

**PETROVIETNAM ENGINEERING
CONSULTANCY - JSC**



No: _____ -TKDK

THE SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

Ho Chi Minh City, _____, 2025

NOTICE

**Re: Nomination and Candidacy for election of an additional member of the Board of
Directors for the Remainder of the 2025–2030 Term**

PetroVietnam Engineering Consultancy - JSC (PVE)

To: Shareholders of PetroVietnam Engineering Consultancy - JSC

The Board of Directors of PVE hereby notifies PVE shareholders regarding the nomination and candidacy for election of an additional member of the Board of Directors (BOD) for the 2025–2030 term, as follows:

1. Number, Standards, and Conditions for Nomination to the BOD

1. Number of members to be Elected to the BOD

- Number of members to be elected additionally to the BOD: 01 member

2. Standards and Conditions for BOD member: As prescribed by the Law on Enterprises 2020, Law on Securities 2019, the PVE Charter, and relevant implementing regulations.

2.1. Standards and Conditions for BOD member:

A PVE BOD member must satisfy the standards and conditions specified in **Clause 1, Article 155 of the Law on Enterprises 2020, Article 276 of Decree 155/2020/ND-CP, Article 29 of the PVE Charter, and Article 17 of PVE's Internal Corporate Governance Regulation**, specifically:

- Not falling under the cases stipulated in Clause 2, Article 17 of the Law on Enterprises 2020;
- Possess business capability and corporate management skills, experience in the line of business of PVE, and prior experience in enterprise management;
- Be in good health, possess good moral character, honesty, integrity, and knowledge of the law;
- Not concurrently holding more than two managerial positions in other economic organizations, except those that are joint ventures or affiliates of PVE..

2.2. Nomination to the BOD::

Pursuant to Clause 5, Article 115 of the Law on Enterprises 2020 and Clause 3, Article



15 of the PVE Charter, a shareholder or group of shareholders holding 05% or more of the total ordinary shares has the right to nominate candidates for the BOD. Specifically:

- A shareholder or group of shareholders holding from 05% to less than 10% of voting shares may nominate one (01) candidate; A shareholder or group of shareholders holding from 10% to less than 30% may nominate up to two (02) candidates; A shareholder or group of shareholders holding from 30% to less than 50% may nominate up to three (03) candidates; A shareholder or group of shareholders holding from 50% to less than 70% may nominate up to four (04) candidates; A shareholder or group of shareholders holding from 70% to less than 90% may nominate up to five (05) candidates.
- Based on resignation letters and the remaining number of BOD members, the aforementioned shareholder(s) may nominate one or more individuals as candidates for the BOD as decided by the General Meeting of Shareholders. If the number of candidates nominated by such shareholder(s) is less than the maximum allowed, the remaining candidates shall be nominated by other shareholders.

II. Instructions for Submitting Nomination/Candidacy Dossiers

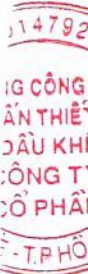
The dossier for nominating a candidate to the BOD includes:

- Application for candidacy/nomination by a shareholder (for an individual shareholder nominating);
- Application for candidacy/nomination by a group of shareholders; Minutes of the group's meeting (for a group of two or more shareholders nominating);
- Personal information form of the candidate/nominee;
- Certified copy of degrees, professional certificates relevant to the qualifications and standards for BOD membership as stated in this Notice;
- Assessment report on the candidate's contributions to PVE (if the candidate is currently a PVE employee);
- Written commitment regarding the truthfulness, accuracy, and reasonableness of the personal information disclosed and a commitment to perform duties honestly if elected as a BOD member of PVE.

Note:

- *For individual shareholders: Shareholders are responsible for certifying that the signatures on nomination documents are theirs and for taking full legal responsibility for the accuracy and legality of the signatures in the nomination dossier.*

If an individual shareholder's securities holder registration number recorded in the VSDC's consolidated list of securities holders as of May 26, 2025 is an old ID number or expired legal document, the shareholder must provide documentation to confirm



shareholder status when exercising the right to nominate/candidate.

