

**PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY**



**THE DOCUMENTS OF
THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024**

FOR REFERENCE ONLY

Ho Chi Minh City, September, 2024

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**PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY**



**THE DOCUMENTS OF
THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024**

PART I

FOR REFERENCE ONLY

Ho Chi Minh City, September, 2024



**AGENDA OF
OF THE 2nd EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2024
PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY (PV GAS D)**

- 1. Time: From 02:30 PM to 5:00 PM on October 21st, 2024.**
- 2. Venue: Ballroom, Ground Floor, Park Hyatt Sai Gon, No. 02 Lam Son Square, Ben Nghe Ward, District 1, Ho Chi Minh City.**
- 3. Agenda:**

14h30 – 15h00: Welcome guests and verify shareholders' eligibility.

15h00 – 15h20: Open the General Meeting.

Flag Salutation, Declaration of Purposes, and Introduction of Deputies.

Report on verification of eligibility and confirmation of attending shareholders.

Approval of the Presidium and Vote Counting Board.

15h20 – 15h30: The Presidium selects members of the Secretary Board.

Approval of the agenda of the General Meeting.

Approval of Working rules of the General Meeting.

15h30 – 15h35: Approval on the Proposal on the dismissal from the members of Board of Supervisors.

15h35 – 15h40: Approval on the Proposal on the dismissal from the members of Board of Directors.

15h40 – 15h45: Approval on the Proposal on the election of candidates as the members of Board of Supervisors for the term 2024 – 2029.

15h45 – 15h50: Approval on the Proposal on the election of candidates as the members of Board of Directors for the term 2024 – 2029.

15h50 – 16h10: Approval of the List of nomination of and self-nomination as Controllers and BOD members.

Approval of Regulations on nomination, self-nomination, and election of the controllers and members of BOD for the term 2024-2029.

The General Meeting takes a vote.

16h10– 16h30: Break time.

16h30 – 16h35: Approval on the Proposal Regarding the adoption of the amendment of the Company's Charter.

16h35 – 17h00: Vote Counting Board informs the Results of vote-counting on approval of matters and election.

Approval of the Minutes and Resolution of the General Meeting.

Closing the Meeting.

**ON BEHALF OF BOARD OF DIRECTORS
CHAIRMAN**

LE MINH HAI

**PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY**



**THE DOCUMENTS OF
THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024**

PART II

FOR REFERENCE ONLY

Ho Chi Minh City, September, 2024

Ho Chi Minh City,, 2024

DRAFT

**WORKING REGULATIONS
OF THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024 OF
PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY**

I. Objectives:

- To ensure the principles of publicity, fairness, democracy, and legal compliance;
- To facilitate the conditions for the organization, safety, and order of the Meeting.

II. Authorization to participate in the General Meeting of Shareholders:

- A shareholder may authorize his/her proxy to act on his/her behalf with respect to any matter of the Company within his/her authorized scope. The proxy may not necessarily be a shareholder of the Company. The proxy may exercise the rights within the authorized scope in accordance with regulations of law and Charter of the Company. The proxy may not re-authorize a third party to act on his/her behalf.
- A representative or proxy may only be appointed, authorized, or changed in writing in accordance with regulations:
 - + Where the shareholder is an individual, such a written authorization must be fully signed by both the principal and proxy.
 - + Where the shareholder is a legal person/organization, such a written authorization must be fully signed by the principal and proxy and stamped and signed by the legal representative of that legal person/organization.

III. Order of the Meeting:

- All shareholders that participate in the General Meeting must dress and groom politely.
- Upon entering the Meeting Hall, a shareholder must sit at his/her proper seat or placement as assigned by the General Meeting.
- Smoking is not allowed in the Meeting Hall.
- Private talk or smartphone is not allowed during the Meeting. All of mobile phones must be in silent mode.

IV. Voting on adoption of the matters at the Meeting:

1. Principles:

All matters in the agenda of the Meeting (except for those to be adopted by a secret ballot) will be adopted by publicly taking voting cards by the number of shares held and represented by all shareholders. Each shareholder is granted with one voting card only, which states shareholder code, full name of shareholder (or his authorized proxy), number of voting shares (held and represented) and be affixed with the embossing seal of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

2. How to vote:

Following the directions of the Presidium, the shareholders may vote by means of showing their voting cards for opinions on each matter to be voted on (except for an election poll): Approve or Disapprove or Blank.

3. How to take an election poll at the Meeting:

Following the directions of the Presidium, the Shareholders shall elect controllers and members of the Board of Directors by stating the number of votes for each candidate in the election list approved by the Meeting, sign to confirm, and put their votes in a sealed ballot box at the Meeting.

An electing card is invalid in any of the following cases:

- It is not a electing card in the pre-existing form of PV Gas D.
- It is not affixed with an embossing seal of PV Gas D.
- It is defective, deformed, erased, etc.
- It is not signed by the attending Shareholder.
- There are more shares voted than the number of shares with voting right.
- An electing card is surrendered after opening the sealed ballot box.

