



PETROVIETNAM GENERAL SERVICES JOINT STOCK CORPORATION

6th floor, PetroVietnam tower, 1-5 Le Duan St., Ben Nghe ward, District 1, Ho Chi Minh city, Viet Nam
Business registration certificate No. 0300452060 issued by Ho Chi Minh city Planning and Investment Department

INVITATION LETTER ANNUAL GENERAL MEETING OF SHAREHOLDER 2021 PETROSETCO

Dear shareholders,

PetroVietnam General Services Joint Stock Corporation's Board of Directors would like to invite Shareholders of the Company to the 2021 annual general meeting (AGM) being held on:

1. **Time:** 8:30 am, Tuesday, 27th April 2021
2. **Venue:** Hall SOL-Ballroom-7th Floor, GEM Center, 08 Nguyen Binh Khiem Street, District 1, Ho Chi Minh City, Vietnam.
3. **The procedure of participation:** Shareholders or Authorized representatives shall be kindly requested to present invitation letter, ID card (or Passport) and Proxy letter (if any).
4. **Meeting agendas:**
 - To acknowledge Performance Reports of Board of Directors and Management Board for the year 2020;
 - To acknowledge the Corporation's Operation Results and Audited Consolidated Financial Statements for the year ending 31st December 2020;
 - To consider and approve allocation of net profit of the year 2020;
 - To discuss and approve the corporation's planning for the year 2021;
 - To discuss and approve the remuneration for Board of Directors, Management Board and Supervisory Board in 2020 and for the year 2021;
 - To approve the adjustment and addition the Charter of Petrovietnam General Services Joint Stock Corporation;
 - To approve the adjustment and addition the internal regulation on corporate governance and operation regulations of Management Board;
 - To approve the employee stock ownership plan
 - To elect additional Management Board members;
 - To discuss and approve 2021 Appropriation to company's reserves;
 - Other agendas within the rights of Shareholders' meeting.
5. Invitation letter, authorization letter, documents for AGM: kindly refer to the Company's website for details - Investor/Annual General Meeting (www.petrosetco.com.vn).
6. Please kindly confirm your participation before 11:00, 26th April 2021 via Phone, Mail or Email to the following address:

PETROVIETNAM GENERAL SERVICES JOINT STOCK CORPORATION

Address: 6th Floor, PetroVietnam Tower, 1-5 Le Duan Street, Ben Nghe Ward,
District 1, Ho Chi Minh City, Vietnam.

Phone number: (84-28).3911 7777 (Ext: 222-Ms Duong)

Email: info@petrosetco.com.vn

Yours sincerely,

Hochiminh city, April 1st, 2021

On behalf of the Board of Directors

Chairman of the Board

Phung Tuan Ha