- *For organizational shareholders: Nomination documents must be signed by an authorized person and bear the organization's seal in accordance with the law.*

Shareholders or group of shareholders nominating candidates for the BOD are responsible before the law and before the General Meeting of Shareholders for the accuracy and truthfulness of the information in the nomination dossier.

- Dossiers nominating candidates for the BOD should be sent to: **Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE** - Address: No. 25-27, Street No. 12, Tan Hung Ward, District 7, Ho Chi Minh City by the expected opening time of the General Meeting.

The date of receipt for nomination dossiers sent to the Organizing Committee of the 2025 AGM of PVE shall be determined as the date of signature of receipt by the Organizing Committee on the postal receipt/acknowledgment, or as confirmed by the Organizing Committee (for direct submissions).

- Shareholders forming a group to nominate a candidate must notify the Organizing Committee of the 2025 AGM of PVE and all participating shareholders prior to the commencement of the Meeting to complete the required procedures in accordance with regulations.

Respectfully!

Recipients:

- As above;
- State Securities Commission;
- Hanoi Stock Exchange;
- Archive: Office.

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

TA DUC TIEN





ANTICIPATED AGENDA AND CONTENT
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025 OF
PETROVIETNAM ENGINEERING CONSULTANCY
JOINT STOCK COMPANY (PVE)

Time: 08:30, June 24th, 2025

Venue: No. 25 - 27, Street No. 12, Tan Hung Ward, District 7, Ho Chi Minh City.

Time	No.	Content of agenda
	I	Preparations:
08:00 – 08:30	1	Reception and registration of shareholders. Verification of shareholder eligibility and distribution of meeting materials.
	II	Opening of the Meeting:
08:30 – 08:40	1	Report on verification of shareholder eligibility attending the Meeting.
	2	Opening of the Meeting.
08:40 – 09:00	3	Introduction and voting for approval of the Chairperson of the Meeting.
	4	Introduction of Secretary Committee.
	5	Introduction and voting for approval of the Vote Counting Committee.
	6	Approval of the Regulations on the organization of the Meeting.
	7	Approval of the Agenda and Content of the Meeting.
	III	Meeting content:
09:00 – 09:30	1	- Proposal on continuing to request the Board of Directors and the Supervisory Board for the 2019 - 2024 term to provide documents under their responsibilities and obligations as prescribed by the Law on Enterprises, the Law on Securities, and PVE's Charter (including remuneration, operational costs, and other benefits).



Time	No.	Content of agenda
	2	<ul style="list-style-type: none"> - Report on General Director's Report on 2024 Business performance and 2025 Business plan. - Report on the performance of the Board of Directors in 2024. - Audited separate and consolidated Financial Statements for the years 2019, 2020, 2021, 2022, 2023, and 2024.
	3	<ul style="list-style-type: none"> - Report on the performance of the Supervisory Board in 2024.
09:30 – 10:30	4	<p>Proposals:</p> <ul style="list-style-type: none"> - Proposal on the list of independent auditing firms for the audit the 2025 financial statements; - Proposal on the appropriation of the 2024 Welfare fund; - Proposal on the projected remuneration and operating costs of the Board of Directors and the Supervisory Board for 2025; - Proposal for the change of the Headquarters address. - Proposal on Promulgation of the Charter; - Proposal on Promulgation of the Internal Corporate Governance Regulations; - Proposal on Promulgation of the Regulations on Operations of the Board of Directors; - Proposal on Promulgation of the Regulations on Operations of the Supervisory Board. - Proposal on Further extension of the payment deadline for 2016 and 2017 dividends. - Proposal on the dismissal of Ms. Tran Nguyen Cam Ly from the position of member of the Board of Directors and the election of one additional member to the Board of Directors for the 2025–2030 term; - Report on the List of candidates for election of an additional member of the Board of Directors for the 2025–2030 term;

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Time	No.	Content of agenda
		- Other matters within the authority of the General Meeting of Shareholders (if any).
10:30 – 11:00	5	- Discussion session.
11:00 – 12:00	6	<ul style="list-style-type: none"> - Update on the Minutes of Shareholder Eligibility Verification. - Voting on the Proposal regarding the dismissal and election of an additional member of the Board of Directors for the 2025–2030 term; Election Regulations and List of candidates for election of an additional member of the Board of Directors for the 2025–2030 term by Ballot Card; - Instructions for voting and voting to approve the reports and proposals by Voting Slip; - Election instructions;
12:00 – 13:30	7	<ul style="list-style-type: none"> - Break. - Vote Counting Committee conducts its work.
13:30 – 14:30	8	- Vote Counting Committee announces the voting and election results.
	9	- Presentation of the draft Minutes and Resolution of the General Meeting of Shareholders.
14:30 – 15:00	10	- Voting to approve the Minutes and the Resolution of the General Meeting of Shareholders.
15:10	IV	Closing of the General Meeting of Shareholders.