4. Adoption of decisions of the Meeting of Shareholders:

- A decision of the General Meeting of Shareholders may be adopted when there is more 50% of total votes for by shareholders with voting rights that participate, in person or by proxy, in the Meeting of Shareholders.
- Regarding any of the matters stated in Article 19.1 of the Company's Charter, a decision of the General Meeting of Shareholders may be adopted when there are 65% or more of total votes for by shareholders with voting rights that participate, in person or by proxy, in the General Meeting of Shareholders.

5. Election of Board of Directors and Controllers for the term 2024 - 2029:

Conducted by accumulative poll method and comply with the regulations on nomination, self -nomination, and election of Board of Directors and Controllers for the 2024 - 2029 term approved by the General Meeting of Shareholders at the General Meeting.

V. Responsibilities of the Presidium:

1. To direct the Meeting in compliance with the agenda and regulations adopted by the General Meetings. The Presidium carries out its duties based on the rules of democratic centralization and decision by majority.
2. To instruct the Meeting on how to conduct the discussion and take voting opinions on the matters in the agenda of the Meeting and other relevant matters during the course of the Meeting.
3. To resolve any matter that arising during the course of the Meeting.

VI. Responsibilities of the Secretary Board.

1. To fully and accurately record the progress of the Meeting, matters adopted by the Meeting, as well as notes of the Meeting.
2. To draft the Minutes of the Meeting and Resolutions on matters to be adopted at the Meeting.

VII. Responsibilities of the Shareholder's Eligibility Verification Committee.

The Organizing Committee of the PV Gas D made a decision to establish the Shareholder's Eligibility Verification Committee for the General Meeting. The Shareholders's Eligibility Verification is responsible for:

1. Verify the ID and documents of shareholders who are eligible to attend the Meeting according to the provisions of law and the working Regulations of the Meeting.
2. Answer questions or detect issues that need to be considered regarding shareholder procedures.
3. Summarize and report to the Meeting the results of the shareholders' procedure.
4. Perform other tasks assigned by the Presidium.

VIII. Responsibilities of the Vote Counting Board.

1. To identify the results of the vote taken by shareholders on matters to be adopted by the Meeting.
2. Instruct shareholders on how to do the election and vote on issues presented to the General Meeting.
3. Notify to the Presidium and the shareholders Committee of the voting and electing results at the Meeting.

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

Le Minh Hai

**PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY**



**THE DOCUMENTS OF
THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024**

PART III

FOR REFERENCE ONLY

Ho Chi Minh City, September, 2024



SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

**APPLICATION FOR ATTENDING
THE 2nd EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2024
PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION JOINT STOCK COMPANY**

(Business registration certificate No. 0304998686

*Issued by the Department of Planning & Investment of Ho Chi Minh City,
issued for the first times on May 23rd, 2007)*

**To: Organizing Committee of the 2nd Extraordinary General Meeting of
Shareholders 2024 of PV Gas D**

Name of Shareholder:.....

ID card/Passport No.:

Issue date: Issue place:

Address:

Tel.:

According to the list of shareholders as of September 26th, 2024, I/we currently hold:common shares in PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

I/we would like to confirm that I/we hereby apply to attend the 2nd Extraordinary General Meeting of Shareholders 2024 of PetroVietnam Low Pressure Gas Distribution Joint Stock Company to be held at 2:30 PM on October 21st, 2024 at Ballroom, Ground Floor, Park Hyatt Sai Gon, No. 02 Lam Son Square, Ben Nghe Ward, District 1, Ho Chi Minh City.

....., day month year 2024

SHAREHOLDER

(Signature, full name, and stamp (for organization)

Note:

For any attending, please submit the application for attending the Meeting to PetroVietnam Low Pressure Gas Distribution Joint Stock Company by 04:00 PM, October 18th, 2024.

Address: Floor 7th – PV Gas Tower, No. 673 Nguyen Huu Tho, Phuoc Kien Commune, Nha Be District, Ho Chi Minh City.

Tel.: 028.37840445; Fax: 028.37840446.



SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

**POWER OF ATTORNEY FOR ATTENDING
THE 2nd EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2024
PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY.**

To: PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

My name is:

Legal representative of the Company (for organization):

.....

as a shareholder of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

(Hereinafter referred to as the **Principal**)

ID Card/Passport No.: Issue date: Issue place:

Address:

Tel:

Currently holding: shares in PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

(In words: shares),

Hereby authorize:

Mr./Mrs./Ms.:

(Hereinafter referred to as the **Proxy**)

ID Card/Passport No.: Issue date: Issue place:

Address:

Tel:

Number of authorized shares: shares

(In words: shares),

The proxy shall act on my behalf to attend the 2nd Extraordinary General Meeting of Shareholders 2024 of PetroVietnam Low Pressure Gas Distribution Joint Stock Company to be held at 2:30 P.M on **October 21st, 2024** and to vote on matters under the competence of the 2nd Extraordinary General Meeting of Shareholders.

