

**PETROVIETNAM DRILLING & WELL SERVICE CORPORATION**  
**2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

---

**AGENDA**

❖ **08:00 - 08:30: Registration.**

- Shareholders register for the General Meeting of Shareholders by online method (“Online Meeting”).
- Checking Shareholders’ eligibility.

❖ **08:30 - 09:00: Opening and approval the Online Meeting agenda.**

- Report on results of checking Shareholders’ eligibility at the Online Meeting.
- Opening the Online Meeting and introducing the Presidium, the Secretariat Committee.
- Approval on the opening contents:
  - + Online Meeting Agenda.
  - + Working Regulations.
  - + Vote Counting Committee.
  - + Voting Rules.

❖ **09:00 - 10:30: Online Meeting contents.**

1. Report of the Board of Management on business performance in 2023 and business plan in 2024.
2. Report of the Board of Directors (BOD) on operation activities in 2023 and implementation plan in 2024.
3. Report of the Board of Supervisors (BOS) on operation activities in 2023 and implementation plan in 2024.
4. The selection of audit firm for financial statements in 2024.
5. Report of the audited financial statements in 2023.
6. Profit distribution of 2023 and plan in 2024.
7. Approval on amendment of Charter; Internal Regulations on Corporate Governance of the Company; Regulations on operations of BOD.
8. Remuneration payment plan for the BOD and BOS in 2024.
9. Approval on replacement of the member of BOD.
10. Approval on election of the BOS for office term of 2024-2026.

❖ **10:30 - 11:00: Discussion of the Online Meeting contents.**

❖ **11:00 - 11:10: Speech of Petrovietnam’s representative (if any).**

❖ **11:10 - 11:20: Voting the Online Meeting contents.**

❖ **11:20 - 11:30: Report on voting results.**

❖ **11:30 - 11:40: Approval on Meeting Minute.**

❖ **11:40 - 11:45: Meeting adjournment.**