

Hanoi, April 28, 2026

**OPERATION REGULATIONS OF THE BOARD OF DIRECTORS
PETRO VIETNAM LPG JOINT STOCK COMPANY**

Pursuant to the Law on Securities dated November 26, 2019;

Pursuant to the Law on Enterprises dated June 17, 2020;

Pursuant to the Government's Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the implementation of a number of articles of the Securities Law;

Pursuant to the Circular No. 116/2020/TT-BTC dated December 31, 2020 of the Minister of Finance guiding a number of articles on corporate governance applicable to public companies in the Government's Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the implementation of a number of articles of the Law on Securities;

Pursuant to the Charter of Petro Vietnam LPG Joint Stock Company;

Pursuant to the Resolution of the General Meeting of Shareholders No. /NQ-ĐHDCĐ-LPG dated April 28, 2026;

The Board of Directors promulgates the Regulation on Operation of the Board of Directors of Petro Vietnam LPG Joint Stock Company.

The operation regulation of the Board of Directors of Petro Vietnam LPG Joint Stock Company includes the following contents:

**Chapter I
GENERAL REGULATIONS**

Article 1. Scope of regulation and subjects of application

1. Scope of regulation: The Regulation on operation of the Board of Directors of Petro Vietnam LPG Joint Stock Company stipulates the organizational structure of personnel, operating principles, powers and obligations of the Board of Directors and members of the Board of Directors in order to operate in accordance with the provisions of the Law on Enterprises. Charter and other relevant provisions of law.

2. Subjects of application: This Regulation applies to the Board of Directors, Directors, Deputy Directors of Departments, Units under the Company, Representatives of the Company at other enterprises.

Article 2. Explanation of terminology

1. "Board of Directors" or "Executive Board": means the Board of Directors of Petro Vietnam LPG Joint Stock Company, including the Director and Deputy Directors.

2. "Majority": is over 50%.

3. "General Meeting of Shareholders" or "General Meeting of Shareholders": means the General Meeting of Shareholders of Petro Vietnam LPG Joint Stock Company.



4. "Charter": means the Charter of Petro Vietnam LPG Joint Stock Company.
5. "Units": means functional departments and affiliated branches of the Company.
6. "Board of Directors" or "Board of Directors": means the Board of Directors of Petro Vietnam LPG Joint Stock Company.
7. "Law on Enterprises": means the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly on June 17, 2020.
8. "Law on Securities": means the Law on Securities No. 54/2019/QH14 approved by the National Assembly on November 26, 2019.
9. "Day" means a day calculated according to the solar calendar, including holidays (such as Saturdays, Sundays, public holidays and New Year's holidays).
10. "Working day" means a "day" excluding holidays.
11. "Related person" means an individual or organization specified in Clause 23, Article 4 of the Law on Enterprises and Clause 46, Article 4 of the Law on Securities.
12. "Representative of the Company at other enterprises": means the representative of the Company at the Company's associated company, including: Representative of the Company's capital interests, Managers and Controllers of enterprises with the Company's capital portions introduced by the Company to hold these titles.
13. "Manager" means a manager of the Company, including the Chairman of the Board of Directors, members of the Board of Directors, Directors, Deputy Directors, Chief Accountant, Head of the Control Board, and Controllers of the Company.
14. "Corporation": means PetroVietnam Gas Corporation – Joint Stock Company.
15. "Company": means Petro Vietnam LPG Joint Stock Company.
16. "Director": means the Director of Petro Vietnam LPG Joint Stock Company.
17. Unless otherwise defined, the terms applied in this Regulation shall be defined in accordance with the relevant laws and the Charter.

Article 3. Operating principles of the Board of Directors

1. The Board of Directors works according to the principle of collectivity. Members of the Board of Directors are personally responsible for the performance of assigned tasks, and at the same time are all jointly responsible to the General Meeting of Shareholders and the law for the Resolutions/Decisions of the Board of Directors for the development of the Company.
2. The Board of Directors and members of the Board of Directors shall exercise their rights and perform their obligations prescribed in law, the Charter and other internal management documents of the Company ; handle work within the scope of assigned competence and responsibilities; ensure compliance with the order, procedures and provisions of law, the State, the Charter and other internal management documents of the Company.
3. The Board of Directors assigns responsibilities to the Director of the Executive Organization to implement the Resolutions/Decisions of the Board of Directors.
4. The Company's seal is used to affix on documents issued by the Board of Directors.

Chapter II BOARD MEMBERS

Article 4. Rights and obligations of members of the Board of Directors

1. Members of the Board of Directors have full rights as prescribed by law, the Charter and other internal management documents of the Company, including the right to be provided with information and documents on the financial situation and business activities of the Company and its units.

2. Members of the Board of Directors have obligations in accordance with the provisions of law, the Charter and other internal management documents of the Company and the following obligations:

a) Perform their duties honestly and carefully for the best interests of shareholders and the Company;

b) Fully attend meetings of the Board of Directors and give opinions on issues discussed;

c) Promptly and fully report to the Board of Directors the remuneration received from subsidiaries, associate companies and other organizations;

d) Report to the Board of Directors at the latest meeting on transactions between the Company and members of the Board of Directors and related persons of such members of the Board of Directors; transactions between the Company and the Company in which a member of the Board of Directors is a founding member or a manager of the enterprise in the last three (03) years before the time of transaction;

d) Disclose information when trading the Company's shares in accordance with the provisions of law.

3. An independent member of the Board of Directors of the Company must make an evaluation report on the operation of the Board of Directors.