I hereby commit to be solely responsible before the law for this authorization and to not file any complaint in the future.

PROXY

(Signature and full name)

....., day month year 2024

PRINCIPAL

(Signature, full name and stamp)



PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION JSC
THE 2nd EXTRAORDINARY MEETING OF SHAREHOLDERS 2024

VOTING CARD

DEPUTY CODE: **PGD**

Full name of the Deputy: **NGUYAN VAN A**

No. of shares held: shares

No. of authorized shares: shares

Total No. of voting shares: shares

**PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY**



**THE DOCUMENTS OF
THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024**

PART IV

FOR REFERENCE ONLY

Ho Chi Minh City, September, 2024



No.: /TTr-HDQT

Ho Chi Minh City, 2024

PROPOSAL

On ratification the the dismissal of the members of PV Gas D's Board of Supervisors

To: THE GENERAL MEETING OF SHAREHOLDERS OF THE COMPANY

Pursuant to the Law on Enterprises No. 59/2020/QH14, Securities Law No. 54/2019/QH14 adopted by the National Assembly of Socialist Republic of Vietnam and relevant legal regulations on enterprises;

Pursuant to the Charter of PetroVietnam Low Pressure Gas Distribution Joint Stock Company (PV Gas D);

Pursuant to Resolution No. 02/NQ-DHDCD/2019 dated October 31st, 2019 of the Extraordinary General Meeting of Shareholders 2019;

Pursuant to Resolution No. 01/NQ-DHDCD/2024 dated February 26th, 2024 of the Extraordinary General Meeting of Shareholders 2024;

Pursuant to the resignation letter of Mr. Nguyen Quang Huy – PV Gas D's Supervisor.

The Board of Directors of PV Gas D would like to present to the Shareholders for consideration and approval of following contents:

1. Approval of the dismissal of Mr. Nguyen Quang Huy from the position of Company Supervisor for the term 2024 - 2029. Reason: Mr. Nguyen Quang Huy has submitted a resignation letter.
2. Approval of the dismissal of Ms. Pham Thi Thu Ha from the position of Company Supervisor. Reason: Ms. Pham Thi Thu Ha has expired her term as Supervisor for the term 2019 - 2024.

Best regard!

Recipients:

- As above;
- BOD's Members;
- BOS;
- On file: BOD.

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN

Le Minh Hai



No.: /TTr-HDQT

Ho Chi Minh City, 2024

PROPOSAL

On ratification the the dismissal of the members of PV Gas D's Board of Directors

To: THE GENERAL MEETING OF SHAREHOLDERS OF THE COMPANY

Pursuant to the Law on Enterprises No. 59/2020/QH14, Securities Law No. 54/2019/QH14 adopted by the National Assembly of Socialist Republic of Vietnam and relevant legal regulations on enterprises;

Pursuant to the Charter of PetroVietnam Low Pressure Gas Distribution Joint Stock Company (PV Gas D);

Pursuant to Resolution No. 02/NQ-DHD/2019 dated October 31st, 2019 of the Extraordinary General Meeting of Shareholders 2019;

The Board of Directors of PV Gas D would like to present to the Shareholders for consideration and approval of following contents:

1. Approval of the dismissal of Mr. Tran Thanh Nam from the position of BOD Member for the term 2019 - 2024. Reason: Mr. Tran Thanh Nam has expired his term as BOD Member for the term 2019 - 2024.
2. Approval of the dismissal of Ms. Nguyen Thuc Quyen from the position of Member for the term 2019 - 2024. Reason: Ms. Nguyen Thuc Quyn has expired her term as BOD Member for the term 2019 - 2024.

Best regard!

Recipients:

- As above;
- BOD's Members;
- BOS;
- On file: BOD.

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN

Le Minh Hai



No.: /TTr-HDQT

Ho Chi Minh City, 2024

PROPOSAL

**On ratification the election of the members of
PV Gas D’s Board of Supervisors for the term of 2024-2029**

To: THE GENERAL MEETING OF SHAREHOLDERS OF THE COMPANY

Pursuant to the Law on Enterprises No. 59/2020/QH14, Securities Law No. 54/2019/QH14 adopted by the National Assembly of Socialist Republic of Vietnam and relevant legal regulations on enterprises;

Pursuant to the Charter of PetroVietnam Low Pressure Gas Distribution Joint Stock Company (PV Gas D);

The Board of Directors of PV Gas D would like to present to the Shareholders for review of the election of the members of Board of Supervisors for the term 2024-2029 as follow:

1. Election of the members of Board of Supervisors:
 - Number of BOS Members to be elected : 02 members.
 - Term : 2024 – 2029.
 - Max. number of candidates for Supervisor : No limitation
 - Standards for nomination as a BOS Member (*Following the provisions of the Enterprise Law, Securities Law, Company Charter and relevant legal regulations*).