VIETNAM NATIONAL INDUSTRY -
ENERGY GROUP
PETROVIETNAM ENGINEERING
CONSULTANCY - JSC



THE SOCIALIST REPUBLIC OF VIETNAM
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Ho Chi Minh City, _____, 2025

**PROPOSAL TO THE 2025 ANNUAL GENERAL MEETING OF
SHAREHOLDERS**

PETROVIETNAM ENGINEERING CONSULTANCY – JSC (PVE)

***Re: Dismissal of member of the Board of Directors and election of an additional
member of the Board of Directors for the 2025–2030 Term***

**To: The General Meeting of Shareholders of PetroVietnam Engineering
Consultancy - JSC**

Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17th, 2020, and its implementing documents;
Pursuant to the Law on Securities No. 59/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26th, 2019, and its guiding documents;
Pursuant to the Charter of the PetroVietnam Engineering Consultancy - JSC (“PVE Charter”) issued on June 29th, 2018;
Pursuant to the Resignation letter of Ms. Tran Nguyen Cam Ly from the position of Member of the Board of Directors dated May 20, 2025 (attached);
Pursuant to the recommendation from ULATECH Solutions Technology JSC regarding the inclusion of the additional election of a Member of the Board of Directors for the 2025–2030 term in the agenda and program of the 2025 Annual General Meeting of Shareholders;

The Board of Directors of PVE respectfully submits to the General Meeting of Shareholders of PVE for consideration the following matters related to the dismissal and election of an additional member of the Board of Directors for the remainder of the 2025–2030 term:

1. Dismissal of Ms. Tran Nguyen Cam Ly from the position of Member of the Board of Directors.
2. Election of one additional Member of the Board of Directors for the remainder of the 2025–2030 term, effective from June 24, 2025.



Respectfully submitted to the 2025 Annual General Meeting of Shareholders of PVE for voting and approval../.

Recipients

- As above;
- Archive: Office.

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

TA DUC TIEN





**PETROVIETNAM ENGINEERING
CONSULTANCY - JSC**

No: ____ / ____ -TKDK

THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Ho Chi Minh City, _____, 2025

**REGULATIONS ON THE ELECTION OF AN ADDITIONAL MEMBER
OF THE BOARD OF DIRECTORS**

**AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
OF PETROVIETNAM ENGINEERING CONSULTANCY - JSC (PVE)**

Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its implementing documents;

Pursuant to the Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its implementing documents;

Pursuant to the Charter of PetroVietnam Engineering Consultancy - JSC (“PVE Charter”) issued on June 29, 2018, and the Internal Corporate Governance Regulation of PVE issued on July 2, 2018;

The 2025 Annual General Meeting of Shareholders of PetroVietnam Engineering Consultancy - JSC (PVE) shall proceed to elect an additional member of the Board of Directors (BOD) to replace the BOD member who has submitted a resignation letter, under the following contents:

Article 1. Eligible Voters

All shareholders holding shares of PetroVietnam Engineering Consultancy - JSC, as recorded in the consolidated list of securities holders as of May 26, 2025 prepared by the Vietnam Securities Depository and Clearing Corporation (VSDC), or duly authorized representatives present at the 2025 Annual General Meeting of Shareholders.