Article 5. Right to provide information of members of the Board of Directors

Members of the Board of Directors have the right to request the Director, Deputy Directors, Chief Accountants, other managers in the Company and representatives of the Company at other enterprises to provide information and documents on the financial situation and business activities of the Company and units in the Company.

The requested person must provide timely, complete and accurate information and documents at the request of the members of the Board of Directors.

Article 6. Term of office and number of members of the Board of Directors

1. The number of members of the Board of Directors is five (05) members.

2. The term of office of a member of the Board of Directors shall not exceed five (05) years, and a member of the Board of Directors may be re-elected for an unlimited number of terms. An individual may only be elected as an independent member of the Board of Directors for no more than two (02) consecutive terms. The term of office of members of

the Board of Directors and independent members of the Board of Directors is counted from the effective date of the election.

3. In case all members of the Board of Directors end their term of office, such members shall continue to be members of the Board of Directors until a new member is elected to replace and take over the work.

Article 7. Criteria and conditions for members of the Board of Directors

1. Members of the Board of Directors must meet the following criteria and conditions:

a) Not being subject to the provisions of Clause 2, Article 17 of the Law on Enterprises;

b) Having professional qualifications and experience in business administration or in the fields, branches and business lines of the Company and not necessarily being a shareholder of the Company;

c) A member of the Board of Directors may only be a member of the Board of Directors at a maximum of 05 other companies;

d) Other criteria and conditions as prescribed in the Charter.

2. Criteria for independent members of the Board of Directors: In addition to the regulations on criteria for members of the Board of Directors as prescribed in Clause 1 of this Article, independent members of the Board of Directors must also meet the conditions specified in the Charter and the provisions of law.

3. An independent member of the Board of Directors must notify the Board of Directors of his/her failure to fully meet the criteria and conditions specified in Clause 2 of this Article and of course ceases to be an independent member of the BOD from the date of failure to fully meet the criteria and conditions. The Board of Directors must notify the case where the independent member of the Board of Directors no longer meets all the criteria and conditions at the latest General Meeting of Shareholders or convene the General Meeting of Shareholders to elect, supplement or replace the independent member of the Board of Directors within six (06) months from the date of receipt of the notice of the relevant independent member of the Board of Directors.

Article 8. Chairman of the Board of Directors

1. The Chairman of the Board of Directors shall be elected, dismissed or dismissed from office among the members of the Board of Directors.

2. The Chairman of the Board of Directors may not concurrently serve as a Director.

3. The Chairman of the Board of Directors has the following rights and obligations:

a) Formulate programs and plans for the operation of the Board of Directors;

b) Prepare programs, contents and documents for the meeting; convening, presiding over and presiding over meetings of the Board of Directors;

c) Organize the adoption of Resolutions and Decisions of the Board of Directors;

d) Supervise the process of organizing the implementation of Resolutions/Decisions of the Board of Directors;

đ) Chairman of the General Meeting of Shareholders;

e) Other rights and obligations as prescribed by the Law on Enterprises, the Charter and this Regulation.

4. In case the Chairman of the Board of Directors of the Company submits a letter of resignation or is dismissed, the Company must elect a replacement within ten (10) days from the date of receipt of the letter of resignation or dismissal. In case the Chairman of the Board of Directors is absent or temporarily unable to perform his/her duties for some reason, the Chairman of the Board of Directors shall authorize another member of the Board of Directors to perform the duties of the Chairman of the Board of Directors. In case no authorized person or the Chairman of the Board of Directors dies, goes missing, is temporarily detained, is serving a prison sentence, is serving administrative handling measures at a compulsory detoxification facility, compulsory education institution, escapes from his/her place of residence, is restricted or loses her civil act capacity, have difficulties in cognition, control of behavior, are banned by the Court from holding certain positions, practicing certain professions or doing certain jobs, the remaining members shall elect one of the members to hold the position of Chairman of the Board of Directors on the principle that the majority of the remaining members approve until a new decision of the Board of Directors is issued.

Article 9. Dismissal, dismissal, replacement and addition of members of the Board of Directors

1. The General Meeting of Shareholders shall dismiss a member of the Board of Directors in the following cases:

- a) Failing to meet the criteria and conditions specified in Article 155 of the Law on Enterprises;
- b) Have a letter of resignation and be approved;
- c) Having a mental disorder and other members of the Board of Directors have professional evidence proving that the person no longer has behavioral capacity;
- d) Other cases specified in the Charter.

2. The General Meeting of Shareholders shall dismiss a member of the Board of Directors in the following cases:

- a) Failing to participate in the activities of the Board of Directors for six (06) consecutive months, except for force majeure cases;
- b) According to the decision of the General Meeting of Shareholders;
- c) Providing false personal information when sending it to the Company as a candidate for the Board of Directors;
- d) Other cases specified in the Charter.

3. When deeming it necessary, the General Meeting of Shareholders shall decide to replace the members of the Board of Directors; dismissal or dismissal of members of the Board of Directors other than the cases specified in Clauses 1 and 2 of this Article.

4. The Board of Directors must convene a meeting of the General Meeting of Shareholders to elect additional members of the Board of Directors in the following cases:

a) When the remaining number of members of the Board of Directors is less than the number of members as prescribed by law or the number of members of the Board of Directors is reduced by more than one-third compared to the number specified in the Charter. In this case, the Board of Directors must convene a meeting of the General Meeting of Shareholders within 60 days from the date the number of members is reduced by more than one-third;

b) Except for the case specified at Point a of this Clause, the General Meeting of Shareholders shall elect a new member to replace the member of the Board of Directors who has been dismissed or dismissed at the latest meeting.

