

No.: 2980/NQ-PVCFC

Ca Mau, December 05<sup>th</sup>, 2022

**RESOLUTION**  
**Approving the 2023 Operations Plan**  
**of Board of Directors of PetroVietnam Ca Mau Fertilizer Joint Stock Company**

**BOARD OF DIRECTORS**  
**PETROVIETNAM CA MAU FERTILIZER JOINT STOCK COMPANY**

*Pursuant to Charter and Operation Regulation of the Board of Directors of PetroVietnam Ca Mau Fertilizer Joint Stock Company, as approved by the General Meeting of Shareholders;*

*Based on conclusions of the Board of Directors as stipulated in Meeting Minutes no. 14/BB-PVCFC-2022 dated November 29<sup>th</sup>, 2022.*

**RESOLVED:**

**Article 1.** Approving the 2023 Operations Plan of the Board of Directors of PetroVietnam Ca Mau Fertilizer Joint Stock Company. For further details, refer to the attached Appendix.

**Article 2.** Members of the Board of Directors are tasked with assigning Board duties and organizing tasks in line with the Operations Plan, working closely with the Board of General Directors to ensure the plan is executed effectively and in compliance with existing regulations.

**Article 3.** Members of the Board of Directors, Board of General Directors, Head of Committees/Offices, units within PetroVietnam Ca Mau Fertilizer Joint Stock Company are to carry out this Resolution./.

**C/c:**

- As Article 3;
- Company's Party Committee (to report);
- Supervisory Board;
- Filed: Archive, BOD.

**FOR BOARD OF DIRECTORS**  
**CHAIRMAN**

*(Singed & Sealed)*

**Attachment:**

- Appendix: BOD's 2023 Operations Plan.

**Tran Ngoc Nguyen**

**APPENDIX**  
**2023 OPERATIONS PLAN OF BOARD OF DIRECTORS**  
**PETROVIETNAM CA MAU FERTILIZER JOINT STOCK COMPANY**

*(Issued under Resolution no. 2980/NQ-PVCFC dated December 05<sup>th</sup>, 2022  
of the Board of Directors of PetroVietnam Ca Mau Fertilizer Joint Stock Company)*

**A. PLAN FOR CONVENING MEETINGS**

No.	Plan content	Content implementation	Anticipated time	In charge BOD member
<b>I</b>	<b>Quarter I/2023</b>			
1	January regular meeting: Monthly regular agenda + Plans, Strategies seminar	<ul style="list-style-type: none"> <li>- Monthly regular agenda;</li> <li>- Report on implementation of 2023 production and business plan as approved by the BOD;</li> <li>- Petitions, proposals, ideas, innovations to ensure the completion of assigned plans/exceed production and business planned targets.</li> <li>- Report on strategies (provide strategy update, hire a consultant to develop the implementation method according to BSC, implement and monitor strategy implementation according to BSC);</li> <li>- Petitions to ensure strategy formulation and implementation at Company.</li> </ul>	31/01/2023	BOD member Tran My (plans) BOD N.D.Hanh (strategies)
2	February regular meeting: Monthly regular agenda + Business, Marketing, BigData seminar	<ul style="list-style-type: none"> <li>- Monthly regular agenda;</li> <li>- Report on implementation of 2023 Business, Marketing, BigData plan as approved by the BOD;</li> <li>- Petitions, proposals, ideas, innovations to ensure the completion of assigned plans/exceed production and business planned targets;</li> <li>- Report on strategy implementation of relevant department.</li> <li>- Petitions to ensure strategy formulation and implementation at Business Unit.</li> </ul>	22/02/2023	BOD member N.D.Hanh

