

*Phu Yen, March 25, 2025*

**MEETING INVITATION  
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**

To: Shareholders of PetroVietnam Oil Phu Yen Joint Stock Company

PetroVietnam Oil Phu Yen Joint Stock Company – Tax code: 4400114094 (PVOIL Phu Yen) respectfully invites shareholders to attend the Annual General Meeting of Shareholders 2025, to be held as follows:

**1. Time and venue:**

Starting at 13:30 on April 15, 2025 at Saigon - Phu Yen Hotel (541 Tran Hung Dao, Ward 6, Tuy Hoa City, Phu Yen Province)

**2. Participants:**

- All shareholders whose names are on the list of shareholders of PetroVietnam Oil Phu Yen Joint Stock Company as of the registration deadline of March 14, 2025.
- Representatives or authorized persons of shareholders attending the Meeting.

**3. Attendance procedures:**

Shareholders or authorized representatives attending the meeting must bring the following documents:

- Invitation to the meeting
- Identity Card/Citizen Identity Card/Passport
- Power of Attorney (in case of authorized attendance)

**4. Agenda:**

As attached.

**5. Related documents:**

Please see the Company's website: [www.pvoilphuyen.com.vn](http://www.pvoilphuyen.com.vn)

**6. Registration:**

To facilitate the organization, shareholders are requested to confirm their attendance/authorization to attend the meeting by contacting Mr. Huynh Cong Hau directly via Telephone: 0257.3824216 – 0795597499 – 0353638788, Email: [hauh@phuyen.pvoil.vn](mailto:hauh@phuyen.pvoil.vn) or by post to the Company's address: 157-159 Hung Vuong, Ward 5, Tuy Hoa City, Phu Yen Province; Time: Before 5:00 PM on April 12, 2025.

Sincerely,

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



**Nguyen Mau Dung**

**AGENDA**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**  
**PETROVIETNAM OIL PHU YEN JOINT STOCK COMPANY**

Time: 13:30 on April 15, 2025 (Tuesday)

Venue: Saigon - Phu Yen Hotel (541 Tran Hung Dao, Ward 6, Tuy Hoa City, Phu Yen)

Time Estimated	Content	Implemented
13:30 – 14:00	<b>Welcoming delegates and shareholders; guiding shareholder registration and verification for the General Meeting</b>	
14:00 – 14:20	<b>Opening procedures:</b>	
	- Declaration of reasons, introduction of delegates	
	- Report of shareholders' eligibility verification	
	- Approval of the Working Regulation for the 2025 Annual General Meeting of Shareholders of PetroVietnam Oil Phu Yen Joint Stock Company	Voting card
	- Agreement on the list of the Chairperson of the General Meeting, the Secretary of the General Meeting, and Vote Counting Committee	
	- Approval of the General Meeting agenda	
14:20 – 15:30	<b>Contents:</b>	
	1. Report on the 2024 performance results and the 2025 direction and tasks of the Director	Voting Ballot
	2. Report on business results for the 2020-2025 period and the Company's development plan for the 2025-2030 period; 2024 performance results and 2025 operational direction of the Board of Directors	
	3. Supervisory Board's 2024 inspection report and summary of the 2020-2025 term	
	4. Proposal for approval of the audited 2024 Financial Statements	
	5. Proposal for approval of the profit distribution plan, 2024 dividend payment, and 2025 profit distribution plan	
	6. Proposal for approval of the 2024 remuneration settlement, operating budget, and the 2025 remuneration plan and operating budget of the Board of Directors, Member of the Board of Supervisors	
	7. Proposal on adding business lines and amending the Charter of Organization and Operation of Phu Yen Petroleum Joint Stock Company	
	8. Proposal for the selection of the 2025 auditing unit	
	9. Proposal for the dismissal of the Board of Directors' members, Member of the Board of Supervisors for the 2020-2025 term and election of the Board of Directors' members, Member of the Board of Supervisors for the 2025-2030 term	
15:30 – 15:45	<b>General Meeting of Shareholders discussion</b>	
15:45 – 16:30	<b>Election of Board of Directors' members, Member of the Board of Supervisors for the 2025-2030 term</b>	Election Ballot