Article 10. How to elect, dismiss and dismiss members of the Board of Directors

1. Shareholders or groups of shareholders owning 10% or more of the total ordinary shares have the right to nominate persons to the Board of Directors as prescribed in Clause 2, Article 26 of the Charter. The nomination of persons to the Board of Directors shall be carried out as follows:

a) Ordinary shareholders who form a group to nominate persons to the Board of Directors must notify the group meeting to the shareholders attending the meeting before the opening of the General Meeting of Shareholders;

b) Based on the number of members of the Board of Directors, shareholders or groups of shareholders specified in this Clause are entitled to nominate one or several persons under the decision of the General Meeting of Shareholders as candidates for the Board of Directors. In case the number of candidates nominated by shareholders or groups of shareholders is lower than the number of candidates they are entitled to nominate under the decision of the General Meeting of Shareholders, the remaining number of candidates shall be nominated by the Board of Directors and other shareholders.

2. In case the number of candidates for the Board of Directors approved for nomination and candidacy is still not enough as prescribed in Clause 1, Article 6 of this Regulation, the incumbent Board of Directors shall introduce more candidates or organize the nomination as prescribed in the Charter, the Internal Regulation on corporate governance and the Regulation on operation of the Board of Directors. The introduction of additional candidates by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with the law.

3. The voting for the election of members of the Board of Directors must be carried out by the method of cumulative voting, whereby each shareholder has the total number of votes corresponding to the total number of shares owned by the number of elected members of the Board of Directors and shareholders have the right to accumulate all or part of their total votes for one or several candidates. The winner of the election of a member of the Board of Directors is determined according to the number of votes calculated from high to low, starting from the candidate with the highest number of votes until the number of members specified in the Charter is sufficient. In case there are two (02) or more candidates with the same number of votes for the last member of the Board of Directors, a re-election will be conducted among the candidates with the same number of votes or selected according to the criteria of the election regulations.

4. The dismissal or dismissal of members of the Board of Directors shall be decided by the General Meeting of Shareholders in accordance with the provisions of law and the Charter.

Article 11. Announcement on the election, dismissal and dismissal of members of the Board of Directors

1. In case a candidate for the Board of Directors has been identified, the Company must disclose information related to the candidates at least ten (10) days before the opening date of the General Meeting of Shareholders on the Company's website so that shareholders can learn about these candidates before voting. Candidates for the Board of Directors must have a written commitment to the truthfulness and accuracy of the personal information disclosed and must commit to perform their duties honestly, prudently and in the best interests of the Company if elected as a member of the Board of Directors. Information related to the Board of Directors candidates announced includes:

- a) Full name, date of birth;
- b) Educational level;
- c) Professional qualifications;
- d) Work process;
- đ) Other managerial titles (including the title of the Board of Directors of other companies);
- e) An evaluation report on the candidate's contribution to the Company, in case the candidate is currently a member of the Company's Board of Directors;
- g) Interests related to the Company (if any);
- h) Full name of the shareholder or group of shareholders nominating the candidate (if any);
- i) Information about the companies in which the candidate is holding the position of member of the Board of Directors, other managerial positions and interests related to the Company of the Board of Directors candidate (if any);
- k) Other information (if any).

2. The notification of the results of election, dismissal and dismissal of members of the Board of Directors shall comply with the guiding regulations on information disclosure.

Chapter III BOARD

Article 12. Rights and obligations of the Board of Directors

1. The Board of Directors is the managing agency of the Company, has the full right to decide and exercise the rights and obligations of the Company on behalf of the Company, except for the rights and obligations under the jurisdiction of the General Meeting of Shareholders.

2. The rights and obligations of the Board of Directors shall be prescribed by law, the Charter and the General Meeting of Shareholders. Specifically, the Board of Directors has the following powers and obligations:

- a) Decide on the Company's medium-term development strategy and plan and annual business plan;
- b) Proposing the types of shares and the total number of shares entitled to be offered for sale of each type;
- c) Determine operational objectives on the basis of strategic objectives and long-term plans approved by the General Meeting of Shareholders;
- d) Decide on the sale of unsold shares within the number of shares entitled to be offered for sale of each type; decide to mobilize additional capital in other forms;
- đ) Decide on the selling price of the Company's shares and bonds;
- e) Decision on share repurchase as prescribed in Clauses 1 and 2, Article 133 of the Law on Enterprises;
- g) Decide on investment plans and investment projects within their competence and limits as prescribed by law;
- h) Decide on solutions for market development, marketing and technology;
- i) Approval of contracts for purchase, sale, borrowing, lending and other contracts and transactions valued at 35% or more of the total value of assets recorded in the Company's latest financial statements, transaction contracts as prescribed in Clauses 1 and 2, Article 167 of the Law on Enterprises, except for contracts and transactions under the decision-making competence of the General Meeting of Shareholders as prescribed at Point d, Clause 2, Article 138, Clauses 1 and 3, Article 167 of the Law on Enterprises;
- k) Electing, dismissing and dismissing the Chairman of the Board of Directors; appointing, dismissing, dismissing, signing contracts, terminating contracts for Directors, Deputy Directors, Chief Accountants and other Executives under the management of the Board of Directors; decide on salaries, remuneration, bonuses and other benefits of the Company's managers; appoint authorized representatives to participate in the Members' Council or the General Meeting of Shareholders of other companies, decide on the remuneration and other benefits of such persons;
- l) Supervise and direct the Director and other managers in the daily operation of the Company's business;
- m) Deciding on the organizational structure and internal management regulations of the company, deciding on the establishment of subsidiaries, branches, representative offices and capital contribution and purchase of shares of other enterprises;
- n) Decide on the appointment and dismissal of the representative of the capital interests and the representative of the owner of the Company at the subsidiaries; decide on the appointment, dismissal, dismissal or recommendation for appointment, request for dismissal or dismissal of officials at the level of the Chairman and members of the Board of Members/Board of Directors, Controllers and Directors of subsidiaries;
- o) Approve the program and contents of documents for the General Meeting of Shareholders, convene the General Meeting of Shareholders or collect opinions for the General Meeting of Shareholders to approve the Resolution;

