

Hanoi, April 15, 2026

**REGULATIONS ON THE OPERATION
OF THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS
OF PETROLIMEX INSURANCE CORPORATION**

Purposes of the Regulations:

- To ensure the principles of transparency, fairness, and democracy;
- To facilitate the organization and conduct of the General Meeting of Shareholders in accordance with the Meeting Agenda, the Charter of Petrolimex Insurance Corporation, and applicable laws.

The Chairperson of the General Meeting of Shareholders presents to the General Meeting of Shareholders for approval the Regulations on the operation of the Meeting as follows:

I. ORDER OF THE MEETING

1. Shareholders, upon entering the meeting hall, shall be seated in designated areas as arranged by the Organizing Committee and comply with seating instructions.
2. From the commencement until the closing of the Meeting, attendees shall refrain from private conversations and the use of mobile phones. Mobile phones must be turned off or set to silent (vibration) mode.
3. Shareholders / shareholder representatives are responsible for attending the Meeting from the opening until the closing. In cases where a shareholder / shareholder representative must leave early due to force majeure, such shareholder / shareholder representative shall notify the Organizing Committee and provide written opinions on matters to be voted on at the Meeting. In the event that a shareholder / shareholder representative leaves the Meeting without notifying the Organizing Committee, such shareholder shall be deemed to have agreed with all matters to be voted on at the Meeting.

II. ELECTIONS AT THE MEETING

To be conducted in accordance with the Election Regulations attached to the Meeting materials.

III. VOTING ON MATTERS AT THE MEETING

1. Principles

All matters requiring approval in the Meeting Agenda shall be decided by direct voting at the Meeting. Each shareholder shall be provided with a Voting Card, indicating the shareholder's name and the number of voting shares, bearing the official seal of Petrolimex Insurance Corporation. Voting shall be conducted in accordance with the Meeting Agenda and under the instructions of the Chairperson.

2. Voting Method

- Shareholders shall vote (agree, disagree, or abstain/express other opinions) on each matter by direct voting at the Meeting;
- When voting on each matter, shareholders / shareholder representatives who agree shall raise their Voting Cards, with the front side displaying the shareholder code facing the Chairperson;
- Similarly, as instructed by the Chairperson, shareholders who disagree or have other opinions shall raise their Voting Cards accordingly;
- For each voting session, members of the Vote Counting Committee shall count the votes on-site;
- After each voting session, the Chairperson shall announce the results (number or percentage of votes) as provided by the Vote Counting Committee. Any complaints or inquiries related to voting shall be resolved immediately at the Meeting.

3. Voting Rules

- Each share owned or represented shall correspond to one voting right;
- Resolutions of the General Meeting of Shareholders shall be approved when they are accepted by shareholders representing more than 50% of the total voting rights of all attending shareholders;
- Resolutions on the following matters must be approved by shareholders representing at least 65% of the total voting rights of all attending shareholders: types and total number of shares of each class authorized for issuance; changes to business lines and scope of operations; changes to the organizational and management structure of PJICO; investment projects or asset disposals with a value equal to or exceeding 35% of the total assets as stated in the most recent financial statements of PJICO; and reorganization or dissolution of PJICO;
- Voting for the election of members of the Board of Directors shall be conducted by ballot in accordance with the provisions of the Law on Enterprises and the Election Regulations approved by the General Meeting of Shareholders.

IV. SPEECHES AT THE MEETING

1. Principles

Shareholders / shareholder representatives attending the Meeting may express their opinions by registering in advance using the Speech Registration Form provided by the

Organizing Committee, or by raising their Voting Cards to request permission to speak, subject to the approval of the Chairperson. The Speech Registration Form shall be distributed to each shareholder upon arrival. Shareholders shall submit the completed form to the Secretariat during the Meeting or during breaks. To ensure order, shareholders who have registered using the official form shall be given priority to speak, followed by those who raise their Voting Cards, in accordance with the arrangement of the Chairperson.

2. Speaking Procedure

Shareholders / shareholder representatives shall present their opinions concisely and focus on key matters relevant to the approved Meeting Agenda. The Chairperson shall arrange speaking turns in the order of registration and address shareholders' questions. The Chairperson has the right to remind or request shareholders to focus on relevant matters to ensure time efficiency and the quality of discussions.

V. RIGHTS AND RESPONSIBILITIES OF THE CHAIRPERSON

1. Responsibilities of the Chairperson

- To preside over the Meeting in accordance with the approved Meeting Agenda and the Regulations adopted by the General Meeting of Shareholders. The Chairperson shall operate under the principle of democratic centralism and make decisions based on majority approval;
- To guide the Meeting in discussions and voting on matters included in the Meeting Agenda and other related matters throughout the Meeting.

2. Rights of the Chairperson

- The Chairperson shall have the right to take necessary measures to ensure that the Meeting is conducted in an orderly, efficient, and proper manner in accordance with the approved Agenda and reflecting the will of the majority of attendees, including:
 - + Requesting all attendees to comply with inspection or other security measures;
 - + Requesting competent authorities to maintain order at the Meeting; requesting any person who fails to comply with the Chairperson's authority, deliberately disrupts order, obstructs the normal conduct of the Meeting, or fails to comply with security requirements to leave the Meeting.
- The Chairperson shall have the right to adjourn a duly convened General Meeting of Shareholders or change the venue of the Meeting in the following cases:
 - + The meeting venue does not have sufficient seating capacity for all attendees;
 - + There are acts of obstruction or disorder that may prevent the Meeting from being conducted in a fair and lawful manner;

The adjournment period shall not exceed three (03) days from the originally scheduled opening date;

- To resolve other matters arising during the course of the Meeting.

VI. RESPONSIBILITIES OF THE SECRETARIAT

1. To fully and accurately record all proceedings of the Meeting and all matters approved or noted by the shareholders at the Meeting;
2. To prepare the Minutes of the Meeting and draft Resolutions on matters approved at the Meeting.

VII. RESPONSIBILITIES OF THE VOTE COUNTING COMMITTEE

1. To determine the voting results of shareholders on matters presented at the Meeting;
2. To conduct vote counting and prepare the vote counting minutes;
3. To promptly report voting results to the Chairperson and the Secretariat for inclusion in the Minutes and Resolutions of the Meeting;
4. To review and report to the Meeting on any violations of voting procedures and recommend appropriate decisions.

VIII. RESPONSIBILITIES OF THE ELECTION COMMITTEE

1. To guide the election process for members of the Board of Directors;
2. To conduct vote counting for the election, prepare the vote counting minutes, and announce the election results before the Meeting.

IX. MINUTES AND RESOLUTIONS OF THE GENERAL MEETING OF SHAREHOLDERS

All matters discussed at the General Meeting of Shareholders must be recorded in the Minutes of the Meeting by the Secretariat. The Resolutions of the General Meeting of Shareholders must be read and approved before the closing of the Meeting.

This document constitutes the full Regulations on the Operation of the 2026 Annual General Meeting of Shareholders of Petrolimex Insurance Corporation.

ON BEHALF OF THE BOARD OF DIRECTORS