



Hanoi, April 20th, 2026



PETROLIMEX

Draft

WORKING REGULATIONS OF THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF PETROLIMEX INFORMATION TECHNOLOGY AND TELECOMMUNICATION 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;

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

- Pursuant to the Charter of PetroLIMEX Information Technology and Telecommunication Joint Stock Company approved by the General Meeting of Shareholders on April 19th, 2021.

The 2026 Annual General Meeting of Shareholders of PetroLIMEX Information Technology and Telecommunication Joint Stock Company stipulates the working regulations of the General Meeting as follows:

Article 1: General provisions

1. The Regulation on the organization of the General Meeting of Shareholders (“GMS”) is used for the organization of the 2026 Annual General Meeting of Shareholders of PetroLIMEX Information Technology and Telecommunication Joint Stock Company (hereinafter referred to as “the Company”).

2. This Regulation specifies the rights and obligations of participants attending the GMS, conditions and procedures for conducting the GMS.

3. Shareholders and participants shall be responsible for complying with the provisions of this Regulation.

Article 2: Conditions for conducting the General Meeting of Shareholders

1. The General Meeting of Shareholders is conducted when the number of shareholders attending the meeting represents more than 50% of the total number of votes.

2. In case the first meeting fails to meet the conditions specified in Clause 1 of this Article, a notice of invitation to the second meeting shall be sent within 30 days from the planned date of the first meeting. The second General Meeting of Shareholders shall be conducted when the number of shareholders attending the meeting represents 33% or more of the total number of votes.

3. In case the second meeting fails to meet the conditions specified in Clause 2 of this Article, a notice of invitation to the third meeting must be sent within 20 days from the planned date of the second meeting. The third General Meeting of Shareholders shall be conducted regardless of the total number of votes of shareholders attending the meeting.

Article 3. Conditions for shareholders to attend the General Meeting

Shareholders with voting rights of the Company according to the finalized list as of March 16th, 2026 are entitled to attend the GMS; can directly attend or authorize their representatives to attend the GMS. In case there is more than one authorized representative as prescribed by law, the number of shares and the number of votes of each representative must be specified.

Article 4. Guests at the General Meeting

Include managers of the Company, guests and members of the Organizing Committee of the General Meeting who are not shareholders of the Company but are invited to attend the General Meeting.

Guests shall not participate in speaking at the General Meeting (except for cases where they are invited by the Chairperson of the Meeting, or have registered in advance with the Organizing Committee and received approval by the Chairperson of the Meeting).

Article 5. Obligations of delegates attending the General Meeting

Delegates attending the General Meeting shall comply with the following regulations:

Be punctual, dress politely, formally, comply with ID checks, etc. at the request of the Organizing Committee of the Meeting.

Receive documents and papers for the General Meeting at the reception desk outside the meeting hall.

Shareholders who arrive late have the right to register immediately and then are entitled to participate and vote at the General Meeting. The Chairperson is not responsible for stopping the General Meeting to allow shareholders who arrive late to register to attend; voting results on issues that have been voted on prior to the delegates' attendance will not be affected.

Set cellphones to vibrating mode or turn them off; if necessary, go outside to take calls.

Do not smoke, maintain order in the General Meeting room.

Comply with the regulations of the Organizing Committee and the Chairperson of the General Meeting - in the event that a delegate fails to comply with the inspection regulations or the aforementioned measures and regulations, the Chairperson, after careful consideration, may refuse or expel the delegates from the venue of the General Meeting to ensure that the General Meeting proceeds normally as planned.

Article 6. Chairperson and Presidium

The Presidium consists of 02 people, including the Chairperson of the Board of Directors and a Board Member –the Company's Director. The Chairperson of the Board of Directors is the Chairperson of the Presidium and the Chairperson of the GMS. The Chairperson of the Presidium conducts the proceedings of the General Meeting in accordance with the agenda and program approved by the GMS.

In the event that the Chairperson of the Board of Directors is absent, or temporarily incapacitate, or suddenly absent during the General Meeting for more than 30 minutes, the remaining members of the Board of Directors shall elect one among themselves to preside over the General Meeting on the principle of majority. In case there is no person to preside over the meeting, the Head of the Supervisory Board shall preside over the Meeting to elect a Chairperson from among the participants and the person with the highest votes shall serve as the Chairperson of the Meeting.

