



PETROLEUM MECHANICAL STOCK COMPANY

Address: 446 No Trang Long, Binh Loi Trung Ward, Ho Chi Minh City

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

Website: <https://pms.petrolimex.com.vn>



WORKING REGULATIONS 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS PETROLEUM MECHANICAL STOCK COMPANY

Pursuant to:

- Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019;
- Decree No. 155/2020/ND-CP detailing the implementation of a number of articles of the Law on Securities passed on December 31, 2020;
- The Charter of Organization and Operation Of Petroleum Mechanical Stock Company;
- Internal Regulations on Corporate Governance of Petroleum Mechanical Stock Company.

To ensure the successful organization of the 2026 Annual General Meeting of Shareholders of Petroleum Mechanical Stock Company, the Board of Directors has developed regulations, working principles, conduct guidelines, and voting procedures for approval by the General Meeting of Shareholders as follows:

1. PURPOSE:

- Ensure the order, principles of conduct, and voting at the 2026 Annual General Meeting of Shareholders of Petroleum Mechanical Stock Company take place in accordance with regulations and successfully.
- The Resolutions of the General Meeting of Shareholders express the unified will of the General Meeting of Shareholders, meet the wishes and interests of shareholders, and comply with the law.

2. SUBJECTS AND SCOPE OF APPLICATION:

- Subjects: All shareholders, representatives (authorized persons), and guests attending the Annual General Meeting of Shareholders of Petroleum Mechanical Stock Company must comply with the provisions of this Regulation, the Company's Charter, and current legal regulations.
- Scope of application: This Regulation applies to the organization of the 2026 Annual General Meeting of Shareholders of Petroleum Mechanical Stock Company.

3. INTERPRETATIONS OF TERMS/ABBREVIATIONS

- | | |
|--------------|--------------------------------------|
| - Company | : Petroleum Mechanical Stock Company |
| - BOD | : Board of Directors |
| - BOS | : Board of Supervisors |
| - Supervisor | : Member of the Board of Supervisors |



- OC : Organizing Committee of the General Meeting
- GMS : General Meeting of Shareholders
- Delegate : Shareholder, representative (authorized person)

4. CONTENT OF THE REGULATION

4.1 Conditions for conducting the General Meeting of Shareholders

- The General Meeting of Shareholders is conducted when there are delegates representing more than 50% of the total voting shares.
- If the first meeting fails to meet the conditions for proceeding as stipulated in Clause 1, Article 19 of the Company's Charter, the notice for the second meeting shall be sent within 30 days from the scheduled date of the first meeting. The second convened General Meeting of Shareholders shall be conducted when shareholders attending the meeting represent at least 33% of the total voting shares.
- If the second meeting fails to meet the conditions for proceeding as stipulated in Clause 2, Article 19 of the Company's Charter, the notice for the third meeting shall be sent within 20 days from the scheduled date of the second meeting. The third convened General Meeting of Shareholders shall proceed regardless of the total voting shares represented by attending shareholders.

4.2 Conditions for Shareholders to Attend the General Meeting

Shareholders with voting rights of the Company, as listed on the record date of March 2, 2026, are entitled to attend the General Meeting of Shareholders (GMS). They may either attend in person or authorize a representative to attend on their behalf. In cases where multiple representatives are authorized in accordance with the law, the specific number of shares assigned to each representative must be clearly determined.

4.3 Guests at the General Meeting

- Guests at the General Meeting include the Company's management personnel, invited guests, and members of the Organizing Committee who are not shareholders but have been invited to attend the Meeting.
- Guests shall not participate in discussions at the General Meeting unless invited by the Chairperson of the Meeting or have registered in advance with the Organizing Committee and received approval from the Chairperson.

4.4 Delegates attending the General Meeting of Shareholders must adhere to the following regulations:

- Punctuality, formal attire, compliance with security checks (if any), and identification documents, etc., as requested by the Organizing Committee.
- Receive meeting materials and documents at the reception area in front of the meeting hall.
- Late-arriving shareholders have the right to register, participate and vote at the General Meeting. It is not the responsibility of the Chairperson to delay the General Meeting for Late-arriving shareholders to attend. The results of voting on issues that were voted on before the

delegate came to attend will not be affected.

- Mobile phones must be set to silent or vibrate mode; conversations should be held outside the meeting room.
- Smoking is prohibited, and order must be maintained within the meeting room.
- Compliance with regulations set forth by the Organizing Committee and the presiding Chairperson.
- In case a delegate fails to comply with the aforementioned inspection regulations or others, the Chairperson, after careful consideration, may refuse or expel his/her from the place where the General Meeting takes place to ensure that the General Meeting proceeds normally according to the planned program.