<b>Time Estimated</b>	<b>Content</b>	<b>Implemented</b>
<b>16:30 – 16:40</b>	<b>The Board of Directors' members, Member of the Board of Supervisors for the 2025-2030 term introduce themselves to the shareholders.</b>	
<b>16:40 – 17:00</b>	<b>The Secretary reads the Minutes and the draft Resolution of the General Meeting</b>	
	<b>Voting to approve the Minutes and Resolution of the General Meeting</b>	Voting card
<b>17:00 – 17:20</b>	<b>Closing remarks</b>	

*\* The amended and supplemented meeting agenda (if any) will be fully updated on the Company's website: [www.pvoilphuyen.com.vn](http://www.pvoilphuyen.com.vn)*

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom – Happiness**

....., date ..... month ..... year 2025

**POWER OF ATTORNEY**

**1. AUTHORIZER:**

Individual/organization name: .....  
ID No./Passport No./Enterprise Registration No.:..... Date of issue: .../.../....  
Place: .....  
Address: .....  
Telephone: .....  
Number of shares owned: .....shares.  
(In words:.....)

**2. PROXY:**

Individual/organization name: .....  
ID No./Passport No./Enterprise Registration No.:..... Date of issue: .../.../....  
Place: .....  
Address: .....  
Telephone: .....  
Number of shares authorized: .....shares.  
(In words:.....)

**3. AUTHORIZATION CONTENT:**

The Principal agrees to assign and the Proxy agrees to accept representation of the Principal to attend and vote at the 2025 Annual General Meeting of Shareholders of PetroVietnam Oil Phu Yen Joint Stock Company and exercise all rights and obligations of a shareholder corresponding to the number of shares authorized.

**4. AUTHORIZATION PERIOD:**

This Proxy Form is valid from the date of signing until the end of the 2025 Annual General Meeting of Shareholders of PetroVietnam Oil Phu Yen Joint Stock Company.

**5. RESPONSIBILITIES OF THE PROXY:**

Not authorized to assign a third party to perform the tasks specified in this Proxy Form.

**AUTHORIZED PARTY**  
(Sign and write full name, stamp)

**PRINCIPAL**  
(Sign and write full name, stamp)

**Note:**

- In case there is more than one authorized representative, the number of shares and votes of each representative must be specified and a list attached specifying information about the authorized person.
- In case a lawyer signs the proxy on behalf of the principal, it is only considered valid if the proxy is presented together with a letter of authorization to the lawyer or a valid copy of that letter of authorization.
- If the Principal or the Proxy is an organization, the Proxy Form must be signed by the legal representative of the organization.

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom - Happiness**

....., date ..... month ..... year 2025

**POWER OF ATTORNEY**  
**(By shareholder group)**

**1. PRINCIPAL:**

Individual/organization name: .....

ID No./Passport No./Enterprise Registration No.:..... Date of issue: .../.../.....

Place: .....

Address: .....

Telephone: .....

**2. AUTHORIZATION CONTENT:**

The Principal agrees to assign and the Proxy agrees to accept representation of the Principal to attend and vote at the 2025 Annual General Meeting of Shareholders of Phu Yen Petroleum Joint Stock Company and exercise all rights and obligations of a shareholder corresponding to the number of shares authorized.

**3. AUTHORIZATION PERIOD:**

This Proxy Form is valid from the date of signing until the end of the 2025 Annual General Meeting of Shareholders of PetroVietnam Oil Phu Yen Joint Stock Company.

**4. LIST OF PRINCIPALS:**

No.	Name	ID No./Passport No./Enterprise Registration No.	Address	Number of shares authorized to represent	Signature
1.					
2.					
...					

We are fully responsible for this authorization and commit to strictly comply with current legal regulations.

**AUTHORIZED PARTY**  
*(Sign and write full name, stamp)*

**Note: If the Principal or the Proxy is an organization, the Proxy Form must be signed by the legal representative of the organization.**

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom - Happiness**

....., ...../..... / ..... 2025

**LETTER OF AUTHORIZATION**

**1. PRINCIPAL:**

Shareholder name:

ID/Passport/Business Registration No: .....

issued on..... by .....