2. *The list of BOS candidates for Election:*

.....

Attachments: - Candidates’ resume.....

Best regard!

Recipients:

- As above;
- BOD’s Members;
- BOS;
- On file: BOD.

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN

Le Minh Hai



No.: /TTr-HDQT

Ho Chi Minh City, 2024

PROPOSAL

**On ratification the election of the members of
PV Gas D’s Board of Directors for the term of 2024-2029**

To: THE GENERAL MEETING OF SHAREHOLDERS OF THE COMPANY

Pursuant to the Law on Enterprises No. 59/2020/QH14, Securities Law No. 54/2019/QH14 adopted by the National Assembly of Socialist Republic of Vietnam and relevant legal regulations on enterprises;

Pursuant to the Charter of PetroVietnam Low Pressure Gas Distribution Joint Stock Company (PV Gas D);

The Board of Directors of PV Gas D would like to present to the Shareholders for review of the election of the members of Board of Directors for the term 2024-2029 as follow:

1. Election of the members of Board of Directors:
 - Number of BOD Members to be elected : 02 members.
 - Term : 2024 – 2029.
 - Max. number of candidates for BOD Member : No limitation
 - Standards for nomination as a BOD Member (*Following the provisions of the Enterprise Law, Securities Law, Company Charter and relevant legal regulations*).

2. *The list of BOD candidates for Election:*

.....

Attachments: - Candidates’ resume.....

Best regard!

Recipients:

- As above;
- BOD’s Members;
- BOS;
- On file: BOD.

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

Le Minh Hai



No.: /TTr-HDQT

Ho Chi Minh City, 2024

PROPOSAL

Regarding the approval of the amendment of the Company's Charter.

To: THE GENERAL MEETING OF SHAREHOLDERS OF THE COMPANY

Pursuant to the Law on Enterprises No. 59/2020/QH14, Securities Law No. 54/2019/QH14 adopted by the National Assembly of Socialist Republic of Vietnam and relevant legal regulations on enterprises;

Pursuant to the Charter of PetroVietnam Low Pressure Gas Distribution Joint Stock Company (PV Gas D);

The Board of Directors of PetroVietnam Low Pressure Gas Distribution Joint Stock Company would like to submit this to the General Meeting of Shareholders for consideration and approval of Amendment of the Company's Charter as follow:

Current Charter	Amended Charter
<p>Clause 1, Article 33. Appointment, removal, tasks and powers of the Director</p> <p>1. The Board of Directors shall appoint one (01) member of the Board of Directors or <i>one (01) other person</i> to be Director;....</p>	<p>Clause 1, Article 33. Appointment, removal, tasks and powers of the Director</p> <p>1. The Board of Directors shall appoint one (01) member of the Board of Directors to be Director;....</p>

Best regard!

Recipients:

- As above;
- BOD's Members;
- BOS;
- On file: BOD.

**ON BEHALF OF THE BOARD OF DIRECTORS
 CHAIRMAN**

Le Minh Hai

**PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY**



**THE DOCUMENTS OF
THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024**

PART V

FOR REFERENCE ONLY

Ho Chi Minh City, September, 2024

Ho Chi Minh City,, 2024

DRAFT

REGULATIONS ON NOMINATION, SELF-NOMINATION, AND ELECTION OF THE BOD AND BOS MEMBER FOR THE TERM 2024-2029

Bases:

- Pursuant to the Law on Enterprises No. 59/2020/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam in June 17th, 2020 and takes affect on January 1st 2021;
- Pursuant to the Charter of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

Vote Counting Board of the Meeting would like to submit the Shareholders' Meeing the draft of Regulations on nomination, self-nomination, and election of the BOD and BOS members for 2024-2029 term at the 2nd Extraordinary General Meeting of Shareholders 2024 of PetroVietnam Low Pressure Gas Distribution Joint Stock Company as follows:

I. Interpretation of Terms and Abbreviations

- MS : Meeting of Shareholders
- BOD : Board of Directors
- BOS : Board of Supervisors
- PV Gas D : PetroVietnam Low Pressure Gas Distribution Joint Stock Company

II. Scope and regulated entities:

1. Scope:

This Regulation is applied in the election of additional the members of the BOD and BOS for the term 2024-2029 at the 2nd Extraordinary General Meeting of Shareholders of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

2. Regulated entities:

All the members of the Board of Directors, Board of Supervisors, Vote Counting Committee and Shaholders with voting rights as included in the list of shareholders

maintained by the Viet Nam Securities Depository and Clearing Corporation as of the last registration date, September 30th, 2024.

III. Chairman of the Meeting

Chairman of the Meeting that is responsible for chairing the election and assigned with specific tasks, including:

- Introduce the list of nominations, self – nominations to be the members of BOD and BOS.
- Resolve the complaints regarding the election (if any).

