the Meeting

Establish the Steering Committee and Organizing Committee of the Annual General Meeting of Shareholders 2024 of Petec Trading and Investment Corporation with functions, tasks and detailed components in the attached Appendix.

‎‎Article 2. Assign the General Manager to announce to record the list of shareholders, make information disclosure, prepare the contents of the meeting and organize the Annual General Meeting of Shareholders 2024 in accordance with the provisions of law.

‎‎Article 3. This Resolution takes effect from the date of its signing. Members of the Board of Directors, the Board of Management, the Chief Accountant and Heads of professional divisions of Petec Trading and Investment Corporation are responsible for the implementation of this Resolution.

On February 29, 2024, Petec Trading and Investment Corporation announced Resolution No. 000691/NQ-PTC on recording the list of shareholders to hold the Annual General Meeting of Shareholders 2024 of Petec Trading and Investment Corporation, as follows:

‎‎Article 1. Record the list of shareholders to hold the Annual General Meeting of Shareholders 2024 of Petec Trading and Investment Corporation, specifically as follows:

* Record date: March 25, 2024.
* Expected meeting time: at 09:00 a.m. on April 19, 2024.
* Venue: Hall 5th Floor Corporation Office, No. 194 Nam Ky Khoi Nghia, Vo Thi Sau Ward, District 3, Ho Chi Minh City.
* Contents: The Annual General Meeting of Shareholders 2024 of Petec Trading and Investment Corporation approves the following contents:
* Report of the Board of Directors at the Annual General Meeting of Shareholders 2024;
* Report of the Executive Board on the production and business results in 2023 and the targets of production and business for 2024;
* Report of the Supervisory Board on the results of supervising activities of the Board of Directors and the Executive Board in 2023;
* Proposals:
* Proposal on approving the remuneration settlement in 2023 and the remuneration plan of the Board of Directors, the Supervisory Board and the Executive Board in 2024;
* Proposal on approving the Audited Financial Statements 2023;
* Proposal on profit distribution plan for 2023;
* Proposal on selecting an independent audit company for 2024
* Proposal on approving internal transactions between PETEC and PetroVietnam Oil Joint Stock Corporation (PVOIL).
* Other contents (if any).

‎‎Article 2. Assign the General Manager to announce to record of the list of shareholders, make information disclosure, prepare the contents of the general meeting and organize the Annual General Meeting of Shareholders 2024 in accordance with the provisions of law.

‎‎Article 3. This Resolution takes effect from the date of its signing. Members of the Board of Directors, the Board of Management, the Chief Accountant and Heads of professional divisions of Petec Trading and Investment Corporation are responsible for the implementation of this Resolution.