In other cases, the person who signed the notice convening the General Meeting of Shareholders shall preside over the General Meeting to allow the GMS to elect the Chairperson of the Meeting, and the person with the highest number of votes shall be appointed as the Chairperson of the Meeting.

Duties of the Presidium: Conduct the activities of the Company's GMS in accordance with the agenda proposed by the Board of Directors and approved by the GMS; Guide the delegates and the General Meeting to discuss the contents of the agenda; Submit drafts and conclusions on necessary issues for the General Meeting to vote on; Respond to issues raised by the General Meeting; Resolve any issues that arise during the course of the General Meeting.

Working principles of the Presidium: The Presidium works according to the principles of collectivity, democratic centralism, and majority decision-making.

Article 7. Secretary of the General Meeting

The Chairperson of the General Meeting shall appoint 02 people to act as the Secretary of the GMS.

Duties and authorities: Record fully and accurately the contents of the General Meeting; Receive registration forms for speaking from delegates; Prepare Meeting Minutes and draft Resolutions of the GMS; Assist the Chairperson in disclosing information related to the GMS and notify shareholders in accordance with the law and the Company's Charter.

The Chairperson and Secretary of the GMS have the authority to take necessary measures to direct to conduct of the Meeting in a reasonable, orderly manner, in accordance with the approved agenda, and so that it reflects the wishes of the majority of the participants.

Article 8. Delegate Eligibility Verification Committee

The Delegate Eligibility Verification Committee of the General Meeting consists of 03 people, including 01 Head of Committee and 01 Deputy Head of Committee and 01 member, introduced to the General Meeting by the Chairperson.

Duties of the Delegate Eligibility Verification Committee: Verify the eligibility and status of shareholders and representatives attending the Meeting. The Head of the Delegate Eligibility Verification Committee shall report to the GMS on the attendance status of shareholders. If the meeting has the required number of shareholders and authorized representatives with the right to attend, representing the number of voting shares as stipulated in Article 141 of the Law on Enterprises 2020, the Company's GMS shall be conducted.

Article 9. Vote Counting Committee

The Vote Counting Committee is introduced by the Chairperson for the General Meeting to approve by holding up the voting cards. Candidates participating in self-nomination and nomination (when conducting elections) are not allowed to join the Vote Counting Committee.

Duties of the Vote Counting Committee: Disseminate principles, rules, and guide voting and election procedures; Count and record voting ballots, prepare vote counting minutes, announce results; submit the minutes to the Chairperson for approval of voting and election results. Promptly notify the voting and election results to the Secretary. Review and report to the General Meeting on cases of violation of voting and election rules or letters of complaint regarding voting and election results.

Article 10. Speaking at the General Meeting

Delegates attending the General Meeting who wish to express their opinions must obtain the approval of the Chairperson of the Meeting. Delegates should speak concisely and focus on the key issues to be discussed, in line with the agenda approved by the General Meeting, or submit their opinions in writing to the Secretary of the General Meeting to compile and report to the Chairperson. The Chairperson of the General Meeting will arrange for delegates to speak in order of registration, and at the same time answer questions of shareholders at the General Meeting or record them for written responses afterward.

Article 11. Conditions for the approval of Resolutions of the General Meeting of Shareholders

1. Resolutions on the following contents shall be adopted if approved by shareholders representing 65% or more of the total voting shares of all attending shareholders, except for the cases specified in Clauses 3, 4 and 6 of this Article:

- a) Types of shares and the total number of shares of each type;
- b) Changes in business lines and sectors;
- c) Changes in the organizational management structure of the Company;
- d) Projects on investment or sale of assets with a value equal to or exceeding 35% of the total asset value recorded in the Company's latest financial statements;
- e) Reorganization, or dissolution of the Company;

2. Resolutions shall be adopted when approved by shareholders holding more than 50% of the total voting shares of all attending shareholders, except for the cases specified in Clauses 1, 3, 4 and 6 of this Article.