IV. Number, term, and qualifications of members of the BOD

1. Number of BOD Members to be elected : 02 members.
2. Term : 2024 – 2029.
3. Max. number of candidates for Supervisor : No limitation
4. Standards for nomination as a BOD Member (*Following the provisions of the Enterprise Law, Securities Law, Company Charter and relevant legal regulations*).
 - Capacity for civil acts of individuals and not being prohibited from managing an enterprise as provided for by Clause 2, Article 17 of Law on Enterprises;
 - Educational background, qualification, and experience to conduct the administration of the Company;
 - Knowledge of the Law;
 - Experience, particularly in the Company’s fields of operations;
 - Good health, personality, ethics, and sense of truthfulness and integrity;
 - Must not be spouses, parents, adoptive parents, children, adopted children, siblings of the Director and other Managers of the Company; must not be related persons of the manager and the person competent to designate the manager of the Parent Company.
 - Other standards and requirements are satisfied as prescribed by law and the company Charter.

V. Number, term, and qualifications of members of the BOS

1. Number of BOS Member to be elected : 02 members.
2. Term : 2024 – 2029.
3. Max. number of candidates for Supervisor : No limitation
4. Standards for nomination as a BOS Member (*Following the provisions of the Enterprise Law, Securities Law, Company Charter and relevant legal regulations*).

***Regulations on nomination, self-nomination, and election of
the BOD and BOS member for the term 2024-2029***

- He/she is not in one of the persons specified in Clause 2 Article 17 of the Law on Enterprise 2020;
- His/her major is economics, finance, accounting, audit, law, business administration or a major that is relevant to the enterprise's business operation;
- He/she is not a relative of any of the members of the Board of Directors, Director/General Director and other executives;
- He/she is not the company's executive, is not necessarily a shareholder or employee of the company unless otherwise prescribed by the company's charter;
- Do not work in the accounting or finance department of the Company;
- Not be a member or employee of an independent auditing firm that audited the Company's financial statements for the previous three (03) years.
- Other standards and requirements are satisfied as prescribed by law and the company Charter.

VI. Principles of voting

- To comply with regulations of law and Company's Charter.
- Members of the Vote Counting Board shall be nominated by the Chairman of the Meeting and approved by the Meeting of Shareholders. Members of Vote Counting Board may not be named in the list of self-nomination and nomination for BOD and BOS member.

VII. Regulation on nomination, self -nomination of the BOD member (*Article 24 of the Company Charter*)

1. The shareholders holding shares with voting rights may include the voting rights of each person together to nominate the members of BOD. Shareholders or group of shareholders holding from 5% to less than 10% of total voting shares may nominate one (01) candidate; from 10% to less than 30% may nominate up to two (02) candidates; from 30% to less than 50% may nominate up to three (03) candidates; from 50% to less than 65% may nominate up to four (04) candidates and from 65% or more may nominate the full number of candidates.
2. In case the number of candidates is smaller than the minimum number specified in Clause 5 Article 115 of the Law on Enterprises, the incumbent Board of Directors shall nominate more candidates or organize the nomination in accordance with this Charter, Internal Regulations on Corporate Governance and regulations on operation of the Board of Directors. This must be announced before the GMS starts to vote for members of the Board of Directors as prescribed by law.

VIII. Regulation on nomination, self -nomination of the BOS member (*Article 25 of the Company Charter*)

1. A shareholder or group of shareholders holding common shares of the Company has the right to combine the number of votes of each person to nominate candidates of the Board of Supervisors. A shareholder or group of shareholders holding from 5% to less than 10% of the total number of shares with voting rights is entitled to nominate one (01) candidate; from 10% to less than 50% to nominate up to two (02) candidates; from 50% or more to nominate the full number of candidates.

2. In case the number of the BOS's candidates through nomination and candidacy is still insufficient, the incumbent the BOS may nominate more candidates. The mechanism by which the incumbent BOS nominates candidates to the BOS must be clearly announced and must be approved by the Meeting of Shareholders before proceeding to nominate.

IX. Documents for nomination, self- nomination for election of the BOD, BOS member.

1. Documents for nomination, self - nomination of the BOD, BOS member.

(Forms to be posted on the website of the Company at: www.pvgasd.com.vn)

- Group of shareholders' Minutes of meeting for nomination of BOD/BOS (form);
- Official Letter for Nomination, self - nomination of the BOD/BOS member (form);
- Curriculum Vitae (form);
- Copies of following documents: ID/Citizen identity card/Passport/Permanent residence address (if any)
- Diplomas and degrees of education levels and professional qualifications (if any)
- Documents evidencing shareholding ratio of shareholder/group of shareholders that qualify for nomination under these Regulations.

A person nominated, self - nominated to BOD, BOS must take the responsibilities to the law and the General Meeting of Shareholders for the accuracy, integrity, and contents of his or her records.