Address:

Phone:

Number of shares owned:

(In words: .....) )

**2. AUTHORIZED PARTY:**

Mr./Ms./Organisation:

ID/Passport/Business Registration No: .....

issued on..... by .....

Address:

Phone:

Number of shares owned:

(In words: .....) )

**3. CONTENT OF AUTHORIZATION:**

The Principal agrees to assign and the Authorized Party agrees to represent the Principal to attend, vote at the 2025 General Meeting of Shareholders of the PetroVietnam Oil Phu Yen Joint Stock Company and exercise all rights and obligations of the shareholder corresponding to the number of authorized shares.

**4. PERIOD OF AUTHORIZATION**

This Letter of Authorization is effective since the date of signature until the end of the 2025 General Meeting of PetroVietnam Oil Phu Yen Joint Stock Company mentioned above.

**5. RESPONSIBILITY OF AUTHORIZED PARTY**

The Authorized Party may not authorize a third party to carry out the contents of the above authorization.

**AUTHORIZED PARTY**  
(Sign and write full name, stamp)

**PRINCIPAL**  
(Sign and write full name, stamp)

**Note:**

- Where there is more than one authorized representative appointed, the number of shares and the number of votes of each representative must be specified and accompanied by a list of the authorized person.
- Where the lawyer signs the letter of authorization on behalf of the principal, the letter of authorization is only valid if the letter of authorization is presented together with the power of attorney or a valid copy of the power of attorney.
- If the Principal or the Authorized Party is an organization, the Letter of Authorization must be signed by the Legal representative of the organization.



**PVOIL**  
Let miles be smile

**PetroVietnam Oil Phu Yen Joint Stock Company  
2025 Annual General Meeting of Shareholders**

**VOTING BALLOT**

1. Full Name:
2. Authorized Representative Name:
3. Citizen Identity Card/ID Card/Passport/Business Registration No:
4. Number of shares held/represented:

**CONTENT OF RESOLUTION**

1. Report on 2024 performance and 2025 objectives by the Director  
 Approve  Disapprove  Abstain
2. Report on business performance from 2020-2025 and company development plan from 2025-2030; 2024 performance and 2025 operational direction by the Board of Directors  
 Approve  Disapprove  Abstain
3. 2024 Supervisory Board report and summary of the 2020-2025 term by the Member of the Board of Supervisors  
 Approve  Disapprove  Abstain
4. Proposal for approval of the audited 2024 Financial Statements  
 Approve  Disapprove  Abstain
5. Proposal for approval of the 2024 profit distribution and dividend payment plan, and the 2025 profit distribution plan  
 Approve  Disapprove  Abstain
6. Proposal for approval of the 2024 remuneration and operating budget settlement, and the 2025 remuneration and operating budget plan for the Board of Directors and Member of the Board of Supervisors  
 Approve  Disapprove  Abstain
7. Proposal for dismissal of the 2020-2025 term Board of Directors and Member of the Board of Supervisors, and election of the 2025-2030 term Board of Directors and Member of the Board of Supervisors  
 Approve  Disapprove  Abstain
8. Proposal on adding business lines and amending the Charter of Organization and Operation of Phu Yen Petroleum Joint Stock Company  
 Approve  Disapprove  Abstain
9. Proposal for selection of the 2025 auditing unit  
 Approve  Disapprove  Abstain

**Note:**

- 01 common share equals 01 voting right
- Total number of shares owned equals total number of voting rights (No proxy)

**SHAREHOLDER/SHAREHOLDER REPRESENTATIVE**

(Signature and full name)

.....



**PVOIL**  
Let miles be smile

**PETROVIETNAM OIL PHU YEN JOINT STOCK COMPANY  
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**ELECTION BALLOT  
MEMBERS OF THE BOARD OF DIRECTORS/SUPERVISORY  
BOARD FOR THE 2025-2030 TERM**

**1. Shareholder Information**

- Shareholder Name: .....
- Proxy/Authorized Representative Name for Shareholder: .....
- Number of shares owned: .....
- Number of shares represented: .....
- Total number of shares owned and represented: .....
- Total voting rights (\*): .....

**2. Voting Section**

<b>Candidate Name</b>	<b>Candidate Position</b>	<b>Number of voting rights</b>
.....	.....	.....
.....	.....	.....