Article 2. Number of Board Members to be Elected

- Number of additional Board Members to be Elected : 01 member

Article 3. Standards and Conditions for BOD member

According to the provisions of the Law on Enterprises 2020, Law on Securities 2019, the PVE Charter, the Internal Corporate Governance Regulation of PVE, and relevant implementing documents, a BOD member must satisfy the standards and conditions stipulated in **Clause 1, Article 155 of the Law on Enterprises 2020, Article 275 of Decree 155/2020/ND-CP, Article 29 of the PVE Charter, and Article 17 of PVE’s Internal Corporate Governance Regulation**, specifically as follows:

- Not falling within the cases prescribed in Clause 2, Article 17 of the Law on Enterprises 2020;
- Having business capability and corporate management skills, experience in PVE's line of business, and prior experience in enterprise management;
- Being in good health, of good moral character, honest, upright, and knowledgeable in the law;
- Not concurrently holding more than two managerial positions in other economic organizations, except for joint ventures or affiliates of PVE.

Article 4. Nomination of Candidates for Election as Additional BOD Member

Pursuant to Clause 5, Article 115 of the Law on Enterprises 2020 and Clause 3, Article 15 of the PVE Charter, a shareholder or group of shareholders holding **at least 05% of the total ordinary shares** has the right to nominate individuals meeting the standards set out in Article 3 of these Regulations to the BOD. Specifically:

- A shareholder or group of shareholders holding from 05% to less than 10% of voting shares may nominate one (01) candidate; A shareholder or group of shareholders holding from 10% to less than 30% may nominate up to two (02) candidates; A shareholder or group of shareholders holding from 30% to less than 50% may nominate up to three (03) candidates; A shareholder or group of shareholders holding from 50% to less than 70% may nominate up to four (04) candidates; A shareholder or group of shareholders holding from 70% to less than 90% may nominate up to five (05) candidates.
- Based on the number of BOD members, the above-mentioned shareholders or group of shareholders have the right to nominate one or more individuals as candidates for the BOD as decided by the General Meeting of Shareholders. If the number of candidates nominated by such shareholder(s) is lower than the number to which they are entitled according to the General Meeting's decision, the remaining candidates shall be nominated by the BOD and other shareholders.

Article 5. Nomination Dossier

The dossier for nomination of a BOD member includes:

- Application for candidacy/nomination by a shareholder (in case of nomination by an individual shareholder);
- Application for candidacy/nomination by a group of shareholders; minutes of the group's meeting (in case two or more shareholders form a group to nominate);
- Personal information form of the candidate/nominee for the BOD;
- Certified copies of degrees and professional certificates relevant to the standards and conditions for BOD membership specified in these Regulations;
- Assessment report on the candidate's contributions to PVE (if the candidate is currently a BOD member);

- Written commitment regarding the truthfulness, accuracy, and reasonableness of the disclosed personal information and commitment to perform duties honestly if elected as a BOD member of PVE.

If an individual shareholder's securities holder registration number recorded in the VSDC's consolidated list of securities holders as of May 26, 2025 is an old ID number or expired legal document, the shareholder must provide documentation to confirm shareholder status when exercising the right to nominate/candidate.

Shareholders or group of shareholders nominating candidates for the BOD are responsible before the law and before the General Meeting of Shareholders for the accuracy and truthfulness of the information in the nomination dossier.

Shareholders forming a group to nominate a candidate must notify the Organizing Committee of the 2025 AGM of PVE and all participating shareholders prior to the commencement of the Meeting to complete the required procedures in accordance with regulations.

- Dossiers nominating candidates for the BOD should be sent to: Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE - Address: No. 25-27, Street No. 12, Tan Hung Ward, District 7, Ho Chi Minh City by the expected opening time of the General Meeting.

The date of receipt for the nomination dossier sent by shareholders or groups of shareholders to the Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE shall be determined as the date on which the Organizing Committee signs the receipt on the postal delivery note/acknowledgement, or as confirmed by the Organizing Committee (in case of direct submission).

Article 6. List of Candidates

1.1. Based on the nomination dossiers, the Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE will compile a list of candidates who meet the requirements under these Regulations and the Nomination Notice, and submit it to the General Meeting of Shareholders for approval prior to the election.

1.2. Eligible candidates will be arranged in alphabetical order, with full names printed on the ballot.

Article 7. Ballots and Cases of Invalid Ballots

1.3. Ballots:

- Ballots will be printed according to the form prescribed by the Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE, bearing PVE's stamp; and will include the name of the shareholder or authorized person, registration number, number of shares with voting rights, and the total number of votes of the shareholder or authorized person attending the Meeting.