p) Submit the audited annual financial statements to the General Meeting of Shareholders;

q) Proposing the level of dividends to be paid; decide on the time limit and procedures for paying dividends or handling losses arising in the course of business;

r) To propose the reorganization or dissolution of the Company; request for bankruptcy of the Company;

s) Decide to promulgate the Regulation on the operation of the Board of Directors, the Internal Regulation on corporate governance after being approved by the General Meeting of Shareholders and other internal regulations of the Company in accordance with the provisions of law and the Charter;

t) Other rights and obligations as prescribed by the Law on Enterprises, the Law on Securities, other provisions of law and the Charter.

3. The Board of Directors approves the Resolution/Decision by voting at the meeting and collecting written opinions. Each member of the Board of Directors has one vote.

4. In case the Resolution/Decision passed by the Board of Directors is contrary to the provisions of law, the Resolution of the General Meeting of Shareholders or the Charter, causing damage to the Company, the members who approve such Resolution/Decision must jointly take personal responsibility for such Resolution/Decision and must compensate the Company for damages; members who object to the passage of the above Resolution/Decision are exempt from liability. In this case, the shareholders of the Company have the right to request the Court to suspend the implementation or cancel the above Resolution/Decision.

Article 13. Duties and powers of the Board of Directors in approving and signing transaction contracts

1. The Board of Directors approves contracts and transactions with a value of less than 35% or transactions resulting in the total value of transactions arising within 12 months from the date of the first transaction with a value of less than 35% of the total value of assets recorded in the latest financial statements between the Company and one of the following entities:

a) Members of the Board of Directors, Controllers, Directors, other managers and related persons of these subjects;

b) Shareholders and authorized representatives of shareholders being organizations owning more than 10% of the total ordinary shares of the Company and their related persons;

c) Enterprises related to the subjects specified in Clause 2, Article 164 of the Law on Enterprises.

2. The representative of the Company signing a contract or transaction must notify the members of the Board of Directors and the Controller of the subjects related to such contract or transaction and enclose the draft contract or the principal contents of the transaction. The Board of Directors shall decide on the approval of contracts and transactions within fifteen (15) days from the date of receipt of the notice; members of the

Board of Directors who have interests related to the parties to the contract or transaction do not have voting rights.

Article 14. Responsibilities of the Board of Directors in convening an extraordinary General Meeting of Shareholders

1. The Board of Directors must convene an extraordinary General Meeting of Shareholders in the following cases:

a) The Board of Directors deems it necessary for the benefit of the Company;

b) When the number of members of the Board of Directors or the remaining Controllers is less than the number of members as prescribed by law or the number of members of the Board of Directors is reduced by more than one third (1/3) of the number of members specified in the Charter;

c) At the request of shareholders or groups of shareholders specified in Clause 3, Article 12 of the Charter; the request for the convening of the General Meeting of Shareholders must be expressed in writing, clearly stating the reason and purpose of the meeting, with sufficient signatures of relevant shareholders or the written request made in many copies and gathering sufficient signatures of relevant shareholders;

d) At the request of the Control Board;

đ) Other cases as prescribed by law and the Charter.

2. Convening the Extraordinary General Meeting of Shareholders:

The Board of Directors must convene a meeting of the General Meeting of Shareholders within 60 days from the date on which the number of members of the Board of Directors, independent members of the Board of Directors or the remaining Controllers is less than the minimum number of members as prescribed in the Charter or the request specified at Points c and d, Clause 1 of this Article is received.

3. The convener of the General Meeting of Shareholders must perform the following tasks:

a) Make a list of shareholders entitled to attend the meeting;

b) Providing information and settling complaints related to the list of shareholders;

c) Formulate the agenda and contents of the meeting;

d) Prepare documents for the meeting;

đ) Draft Resolution of the General Meeting of Shareholders according to the expected contents of the meeting; list and details of candidates in case of election of members of the Board of Directors and Controllers;

e) Determine the time and place of the meeting;

g) Send a notice of invitation to the meeting to each shareholder entitled to attend the meeting in accordance with the provisions of the Law on Enterprises;

h) Other tasks for the meeting.

Article 15. The assisting apparatus of the Board of Directors

1. In order to effectively support the Company's governance activities, the Board of Directors appoints at least one (01) person to be the Person in charge of corporate governance with a term of office decided by the Board of Directors, up to five (05) years. The company signs a labor contract with the person in charge of corporate governance. The Board of Directors may dismiss the person in charge of the Company's administration when necessary but must not be contrary to the provisions of the law. The notice of appointment and dismissal of the person in charge of corporate governance shall comply with the provisions of the Charter and the law on securities.

The person in charge of corporate governance shall have the rights and obligations in accordance with the provisions of law, the charter and other relevant regulations of the company.

2. When deeming it necessary, the Board of Directors appoints the Company Secretary and the Secretary of the Board of Directors to assist the Board of Directors and the Chairman of the Board of Directors in performing their obligations under their competence in accordance with the provisions of law and the Charter. The company signs a labor contract with the Company Secretary/Secretary of the Board of Directors.

The Company Secretary and the Secretary of the Board of Directors have the rights and obligations in accordance with the provisions of law, the Charter and other relevant regulations of the Company.