4.5 Chairperson and Presidium:

- The Presidium consists of three members: one Chairperson and two members.
- The Chairman of the BOD presides or delegates authority to another Board of Director' member for GMS convened by the BOD.
- In the Chairman's absence or incapacitation, the remaining Board of Director' members elect a presiding member by majority vote. If a presiding member cannot be elected, the Head of the Board of Supervisors manages the election of a Chairperson from among the attendees, with the highest vote-getter presiding.
- In other circumstances, the individual convening the General Meeting of Shareholders manages the election of a Chairperson, with the highest vote-getter presiding.
- The Chairperson may implement necessary measures to conduct the meeting efficiently, orderly, and according to the approved agenda, reflecting the majority's wishes.
- The Chairman may postpone a General Meeting of Shareholders with a quorum for a maximum of three (03) working days from the scheduled commencement date and may only postpone or change the venue as stipulated in Clause 8, Article 146 of the Law on Enterprises.
- Duties of the Presidium:
 - Manage the activities of the GMS according to the agenda proposed by the BOD and approved by the GMS.
 - Guide delegates and the General Meeting in discussing the contents of the agenda.
 - Present drafts and conclude on necessary matters for the General Meeting to vote on.
 - Answer questions raised by the General Meeting.
 - Resolve issues arising during the General Meeting.
- Working principles of the Presidium: The Presidium operates on the principles of collective leadership, democratic centralism, and majority decision-making.

4.6 Meeting Secretary

- The chairperson appoints one or more individuals to act as the meeting secretary.

- Duties and authorities:
 - Record the content of the General Meeting fully and truthfully.
 - Receive delegates' registration forms for speaking.
 - Prepare the Minutes of the meeting and draft Resolutions of the GMS.
 - Support the Chairman in disclosing information related to the GMS and notifying shareholders in accordance with legal regulations and the Company's Charter.
 - Other duties as requested by the Chairperson.

4.7 Vote Counting Committee

- The General Meeting of Shareholders shall elect one or more members to the Vote Counting Committee upon the recommendation of the Chairperson of the meeting.
- Duties of the Vote Counting Committee:
 - Disseminate the principles, regulations, and instructions on voting;
 - Review and report to the General Meeting any violations of voting and election regulations or complaints regarding voting;
 - Check and record voting ballots, prepare the vote counting minutes, announce the results, and submit the minutes to the Chairperson.

4.8 Delegate Eligibility Check Committee

- The Delegate Eligibility Check Committee consists of three (03) members, including one Head and two members, nominated by the Chairperson and presented to the General Meeting of Shareholders (GMS).
- Duties of the Delegate Eligibility Check Committee:
 - Check the eligibility and verify the attendance status of shareholders and shareholder representatives at the meeting.
 - The Head of the Delegate Eligibility Check Committee shall report to the General Meeting of Shareholders on the attendance status. If the number of attending shareholders and authorized representatives exceeds 50% of the total voting shares, the General Meeting of Shareholders shall be officially convened.

4.9 Expressing Opinions at the General Meeting

- Delegates attending the General Meeting must obtain the Chairperson's approval before expressing their opinions. They should keep their remarks concise and focused on key discussion points relevant to the approved agenda. Alternatively, they may submit their opinions in writing to the Meeting Secretary, who will compile them for reporting to the Chairperson.
- The Chairperson shall arrange the order for delegates to express their opinions based on the registration list and respond to shareholders' questions during the meeting or record them for a written response afterward.

4.10 Voting on resolutions at the General Meeting of Shareholders

4.10.1 Principles

- All matters in the agenda and discussions of the General Meeting must be openly discussed and voted on by the General Meeting of Shareholders.
- Voting Cards and Ballots are printed by the Company, stamped with the Company's seal, and distributed directly to delegates at the meeting along with the meeting documents. Each Voting Card and Ballot shall clearly state the delegate's identification number, full name, number of owned shares, and the number of shares authorized for voting.
- The Chairperson shall propose the voting method for each item on the agenda, subject to approval by the General Meeting.
- Voting methods are as follows:
 - o Voting by raising Voting Cards: This method is used to approve matters such as: The General Meeting agenda; The Meeting Regulations; the nomination, election, and appointment procedures for the Board of Directors and the Board of Supervisors; The Presidium personnel; The Vote Counting Committee personnel; The approval of the Meeting Minutes, Resolutions, and other relevant matters (if any)
 - o Voting by filling in Ballots: This method is used for the approval of: The Board of Directors' Report for 2025 and the Business Plan for 2026; The Board of Supervisors' Report for 2025 and the Supervisory Plan for 2026; The audited separate and consolidated financial statements for 2025; The approval of other proposals presented at the General Meeting.

