

REGISTRATION INSTRUCTIONS
2021 ANNUAL GENERAL MEETING OF SHAREHOLDERS
OF PETROVIETNAM DRILLING AND WELL SERVICE CORPORATION
(Online Meeting and Electronic Voting)

Petrovietnam Drilling and Well Service Corporation (PV Drilling) kindly informs and instructs Shareholders to attend the 2021 Annual General Meeting of Shareholders by Online Meeting and electronic voting as follows:

I. GENERAL INFORMATION OF THE ONLINE MEETING

- 1. Time:** 8:30 AM of Wednesday, 4th August, 2021 (online registration starting from 8:00AM of 4th August, 2021).
- 2. Venue of Online Meeting:** No.18 Lang Ha Street, Ba Dinh District, Hanoi.
- 3. Information announcement, materials and attendance instruction of the meeting**

Please find the materials of 2021 Annual General Meeting of Shareholders on the website of PV Drilling: www.pvdrilling.com.vn (section Investor relations/ AGM's documents).

4. Login address, login account and login time

- Login address: Shareholders login the website: pvd.bvote.vn to attend the Online Meeting and electronic voting.
- Login account:
- + Username: sent in the Notice of Meeting
- + Password: sent in the Notice of Meeting or OTP code to Shareholder's phone number
- Login time and electronic voting: from 8:30 AM, 2nd August 2021 until the end of electronic voting and closing section of the Online Meeting.

Note:

- Shareholders are responsible for confidential with username, password and other identifications provided by PV Drilling to ensure that only Shareholders are entitled to use the login account.
- In case of authorizing another person to attend the Online Meeting, "Username" is ID/Pasport No./Business Registration License of Authorized person and "Password" (OTP code) will be sent to the phone number of the Authorized person.
- Shareholders are recognized as attending the Online Meeting when and only when the Login account has successfully logged in (including Shareholders who have performed electronic voting before the start of the Online Meeting).

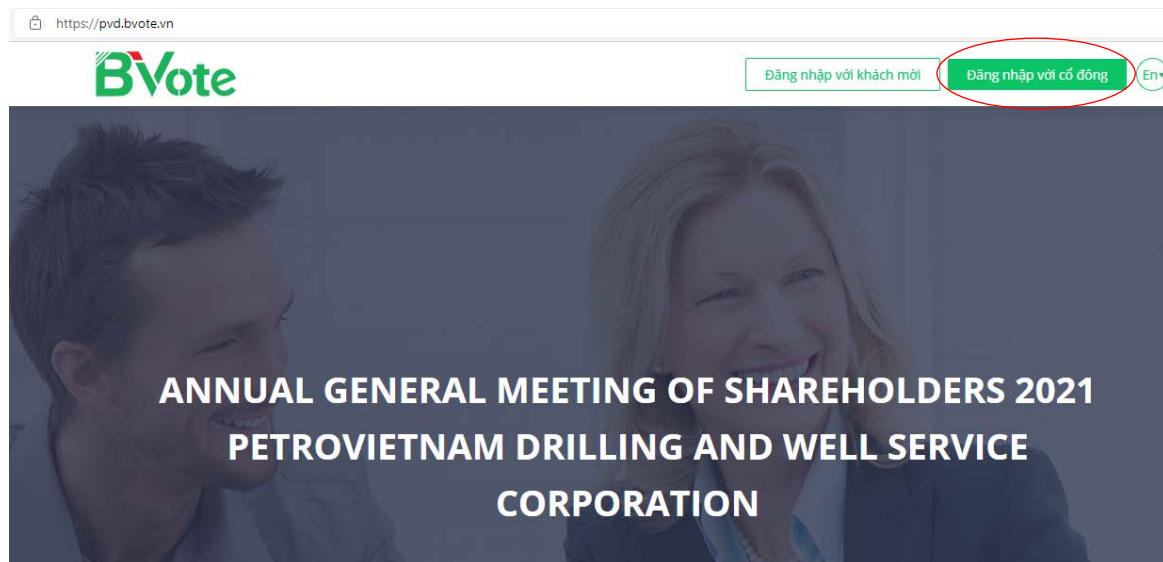
II. THE INSTRUCTIONS FOR LOGGING IN AND ELECTRONIC VOTING

1. The instructions for logging in

To attend the Online Meeting and electronic voting, please log in by following steps:

Step 1:

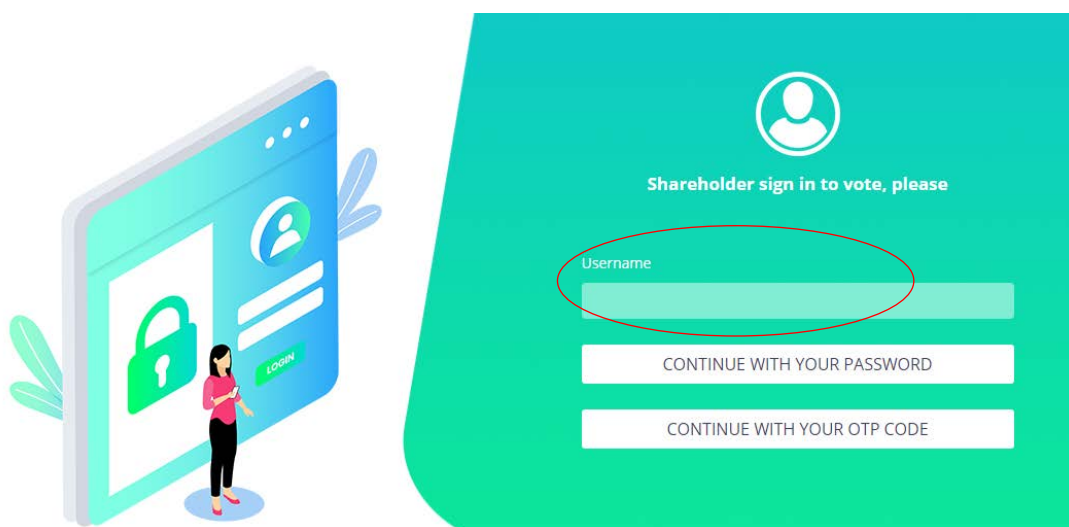
Please use computer, laptop, tablet, smart phone or other similar electronic devices with the internet connection to access the address: pvd.bvote.vn in the period time mentioned above (section I.4).