3. In accordance with the provisions of the Charter, the Board of Directors may establish sub-committees to support the activities of the Board of Directors in terms of development policies, human resources, salary and bonuses, internal audit, and risk management. The activities of the subcommittee must comply with the provisions of law, the Charter and the Board of Directors. The resolution of the subcommittee is only effective when the majority of members attend and vote to approve it at the meeting of the subcommittee.

The implementation of decisions of the Board of Directors or subcommittees under the Board of Directors must be in accordance with current legal provisions and the provisions of the Charter and Internal Regulations on corporate governance.

4. The Board of Directors may establish professional teams consisting of one or more members of the Board of Directors and one or more other persons who are not members of the Board of Directors if deemed necessary, headed by one member of the Board of Directors to appraise and/or advise and advise the Board of Directors to consider and approve matters under its jurisdiction. responsibilities of the Board of Directors.

5. The Board of Directors may request the Departments/Units and/or employees of the Company to consider and advise the Board of Directors on relevant issues.

6. The Board of Directors may invite consultants for regular research and appraisal or according to specific tasks.

Chapter IV BOARD MEETING

Article 16. Board of Directors Meeting

1. The Chairman of the Board of Directors shall be elected at the first meeting of the Board of Directors within seven (07) working days from the end of the election of such

Board of Directors. This meeting is convened and chaired by the member with the highest number of votes or the highest percentage of votes. In case there is more than one member with the highest and equal number of votes or the percentage of votes, the members shall vote on the principle of majority to elect one (01) of them to convene a meeting of the Board of Directors.

2. The Board of Directors must meet at least once a quarter (01) time and may hold an extraordinary meeting in the form of face-to-face or online or a face-to-face meeting combined with online between members of the Board of Directors at the Company's head office or at another location.

3. The Chairman of the Board of Directors shall convene a meeting of the Board of Directors in the following cases:

- a) At the request of the Supervisory Board or an independent member of the Board of Directors;
- b) At the request of the Director or at least five (05) other managers;
- c) At the request of at least two (02) members of the Board of Directors.

4. The proposal specified in Clause 3 of this Article must be made in writing, clearly stating the purposes, issues to be discussed and decided under the competence of the Board of Directors.

5. The Chairman of the Board of Directors must convene a meeting of the Board of Directors within seven (07) working days from the date of receipt of the proposal specified in Clause 3 of this Article. In case of failure to convene a meeting of the Board of Directors as requested, the Chairman of the Board of Directors shall be responsible for the damage caused to the Company; the proposer has the right to replace the Chairman of the Board of Directors to convene a meeting of the Board of Directors.

6. The Chairman of the Board of Directors or the convener of the Board of Directors meeting must send a notice of invitation to the meeting at least five (05) working days before the date of the meeting. The notice of invitation to the meeting must specify the time and place of the meeting, the agenda, the issues discussed and decided. The notice of invitation to the meeting must be enclosed with the documents used at the meeting and the voting slips of the members.

The notice of invitation to the meeting shall be sent by post, fax, email or other means but must ensure that it reaches the address of each member of the Board of Directors and the Supervisory Board registered at the Company.

7. The Chairman or convener shall send the notice of invitation to the meeting and enclosed documents to the members of the Supervisory Board as for members of the Board of Directors.

Members of the Supervisory Board have the right to attend meetings of the Board of Directors; have the right to discuss but not vote.

8. The Board of Directors meeting is conducted when 3/4 or more of the total number of members attend the meeting. In case the meeting convened under the provisions of this Clause does not have enough members to attend the meeting as prescribed, it may be convened for the second time within seven (07) days from the date of the intended first

meeting. In this case, the meeting shall be held if there are more than half of the members of the Board of Directors.

9. Members of the Board of Directors are considered to attend and vote at the meeting in the following cases:

- a) Attending and voting directly at the meeting;
- b) Authorize other persons to attend the meeting and vote as prescribed in Clause 11 of this Article;
- c) Attending and voting through online conferences, electronic voting or other electronic forms;
- d) Send voting slips to the meeting by mail, fax or e-mail.

10. In case of sending votes to the meeting by mail, the votes must be contained in sealed envelopes and must be delivered to the Chairman of the Board of Directors at least one (01) hour before the opening. Voting ballots are only open in the presence of all attendees.

11. Members must attend all meetings of the Board of Directors. Members may authorize others to attend and vote:

- a) A member of the Board of Directors may authorize in writing another person to attend the meeting of the Board of Directors if approved by a majority of members of the Board of Directors;
- b) The power of attorney of a member of the Board of Directors must be sent to the Chairman of the Board of Directors at least two (02) working days before the date of the meeting for regular meetings and immediately before the opening time for extraordinary meetings of the Board of Directors. The power of attorney and the identity card or citizen identity card or passport of the authorized person must be presented to the chairman of the meeting;
- c) The power of attorney must clearly state the full name, address, identity card/citizen identity card/passport of the authorizer and the authorized person, contents and scope of authorization, and the validity period of the authorization;
- d) The authorizer is fully responsible to the Board of Directors for the actions and decisions of the authorized person at the Board of Directors meeting.

12. The Resolution/Decision of the Board of Directors shall be adopted if it is approved by the majority of members attending the meeting; in case the number of votes is equal, the final decision belongs to the side with the opinion of the Chairman of the Board of Directors.

