

## NOTICE AND GUIDELINES

### ***Regarding: Nomination and Candidacy for Members of the Board of Directors***

According to the announcement of the Extraordinary General Meeting of Shareholders (EGM) 2025 of PetroVietnam Fertilizer and Chemicals Corporation - Joint Stock Company (PVFCCo), stock code DPM, during this meeting, the Corporation will conduct the election of a member of the Board of Directors (BOD).

Pursuant to the Law on Enterprises 2020, Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government, and the above-mentioned plan, the BOD of the Corporation hereby informs shareholders regarding the participation in nominating or self-nominating candidates for election to the BOD at the 2025 EGM as follows:

#### **1. Number of BOD Members to be Elected:**

The BOD intends to submit to the General Meeting of Shareholders (GMS) a proposal to elect one member of the BOD. The BOD requests that eligible shareholders or groups of shareholders nominate or self-nominate candidates for election to the BOD.

#### **2. Conditions for Nomination and Candidacy:**

**2.1. Individuals who self-nominate or are nominated for election to the BOD must meet the following standards and conditions for BOD members and candidacy/nomination:**

- Must not be subject to the prohibitions stipulated in Clause 2, Article 17 of the Law on Enterprises 2020;
- Must have professional qualifications and experience in business administration or in the field/industry of the Corporation's business operations and do not necessarily have to be shareholders of the Corporation;
- A member of the Corporation's BOD may concurrently serve as a member of the BOD of no more than 5 other companies;
- Candidates (both self-nominated and nominated, hereinafter referred to as "candidates") must submit a valid application dossier.

**2.2. Independent member BOD candidates must also meet the following additional standards and conditions:**

- Not currently working for the Corporation, its parent company, or subsidiaries; and must not have worked for them for at least 3 consecutive years prior;
- Not receiving salary or remuneration from the Corporation, except for allowances for BOD members as regulated;
- Not having a spouse, biological or adopted parents, biological or adopted children, or siblings who are major shareholders or managers of the Corporation or its subsidiaries;
- Not directly or indirectly owning at least 01% of the Corporation's total voting shares;
- Not having served as a BOD or Supervisory Board (SB) member of the Corporation within the past 5 consecutive years, unless reappointed for two consecutive terms.

### **2.3. Number of BOD candidates required:**

The number of candidates to be nominated for election to the BOD must be at least equal to the number of BOD members to be elected (01 person).

### **3. Application Documents for Nomination and Candidacy:**

- A candidacy application to the BOD, including a commitment from the candidate to fulfill the duties of a BOD member with integrity if elected (according to the attached template);
- A self-declared curriculum vitae (according to the attached template);
- Minutes of shareholder group meetings + List of shareholders in the group (in case of nomination by a shareholder group);
- Notarized or certified copies of the National Identity Card/Passport, and professional qualification certificates (if any).

### **4. Submission of Application Documents:**

Applications for nomination/candidacy can be submitted directly or sent via registered mail to the Corporation's headquarters, enclosed in a sealed envelope labeled:

"Application for BOD Nomination/Candidacy." Submission address: Secretariat of the General Meeting of Shareholders, PetroVietnam Fertilizer and Chemicals Corporation, 7th Floor, No. 43 Mac Dinh Chi, District 1, Ho Chi Minh City.

Phone: (028) 3825 6258; Fax: (028) 3825 6269.

For further inquiries or clarification, please contact Mr. Truong The Vinh, Corporate Secretary, at (028) 3825 6258; Mobile: 091.369 0088, or Email: ttvinh@pvfcco.com.vn.

### **5. Deadline for Submission of Nomination/Candidacy Applications for the BOD:**

Deadline: To ensure timely notification of candidate information to shareholders as regulated and to allow the Corporation to finalize the candidate list and prepare for the election, applications for nomination/candidacy should be submitted by **15:00 on May 19, 2025**.

### **6. Finalizing the List of Candidates to Present to the AGM:**

- If by the deadline for receiving applications, shareholders have not nominated or self-nominated enough candidates, or if candidates do not meet the standards and conditions as stipulated, the incumbent BOD will nominate additional candidates under the authority specified in the Corporation's Charter to report and submit to the AGM.
- Only nomination/candidacy applications and candidates that fully meet the relevant conditions and requirements for BOD members will be included in the candidate list published at the AGM./.