2. Address and deadline for receiving the documents for nomination, self - nomination

To facilitate the conditions for organizing the Meeting of Shareholders, candidates are advised to submit their documents by **4:00 P.M, October 15th, 2024.**

PetroVietnam Low Pressure Gas Distribution Joint Stock Company

Address: Floor 7th, PV Gas Tower, No. 673 Nguyen Huu Tho Road, Phuoc Kien Commune, Nha Be District, Ho Chi Minh City

Tel: 028.37840386 Fax: 028.37840446

Contact: Ms. Nguyen Thi Ai Van - Secretary of the Board of Directors.

Where candidates are nominated by groups of shareholders at the General Meeting, please send the documents to the Secretary of the Meeting before commencing the election.

X. List of candidates

- Based on the List of candidates by shareholders and groups of shareholders and associated documents of candidates, the Secretary of the Meeting will prepare the List of candidates that qualify to be elected as a BOD, BOS member.
- The List of candidates for the BOD, BOS member will be sorted by full name of candidates as stated on each voting card by alphabetical order.

XI. Voting methods:

- Accumulative poll method (According to Clause 3, Article 148 of the Law on Enterprises 2020)
- Accordingly, each deputy will have a total number of voting shares corresponding to the number of shares held or represented by the shareholder multiplied (x) by the number of members to be elected for BOD (2 members) and BOS (2 members).
- A participating deputy may accumulate all of his or her total number of voting rights to elect one or more candidates.
- Where additional candidates are nominated during the day of the meeting, the deputy may contact Vote Counting Board for re-issuance of new voting cards and surrender of old ones (before putting them in the ballot box).

XII. Voting Slip

1. Content of a voting slip

- Voting Slip is a card which has shareholder code, number of shares held and/or represented, and being affixed with embossing seal of the Company.
- Each shareholder will be issued one (02) voting slip: one (01) voting slip for BOD, one (01) voting slip for BOS. Upon the issuance, the shareholders should check details on the voting slip for any error and immediately inform Vote Counting Board of any error.

2. How to fill in a voting slip

Each shareholder is issued two (02) voting slips. Instructions on how to fill in a voting slip are given as follows:

- A shareholder may elect no more candidates than those to be awarded.
- If a shareholder accumulates all of his or her votes for one or more candidates, he or she should tick “Accumulative poll” box for respective candidates.
- If votes are not equally accumulated for multiple candidates, the deputy should clearly specify the number of votes in “Number of votes” boxes for respective candidates.

Notes:

Where the shareholder both ticks “Accumulative poll” box and states the number of shares in respective “Number of votes” boxes, the later shall prevail.

3. Validity and invalidity of the voting slip

- Valid voting slip: A valid voting slip must be in a pre-printed form issued by the Organizing Committee, not erased, scraped, or overwritten with any text other than specified contents, and it must specify the signature and full name of the participating shareholder.
- A voting card will be considered as invalid in any of the following cases:
 - + There is any other content on the voting slip.
 - + Details on the voting slip are completed by pencil.
 - + Any candidate name is erased.
 - + The voting slip is not in the pre-printed form issued by the Organizing Committee, not affixed with any embossing seal of the Company, erased, scraped, or filled with additional text other than specified contents.
 - + The number of candidates that shareholders vote for is greater than the number of candidates elected.
 - + The shareholders’ voting slip with the number of votes for candidates which is greater than total number of votes permitted.
 - + Voting slips submitted after sealed ballot box is opened by the Vote Counting Committee.
 - + No signatures of shareholders.

4. Voting and counting votes

- In case of any inaccuracy, a shareholder may contact Vote Counting Board for re-issuance of new voting slips and surrender of old ones (before putting them in the ballot box).

***Regulations on nomination, self-nomination, and election of
the BOD and BOS member for the term 2024-2029***

- A shareholder will put his or her vote into the ballot box sealed and supervised by Vote Counting Board.
- After completing voting process, vote-counting process will be initiated under the supervision of the Supervisory Board or shareholders' representative.
- Vote Counting Board shall be responsible to draft a minutes of vote-counting, announce the results and, together with the Chairman of the Meeting, resolve any of shareholders' inquiries or complaints (if any).
- After counting process, votes will be retained in accordance with regulations.

5. Principles of selecting and awarding candidates (*In accordance with Article 148 of the Law on Enterprises*)

- Elected members of the BOD or BOS shall be determined by the number of votes they receive in descending order, starting from the candidates that receive the most votes until the number of members are sufficient.
- If there are two (02) or more candidates that receive the same votes for the last position of BOD or BOS, they shall be voted again among candidates with equal number of votes.

XIII. Enforcement

These Regulations on election will take immediate effect upon being adopted by the Meeting of Shareholders.

These Regulations will become invalid as soon as the 2nd Extraordinary General Meeting of Shareholders 2024 of PetroVietnam Low Pressure Gas Distribution Joint Stock Company ends.