Article 17. Minutes of the Board of Directors meeting

1. Meetings of the Board of Directors must be recorded and can be recorded, recorded and kept in other electronic forms. The minutes must be made in Vietnamese and may be additionally made in foreign languages, including the following principal contents:

- a) Name, address of the head office, enterprise code;
- b) Time and place of the meeting;

c) Purpose, agenda and contents of the meeting;

d) Full name of each member attending the meeting or the person authorized to attend the meeting and the method of attending the meeting; full names of members who did not attend the meeting and the reasons;

đ) Issues are discussed and voted on at the meeting;

e) Summarizing the opinions of each member attending the meeting in the order of the meeting;

g) The voting results clearly state the members who approve, disagree and have no opinions;

h) The issue was passed and the vote rate passed accordingly;

i) Full name, signature of the chairman, record taker and members of the Board of Directors attending the meeting, except for the case specified in Clause 2 of this Article.

2. In case the chairperson or the person taking the minutes refuses to sign the minutes of the meeting but if all other members of the Board of Directors attend and agree to approve the minutes of the meeting and have all the contents as prescribed at Points a, b, c, d, đ, e, g and h, Clause 1 of this Article, this record shall take effect. The minutes of the meeting clearly state that the chairperson and the person taking the minutes of the meeting refuse to sign the minutes of the meeting.

3. The chairperson, the person taking the minutes and the signatories of the minutes must be responsible for the truthfulness and accuracy of the contents of the minutes of the Board of Directors meeting.

4. The minutes of the Board of Directors meeting and documents used in the meeting must be kept at the Company's head office.

5. Minutes made in Vietnamese and foreign languages have the same legal effect. In case there is a difference in the content between the minutes in Vietnamese and in foreign languages, the contents of the minutes in Vietnamese shall apply.

Chapter V

ACTIVITIES OF THE BOARD OF DIRECTORS

Article 18. Format for collecting opinions of members of the Board of Directors in writing

1. For matters that need to be consulted by members of the Board of Directors at urgent requests or when deeming it unnecessary to hold a meeting of the Board of Directors, the Chairman of the Board of Directors shall decide on the collection of opinions of members of the Board of Directors in writing.

2. The Secretary of the Board of Directors prepares the opinion form and necessary documents related to the content of the consultation. The request for opinions and enclosed documents must be sent by guarantee to the members of the Board of Directors in writing by direct delivery or by post, e-mail or fax to the mailing address that the member of the Board of Directors has registered with the Secretary of the Board of Directors.

3. The opinion request form shall be prepared according to the form in Appendix 01 attached to this Regulation and contain the following principal contents:

- a) Full names of members of the Board of Directors;
- b) Purpose and issue of collecting opinions;
- c) The voting plan includes: agree, disagree and other opinions.

4. Written feedback of members of the Board of Directors shall be sent to the Secretary of the Board of Directors within five (05) working days from the date of receipt of the Request for Opinions, except for the time limit for giving opinions otherwise prescribed by law or when members of the Board of Directors need more time under Clause 5 of this Article.

5. In case more time, information and explanation are needed for consideration, clarification and evaluation before responding, members of the Board of Directors shall send their opinions to the Secretary of the Board of Directors for the Secretary of the Board of Directors to summarize and report to the Chairman of the Board of Directors and at the same time send to the assigned and authorized Director/Deputy Director to be responsible for the contents/tasks stated in the request for comments with the Departments/Units related preparations for explanation, supplementation and clarification.

The explanation, supplementation and clarification according to the opinions of the members of the Board of Directors will be carried out through direct communication and/or email and/or other means of communication. When necessary, members of the Board of Directors may request members of the Board of Directors or relevant departments/units to confirm the explanation in writing.

Written feedback of members of the Board of Directors shall be sent to the Secretary of the Board of Directors within five (05) working days from the date of full explanation, supplementation and clarification.

6. The voting results on the basis of the opinion forms of the members of the Board of Directors are summarized in writing by the Secretary of the Board of Directors and notified to the members of the Board of Directors.

7. Resolutions/Decisions of the Board of Directors in the form of written opinions are adopted on the basis of the approval of the majority of members of the Board of Directors who have the right to vote; in case the number of votes for and against is equal, the vote of the Chairman of the Board of Directors shall be the vote of the decision. Resolutions/Decisions passed in this form have the same effect and validity as Resolutions/Decisions passed at the Board of Directors meeting.

8. Dossiers including opinions of members of the Board of Directors, Resolutions/Decisions of the Board of Directors and related documents must be kept at the Company's head office and in accordance with this Regulation.

Article 19. Handling of documents of the Board of Directors

1. Incoming documents shall be received at the Company's Secretariat, processed in accordance with the Company's regulations on clerical work and this Regulation, and in accordance with the flowchart in Appendix 2 attached.

2. The Office shall simultaneously send the following documents to each member of the Board of Directors and the Supervisory Board:

- a) Documents of state management agencies and corporations;

- b) Official Dispatches/Directives/Decisions/Regulations of the Director;
- c) Reports of the Company's representatives at other enterprises;
- d) Other documents from outside/partners to the Company.

3. For matters that the Director deems necessary for the opinion of the Board of Directors, the Director shall send a written request to the Board of Directors for consideration, enclosed with relevant documents (if any).

4. In accordance with the provisions of law, the Charter and this Regulation, the Board of Directors will consider the proposal of the Director at the Board of Directors meeting or in the form of collecting opinions from members of the Board of Directors in writing.

5. The Secretary of the Board of Directors is the focal point, coordinating with relevant Departments/Units, in synthesizing, researching, preparing and drafting documents of the Board of Directors.

