

GUIDELINES FOR ATTENDING
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF PV DRILLING
(Hybrid Meeting and Electronic Voting)

Petrovietnam Drilling & Well Service Corporation (PV Drilling) is pleased to announce and provide guidelines for shareholders to attend the **2025 Annual General Meeting of Shareholders (AGM)** in a **hybrid format**, combining physical attendance with online participation) with **electronic voting** (“the Meeting”), as detailed below:

I. GENERAL INFORMATION OF THE MEETING

1. Time: 8:30 AM of Wednesday, 23rd April 2025 (*registration starting from 8:00AM of 23rd April 2025*).

2. Form of the AGM: Shareholders shall attend the AGM in a hybrid format, combining physical attendance with online participation and Electronic voting as below:

- Physical attendance: at **Rex Saigon Hotel, 141 Nguyen Hue Street, Ben Nghe Ward, District 1, Ho Chi Minh City.**

- Online participation: on the website <https://dhcd.pvdrilling.com.vn> please follow the instructions in **Section 3** below.

- **All matters at the AGM (including both physical attendance and online participation) shall be conducted via Electronic voting.**

3. Login address, login account and login time

- Login address: Shareholders (*including both physical attendance and online participation*) can log in the website: <https://dhcd.pvdrilling.com.vn> to participate in Electronic voting and/or attend the Online meeting. Shareholders can quickly access the Meeting by scanning the **QR code** →



- 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 of 21st April 2025 until the end of electronic voting and closing section of the Meeting.

Note:

- Shareholders are responsible for securing 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 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 Meeting when and only when the Login account has successfully logged in (including Shareholders who have performed electronic voting before the start of the Meeting).

4. Information announcement, materials and attendance instruction of the Meeting

Please find the materials of 2025 Annual General Meeting of Shareholders on the website of PV Drilling: www.pvdrilling.com.vn (section Investor relations/ AGM documents).

II. THE INSTRUCTIONS FOR LOGGING IN AND ELECTRONIC VOTING

1. The instructions for logging in

To participate in Electronic voting and/or attend the Online meeting please log in by following steps:

Step 1:

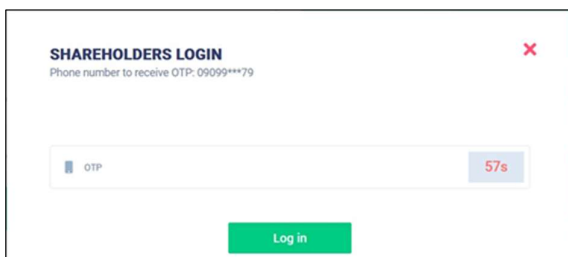
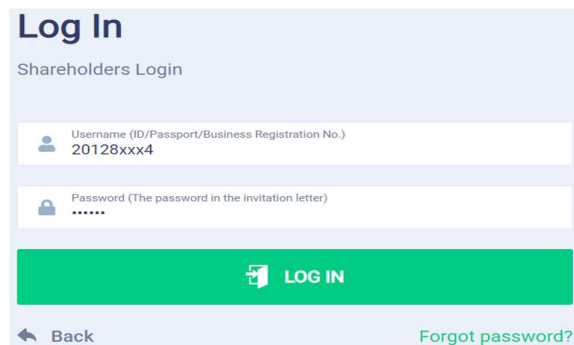
Please use computer, laptop, tablet, smart phone or other similar electronic devices with the internet connection to access the address: <https://dhcd.pvdrilling.com.vn> then click “Shareholders Login”.



- Fill in "Username" (This is ID/ IC/ Business Registration No.)
- Input the password (it has sent in the Notice of Meeting).
- After that, click “Log in”.

If Shareholder forgot the password:

- Click “Forgot password?”
- Input the OTP code sent to the phone number of Shareholder.
- After that, click “Log in”.



Step 2: Confirmation to attend the Meeting

Shareholders click “**I Confirm To Attend The Meeting**” to complete the online registration to attend the Meeting and to conduct electronic voting.



2. Instruction for giving opinions in the Meeting

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

- To speak directly at the Meeting (for Shareholders attending in-person) or speak online via the online system interface but shall be approved by the Presidium before speaking; or
- To submit opinions to the Presidium through the Secretariat during the Meeting (for Shareholders attending in-person) or via the Chat function on the Online System. The Secretariat is responsible for collecting and summarizing of Shareholders' opinions and submitting them to the Presidium.
- The Chairman of the Meeting shall arrange for the Shareholders to speak in order and answer the matters from the Shareholders. Each 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

All shareholders (**including both in-person and online attendees**) shall cast their votes on meeting matters exclusively through **electronic voting**, as detailed below:

3.1 Voting on matters concerning of the opening and closing of the Meeting, and on the Reports/ Submissions

Voting method:

Shareholders decide to vote by marking on one of the three corresponding boxes: "*Affirmative votes*" or "*Negative votes*" or "*Abstentions*" for each content to be collected Shareholders' opinions.

After that, shareholders click on the "Submit" button to complete the voting.

3.2 Voting on the election of independent members of BOD

For the voting contents related to the election of independent members of BOD 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 shall enter the desired number of votes for each candidate in the corresponding box under the “Full Name of Candidate” field. The system will automatically calculate and display the shareholder’s “Remaining Votes,” enabling them to decide whether to continue allocating votes to the same candidate or distribute the remaining votes to other candidate(s).
- + *Option 2:* Shareholders shall tick one or more checkboxes corresponding to the candidate(s) they wish to vote for. The Online System will automatically allocate or evenly distribute the shareholder’s total number of votes among the selected candidate(s), based on the formula: “Total number of votes” divided by “Number of candidates selected by the shareholder.”

After that, Shareholders click on the "Submit" 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 “Submit” button, the voting of Shareholder in this case shall still be considered valid with zero vote for each candidate.

Notice: In order to ensure that all voting rights are accurately and fully recorded, shareholders are respectfully requested to complete their selection and promptly click the “**Submit**” button for **each individual voting section** immediately after making their choices. Please be advised that making selections across multiple sections without submitting each one separately may result in the loss of previously recorded votes.

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

III. CONTACT SUPPORT INFORMATION

Any issue related to login or electronic voting process at PV Drilling's 2025 Annual General Meeting of Shareholders, please contact at phone number: 039 9807309 (**Ms. Duyen**) or 0902 631 801 (**Mr. Phuc**) for further support./.

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