- Shareholders or authorized attendees will be issued BOD election ballots according to their registration number.

- In case of an incorrect ballot, shareholders or authorized attendees may request the Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE to replace the ballot.

1.4. A **valid** ballot must satisfy the following conditions:

- Conforms to the form issued by the Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE and bears the PVE stamp.

- Contains no erasures, deletions, or alterations of printed content.

- Does not add names of persons outside the list of candidates approved by the General Meeting of Shareholders prior to the voting as required by the Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE.

- Must not be torn or damaged and must remain intact.

- Must clearly state the number of votes cast for each candidate.

- The number of candidates selected must not exceed the number of members to be elected.

- The total number of votes for all candidates from a shareholder or authorized attendee must not exceed the total number of votes that person is entitled to.

- Must bear the signature of the shareholder or authorized attendee.

1.5. **Invalid** ballots:

- Ballots that do not meet any of the conditions for valid ballots above.

Article 8. Voting Method and Principle of Cumulative Voting

- Election of members to the Board of Directors shall be conducted by secret ballot under the principle of cumulative voting;

- Each shareholder or authorized attendee has a total number of votes equal to the number of shares with voting rights (including shares owned and authorized): multiplied by the number of BOD members to be elected. Specifically, the formula is:

$$\text{Total number of votes} = \frac{\text{Number of shares with voting rights}}{\text{Number of BOD members to be elected}} \times$$

- Shareholders or authorized attendees cast their votes by directly writing the number of votes they wish to assign to each candidate of their choice. The number of votes per candidate may differ based on the level of trust in each candidate.

- The total number of votes cast for all candidates by a shareholder or authorized attendee must not exceed the total number of votes they are entitled to (number of shares with voting rights multiplied by the number of BOD members to be elected).

Article 9. Voting and Vote Counting

- If a mistake is made before placing the ballot in the box, the shareholder or authorized attendee may contact the Vote Counting Committee to request a new ballot and must return the old ballot.
- Shareholders shall cast their ballots into the ballot box under the direction of the Chairperson. The ballot box must be inspected by shareholders or authorized attendees before voting commences.
- Voting begins when ballot distribution is complete and ends when the Chairperson declares the end of voting.
- After voting concludes, the Vote Counting Committee will count the ballots, prepare the vote counting minutes, and report the results to the Chairperson and the Meeting, which will form the basis for issuing a Resolution if approved by the 2025 Annual General Meeting of Shareholders of PVE.

Article 10. Principle for Determining Elected Candidates

Principle for Determining Elected Candidates

- Elected members of the Board of Directors shall be determined based on the number of votes received, ranked from highest to lowest, until the required number of members has been elected.
- If 02 or more candidates receive the same number of votes, the General Meeting of Shareholders shall re-elect among the candidates with equal votes, following the cumulative voting principle, to select the required number of BOD members.

Article 11. Effectiveness of the Regulations

These Regulations shall take effect immediately upon approval by the General Meeting of Shareholders and shall only apply to the nomination and election of Board of Directors members at the Annual General Meeting of Shareholders of PetroVietnam Engineering Consultancy - JSC.

**ON BEHALF OF THE GENERAL
MEETING OF SHAREHOLDERS
CHAIRPERSON**



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**NOMINATION FORM FOR CANDIDATE FOR ELECTION AS ADDITIONAL
MEMBER OF THE BOARD OF DIRECTORS**

**PETROVIETNAM ENGINEERING CONSULTANCY - JSC (PVE) TERM 2025 –
2030**

To: Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE

I/We, (organization/individual):

Business Registration Certificate/ID/Passport No.: Date of issue: Place of issue:

Address:

Currently holding: shares (*In words:*)

Equivalent to: % of total ordinary shares.

After reviewing the regulations on shareholder rights and the standards and conditions for serving as a member of the Board of Directors of PVE, I/we are qualified to nominate a candidate for election as an additional member of the Board of Directors of PVE for the 2025 – 2030 term.