For tasks directly handled by the Board of Directors (such as organizing meetings of the Board of Directors; developing plans and implementing activities of the Board of Directors; drafting documents directing the Director and/or other related individuals and units to implement the requirements of the Board of Directors, the General Meeting of Shareholders, the Corporation or the State management agency), The Secretary of the Board of Directors shall be the focal point, coordinate with relevant Departments/Units to prepare and submit to the Board of Directors for consideration and decision to issue documents in accordance with the provisions of law and the Company.

Within seven (07) working days from the date the matter is approved by the Board of Directors in accordance with the provisions of the Charter and this Regulation, the Secretary of the Board of Directors is responsible for coordinating with relevant Departments/Units to complete the draft relevant documents and submit them to the Board of Directors for consideration and decision for promulgation.

The Company's clerk receives the original for duplication (according to the specific quantity inscribed by the drafting department in the document according to the Company's regulations), affixed with the issuance seal within the same day after the document is signed.

6. Resolutions/Decisions, Minutes of the Board of Directors meeting and other documents of the Board of Directors shall be sent to each member of the Board of Directors, the Director and the Supervisory Board. Based on the work requirements, the Secretary of the Board of Directors shall send the full text to the Deputy Directors, relevant Departments/Units or extract the content of the above document.

7. For contents that are State secrets or of the oil and gas industry, documents of the Board of Directors are stamped with the level of "confidential", which shall be sent to the address specified in the document and archived as prescribed.

8. The Secretary of the Board of Directors and the Company's Office are responsible for managing and keeping records, documents and documents of the Board of Directors in accordance with the provisions of law and the Company.

One (01) original copy of the Resolution/Decision, Minutes of the meeting and other documents of the Board of Directors shall be kept in the Company's Office and one (01) original and related documents (such as documents prepared for the Board of Directors meeting and the Minutes of the Board of Directors meeting; Request for opinions and opinions of members of the Board of Directors; explanations, supplements and clarifications; and other necessary documents) are kept by the Secretary of the Board of Directors in accordance with the provisions of law and the Company.

Article 20. Reporting information mode

1. Documents of the Director and Deputy Directors sent to State management agencies, securities and mass information also need to be copied and sent to the Board of Directors at the same time.

2. In order to perform the assigned rights, obligations and tasks, members of the Board of Directors may request the Director, Deputy Director, Head of Department/Affiliated Unit, Representative of the Company at other enterprises to provide necessary information and documents.

3. All official reports to the Board of Directors are kept in accordance with the provisions of law and the Company.

Chapter VI REPORTING AND PUBLICIZING BENEFITS

Article 21. Annual Report Submission

1. At the end of the fiscal year, the Board of Directors must submit the following report to the General Meeting of Shareholders:

- a) Report on the Company's business results;
- b) Financial statements;
- c) Report on the evaluation of the management and administration of the Company;
- d) Appraisal report of the Control Board.

2. The report specified at Points a, b and c, Clause 1 of this Article must be sent to the Control Board for appraisal at least 30 days before the opening date of the Annual General Meeting of Shareholders.

3. The reports specified in Clauses 1 and 2 of this Article, the appraisal report of the Supervisory Board and the audit report must be kept at the head office of the Company at least 10 days before the opening date of the Annual General Meeting of Shareholders. Shareholders who own shares of the Company for at least 01 consecutive year have the right to directly review the report specified in this Article by themselves or together with lawyers, accountants and auditors with practicing certificates.

Article 22. Remuneration, bonuses and other benefits of members of the Board of Directors

1. The company has the right to pay remuneration and reward members of the Board of Directors according to business results and efficiency.

2. Members of the Board of Directors are entitled to work remuneration and bonuses. The work remuneration is calculated according to the number of working days necessary

to complete the tasks of the Board of Directors members and the remuneration per day. The Board of Directors estimates the remuneration for each member according to the principle of unanimity. The total remuneration and bonus of the Board of Directors shall be decided by the General Meeting of Shareholders at the annual meeting.

3. The remuneration of each member of the Board of Directors shall be included in the Company's business expenses in accordance with the law on corporate income tax, expressed as a separate item in the Company's annual financial statements and must be reported to the General Meeting of Shareholders at the annual meeting.

4. Members of the Board of Directors who hold executive positions or members of the Board of Directors who work in subcommittees of the Board of Directors or perform other tasks outside the scope of the normal duties of a member of the Board of Directors, may be paid additional remuneration in the form of a lump-sum remuneration on a case-by-case basis. salaries, commissions, profit percentages or in other forms as decided by the Board of Directors.

5. Members of the Board of Directors are entitled to be paid for all travel, meals, accommodation and other reasonable expenses that they have incurred in the performance of their responsibilities as members of the Board of Directors, including expenses incurred in attending the General Meetings of Shareholders. Board of Directors or subcommittees of the Board of Directors.

6. Members of the Board of Directors may purchase liability insurance by the Company after the approval of the General Meeting of Shareholders. This insurance does not cover the liabilities of members of the Board of Directors related to violations of the law and the Charter.

Article 23. Disclosure of related benefits

1. Members of the Board of Directors must declare to the Company their related interests, including:

a) Name, enterprise code, address of the head office, business lines of the enterprise in which they own contributed capital or shares; the percentage and time of ownership of such contributed capital or shares;

b) Name, enterprise code, address of the head office, business lines of the enterprise in which their related persons jointly own or separately own the contributed capital or shares of more than 10% of the charter capital.

2. The declaration specified in Clause 1 of this Article must be made within seven (07) working days from the date on which related interests arise; the amendment and supplementation must be notified to the Company within seven (07) working days from the date of the corresponding amendment or supplement.