4.10.2 Voting procedures

- o Delegates vote "Approve", "Disapprove", or "Abstain" on each resolution at the General Meeting by raising their voting cards or marking their choices on the voting ballot in accordance with the provisions of Section 4.10.1.
- o When voting by raising the voting card, the front side of the card must be raised facing the Presidium. If a delegate does not raise the voting card in any of the three voting rounds (Approve, Disapprove, or Abstain) on an issue, the vote will be considered as an approval of that issue. If a delegate raises the voting card more than once during the voting on an issue (Approve, Disapprove, or Abstain), the vote will be considered invalid. In the case of voting by raising the voting card, members of the Delegate Eligibility Check Committee/Vote Counting Committee will mark the delegate's identification number and the corresponding number of votes for each shareholder under Approve, Disapprove, Abstain, and Invalid categories.
- o When voting by filling in the voting ballot, for each item, delegates shall choose one of the three options: "Approve", "Disapprove", or "Abstain", by marking an "X" or "✓" in the corresponding box. Once all voting items have been completed, delegates shall submit their voting ballots into the sealed ballot box at the General Meeting, as instructed by the Vote Counting Committee. The voting ballot must include the delegate's signature and full name to be considered valid.

4.10.3 Validity of the Voting Ballot

- A valid voting ballot is the one that follows the pre-printed template issued by the Organizing Committee, bears the Company's red seal, is not erased, scraped, torn, or damaged, does not contain any additional content beyond the provisions for this ballot, and must have the signature, with the delegate's full name written by hand beneath the signature.

On the voting ballot, the voting content (Reports, Proposals) is valid if the delegate marks one (01) of the three (03) voting boxes.

- A voting ballot is invalid if:
 - Additional content is written on the voting ballot;
 - The voting ballot does not follow the pre-printed template issued by the Organizing Committee, does not have the Company's seal, or has been erased, scraped, or altered with additional content outside the rules for the voting ballot, or lacks the signature, or the delegate's full name is not written, in which case all the voting content on the ballot is considered invalid.

4.10.4 Voting rules

Each ordinary share corresponds to one voting right. Each delegate representing one or more voting rights will be issued a Voting Card and Voting Ballot.

- As of the shareholder record date (March 2, 2026), the total number of shares of the Company is 7,201,772 shares, equivalent to 7,201,772 voting rights.
- Matters requiring a vote at the General Meeting can only be approved if more than 50% of the total voting shares of all attending shareholders approve. However, for certain matters specified in Clause 1, Article 21 of the Company's Charter, approval requires at least 65% of the total voting shares of all attending shareholders.
- Notes:
 - Shareholders/authorized representatives with a related interest have no voting rights on contracts and transactions valued at 35% or more of the total assets of the Company as stated in the most recent financial statements. These contracts or transactions can only be approved if at least 65% of the remaining voting shares of shareholders/authorized representatives agree (as per Clause 4, Article 167, Enterprise Law 2020).
 - Shareholders/authorized representatives owning 51% or more of the total voting shares or related persons of those shareholders have no voting rights on contracts and transactions valued at more than 10% of the total assets of the Company with that shareholder (as per Point b, Clause 3 and Clause 4, Article 167, Enterprise Law 2020).
 - or related persons of those shareholders have no voting rights on contracts and transactions valued at more than 10% of the total assets of the Company with that shareholder (as per Point b, Clause 3 and Clause 4, Article 167, Enterprise Law 2020).

***Recording the Voting Results**

- At the General Meeting, the General Meeting of Shareholders will approve the Vote

Counting Committee.

- The Vote Counting Committee is responsible for gathering the voting ballots.
- The Vote Counting Committee will check the number of votes for approval, disapproval, and abstentions for each item and is responsible for recording, compiling, and reporting the voting results at the General Meeting of Shareholders.

4.11. Meeting Minutes and Resolutions of the General Meeting of Shareholders

All matters discussed at the General Meeting of Shareholders must be recorded in the Meeting Minutes, and the resolutions of the General Meeting of Shareholders must be read and approved before the meeting is adjourned.

5. Implementation

- All delegates, representatives, and guests attending the General Meeting have the responsibility to fully comply with the contents specified in this Regulation, the Company's current rules and regulations, and all relevant laws.
- The convener of the General Meeting of Shareholders has the right to:
 - Require all attendees to undergo security checks or other security measures;
 - Request the competent authorities to maintain order at the meeting, expelling those who do not comply with the authority of the Chairperson, intentionally disrupt the order, obstruct the normal progress of the meeting, or refuse to comply with security check requests.
- Matters not specifically regulated in this regulation shall be governed by the provisions of the Company's Charter, the Enterprise Law 2020, and other current legal documents of the State.

This regulation shall take effect immediately after it is approved by the General Meeting of Shareholders.