I/We respectfully request the Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE to allow me/us to nominate the following person as a candidate for election as an additional member of the Board of Directors of PVE for the 2025 – 2030 term. Details as follows:

Mr./Ms.:

Date of birth:

ID Card/Citizen ID/Passport No.: Date of issue: Place of issue:

Permanent address:

Educational background: Professional qualification:

Currently holding: shares (*In words:*)

Equivalent to: % of total ordinary shares.

I/We enclose the Personal Information Form of Mr./Ms..... with this application and relevant documents.

Respectfully!

.....,,

CANDIDATE

(*Signature, full name, and stamp*)



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**APPLICATION FOR CANDIDACY FOR ELECTION AS AN ADDITIONAL
MEMBER OF THE BOARD OF DIRECTORS**

PETROVIETNAM ENGINEERING CONSULTANCY - JSC (PVE) TERM 2025 - 2030

To: Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE

My name is:

Date of birth:

ID Card/Citizen ID/Passport No.:

Date of issue:

Place of issue:

Permanent address:

Educational background:

Professional qualification:

Currently holding: shares (*In words:*)

Equivalent to: % of total ordinary shares.

After reviewing the regulations on shareholder rights, and the standards and conditions for serving as a member of the Board of Directors of PVE, I believe that I meet all conditions to stand as a candidate for election as an additional member of the Board of Directors of PVE for the 2025 – 2030 term. I respectfully request the Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE to allow me to stand as a candidate for election as an additional member of the Board of Directors of PVE for the 2025 – 2030 term.

I enclose my Personal Information Form and relevant documents with this application.

I hereby certify that all information provided is true and I assume full responsibility before the law and the General Meeting of Shareholders for the accuracy and truthfulness of the contents of the attached dossier.

Respectfully!

....., ,

CANDIDATE

(*Signature and full name*)



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**MINUTES OF GROUP MEETING FOR NOMINATION OF CANDIDATE FOR
ELECTION AS ADDITIONAL MEMBER OF THE BOARD OF DIRECTORS**

TỔNG CÔNG TY TƯ VẤN THIẾT KẾ DẦU KHÍ – CTCP (PVE) NHIỆM KỲ 2025 - 2030

To: Organizing Committee of the 2025 Annual General Meeting of Shareholders of PVE

Today, on the/...../....., at....., we, the shareholders of PetroVietnam Engineering Consultancy – JSC, collectively holding shares, accounting for% of the total ordinary shares of PVE as of the record date (May 26, 2025) and eligible to attend the General Meeting of Shareholders, are listed below:

No.	Full name of Shareholder/ Authorized Representative	ID/Passport/B usiness Registration No.	Address	Number of shares held	Confirmation of Shareholder/ Authorized Representative
Total number of ordinary shares					
Total corresponding ownership percentage					

After reviewing the regulations on shareholder rights and the standards and conditions for serving as a member of the Board of Directors of PetroVietnam Engineering Consultancy – JSC, we unanimously agree to nominate the following candidate for election as an additional member of the Board of Directors of PVE for the 2025 – 2030 term. Details are as follows:

Mr./Ms.:

Date of birth:

ID Card/Citizen ID/Passport No.:

Date of issue:

Place of issue:

Permanent address:

Educational background:

Professional qualification:

Currently holding:

shares (*In words:*

)

Equivalent to:

% of total ordinary shares.

Mr./Ms.:

Equivalent to: % of total ordinary shares.

These minutes consist of ... pages, prepared at ... hours... minutes, on .../...../..... at
 , have been read aloud to the group of shareholders
 unanimously agreed upon, and signed below.

..... / /

(Signature and full name)





4x6 Photo



THE SOCIALIST REPUBLIC OF VIETNAM

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PERSONAL INFORMATION FORM

1. Full name:
2. Gender: Male ☐ Female ☐
3. ID/Passport No.: Date of issue: Place of issue:
4. Date of birth: Place of birth:
5. Nationality: Ethnicity:
6. Permanent address:
7. Current residence:
8. Contact phone number: Email:
9. Educational background:
10. Professional qualification:
11. Current position at PetroVietnam Engineering Consultancy - JSC (PVE) (if any):
12. Other positions currently held at other organizations:



13. Number of shares held: , representing % of charter capital, including:
+ Representing (name of State/other organization) ownership:

Name of legal entity	Registered head office address	Percentage of contributed capital represented

