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**REGULATION ON ORGANIZATION AND VOTING
AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
PETROVIETNAM TRANSPORTATION CORPORATION (PVTRANS)**

Pursuant to:

- *Law on Enterprises No. 59/2020/QH14 dated on June 17th, 2020;*
- *Law on Securities No. 54/2019/QH14 dated on November 26th, 2019;*
- *Decree No. 155/2020/ND-CP dated on December 31st, 2020 of the Government detailing the implementation of certain provisions of the Law on Securities;*
- *Charter of PetroVietnam Transportation Corporation (PVTrans);*
- *Internal Regulation on Corporate Governance Regulation of PVTrans;*

In order to ensure that the 2025 Annual General Meeting of Shareholders (AGM) of PVTrans is conducted in a safe, orderly and fair manner among all shareholders, in accordance with applicable laws and PVTrans' Charter, thereby facilitating the shareholders in exercising their legitimate rights and obligations at the AGM, the Board of Directors (BOD) hereby establishes the following working principles, code of conduct, and procedures for voting to be applied throughout the Meeting:

Article 1. Governing Scope and Applicable Entities

1. This regulation applies to the organization of the 2025 AGM of PVTrans in the form of hybrid format, combining In-person and Online Meeting.
2. Shareholders whose names are listed on the shareholder register as of the record date, March 19th, 2025, are entitled to attend the 2025 AGM of PVTrans.
3. Relevant individuals, organizations, and units who participated in the AGM, as well as other invited delegates.

Article 2. Principles of Voting

1. All decisions at the 2025 AGM of PVTrans shall be voted publicly via electronic voting, in accordance with this Regulation, through the hybrid meeting and electronic voting system selected by PVTrans, accessible at <https://pvt.bvote.vn> (the System).
2. Decisions at the 2025 AGM shall be voted by selecting one of the following options: Approve, Disapprove, or Abstain. A decision shall be approved if the number of approving votes reaches or exceeds the minimum ratio required by applicable laws and PVTrans's Charter. Each shareholder or proxy shall have a number of votes equivalent to the total number of shares they own or represent.
3. To facilitate the electronic voting process, PVTrans may open the electronic voting platform on the System prior to the official opening of the 2025 AGM and accept votes submitted in advance by shareholders or their proxies. Any shareholder or proxy who successfully casts a vote on at least one (01) item via the System shall be deemed to have confirmed their attendance and participation in the 2025 AGM via the online meeting and electronic voting method.
4. On the date of the 2025 AGM, any shareholder or proxy who joins the Meeting after the official opening shall still be entitled to participate and vote on matters presented following their

arrival. The validity of any decisions voted on prior to their attendance (if any) shall remain unaffected or unchanged.

5. For any matter at the 2025 AGM, if a shareholder or proxy is present but does not cast a vote or fails to complete the voting process on the System (regardless of the reason) they shall be deemed to have declined their right to vote on that specific matter. Accordingly, their voting rights shall not be included in the tabulated results for that item.

6. The voting results for each matter under the authority of the 2025 AGM shall be considered as independent and separate, with no influence or impact on one another.

7. Electronic voting results shall be recorded in real-time at the moment a shareholder or proxy completes the voting action on the System. In the event of an unexpected disconnection, only the matters on which voting has not been completed shall be affected. Votes that have already been successfully recorded by the System shall remain fully valid and shall be included in the official vote counting results.

Article 3. Method of Meeting Registration

Shareholders shall attend the 2025 AGM by one of the following methods:

1. In-person attendance:

Shareholders or proxies attending the AGM in person shall be present at the meeting venue at the designated time and bring the following: the Invitation Letter, personal identification documents (Citizen ID/Passport), Power of Attorney (if attending as an proxy), and an internet-connected mobile phone or tablet for electronic voting. Shareholders or proxies shall register for in-person attendance with the Shareholder Eligibility Verification Team at the AGM venue.

2. Online attendance:

Shareholders/proxies shall use an internet-connected computer/tablet/mobile device to log in to the System using the login credentials (including username/ID and password) provided in the Invitation Letter. Detailed instructions for online registration are specified in the Notice of Meeting, the Invitation Letter sent to shareholders, and published on PVTrans’s website.

Article 4. Delegation of authority to attend the AGM

Shareholders may authorize a member of PVTrans BOD or another individual to attend the AGM. Details regarding the authorization process are provided in the Notice of Meeting, the Invitation Letter, and published on PVTrans’s website.

Article 5. Conditions for Convening the AGM

The AGM shall be convened when the attending shareholders represent more than 50% of the total voting shares, based on the shareholder list established for the purpose of the meeting convocation. This ratio includes shareholders attending in person, online, and by proxy. In case that the first meeting does not meet the required quorum, PVTrans shall organize the second or third meeting in accordance with the Law on Enterprises and the Charter of PVTrans.