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

Recipients:

- General Meeting of Shareholders;
- Members of the Board of Directors,
Board of Management, Board of
Supervisors;
- Archived: Documents, Secretary.

NGUYEN BA TUNG

PETROLEUM MECHANICAL STOCK COMPANY

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REGULATIONS ON NOMINATION, CANDIDACY, AND ELECTION BOARD OF DIRECTORS AND BOARD OF SUPERVISORS

FOR THE TERM 2026 - 2030

Petroleum Mechanical Stock Company

Pursuant to:

- Enterprise Law No. 59/2020/QH14 passed by the National Assembly of The Socialist Republic Of Vietnam on Date 17/06/2020;
- Securities Law No. 54/2019/QH14 passed by the National Assembly of The Socialist Republic Of Vietnam on Date 26/11/2019;
- Decree 155/2020/ND-CP Detailing the Implementation of a Number of Articles of the Securities Law passed on Date 31/12/2020;
- Charter of Petroleum Mechanical Stock Company.

The Vote Counting Committee of the General Meeting announces the Regulations on Nomination, Candidacy, and Election of the Board of Directors and Board of Supervisors for the VII term (2026 – 2030) at the 2026 Annual General Meeting of Shareholders of Petroleum Mechanical Stock Company as follows:

I. Explanation of Terms/Abbreviations

- Company : Petroleum Mechanical Stock Company
- BOD : Board of Directors
- BKS : Board of Supervisors
- OC : Organizing Committee of the General Meeting
- GMS : General Meeting of Shareholders
- Delegate : Shareholders, representatives (authorized persons)

II. Chairperson at the General Meeting:

The Chairperson at the General Meeting is responsible for presiding over the election with the following specific tasks:

- Introduce the list of nominees and candidates for the Board of Directors and Member of the Board of Supervisors;
- Supervise voting and vote counting;



- Resolve complaints about the election (If any)

III. Regulations on Nomination and Candidacy for the Board of Directors

- Number of Board of Directors' members: 05
- Term: 2026 - 2030
- Maximum number of Board of Directors candidates: unlimited

1. Right to nominate and run for the Board of Directors: (pursuant to Clause 2, Article 25 of the company's Charter)

Shareholders or groups of shareholders owning 5% or more of the total ordinary shares have the right to nominate candidates for the Board of Directors in accordance with the Enterprise Law and this Charter. Shareholders holding voting shares have the right to pool their voting rights to nominate candidates for the Board of Directors. Shareholders or groups of shareholders holding from 5% to less than 10% of the total voting shares may nominate one (01) candidate; from 10% to less than 30% may nominate a maximum of two (02) candidates; from 30% to less than 50% may nominate a maximum of three (03) candidates; from 50% or more may nominate a maximum of four (04) candidates.

In case the number of Board of Directors candidates through nomination and candidacy is still insufficient, the incumbent Board of Directors may nominate additional candidates or organize nominations according to the mechanism stipulated by the Company in the Regulations on Corporate Governance.

2. Standards for candidates participating in the Board of Directors: *Candidates participating in the Board of Directors must meet all the following standards and conditions (Pursuant to Clause 1, Article 155 of Enterprise Law 59/2020/QH14 and Article 275 of Decree 155/2020/ND-CP)*

- Have full civil act capacity and not be subject to prohibition from establishing and managing enterprises as stipulated in Clause 2, Article 17 of Enterprise Law 59/2020/QH14;
- Possess Qualification and experience in business administration or in the company's business sector, industry, or profession, and not necessarily be a shareholder of the company;
- A Member of the Board of Directors of a company may concurrently be a Member of the Board of Directors of another company.
- A Member of the Board of Directors of a public company may concurrently be a Member of the Board of Directors or a Member of the Members' Council at a maximum of 05 other companies.

IV. Regulations on Nomination and Candidacy for Member of the Board of Supervisors:

- Number of Member of the Board of Supervisors: 03 persons
- Term: 2026 - 2030
- Maximum number of Member of the Board of Supervisors candidates: unlimited

1. Right to Nominate, Candidacy: (pursuant to Article 37 of the Company's Charter)

Shareholders holding voting shares have the right to pool their voting rights to nominate Supervisors. Shareholders or groups of shareholders holding from 5% to less than 20% may nominate a maximum of one (01) candidate; from 20% to less than 50% may nominate a maximum of two (02) candidates; and if holding 50% or more, may nominate a maximum of three (03) candidates.