+ Individual ownership:

14. Commitments to hold shares (if any):

15. Professional training history:

Period	Training institution	Major	Degree

16. Employment history

Period	Workplace	Position

17. List of related persons of the declarant:

No.	Name of individual/ organization	ID /Passport No. (for individuals) or Business Registration Certificate No., Operating License, or equivalent legal document (for organizations), date of issue, place of issue	Number of shares held, percentage of ownership in the Company's charter capital (if any)	Relationship

(Related persons as defined in Clause 46 Article 4 of the Law on Securities 2019)

18. Related interests with PVE (if any):

19. Conflicting interests with PVE (if any):

I hereby certify that all information declared above is true and accurate; if found otherwise, I shall bear full responsibility before the law.

This information form is prepared to complete the nomination dossier for the Board of Directors of PetroVietnam Engineering Consultancy - JSC and to fulfill the information disclosure procedures as prescribed. In the event of being elected, I commit to comply with all relevant regulations of PVE and the law during my tenure.

Authentication of the declarant's signature by a notary public or confirmation by the employing organization, or by the competent People's Committee confirming the declarant's registered permanent residence in the locality

.....,//
DECLARANT
(signature and full name)

PetroVietnam Engineering Consultancy Joint Stock Company

Annual General Meeting of Shareholders 2025

FORM

SUPPLEMENTARY VOTING BALLOT

REGISTRATION NUMBER:

Full name of shareholder :

Business Registration Certificate/ID/Passport No. :

Number of shares owned/represented :shares

Number of shares authorized :shares

Total voting ballot :shares

(Shareholders are requested to tick the box corresponding to their opinion for each Voting Content)

Voting content	Approve	Disapprove	Abstain
Content 1: Approve Proposal on the dismissal of Ms. Tran Nguyen Cam Ly from the position of member of the Board of Directors and the election of 01 additional member of the Board of Directors for the 2025–2030 term.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions:

Shareholders shall mark (X) in only one of the three boxes: Approve/Disapprove/Absstain for each voting content.

....., ,

SHAREHOLDER

(Signature and Full Name)



**PETROVIETNAM ENGINEERING
CONSULTANCY JOINT STOCK
COMPANY**

No. /NQ-DHDCD-TKDK

DRAFT

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Ho Chi Minh City , ____ , 2025

SUPPLEMENTARY RESOLUTION
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025
PETROVIETNAM ENGINEERING CONSULTANCY
JOINT STOCK COMPANY



Pursuant to the Law on Enterprises 2020 and guiding documents;

Pursuant to the Law on Securities 2019 and guiding documents;

Pursuant to the Charter of PetroVietnam Engineering Consultancy Joint Stock Company ("the Company"/"PVE");

Pursuant to the Minutes of the General Meeting of Shareholders No. dated/2025;

Pursuant to the Minutes of Vote Counting No. dated/2025.

DECISIONS

Article 1: Approve the dismissal and additional election of a member of the Board of Directors for the 2025–2030 term. Specifically:

- *Dismissal of Ms. Tran Nguyen Cam Ly from the position of member of the Board of Directors for the 2025–2030 term.*
- *Election of one additional member of the Board of Directors for the 2025–2030 term.*

Article 2: Approve the list of candidates for additional election as member of the Board of Directors for the 2025–2030 term as follows:

1. Mr./Ms.....
2. Mr./Ms.....

Article 3: Approve the results of the additional election of member of the Board of Directors for the 2025–2030 term for Mr./Ms.....

Article 4. Implementation Provisions

5.1. This Resolution of the General Meeting of Shareholders was approved at the Annual General Meeting of Shareholders 2025 of PVE and shall take effect from the date of signing.

5.2. All shareholders, the Board of Directors, the Supervisory Board, the General Director of PetroVietnam Engineering Consultancy - JSC, and relevant departments/units/individuals shall be responsible for the implementation of this Resolution./.

Recipients:

- PVE (for archiving and information disclosure);
- BOD, SB và General Director of PVE (for implementation);
- SSC, HNX, VSDC.

**ON BEHALF OF THE GENERAL
MEETING OF SHAREHOLDERS**

CHAIRMAN



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