Article 6. Order of the AGM

1. For shareholders, proxies, and delegates attending in person:

- All shareholders, proxies, and delegates are required to arrive on time and dress in a polite and respectful manner.
- Shareholders and proxies must present the necessary documents for verifying their eligibility at the reception desk and shall not bring unauthorized persons into the meeting hall without the consent of the Presiding Committee.
- The Organizing Committee shall prioritize seating arrangements for shareholders who have confirmed attendance and arrive on time. Upon entering the meeting room, shareholders must sit

in the designated seat or area assigned by the Organizing Committee and strictly comply with the seating arrangement.

- Smoking is strictly prohibited in the meeting room. Private conversations and phone calls are not permitted during the AGM. Mobile phones must be set to silent mode.

2. For shareholders or proxies attending online:

- Shareholders or proxies attending the AGM online shall be responsible for managing and using the access credentials provided to participate in the online meeting and cast votes in accordance with PVTrans's regulations and instructions. They must also ensure proper preparation of equipment and internet connection to access and attend the AGM in accordance with the program and schedule announced by PVTrans.

Article 7. Discussion

1. Discussions shall take place within the allocated timeframe and shall be limited to the matters presented in the approved meeting agenda.

2. Shareholders who wish to speak, provide comments, or raise questions may do so in one of the following forms: (i) by writing their questions on the Question Slip when attending in person; (ii) by discussing directly during the meeting; or (iii) by submitting questions via the chat window on the online meeting system when attending virtually.

3. Shareholders who wish to speak must obtain the approval of the Chairperson of the AGM. Remarks should be concise, focused on the key issues to be discussed, and relevant to the agenda items approved for the AGM.

4. The Presiding Committee shall arrange for shareholders to speak in the order of registration and respond to shareholders' inquiries by addressing key questions that are relevant to the approved agenda and represent common concerns shared by multiple shareholders. The Committee shall not directly answer or provide detailed explanations for matters that have already been disclosed, are regulated by law, or require technical or specialized clarification intended to serve individual shareholders' specific requests. Questions that cannot be addressed during the AGM due to time constraints shall be answered in writing or published on PVTrans's website.

5. The Chairperson of the AGM shall have the authority to revoke a shareholder's right to attend the Meeting if the shareholder intentionally fails to comply with the AGM's regulations, engages in disruptive behavior, causes disorder, or takes actions that directly interfere with the conduct of the Meeting.

Article 8. Method of Voting

1. Electronic voting may be conducted immediately after a shareholder or proxy has successfully registered for in-person and/or online attendance and logged into the System, or at any time during the Meeting when a voting matter arises while following the proceedings.

2. For each matter submitted for voting at the AGM, shareholders or proxies shall select one of the three voting options pre-set on the System: (i) Approve, (ii) Disapprove, or (iii) Abstain. Shareholders or proxies must confirm their selection for the System to record the result. Once the vote has been confirmed, no changes to the selected option shall be permitted.

Article 9. Vote Counting and Result Announcement

1. Shareholders or proxies shall be responsible for the voting results submitted through the System using their own login credentials (including username and password).

2. The voting deadline for each matter shall be determined in accordance with the meeting agenda and may vary depending on the actual proceedings of the AGM. The Chairperson shall have the authority to close the electronic voting on the System once shareholders or proxies have completed their voting, or at another time deemed appropriate by the Chairperson. The opening and closing of each voting event shall be announced during the Meeting to ensure shareholders and proxies are informed and able to cast their votes accordingly.

3. In case a shareholder or proxy is unable to complete the electronic voting due to a system disconnection or any other reason, the voting results shall still be recorded for the matters on which the shareholder has successfully cast their votes.

4. The electronic voting system shall automatically tally the number of votes cast for each matter voted on through the System and compile the results for submission to the Vote Counting Committee.

5. The Vote Counting Committee shall prepare the Vote Counting Minutes based on the results generated by the System and report the vote counting results under the direction of the Chairperson of the AGM. The vote counting results shall be announced at the AGM immediately after the counting is completed and prior to the closing of the Meeting.

6. The electronic voting results shall be extracted from the System by the service provider who shall be responsible for operating and managing the electronic voting system. This provider shall also be accountable for the accuracy of the results in accordance with the service contract for organizing the hybrid AGM entered into with PVTrans.

Article 10. Preparation of Meeting Minutes and Approval of the AGM Resolution

The recording and preparation of the Minutes of the hybrid AGM shall be carried out in the same manner as for an in-person AGM, in accordance with the Law on Enterprises, the Charter, and the Internal Regulation on Corporate Governance of PVTrans.

Article 11. Rights and Obligations of Shareholders

1. All holders of PVTrans's ordinary shares shall have the right to attend and vote on matters under the authority of the AGM. Shareholders or proxies attending the AGM online shall have the same rights and obligations as those attending in person.

2. Shareholders or proxies arriving late to the AGM shall be entitled to register upon arrival and thereafter participate in and vote at the Meeting. The Chairperson shall not be obligated to pause the Meeting to accommodate the registration of latecomers, and the validity of any voting sessions conducted prior to their registration shall remain unaffected. This provision also applies to shareholders or proxies logging into the System to attend the AGM online.

