



PETROLIMEX

PETROLEUM MECHANICAL STOCK COMPANY

Address: 446 No Trang Long, Ward 13, Binh Thanh District, Ho Chi Minh City

Telephone: (028) 3553 3325 Fax: (028) 3553 3029

Website: www.pms.petrolimex.com.vn

Enterprise Registration Certificate: 0301838116

Ho Chi Minh City, March 9, 2025

**MEETING INVITATION
TO ATTEND THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Pursuant to the Charter and operational regulations of Petroleum Mechanical Stock Company, the Board of Directors respectfully invites Shareholders to attend the 2025 Annual General Meeting of Shareholders (AGM) as follows:

1. **Time of the Meeting: 08:30 AM, Sunday, April 13, 2025**
2. **Location: Lot 108-109-110, Nhon Trach Textile IZ, Hiep Phuoc Town, Nhon Trach District, Dong Nai Province.**

3. Meeting Agenda:

The documents for the 2025 Annual General Meeting of Shareholders will be published on the Company's website: www.pms.petrolimex.com.vn from March 23, 2025, and printed copies will be provided to Shareholders attending the Meeting.

4. Registration to attend the General Meeting:

To facilitate the arrangements for welcoming attendees, Shareholders are kindly requested to register their attendance at Petroleum Mechanical Stock Company or send the Meeting Registration Form to the address below before April 10, 2025.

5. Authorization to attend the General Meeting:

If a Shareholder authorizes another person to attend the General Meeting, the Shareholder should complete The Authorization Form for attending the General Meeting or another form as prescribed by civil law and send the signed Authorization Form to the address below before April 10, 2025 or present it when the authorized person attends the General Meeting.

(Note: The Authorization Form must clearly state the name of the authorized individual or organization and the number of shares authorized. The Authorization Form must be the original, with a live signature. In the case of authorization from an organization shareholder, The Authorization Form must have the seal of the authorizing organization.)

6. Address for sending documents and contact support:

Petroleum Mechanical Stock Company

- Address: 446 No Trang Long, Ward 13, Binh Thanh District, Ho Chi Minh City.

- Telephone: (028) 3553 3325 – Fax: (028) 3553 3029

Contact: Mr. Nguyen Thanh Trung - Head of Human Resources and Administration Department;
Telephone: 0918 287 048.

7. Shareholders or authorized representatives attending the General Meeting, please bring the following documents:

- Meeting invitation and Authorization Form (if any)
- ID card or passport.

We are pleased to welcome Shareholders to the 2025 Annual General Meeting of the Company.

Sincerely!

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



Dinh Viet Hoang



PETROLIMEX MECHANICAL STOCK COMPANY

Address: 446 No Trang Long, Ward 13, Binh Thanh District, Ho Chi Minh City

Telephone: (028) 3553 3325 Fax: (028) 3553 3029

Website: www.pms.petrokimex.com.vn



AGENDA OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Time: 8:30 AM, April 13, 2025

Location: Meeting Hall of Dong Nai Petroleum Mechanical One Member Limited Liability Company

Lots 108-109-110, Nhon Trach Industrial Park, Hiep Phuoc Town, Nhon Trach District, Dong Nai Province.

Time	Content
7:30 AM – 8:30 AM	Welcoming Delegates and Verifying Shareholder Status: <ul style="list-style-type: none">• Welcoming delegates and shareholders;• Verifying delegate status, distributing voting cards, voting ballots, and meeting documents.
8:30 AM – 9:00 AM	Opening of the General Meeting: <ul style="list-style-type: none">• Announcing the reason for the meeting and introducing delegates;• Reporting on the verification of delegate attendance;• Introducing the Chairperson of the General Meeting and the Secretary of the Delegation;• Introducing and approving the personnel of the Presidium and the Ballot Counting Board;• The Presidium approves the Meeting Agenda;• The Presidium disseminates the working regulations;
9:00 AM – 9:45 AM	The Board of Directors and the Board of Supervisors present the following: <ul style="list-style-type: none">• Report on the Board of Directors' activities in 2024 and the plan for 2025• Proposal for approval of the audited 2024 separate and consolidated financial statements