3. Members of the Board of Directors who perform work in any form in the scope of the Company's business on behalf of individuals or on behalf of others must explain the nature and content of such work to the Board of Directors and may only be performed when approved by the majority of the remaining members of the Board of Directors; if carried out without declaration or approval of the Board of Directors, all income obtained from such activities belongs to the Company.

Chapter VII

RELATIONSHIP OF THE BOARD OF DIRECTORS

The relationship between members of the Board of Directors and the Board of Directors and the Director, shareholders, the Supervisory Board, and the Company's representatives at other enterprises is based on the relevant provisions of law, the Charter, the Company's internal management documents and the provisions of this Chapter.

Article 24. Relationship between members of the Board of Directors

1. The relationship between members of the Board of Directors is a coordination relationship, the members of the Board of Directors are responsible for informing each other about relevant issues in the process of handling the assigned work.

2. In the process of handling work, the member of the Board of Directors assigned to be responsible for the main responsibility must actively coordinate in handling, if there is a problem related to the field in charge of other members of the Board of Directors. In case there are still different opinions among members of the Board of Directors, the members shall be mainly responsible for reporting to the Chairman of the Board of Directors for consideration and decision according to their competence or organizing meetings or collecting opinions of members of the Board of Directors in accordance with the provisions of law, the Charter and this Regulation.

3. In case of reassignment between members of the Board of Directors, the members of the Board of Directors must hand over relevant work, records and documents. This handover must be made in writing and reported to the Chairman of the Board of Directors on such handover.

Article 25. Relationship with the Director/Executive Board

1. As a manager, the Board of Directors issues Resolutions/Decisions for the Director and the executive apparatus to implement. At the same time, the Board of Directors inspects and supervises the implementation of Resolutions/Decisions.

2. The Board of Directors creates conditions for the Director/Executive Board to organize the implementation of the Resolutions/Decisions of the General Meeting of Shareholders, the Board of Directors and the duties and powers of the Director in accordance with the provisions of law, the Charter and the Company.

3. The Director receives, synthesizes and analyzes reports, asks for opinions and proposals of the Representative of the Company's capital interests in other enterprises, and submits them to the Board of Directors for consideration and decision according to the decentralization of competence.

Article 26. Relationship between the Board of Directors and shareholders

1. Members of the Board of Directors as representatives of shareholders strictly comply with the regime of information and honest and accurate reports to shareholders about the Company's activities and the results of the implementation of Resolutions/Decisions of the General Meeting of Shareholders.

2. The Board of Directors directs the answering of questions and resolving shareholders' recommendations to the Board of Directors.

3. The Board of Directors maintains a close, regular and long-term relationship with shareholders.

Article 27. Relationship between the Board of Directors and the Supervisory Board

1. The relationship between the Board of Directors and the Supervisory Board is a coordinated relationship. The working relationship between the Board of Directors and the Supervisory Board follows the principles of equality and independence, and at the same time closely coordinates and supports each other in the process of performing tasks.

2. The Board of Directors creates conditions for the Supervisory Board to receive all necessary information and exercise the right to inspect in accordance with the law; as well as participating, discussing and contributing opinions on issues considered, decided or approved by the Board of Directors.

3. When receiving the inspection minutes or general reports of the Supervisory Board, the Board of Directors is responsible for researching and directing relevant departments to develop plans and implement corrections in a timely manner.

Article 28. Relationship between the Board of Directors and the Company's Representative at other enterprises

1. Board of Directors:

a) In accordance with the competence, decide or approve and submit to the General Meeting of Shareholders for decision the purchase or sale of shares or contributed capital of the Company in other enterprises;

b) Promulgate regulations on management of the Company's investment and capital in other enterprises;

c) In accordance with the provisions of law, the Charter and the Company, introducing, changing and dismissing the Company's representatives to hold managerial positions at other enterprises;

d) Have other rights and obligations towards the enterprise and the representative of the Company's contributed capital in accordance with the provisions of law, the Charter and the Company.

2. Representatives of the Company at other enterprises:

a) Participate in the performance of tasks and exercise powers; protect the rights and interests of the Company such as shareholders, members of limited liability companies/partnerships, joint venture parties in enterprises;

b) Take responsibility before the Company and the Board of Directors for the efficiency of using the Company's contributed capital in the enterprise;

c) Participate in the candidacy or nomination of the Company's representative to hold managerial positions at the enterprise in accordance with the enterprise's Charter and the Company's opinions;

d) Consult the Company before voting at the General Meeting of Shareholders, the Board of Members/Board of Directors of the enterprise in accordance with the Company's regulations;

đ) Organize and implement Resolutions/Decisions, decentralization/authorization and other relevant documents of the Board of Directors. In the process of implementation,

if problems are detected, report them to the Company for timely consideration and resolution;

e) Having other rights and obligations as prescribed by law, the Charter and the Company.

Chapter VIII IMPLEMENTATION PROVISIONS

Article 29. Enforcement effect

1. The Operating Regulation of the Board of Directors of Petro Vietnam LPG Joint Stock Company consists of 8 Chapters and 29 Articles, effective from April 28, 2026 and replaces the Operation Regulation of the Board of Directors of Petro Vietnam LPG Joint Stock Company issued on April 23, 2024.

2. In case of any discrepancy between the provisions of this Regulation and the provisions of law or the Charter, the provisions of law and the Charter shall apply.

3. The Board of Directors may, based on the actual operation of the Company, issue detailed guidelines for the organization and implementation of this Regulation.

4. The amendment to the Operation Regulation of the Board of Directors of Petro Vietnam LPG Joint Stock Company shall be considered by the Board of Directors and submitted to the General Meeting of Shareholders for approval./.

M **ON BEHALF OF THE BOD
CHAIRMAN**



Vu Van Thuc