2. Standards for Candidacy for Member of the Board of Supervisors: Candidates for the Board of Supervisors must meet all the following standards and conditions (Pursuant to Article 169 of the Enterprise Law 59/2020/QH14 and Clause 2, Article 286 of Decree 155/2020/NĐ-CP)

- Possess full civil act capacity and not be subject to prohibition from establishing and managing enterprises as stipulated in Clause 2, Article 17 of the Enterprise Law 59/2020/QH14;
- Be trained in one of the following specializations: economics, finance, accounting, auditing, law, business administration, or a specialization suitable for the company's operating activities;
- Must not be a family member (wife, husband, biological father, biological mother, adoptive father, adoptive mother, father-in-law (husband's side), mother-in-law (husband's side), father-in-law (wife's side), mother-in-law (wife's side), biological child, adopted child, son-in-law, daughter-in-law, Order Brother, Order Sibling, Younger Sibling, Elder brother-in-law, Younger brother-in-law, Elder sister-in-law, Younger sister-in-law, wife's Order Brother, husband's Order Brother, wife's Order Sibling, husband's Order Sibling, wife's Younger Sibling, husband's Younger Sibling) of a Member of the Board of Directors, Director or General Director, and other managers;
- Must not hold management positions in the company; not necessarily be a shareholder or employee of the company;

V. Election Principles:

- Must comply strictly with the provisions of law and the Company's Charter.
- Voting rights are calculated based on the number of shares owned or represented. Election results are calculated based on the number of voting shares of shareholders present at the meeting.
- In each election, a shareholder representative may only use one ballot corresponding to the number of shares owned or represented.
- The Vote Counting Committee is nominated by the presidium and approved by the general meeting. Members of the Vote Counting Committee must not be on the list of nominees and candidates for the Board of Directors or the Board of Supervisors.

VI. Election Method:

- The list of candidates for the Board of Directors and Member of the Board of Supervisors is arranged alphabetically by Name, with full Name recorded on the ballot.
- Election Method: (Pursuant to Clause 3, Article 148 of the Enterprise Law 59/2020/QH14)
 - The cumulative voting method shall be applied: whereby each shareholder has a total number of votes corresponding to the total number of shares owned multiplied by the number of members to be elected to the Board of Directors or Member of the

Board of Supervisors, and the shareholder has the right to cast all their total votes for one or several candidates.

- Each shareholder present at the meeting is issued one ballot for the Board of Directors and one ballot for Member of the Board of Supervisors. Representatives, upon receiving ballots, must re-check the information recorded on the ballot, and If any errors are found, they must immediately notify the Vote Counting Committee.
- How to Mark Ballots:
 - Representatives vote for a maximum number of candidates equal to the number of members to be elected.
 - If casting all votes cumulatively for one candidate or distributing all votes equally among candidates, representatives mark the “Cumulative Voting” box for the respective candidates.
 - If casting an unequal number of votes for each candidate, representatives clearly write the number of votes in the “Number of Votes” box for the respective candidates.

Note:

In case the delegate both marks the “Cumulative voting” box and writes the number in the “number of votes” box, the result will be based on the number of votes in the “number of votes” box.

- Ballots will be cast into the ballot box that has been sealed before the vote counting proceeds.
- Valid ballot: is a ballot printed according to the pre-printed form issued by the organizing committee, without erasures, alterations, and without adding any content other than what is stipulated for the ballot.
- The following ballots will be considered invalid:
 - Adding other Content to the ballot;
 - Crossing out candidates' names;
 - Ballots not conforming to the pre-printed form issued by the organizing committee, ballots without the company's embossed seal, or that have been erased, altered, or have additional Content written on them beyond what is stipulated for the ballot;
 - The number of candidates voted for by the delegate is greater than the number of members to be elected;
 - Ballots where the total number of votes for candidates by the delegates exceeds the total number of votes allowed;
 - Absence of the attending delegate's signature.
- Vote counting: Conducted under the supervision of shareholder representatives (if necessary).
- After voting concludes, the vote counting will proceed under the supervision of the Vote Counting Committee.

- The Vote Counting Committee is responsible for preparing the vote counting minutes, announcing the results, and, together with the Presidium, resolving shareholders' queries and complaints (If any).
- Ballots after counting will be stored according to regulations and opened upon request by the company's General Meeting of Shareholders.

VII. Principles for electing candidates:

- Elected candidates are determined by the number of votes received, from highest to lowest, starting from the candidate with the highest number of votes until the required number of members to be elected is met.
- In case two (02) or more candidates receive the same number of votes for the last member position, a re-election will be held among the candidates who received an equal number of votes.
- If the first election result does not yield the required number of members, elections will continue until the required number of members is elected.

VIII. Application documents for nomination, candidacy for election to the Board of Directors, Member of the Board of Supervisors:

Application documents for candidacy, nomination for election to the Board of Directors and Member of the Board of Supervisors include:

- Application/Nomination form for election to the Board of Directors and Member of the Board of Supervisors (as per template)
- Curriculum Vitae (as per template)
- Copies of the following documents: Citizen ID Card/Passport
- Certificates of cultural education and Qualification (If any)
- Certificate of Percentage of ownership by shareholders/shareholder groups meeting the nomination conditions as stipulated in the company's charter.
- Individuals nominating for the Board of Directors and Member of the Board of Supervisors must be legally responsible and responsible to the General Meeting of Shareholders for the accuracy and truthfulness of the Content in their application documents.