Time	Content
	<ul style="list-style-type: none"> • Report on the activities of the Board of Supervisors in 2024 and the plan for 2025
9:45 AM – 10:15 AM	<p>Proposals to the General Meeting</p> <ul style="list-style-type: none"> • Proposal on Profit Distribution, Remuneration for the Board of Directors, Board of Supervisors, and Salaries for the Board of Management in 2024 and the plan for 2025 • Proposal for the selection of an audit firm for 2025 • Proposal for signing contracts with entities as per Article 167 of the Law on Enterprises 2020 • Proposal regarding the General Meeting of Shareholders authorizing the Board of Directors to approve additional investment items arising in 2025
10:15 AM – 10:45 AM	General Meeting discussion and Q&A
10:45 AM – 11:15 AM	Voting guidance and voting to approve reports and proposals
11:15 AM – 11:30 AM	<ul style="list-style-type: none"> • The Secretariat reads the draft Minutes of the Meeting and the Resolution of the General Meeting of Shareholders • The General Meeting votes to approve the content of the Minutes of the Meeting and the Resolution of the General Meeting of Shareholders
11:30 AM	Closing of the General Meeting



THE SOCIALIST REPUBLIC OF VIETNAM

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REGISTRATION FORM FOR MEETING ATTENDANCE OR AUTHORIZATION
TO ATTEND THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

To: Petroleum Mechanical Stock Company

Shareholder name:.....

Legal representative (for organizations):.....

Citizen Identity Card/Passport/Business Registration Certificate No.:.....issued
on.....at.....

Address:.....Telephone:.....

Total number of shares represented or owned:shares.

(Shareholders choose one of the two options below, tick the appropriate box)

1. REGISTER TO ATTEND THE MEETING

2. AUTHORIZATION

Authorized person:.....

Citizen Identity Card/Passport/Business Registration Certificate No.:.....issued
on.....at.....

Address:.....Telephone:.....

Number of shares authorized:.....

In case the shareholder cannot attend and cannot authorize another person, please authorize a member of the company's Board of Directors according to the list below:

No.	Name	Position	Check mark	Number of authorized shares
1	Mr. Dinh Viet Hoang	Chairman of the Board of Directors		
2	Mr. Doan Dac Hoc	Board of Directors' members, Director		
3	Mr. Nguyen Quang Kien	Board of Directors' members		
4	Mr. Ho Tri Luong	Board of Directors' members		
5	Mr. Nguyen Duy Hai	Board of Directors' members		

(Note: Please mark (X) next to the name of the member you choose to authorize, only authorize one person for all shares owned; if you want to authorize multiple people, please specify the number of shares authorized for each member)

Authorization content:

The authorized person represents the authorizing person to attend the 2025 Annual General Meeting of Shareholders of Petroleum Mechanical Stock Company to exercise all rights and obligations at the General Meeting of Shareholders related to the authorized shares.

We are fully responsible for this authorization and commit to strictly comply with the current regulations of the Law and the Charter of Petroleum Mechanical Stock Company and will not have any complaints later.

Note:

The authorized person is not allowed to authorize the number of shares owned by themselves and/or the authorizing person to another person, and must bring their Citizen Identity Card/Passport when attending the meeting.

This authorization is only valid when it is an authorization with the live signature of both parties, for authorization from an institutional shareholder, it is necessary to have the seal of the authorizing organization. This authorization will expire when the 2025 Annual General Meeting of Shareholders of Petroleum Mechanical Joint Stock Company ends.

Date ____ month ____ 2025

Shareholder/Principal

Authorized person

(Sign and write your full name, affix seal if any)

(Sign and write your full name, affix seal if any)

Note: If the authorizing person or the authorized person is an organization, there must be a signature of the legal representative and the seal of the organization.