Hereabove is the entire content of the Regulations on nomination, self-nomination, and election of the BOD and BOS member for 2024-2029 term at the 2nd Extraordinary General Meeting of Shareholders 2024 of PetroVietnam Low Pressure Gas Distribution Joint Stock Company that we would like to submit to the Shareholders for review and approval.

Recipients :

- Shareholders;
- Save: BoD.

Ho Chi Minh City, day ... month ... year 2024

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

LE MINH HAI



PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION JSC

Address: Floor 7th, PV Gas Tower, No. 673 Nguyen Huu Tho Street,
Phuoc Kien Commune, Nha Be District, Ho Chi Minh City

Tel.: 028.37840386 Fax: 028.37840446 Website: www.pvgasd.com.vn

**MINUTES OF THE MEETING
ON NOMINATION AND SELF-NOMINATION OF A MEMBER OF
THE BOD/BOS OF PETROVIETNAM LOW PRESSURE GAS
DISTRIBUTION JSC FOR THE TERM 2024-2029**

- Pursuant to the Charter of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.
- Pursuant to the Regulations on nomination, self-nomination of the member of BOD and BOS's PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

Today, at, we are shareholders of PetroVietnam Low Pressure Gas Distribution Joint Stock Company, are together holding shares (in words: shares), accounting for% of total shares with voting right of the Company, whose names are listed below:

No.	Name Shareholder	ID CARD/PASSPORT/BUSINESS REG. NO.	Permanent residence address	No. of shares held /represented	Signature and full name
	Total				

We mutually agree to nominate the following candidates to participate in the BOD/BOS of PetroVietnam Low Pressure Gas Distribution Joint Stock Company at the 2nd Extraordinary Meeting of Shareholders 2024 as follows:

- Member of the BOD/BOS
1. Mr. (Mrs./Ms.):
 ID Card/Citizen ID/Passport No.: Issue date: Issue place:
 Permanent residence address:
 Education level:..... Major:.....

2. Mr. (Mrs./Ms.):
ID Card/Citizen ID/Passport No.: Issue date: Issue place:
Permanent residence address:
Education level:..... Major:.....

To be the candidate for membership of the BOD/BOS of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

We also mutually agree to appoint:

ID Card/Citizen ID/Passport No.: Issue date: Issue place:
Permanent residence address:
Education level:..... Major:.....

To act on our behalf to perform the procedures for nomination in accordance with the Regulations on nomination of members of the BOD/BOS of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

This Minutes is made at (Hour/minute) on ... /.../..... at

.....

... , day month year 2024

SHAREHOLDER

(Appointed representative)

(Signature and full name)¹

¹For shareholder as legal person:

- Legal representative to sign and stamp or
- Where a contributing representative is appointed (authorized representative), this representative to sign and attach the power of attorney as required.



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**NOMINATION
OF MEMBER OF THE BOARD OF DIRECTORS/
BOARD OF SUPERVISORY FOR TERM 2024 - 2029**

To: PetroVietnam Low Pressure Gas Distribution Joint Stock Company

Full name of shareholder:

ID Card/Citizen ID Card/Passport/BRC No.: Issue date: Issue place:.....

Legal representative (if any):.....

Currently holding: shares

Total value of shares at par value: (VND)

I/we would like to nominate the following individual to PetroVietnam Low Pressure Gas Distribution Joint Stock Company:

Mr./Mrs./Ms.:

ID Card/Citizen ID Card/Passport/BRC No.: Issue date: Issue place:.....

Permanent residence address:

Education: Major:.....

Currently holding:.....(share)

Total value of shares at par value: (VND)

To be the candidate for membership of the BOD/BOS of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

Faithfully,

Attached documents:

- A copy of ID Card/Citizen ID Card/Passport;
- Copies of diplomas and certificates;
- Curriculum vitae of the candidate.
- Certificate of holding PV Gas D's shares.

..., day month year 2024

Nominating shareholder

(signature, stamp, and full name)



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**APPLICATION FOR SELF-NOMINATION
AS A MEMBER OF THE BOARD OF DIRECTORS/
BOARD OF SUPERVISORY FOR TERM 2024 - 2029**

To: PetroVietnam Low Pressure Gas Distribution Joint Stock Company

My name is:

ID Card/Citizen ID Card/Passport/BRC No.: Issue date:

Issue place:

Permanent residence address:

Education:

Major:

Currently holding: shares

Total value of shares at par value:(VND)

I would like to apply to PetroVietnam Low Pressure Gas Distribution Joint Stock Company for self-nomination as a member of the BOD/BOS of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

If I am trusted and elected as a member of the BOD/BOS by the shareholders, I will devote all of my efforts and capacities to the development of PetroVietnam Low Pressure Gas Distribution Joint Stock Company.