Applications should be sent to Petroleum Mechanical Stock Company to be received before 16:00 on Date April 01, 2026 at the following address:

- **Office of Petroleum Mechanical Stock Company**
- **Address: 446 No Trang Long Street, Binh Loi Trung Ward, Ho Chi Minh City**
- **Telephone: (028) 3553 3325 Fax: (028) 3553 3029**

The above is the entire regulation on candidacy and nomination of members for election to the Board of Directors, Board of Supervisors of Petroleum Mechanical Stock Company at the 2026 Annual General Meeting of Shareholders of Petroleum Mechanical Stock Company, respectfully submitted to the General Meeting of Shareholders for consideration and approval.

This election regulation shall come into force immediately after being approved by the General Meeting of Shareholders.

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

NGUYEN BA TUNG



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Ho Chi Minh City, April ..., 2026

PROPOSAL

(Re: Approval of the 2025 Audited Separate and Consolidated Financial Statements)

To: The 2026 Annual General Meeting of Shareholders

Pursuant to point Clause 1, Article 15 of the Charter of Petroleum Mechanical Stock Company, which stipulates the rights and duties of the General Meeting of Shareholders regarding the approval of the Company's annual audited financial statements.

The Board of Directors of Petroleum Mechanical Stock Company respectfully submits to the General Meeting of Shareholders for voting to approve the 2025 financial statements (separate and consolidated) audited by CPA VIETNAM AUDITING COMPANY LIMITED *(The full audited financial statements for 2025 have been uploaded by the Company on its website at www.pms.petrokimex.com.vn on March 9, 2026.)*

Respectfully submit to the General Meeting of Shareholders for consideration.

Thank you sincerely!

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

NGUYEN BA TUNG



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Ho Chi Minh City, April..., 2026



/HĐQT-TT

PROPOSAL

Re: Selection of the audit firm for the 2026 Financial Statements

Respectfully submitd to: The 2026 Annual General Meeting of Shareholders

Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020;

Pursuant to the Charter of Petroleum Mechanical Stock Company;

The Board of Supervisors submits to the General Meeting of Shareholders the selection criteria and list of audit firms for the 2026 Financial Statements of Petroleum Mechanical Stock Company as follows:

1. Selection criteria for independent audit firms

- Be a company legally operating in Vietnam and approved by the State Securities Commission to audit listed companies in 2026;
- Have audit experience with public companies in Vietnam;
- Have a reputation for audit quality;
- Have a team of highly qualified and experienced auditors;
- Meet the Company's requirements for audit scope and schedule;
- Have a reasonable audit fee commensurate with the audit quality and audit scope.

2. List of proposed audit firms

Based on the above criteria, the Board of Supervisors respectfully submits to the General Meeting of Shareholders the list of audit firms to be selected for the review and audit of the 2026 Financial Statements of Petroleum Mechanical Stock Company and authorizes the Board of Supervisors to decide, based on the proposal of the Board of Management, to select one of the following companies:

- CPA Vietnam Auditing Company Limited.
- An Viet Auditing Company Limited.
- AASC Auditing Firm Company Limited Branch.



Respectfully submit to the General Meeting of Shareholders for consideration and approval.

**ON BEHALF OF THE BOARD OF
SUPERVISORS
HEAD OF THE BOARD OF
SUPERVISORS**

NGUYEN THI HUE





Ho Chi Minh City, April..., 2026

PROPOSAL

(Re: Conducting transactions with related parties)

To: The 2026 Annual General Meeting of Shareholders

For the convenience of production and business operations and to ensure compliance with the provisions of Article 167 of the Enterprise Law regarding the approval of contracts and transactions with related parties, and pursuant to Clause 6, Article 43 of the Company's Charter, the Board of Directors respectfully submits to the General Meeting of Shareholders:

Authorize the Director of Petroleum Mechanical Stock Company (parent company) and Dong Nai Petroleum Mechanical One-Member Limited Liability Company (subsidiary) to sign and implement economic contracts/investment projects with a value of 35% or more of the total asset value recorded in the most recent financial statements of the Company with Vietnam National Petroleum Group, companies in which Vietnam National Petroleum Group holds capital/shares, and to sign economic contracts between the parent company and the subsidiary to ensure maximum efficiency when business activities arise in 2026.

Authorization period: from the date of approval by the 2026 Annual General Meeting of Shareholders to the date of organizing the 2027 Annual General Meeting of Shareholders.