3. The voting to elect members of the Board of Directors and the Supervisory Board must be conducted by the method of accumulative voting, whereby each shareholder has a total number of votes corresponding to the total number of shares they own multiplied by the number of members to be elected to the Board of Directors or the Supervisory Board, and shareholders may allocate all or part of their total votes to one or several candidates. Elected members of the Board of Directors or Supervisory Board shall be determined based on the number of votes in descending order, starting from the candidate with the highest number of votes until the number of members specified in the Company's Charter is

reached. In the event that two or more candidates receive the same number of votes for the last position on the Board of Directors or Supervisory Board, a re-election shall be conducted among the tied candidates or selection shall be made based on the criteria specified in the Company's election regulations.

4. In cases where resolutions are adopted through written consultation, the resolutions of the GMS shall be adopted if approved by the number of shareholders holding more than 50% of the total voting shares of all shareholders with voting rights.

5. Resolutions of the GMS regarding matters that adversely change the rights and obligations of shareholders holding preferred shares shall only be adopted if approved by attending preferred shareholders of the same type holding at least 75% of the total preferred shares of that type, or by preferred shareholders of the same type holding at least 75% of the total preferred shares of that type in case resolutions are adopted through written consultation.

6. Resolutions of the GMS adopted with 100% of the total voting shares are legal and effective even if the order and procedures for convening the Meeting and adopting the resolution violate the provisions of the Law on Enterprises and the Company's Charter.

Article 12. Voting method

1. The General Meeting of Shareholders discusses and votes on each agenda item. Voting shall be conducted by expressing approval, disapproval, or abstention. At the General Meeting, the number of cards approving the resolution is collected first, followed by the number of cards disapproving the resolution, and finally the total number of votes expressing approval or disapproval is counted to make a decision. The General Meeting shall elect individuals responsible for vote counting or vote-counting supervision at the request of the Chairperson. The number of members of the vote-counting committee shall be determined by the General Meeting of Shareholders at the request of the Chairperson of the Meeting;

a) In case of voting by cards: Attending shareholders vote by raising their voting cards, with the front of the card facing the Presidium. If a shareholder does not raise their voting card during all three rounds of voting (Approval, Disapproval, or Abstention) on an issue, it is considered as approval of that issue. If a shareholder raises their voting card more than once during the voting (Approval, Disapproval, or Abstention) on an issue, it is considered an invalid vote. Under the voting card method, members of the vote-counting committee mark the shareholder's code and the corresponding number of votes for Approval, Disapproval, Abstention, and Invalid votes.

b) In case of voting by ballot: When voting by filling out a ballot, for each agenda item, shareholders select one of the three options "Approve," "Disapprove," or "Abstain" printed on the ballot by marking an "X" or "√" in the chosen box. After completing all voting items of the General Meeting, shareholders submit their ballots to the sealed ballot box at the General Meeting as instructed by the vote-counting committee. The ballot must be signed and include the full name of the attending shareholder.

Article 13. Vote-counting Method

1. In case of voting-by-voting cards/ballots: The vote-counting process is conducted by tallying the number of cards/ballots for approval, disapproval, or abstention.
2. In case of voting by cumulative voting: The vote-counting process is conducted by aggregating the number of votes for each candidate.

Article 14. Announcement of vote-counting results

The Vote Counting Committee verifies, consolidates and reports the vote counting results for each agenda item to the Chairperson. The vote counting results are announced by the Chairperson immediately before the closing of the Meeting.

Article 15. Minutes and resolutions of the General Meeting of Shareholders

The contents of the General Meeting of Shareholders must be recorded in the Meeting Minutes by the Secretary of the General Meeting. The Resolutions of the General Meeting must be drafted, read, and approved before the closing of the Meeting and retained at the Company.

Article 16. Implementation

1. All delegates, representatives and guests attending the General Meeting are responsible for fully complying with the provisions stipulated in this Regulation, current regulations, internal rules, management regulations of the Company as well as relevant legal provisions.

2. The convener of the GMS has the right to: Require all attendees to undergo security checks or other security measures; Request competent authorities to maintain order during the meeting; Expel individuals who do not comply with the Chairperson's authority, deliberately disturb order, hinder the normal progress of the meeting, or fail to comply with security check requirements upon leaving the GMS.

3. For matters not specifically regulated in this Regulation, the provisions of the Company's Charter, the Law on Enterprises 2020, and current state legal documents shall apply uniformly.

The above is the entire Working Regulations of the 2026 Annual General Meeting of Shareholders of Petrolimex Information Technology and Telecommunication Joint Stock Company.

Respectfully submit to the General Meeting for consideration and approval!

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