

Ho Chi Minh City, March 12, 2025

INVITATION LETTER

ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025 OF PETEC TRADING AND INVESTMENT CORPORATION

To: Shareholders of PETEC Trading And Investment Corporation,

PETEC Trading And Investment Corporation (PETEC) (tax code:0300649476) Board of Directors (BOD) respectfully invites our valued shareholders of PETEC to attend 2025 Annual General Meeting of Shareholders (the AGMS). Details are as:

I. Time: 9:00 AM, April 17th, 2025.

II. Venue: PETEC Head Office, The 5th Floor, 194 Nam Ky Khoi Nghia Street, Vo Thi Sau Ward, District 3, Ho Chi Minh City.

III. Tentative Agenda:

1. Report of The Board of Directors at the 2025 Annual General Meeting of Shareholders.
2. Report of Supervisory Board on supervising the business operations of fiscal year 2024.
3. Report on business result in 2024 and Business Plan in 2025.
4. Proposals:
 - 4.1. Proposal for approving Audited Financial Statements for fiscal year 2024;
 - 4.2. Proposal for the Payment of Remuneration in 2024 and the estimated Remuneration in 2025 of the Board of Directors and the Supervisory Board and The Board of Management;
 - 4.3. Proposal for Profit Distribution Plan for fiscal year 2024;
 - 4.4. Proposal on selection of the independent audit firm providing audit services for financial statements of PETEC for fiscal year 2025;
 - 4.5. Proposal Approving on the petroleum trading contract between PETEC and PVOIL (related party transaction).
5. Other (if any).

IV. Participants:

1. All shareholders who own PETEC's shares according to shareholders list with record dated March 10th, 2025 by Viet Nam Securities Depository And Clearing Corporation – Ho Chi Minh City Branch.
2. In case shareholders are unable to attend the AGMS, they may authorize a representative to attend on their behalf. The authorized person must present the proxy



statement (*according to the attached form or the form posted on PETEC 's website*). The authorized person is not permitted to further delegate that authority to a third party.

V. Register for Attendance and Provide Feedback on the AGMS :

1. For the AGMS to be well convened, please confirm your participation or authorize other persons to attend the meeting no later than 17:00, April 15th, 2025.

2. Shareholders can visit the website of PETEC <https://petec.com.vn/> (Shareholder Section) to access the General Meeting documents or shareholders can access documents via QR Code as follows:




3. For more information, please contact The Organizing Committee of the AGMS: PETEC Trading And Investment Corporation.

- Address: 194 Nam Ky Khoi Nghia Street, Vo Thi Sau Ward, District 3, Ho Chi Minh City
- Contact person: Mr. Nguyen Hanh Hon
- Phone: 0906 755 905 - Fax: +84 28 39303299
- Email: honnh@petec.pvoil.vn

VI. Attend the AGMS

Individual shareholders or authorized representatives attending the AGMS should bring and present the following documents: (1) Invitation letter, (2) ID card/Passport; (3) the proxy statement (*according to the form- if any*).

The company's legal representative of institutional attending the AGMS needs to bring and present documents number (1), (2) and (4) a valid copy of the current Business Registration Certificate of the company.

Respectfully announce./. 

**ON BEHALF OF THE BOD
CHAIRMAN** 



Truong Dai Hoang



**CONFIRMATION OR AUTHORIZATION LETTER FOR
ATTENDANCE AT THE 2025 ANNUAL GENERAL MEETING OF
SHAREHOLDERS**

**To: The Organizing Committee of the 2025 Annual General Meeting
of Shareholders of PETEC Trading and Investment Corporation
(PETEC).**

Shareholder's Name:..... Shareholder Code:
Citizen Identity Card/ERC No.: Issued on: at:
Address:.....
Phone: Email: Fax:
Current number of shares owned: shares.
(In words:)

Based on the Invitation to Attend the 2025 Annual General Meeting of Shareholders
of PETEC, I confirm my attendance as follows:

I will attend the Meeting in person.
 I will not attend and hereby authorize the following individual to attend on my behalf:
Full name:
Citizen Identity Card No:..... Issued on: at:.....
Phone Number :..... Email:.....

If no authorized representative is designated, I agree to authorize one of the
following members of the Board of Directors:

Mr. Truong Dai Hoang – Chairman of the Board of Directors
 Mr. Tran Van Duong – Member of the Board of Directors
 Ms. Vu Thi Thu – Member of the Board of Directors

This authorization shall be valid until the conclusion of the 2025 Annual General
Meeting of Shareholders. The authorized person is not permitted to delegate this
authorization to another party.

I commit not to dispute the voting results and take full responsibility for this
authorization.

AUTHORIZED PROXY
(Signature and full name)

/ /2025
ATTENDEE or PRINCIPAL
(Signature and full name)