The Board of Directors ensures compliance with other provisions in the Company's Charter, the Enterprise Law, the Securities Law, related legal documents, and reports to shareholders and the General Meeting in the annual audited financial statements.

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval.

Attached document:

- Draft Contract

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

NGUYEN BA TUNG

PETROLEUM SALE AND PURCHASE CONTRACT

Ho Chi Minh City, ... , 202...



Based on...

We, the representatives of the contracting parties, including:

PARTY A

Address:

Telephone:

Tax code:

Represented by Mr.:

Position:

PARTY B: PETROLEUM MECHANICAL STOCK COMPANY

Address: 446 No Trang Long, Binh Loi Trung Ward, Ho Chi Minh City

Account:

Tax code: 0301838116

Represented by Mr.:

The two parties agree to enter into a goods supply contract with the following contents:

Article 1. Goods: are the commodity groups including gasoline, kerosene (KO), diesel oil (DO), furnace oil (FO) that are allowed to circulate in the Vietnamese market.

The quality of the goods ensures compliance with the national quality standards and the industry's basic standards of Vietnam National Petroleum Group.

Article 2: Consumption volume: monthly, Party B places orders according to specific orders or registers monthly consumption needs in advance so that Party A ensures supply.

Article 3: Selling Price: includes the following components.

- Goods price excluding tax: agreed upon by the two parties at each time based on the principle of being consistent with the market level and complying with the State's regulations on gasoline and oil price management.

- Value Added Tax: according to current regulations.

Article 4: Payment

- Deferred payment.

- Advance payment.

Article 5: Delivery terms

- Goods are delivered at the general warehouse...: the quantity of goods delivered is calculated in liters at the actual temperature of the fuel at the time of delivery, while FO oil is calculated in kg or liters depending on Party B's requirements. The quantity of goods delivered is the actual quantity exported from the warehouse recorded on the sales invoice based on the display on the legal flow meter of Party A's warehouse.

- Party B's means of transport fully meet the conditions for petroleum transportation according to current legal regulations.

Article 6: Responsibilities of Party A

- Ensure delivery on schedule, volume, and type as agreed.

- Ensure that the goods are legally allowed to circulate on the market and are free from disputes.

Article 7: Responsibilities of Party B

- Fulfill the responsibilities for petroleum business in accordance with the law.

- Keep confidential information about Party A's policies and prices.

Article 8: Contract validity

1. The contract takes effect from the date of signing.
2. The contract expires after the two parties liquidate the contract according to law. The contract is made in 06 copies, each party keeps 03 copies with the same legal validity.

REPRESENTATIVE OF PARTY A

REPRESENTATIVE OF PARTY B



CONTRACT

No.: /HD-XD



Regarding: Petroleum station construction, installation of Petrolimex brand identity

1. THE CONTRACTOR (Hereinafter referred to as Party A):

- Unit name :
- Address :
- Telephone :
- Account number :
- Tax code :
- Representative :

2. THE CONTRACTEE (Hereinafter referred to as Party B):

- Unit name : **PETROLEUM MECHANICAL STOCK COMPANY**
- Address : 446 No Trang Long – Binh Loi Trung Ward – Ho Chi Minh City.
- Tax code : 0301838116
- Representative : Position:

THE TWO PARTIES AGREE TO ENTER INTO A CONTRACT WITH THE FOLLOWING TERMS:

ARTICLE 1 : SCOPE OF WORK AND PRODUCTS OF THE CONTRACT

Party A assigns Party B to carry out the construction of the following items:

- Store construction
- Pump column canopy trim
- Sales building roof trim
- Store name sign

In accordance with the approved design and accepted for handover and put into use in accordance with the brand identity regulations of Vietnam National Petroleum Group.

ARTICLE 2 : QUALITY AND TECHNICAL REQUIREMENTS

- Party B must execute in accordance with the design drawings, ensuring the durability and accuracy of the structures.

- Regarding the quality of material specifications, it must be in accordance with the design and product quotation approved by Party A, in accordance with the regulations of Vietnam National Petroleum Group.

ARTICLE 3 : IMPLEMENTATION TIME AND PROGRESS

- Start time: from the date of signing the contract.
- Contract implementation time: days from the date of signing the contract and Party B receives the advance payment.

ARTICLE 4 : CONTRACT VALUE AND PAYMENT TERMS

- Value: according to the approved estimate file and contract negotiation (if any).
- Advance and payment
- Phase 1: After the contract between the two parties is signed, Party A will advance 20% of the contract value to Party B.
- Phase 2: After Party B completes the processing and the two parties agree to acceptance, Party A will continue to pay Party B 30% of the contract value.



- Phase 3: After Party A approves the settlement, Party B issues a VAT invoice for the entire project, and Party A will pay Party B the remaining value.