Note: Shareholders should use one of internet browser such as Chrome, Firefox, Coccoc and Safari on your computer or smartphone to make the system work most efficiently.

Step 2:

- + Click to select: **Đăng nhập với cổ đông**
- + After that, please fill in "Username" which sent in the Notice of Meeting (This is ID/Passport No. for individuals or Business Registration License for organizations whom registered at VSD).



Step 3:

Shareholders can choose one of the login method as below:

Option 1: By password:

+ Click to select:

+ Input the password (it has sent in the Notice of Meeting)

Option 2: By OTP code:

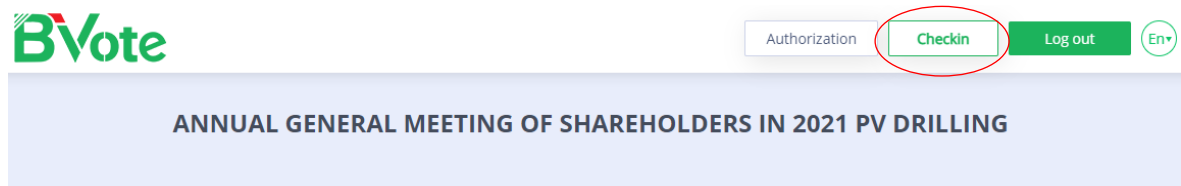
+ Click to select:

+ Input the OTP code sent to the phone number of Shareholder or Authorized person (it is the phone number which Shareholders registered with VSD or Authorized person registered with PV Drilling)

After that, click to select to complete the login.

Step 4:

Shareholders click to select to complete the online registration to attend the Meeting and to conduct electronic voting.



Shareholders are recognized as attending the Online Meeting when and only when Shareholders or authorized person clicked to select “Checkin”.

2. Instruction for giving opinions in the Online Meeting

Shareholders perform the discussions under the Chairman's instructions via the following means:

- To speak through the online screen but shall be approved by the Presidium to speak. Time to speak from at the beginning the discussion until the end of the discussion; or
- Send opinions to the Presidium via exchange screen (chat) on the Online System. Time to send opinion from 8:30 AM, 02nd August 2021 to the end of the discussion section of Online Meeting. The Organizing Committee of the Online Meeting is responsible for collecting and summarizing of Shareholders’ opinions and sends it to the Presidium.

The Chairman of the meeting shall arrange for the Shareholders to speak in order and answer the matters from the Shareholders. One Shareholder is to speak no more than 03 minutes/time and contents of speaking should be brief and avoid duplication.

3. Instruction Procedures of electronic voting

3.1. Voting on the contents of opening and closing the Online Meeting

For the voting contents related to opening and closing the Online Meeting, including: voting to approve the Meeting agenda, the Working Regulation, the election of Vote Counting Committee, the approval of Voting Instruction, the Meeting Minute and other contents (except for voting on the contents at Section 3.2 and 3.3 as below).

Voting method:

Shareholders decide to vote by marking on one of the two corresponding boxes: "Agree" or "Disagree" and click on the "Send" button to complete the voting for each content to be collected Shareholders' opinions.

3.2. Voting on the contents of approval on reports and submissions at the Online Meeting

Voting method:

Shareholders decide to vote by marking on one of the three corresponding boxes: (i) "Agree", (ii) "Disagree" or (iii) "Abstained" for each content to be collected Shareholders' opinions. After that, Shareholders click on the "Send" button to complete the voting.

3.3 Voting on the election of members of the BOD and the BOS

For the voting contents related to the election of members of the BOD and BOS of PV Drilling, the voting is carried out by the cumulative voting.

Voting method:

Shareholders can cast all or part of the votes within their total number of votes for one, several or all candidates on the list; or divide equally the total votes for all listed candidates in the following options:

- + *Option 1:* Shareholders would like to vote for one candidate with the specified number of votes then enter such number of votes in the blank box corresponding to the candidate's full name field. The system shall automatically calculate and display "the remaining number of votes" of Shareholders so that Shareholders can decide whether to continue to vote for such candidate or vote for other candidates.
- + *Option 2:* Shareholders mark on the box of candidates to be elected; the system automatically accumulates or equally divides the corresponding votes for such candidates in accordance with the formula of "Total number of votes of Shareholder/number of candidates selected by a Shareholder".

After that, Shareholders click on the "Send" button to complete the voting.

If Shareholders do not mark or enter the number of votes (blank) for any candidate on the list but Shareholders successfully click on the "send" button, the voting of Shareholder in this case shall still be considered valid with zero vote for each candidate.

For more information about the Voting Regulations of the Online Meeting, please kindly find detail on PV Drilling's website: www.pvdrilling.com.vn (section Investor Relation/AGM's documents)

III. CONTACT SUPPORT INFORMATION

Any issue related to login or e-voting process at PV Drilling's 2021 Annual General Meeting of Shareholders, please contact at phone number: 0369915605 or 0384409313 for further support./.

**ON BEHALF OF THE ORGANIZING
COMMITTEE OF THE ONLINE MEETING**