Faithfully,

Attached documents:

- A copy of ID Card/Citizen ID Card/Passport;
- Copies of diplomas and certificate;
- Curriculum vitae of the candidate;
- Certificate of holding PV Gas D's shares.

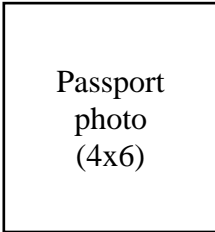
.... .., *day* *month* *year* 2024

Applicant

(Signature and full name)

SOCIALIST REPUBLIC OF VIET NAM
Independence-Freedom-Happiness

....., *day ... month ... year*



RESUME

(For applicants to the BOD/BOS Member)

- 1/ Full name:
- 2/ Gender:
- 3/ Date of birth:.....
- 4/ Place of birth:
- 5/ ID/Citizen ID Card (Passport) No.:
- Issue date Issue place
- 6/ Nationality:
- 7/ Ethnic group:
- 8/ Permanent residence address:.....
- 9/ Telephone:
- 10/ Email address:
- 11/ Professional qualification:
- 12/ Work experiences:
- 13/ Current position at PV GAS D:.....
- 14/ Name of company(ies) where he or she is a member of the BOD/BOS and other managerial positions:.....
- 15/ Number of shares held in PV GAS D:.....
- 16/ Interests related to the company (if any):.....
- 17/ Conflict of interests with the company (if any):.....
- 18/ Other information (if any).

I hereby certify that the above-mentioned information is true, that I shall take the responsibility to the law for any misstatement, and I am hereby committed to perform my obligations as a member of the BOD/BOS adequately if I am elected as a member of the BOD/BOS.

THE DECLARANT
(Signature and full name)

**PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION
JOINT STOCK COMPANY**



**THE DOCUMENTS OF
THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024**

PART VI

FOR REFERENCE ONLY

Ho Chi Minh City, September, 2024



No.: /NQ-DHDCD/2024

Ho Chi Minh City..... 2024

**RESOLUTION
OF THE 2nd EXTRAORDINARY GENERAL MEETING OF
SHAREHOLDERS 2024 OF PETROVIETNAM LOW PRESSURE GAS
DISTRIBUTION JOINT STOCK COMPANY**

**GENERAL MEETING OF SHAREHOLDERS
PETROVIETNAM LOW PRESSURE GAS DISTRIBUTION JOINT
STOCK COMPANY**

Pursuant to the Law on Enterprises No. 59/2020/QH14, Securities Law No. 54/2019/QH14 adopted by the National Assembly of Socialist Republic of Vietnam and relevant legal regulations on enterprises;

Pursuant to the Charter of PetroVietnam Low Pressure Gas Distribution Joint Stock Company (PV Gas D);

Pursuant to the Minutes of the 2nd Extraordinary General Meeting of Shareholders 2024 of PetroVietnam Low Pressure Gas Distribution Joint Stock Company dated on.....October, 2024.

IT IS HEREBY DECIDED THAT:

Article 1. To approve the dismissing of Mr. Nguyen Quang Huy from the position of PV Gas D’s Supervisor.

Article 2. To approve the dismissing of Ms. Pham Thi Thu Ha from the position of PV Gas D’s Supervisor.

Article 3. To approve the dismissing of Mr. Tran Thanh Nam from the position of PV Gas D’s Member of Board of Directors.

Article 4. To approve the dismissing of Ms. Nguyen Thuc Quyen from the position of PV Gas D’s Member of Board of Directors.

Article 5. To elect the following persons to hold the position of Supervisors of PetroVietnam Low Pressure Gas Distribution Joint Stock Company for the term 2024 - 2029:

.....
.....

Article 6. To elect the following persons to hold the position of the member of Board of Directors of PetroVietnam Low Pressure Gas Distribution Joint Stock Company for the term 2024 -2029:

.....

.....

Article 7. To approve of the amendment an of the Company's Charter as follow:

Current Charter	Amended Charter
<p>Clause 1, Article 33. Appointment, removal, tasks and powers of the Director</p> <p>1. The Board of Directors shall appoint one (01) member of the Board of Directors or <i>one (01) other person</i> to be Director;....</p>	<p>Clause 1, Article 33. Appointment, removal, tasks and powers of the Director</p> <p>1. The Board of Directors shall appoint one (01) member of the Board of Directors to be Director;....</p>

Article 8. This Resolution has been approved at the 2nd Extraordinary General Meeting of Shareholders 2024 and becomes effective from / /2024.

Article 9. All shareholders, members of Board of Directors, Board of Supervisors, Board of Management and all personnel of PetroVietnam Low Pressure Gas Distribution Joint Stock Company are responsible to implement this Resolution.

Recipients:

- As Article 9;
- On file: Archive, BOD.

**ON BEHALF OF
GENERAL MEETING OF SHAREHOLDERS
CHAIRMAN OF THE BOARD OF DIRECTORS**

Le Minh Hai