3. Shareholders or proxies shall be responsible for preparing the necessary equipment and infrastructure to participate in the online meeting and cast electronic votes, thereby ensuring that no issues arise which could affect their participation or the exercise of their rights during the AGM. If a disruption occurs that is not attributable to the shareholder or proxy, or to their equipment, system, or internet connection, they must promptly contact the Organizing Committee for timely support in exercising their rights.

4. Shareholders or proxies commit to providing PVTrans with their complete and accurate information for the purpose of the Meeting, and such information must pertain to the shareholder or the appointed proxy themselves.

5. Shareholders or proxies shall be responsible for maintaining the confidentiality of their login credentials, including username, password, and OTP code provided by PVTrans. They shall bear

full responsibility for the security of such information, the use of the account, and any voting results submitted through the assigned credentials. All actions, decisions, and opinions submitted via the account shall be deemed as those of the shareholder and/or the individual authorized by the shareholder to attend the AGM.

6. Shareholders shall register their email address, phone number, fax number, or other online communication channels with PVTrans for the purpose of exchanging, sending, and receiving information, notifications, documents, and agreements in accordance with applicable laws. Shareholders acknowledge that all communications sent to or received from the email address, phone number, fax number, or other online channels registered with PVTrans—or appearing in the shareholder list provided by the Vietnam Securities Depository and Clearing Corporation—shall be deemed as having been sent to or from the shareholder, and shall be regarded as official communication with the shareholder.

7. Shareholders shall comply with the conditions and procedures set forth in the Charter of PVTrans and this Regulation, and shall respect the outcomes of the AGM proceedings.

Article 12. Rights and Responsibilities of the Chairperson/Presiding Committee

1. To conduct the Meeting in accordance with the approved agenda, procedures, and regulations approved by the AGM.

2. To instruct the AGM in discussing and voting on the matters included in the meeting agenda, as well as other related matters arising during the course of the AGM.

3. To have the authority to decide on the order, procedures, and any matters arising outside the approved agenda of the AGM.

4. The Chairperson and/or the person authorized to operate or manage the System shall have the authority to restrict a shareholder’s participation in the online AGM in cases where the shareholder fails to comply with this Regulation and/or other instructions issued by the Chair, or engages in disruptive or provocative behavior.

5. To preside over and resolve any issues arising during the course of the AGM.

6. To exercise other rights and fulfill responsibilities in accordance with applicable laws, the Charter, and the Internal Regulation on Corporate Governance of PVTrans.

Article 13. Responsibilities of the Meeting Secretary

1. The Meeting Secretary shall assist the Chairperson as requested and accurately and objectively record the proceedings of the AGM and the matters approved by the shareholders in the Meeting Minutes.

2. To assist in compiling and documenting shareholders’ discussion points and statements during the Meeting.

3. To prepare the Resolution on the matters approved at the AGM.

Article 14. Responsibilities of the Shareholder Eligibility Verification Team / Vote Counting Committee

1. To accurately and objectively determine the results of shareholders’ or proxies’ voting on proposals of individuals as approved at the Meeting.

2. To review and report to the Chairperson any violations of the voting procedures or any complaints regarding the voting results.

3. To guide, inspect, and supervise the voting process and the organization of vote counting; and to prepare the Vote Counting Minutes for announcement at the AGM.

- 4. The Shareholder Eligibility Verification Team, as assigned by the Chairperson of the BOD, shall be responsible for supporting the organization of the AGM and verifying the registration and attendance of eligible shareholders in an accurate and timely manner.
- 5. To support the Vote Counting Committee in the vote counting process as requested by the Committee.
- 6. To prepare the Report on the verification of shareholder eligibility for those attending the Meeting. In cases where an attendee does not meet the eligibility requirements, the Shareholder Eligibility Verification Team shall have the right to refuse or recommend the refusal of that person's participation in the Meeting.

Article 15. Minutes of Meeting

- 1. The Meeting Minutes and the AGM Resolution must be read and approved before the closing of the Meeting. The voting results shall be determined in accordance with Article 9 of this Regulation.
- 2. The Meeting Minutes and the AGM Resolution shall be disclosed and published on PVTrans's website in accordance with regulations. The decisions adopted by the AGM shall be approved in accordance with the Charter of PVTrans.
- 3. The Chairperson of the AGM shall be responsible for organizing the retention of the AGM Minutes in accordance with the Charter of PVTrans.

Article 16. Complaints

All complaints regarding the voting results shall be reviewed immediately at the AGM. In case of any disagreement concerning the voting procedures or voting results, the Chairperson shall conduct a review and seek the AGM's decision on the matter.

Article 17. Implementation Terms

- 1. Matters not covered in this Regulation shall be governed by the applicable laws, the Charter, and the Internal Regulation on Corporate Governance of PVTrans.
- 2. This Regulation shall take effect immediately upon its approval by the 2025 Annual General Meeting of Shareholders of PVTrans.

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