



PETROVIETNAM DRILLING & WELL SERVICES CORPORATION

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VOTING INSTRUCTIONS

AT THE ANNUAL GENERAL MEETING OF SHAREHOLDERS OF PETROVIETNAM DRILLING AND WELL SERVICES CORPORATION

- I. Unless otherwise specified in Section II below, the issues to be voted at the Annual General Meeting of Shareholders (the Meeting) are considered as “Approved” only when they receive at least **51%** out of the total of voting shares represented by attending shareholders at the Meeting (directly or through authorized representatives). To calculate the total number of votes, each ordinary share has one vote.
- II. In the case of election of members of the Board of Directors (BOD), the cumulative voting method as prescribed in Section III.2 will be applied, the formula to calculate the number of votes of a shareholder will be: *Total votes of a shareholder = (Total shares of shareholder) x (number of elected members of BOD in item III.2.a)*. Shareholders could cast all their votes for one, several or all candidates listed. Accordingly, elected member of BOD is determined by the number of votes from high to low, starting at the candidate with the highest number of votes to the candidate that meets the required number of members. If the number of selected candidates receiving equal amount of votes and such number surpasses the remaining required number, then the Meeting will re-vote only within those candidates to select the remaining required number of elected members.
- III. **Voting procedures, orders and methods.**
 1. **Vote by writing on "Paper-based Voting card".**

This method is applied to the issues presented during the Meeting as outlined below.

 - a. *Voting contents:*
 - Report of the Board of Directors (BOD) on operation activities of the BOD and BOD's members in 2019 and the Implementation Plan in 2020.
 - Report of the Board of Management (BOM) on Business Performance in 2019 and Business Plan in 2020.
 - Report on the Audited Financial Statements in 2019.
 - Profit distribution 2019 and Plan in 2020.
 - Report of the Board of Supervisors (BOS) on PV Drilling's business performance in 2019; Report on BOD's activities, President & CEO's activities in 2019; Report of the BOS' members on operation activities in 2019 and Supervisory Plan in 2020.
 - Establishment of Audit Committee of the BOD's authority.
 - Approval on replacement of the independent member of BOD.
 - Remuneration Payment Plan for BOD and BOS in 2020.
 - The selection of audit firm in 2020.

b. *Voting method:*

Each shareholder (or their legally authorized representatives) is given a paper-based voting card on which are written the information about the shareholders (or their legally authorized representatives), the contents and the vote box for marking their opinion:

+ *Agree*, + *Disagree*, + *No opinion*.

c. *Notes:*

The following voting cards are considered invalid:

- Cards that are not issued by the Meeting Organizer, or not stamped with PV Drilling’s seal. For these cards, all the voted contents are invalid.

The following voting contents are invalid:

- Voting contents in the voting card are invalid.
- Voting contents are erased or modified.
- Voting contents may not reflect the opinions of shareholders/their legally authorized representatives: blank, unchecked or marked with two or more boxes.

Therefore, a valid paper-based voting card could have either valid or invalid voting contents.

Shareholders/their legally authorized representatives will only mark their opinion (denoted by "X") on one of three (3) boxes of each corresponding issue with “Agree”, “Disagree”, “No opinion”.

If the shareholders/their legally authorized representatives mark the wrong box or change their mind before casting their votes, they can request to invalidate the card by a cross line on the marked card and submit immediately to the Head of Voting Committee. After receiving the crossed card, the Head of Voting Committee will issue to shareholders/their legally authorized representatives a new voting card.

2. Vote with voting card under cumulative voting method.

This voting manner is applied to elect member of BOD:

a. *Voting contents:*

Election the replacement of the members of BOD, amount: 01 member.

b. *Voting method:*

The voting for members of BOD will be executed through cumulative voting method. Accordingly, the formula to calculate the number of votes of a shareholder will be:

$$\textit{Total votes of a shareholder} = (\textit{Total shares of shareholder}) \times (\textit{number of elected members of BOD in item III.2.a})$$

- Shareholders could cast all or a part of their votes for one, several or all candidates listed or equally divide all their votes for all candidates in the following options:
 - + *Option 1:* Shareholders will write the number of votes in the corresponding box on the right of their intended candidate’s name field.
 - + *Option 2:* Shareholders equally distribute their total votes for all candidates then only write the mark “X” in the corresponding box.

- If shareholder does not vote for any candidate in the list, the “number of votes” field will be left blank in both options and this voting card will still be considered valid (abstained card).
- The sum of cumulative number of votes distributed to candidates must be less than or equal to the total votes.

Shareholder only accumulate votes for candidates in the limit of their “total votes”, which means that the total amount of votes must be less than or equal to the total number of votes written on their voting card.

c. Notes:

The following voting cards are considered valid:

- Cards that are issued under official form of the Meeting Organizer and stamped with PV Drilling’s seal.
- Cards that have the cumulative number of votes for candidates less than or equal to the limit of total votes (Option 1). Or cards that have the number of votes distributed equally for each candidate (Option 2).
- Cards that cast in both options in which the result of votes for both options considered to be same.
- Cards that cast votes for one or several candidates or are left completely blank (abstained card).

The following voting cards are considered invalid:

- Cards that are not issued under official form of the Meeting organizer and not stamped with PV Drilling’s seal.
- Cards that have the cumulative number of votes for candidates more than the limit of total votes.
- Cards that have crossed candidates’ names.
- Cards that are crossed, erased or modified at the number of votes or the voting contents.
- Cards that are not intact.
- Cards that have the number of vote written in percentage (%).
- Cards that cast in both options in which the result of votes for both options considered to be different.

In case of noticing any printing or data errors, etc. while receiving the voting cards, shareholders should immediately inform the Voting Committee to withdraw the false card and issue a new one. If shareholders make mistake in filling their voting cards, they must request the Voting Committee to revoke and invalidate the cards by marking a cross line on the cards and submit to the Head of Voting Committee. After receiving the crossed card, the Head of Voting Committee will issue to shareholders a new voting card.

3. Vote by hand-based voting card

This method applies when voting to approve the following contents:

- The Minute of the Annual General Meeting of Shareholders;
- Other contents of the Meeting (if any).

For each issue above, the Chairman will ask the shareholders/ their authorized representatives attending the meeting three (3) times corresponding to 3 scenarios: “Agree”, “Disagree”, “No opinion”. Shareholders/their Authorized Representatives can vote by rising up their hand-based voting cards.

The shareholders who do not raise their hand-based cards to vote in all three (3) scenarios (“Agree”, “Disagree”, “No opinion”) are considered “Agree” with the voting issues.

The voting issues are considered “Approved” at the General Meeting of Shareholders if receiving the total votes of all shareholders attending the meeting (directly or through their authorized representatives) for “Agree” scenario under the provisions of sections above.

Ho Chi Minh City, 18th June, 2020

ON BEHALF OF THE MEETING ORGANIZER