ARTICLE 5 : DISPUTES AND DISPUTE RESOLUTION

- In case of any issues during the contract implementation, the parties shall make every effort to actively discuss to resolve and negotiate.

- In case no agreement is reached between the parties, the dispute resolution shall be through mediation, arbitration, or if it cannot be resolved, it will be brought to the People's Court of the city, and the court's conclusion is the final result that each party must implement.

ARTICLE 6 : RESPONSIBILITIES OF PARTY A

- Assign technical staff to monitor and supervise the project throughout the construction period.

- Accept and pay together with Party B.

ARTICLE 7 : RESPONSIBILITIES OF PARTY B

- Provide all materials of the correct quality and type according to the approved design.

- Organize construction according to the design, ensuring technical and aesthetic requirements, and complete the project on time as per the contract.

- Comply with the operating regulations at the petrol station, ensuring environmental sanitation during construction.

- Be responsible for fire prevention and fighting and occupational safety throughout the construction period. Construction in the area must be covered, and can only be carried out when the covering work is accepted.

ARTICLE 8 : GENERAL TERMS

- Both parties commit to fulfilling the agreed terms in the contract.

- The contract is made in 06 copies with the same legal validity, each party keeps 03 copies.

- Contract validity: This contract is effective from the date of signing.

REPRESENTATIVE OF PARTY A

REPRESENTATIVE OF PARTY B





CONTRACT

(Regarding the procurement of specialized vehicles)

Based on...

We, the representatives of the contracting parties, comprising of:

PARTY A:

Address:

Telephone:

Tax code:

Represented by Mr.:

Position:

PARTY B: PETROLEUM MECHANICAL STOCK COMPANY

Address: 446 No Trang Long Street, Binh Loi Trung Ward, Ho Chi Minh City

Account:

Tax code: 0301838116

Represented by Mr.:

The two parties agree to enter into a goods supply contract with the following contents:

Article 1. Goods: Specialized vehicles

The goods are guaranteed to meet the current technical standards according to Vietnamese Law.

Article 2. Responsibilities of Party A

Party A commits to pay Party B according to the price and payment method stipulated in this contract, as well as to fully perform other obligations and responsibilities as agreed.

Article 3. Responsibilities of Party B

Party B commits to provide Party A with all types of goods as specified in Article 1 of this contract, and commits to fully perform other obligations and responsibilities as agreed.

Article 4. Contract price and payment method

4.1. Contract price:..... This is the total price including VAT, manufacturer's standard warranty, transportation costs, delivery to the address requested by the Investor, excluding registration tax, vehicle registration, insurance fees, and other related costs.

4.2. Payment method: 30% advance payment, payment of the remaining 70% of the Contract value before delivery.

Article 5. Contract performance period:

Article 6: Responsibility for contract violation

- If Party A breaches the contract by failing to deliver the quantity and quality of products as specified in Article 1 of this contract, and the vehicle delivery is delayed by more than 05 working days from the agreed delivery date, Party A shall be subject to a penalty of ...% per day on the advance payment amount.

- If Party B delays payment as stipulated in Article 2 of this contract for more than 05 working days, Party B shall be subject to a penalty of ...% per day on the overdue payment amount.

- In addition to the aforementioned breaches: If either party breaches any other terms of this signed contract, the aggrieved party shall have the right to file a lawsuit with the competent court in Ho Chi Minh City for resolution. In any event, the total penalty shall not exceed ...% of the contract value.

Article 7. Contract validity

1. This contract shall become effective upon signing.

2. This contract shall terminate upon the completion of contract liquidation by both parties in



accordance with the law.

This contract is executed in 06 copies, with each party retaining 03 copies of equal legal validity.

REPRESENTATIVE OF PARTY A

REPRESENTATIVE OF PARTY B





PETROLIMEX

/HDQT-TT

Ho Chi Minh City, April..., 2026

PROPOSAL

(Re: AGM authorization for the BOD to approve arising investment items in 2026)

To: Annual General Meeting of Shareholders of Petroleum Mechanical Stock Company

- 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 guiding, amending, and supplementing 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 guiding, amending, and supplementing documents;
- Pursuant to the Charter on organization and operation of Petroleum Mechanical Stock Company;

To facilitate investment activities, in addition to the 2026 investment plan, the Board of Directors has submitted to the Annual General Meeting of Shareholders. The Board of Directors respectfully requests the Annual General Meeting of Shareholders to approve the authorization for the Board of Directors to approve additional arising investment items in 2026 that fall under the authority of the Annual General Meeting of Shareholders, ensuring maximum efficiency.

Respectfully submit to the Annual General Meeting of Shareholders for approval.

Sincerely,

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

NGUYEN BA TUNG