No.	Plan content	Content implementation	Anticipated time	In charge BOD member
3	Q1 meeting: Quarterly regular agenda + Organization of 2023 Annual General Meeting of Shareholders seminar	<ul style="list-style-type: none"> <li>- Quarterly regular agenda: Preliminary summary of Quarter I - Duty implementation for Quarter II;</li> <li>- Report on the preparation for convening the 2023 Annual General Meeting of Shareholders;</li> <li>- Preliminary summary of Quarter I on strategy formulation and implementation of Company.</li> </ul>	20/3/2023	BOD member Tran My (preliminary summary and preparation of AGM) BOD member V.T.Thanh (strategies)
<b>II</b>	<b>Quarter II/2023</b>			
1	April regular meeting: Monthly regular agenda + Finance and Accounting, Internal Audit, Risk Management seminar	<ul style="list-style-type: none"> <li>- Monthly regular agenda;</li> <li>- Report of Finance and Accounting Division on capital planning and current usage, cash flow, financial targets, IFRS application,...;</li> <li>- Report of Internal Audit Division on review, inspection plan and implementation result;</li> <li>- Report of Internal Audit, Internal Control Divisions on risk management;</li> <li>- Petitions, proposals, ideas, innovations to ensure the completion of assigned plans.</li> </ul>	18/4/2023	BOD member D.T.Hoa
2	May regular meeting: Monthly regular agenda + Investment, Optimization seminar	<ul style="list-style-type: none"> <li>- Monthly regular agenda;</li> <li>- Report on the general investment of Company;</li> <li>- Report on projects under Project Management Division;</li> <li>- Report on Optimization and innovation, restoration;</li> <li>- Petitions, proposals, ideas, innovations to ensure the completion of assigned plans.</li> </ul>	15/5/2023	BOD member Tran My (investment) BOD member L.D.Quang (Optimization)
3	Q2 meeting: Quarterly regular agenda + Production, Research and Development (R&D) seminar	<ul style="list-style-type: none"> <li>- Quarterly regular agenda: Preliminary summary of Quarter II - Duty implementation for Quarter III;</li> <li>- Preliminary summary of Quarter II on strategy formulation and implementation of Company;</li> <li>- Report on implementation of 2023 Production plan as approved by BOD;</li> <li>- Report on implementation of R&amp;D in 2023 as approved by BOD;</li> </ul>	14/6/2023	BOD member Tran My (quarterly preliminary summary) BOD member V.T.Thanh (strategies) BOD member L.D.Quang (production)

No.	Plan content	Content implementation	Anticipated time	In charge BOD member
		<ul style="list-style-type: none"> <li>- Petitions, proposals, ideas, innovations to ensure the completion of assigned plans/exceed production and business planned targets;</li> <li>- Report on strategy implementation of relevant department;</li> <li>- Petitions to ensure strategy formulation and implementation at Production, R&amp;D Unit.</li> </ul>		BOD Member Truong Hong (R&D)
<b>III</b>	<b>Quarter III/2023</b>			
1	July regular meeting: Monthly regular agenda + Personnel - Compensation - Training seminar	<ul style="list-style-type: none"> <li>- Monthly regular agenda;</li> <li>- Report on Personnel - Compensation matter;</li> <li>- Report on Training matter;</li> <li>- Petitions, proposals, ideas, innovations to ensure the completion of assigned plans.</li> </ul>	12/7/2023	BOD member Tran My (Personnel - Compensation) - BOD member N.D.Hanh (Training)
2	August regular meeting: Monthly regular agenda + Formulation of Production and Business Plan for 2024	<ul style="list-style-type: none"> <li>- Monthly regular agenda;</li> <li>- Report on the preparation for formulation of 2024 Production and business plan;</li> <li>- Petitions, proposal to BOD for early completion of the first plan.</li> </ul>	29/8/2023	BOD Chairman T.N.Nguyen
3	Q3 meeting: Quarterly regular meeting + Legal, Improvement of Process - Regulatory system	<ul style="list-style-type: none"> <li>- Quarterly regular agenda: Preliminary summary of Quarter III – Duty implementation for Quarter IV;</li> <li>- Preliminary summary of Quarter III on strategy formulation and implementation of Company;</li> <li>- Report on legal matter;</li> <li>- Report on improvement of Process - Regulatory system;</li> <li>- Petitions, proposals to ensure the completion of assigned plans.</li> </ul>	26/9/2023	BOD member V.T.Thanh (strategies) BOD member L.D.Quang (Legal)
<b>IV</b>	<b>Quarter IV/2023</b>			
1	October regular meeting: Monthly regular agenda + Digitalization and Cyber security seminar	<ul style="list-style-type: none"> <li>- Monthly regular agenda;</li> <li>- Report on implementation of digitalization at Company;</li> <li>- Report on Cyber security outlook;</li> <li>- Petitions, proposals to ensure the completion of assigned plans.</li> </ul>	17/10/2023	BOD member N.D.Hanh
2	November regular meeting: Monthly regular meeting +	<ul style="list-style-type: none"> <li>- Monthly regular agenda;</li> </ul>	21/11/2023	BOD member N.D.Hanh

No.	Plan content	Content implementation	Anticipated time	In charge BOD member
	Corporate governance according to best practice	<ul style="list-style-type: none"> <li>- Report on implementation of Corporate governance projects according to best practices;</li> <li>- Petitions, proposals to ensure the completion of assigned plans.</li> </ul>		
3	Q4 meeting: Quarterly regular agenda + Look back at 2023 production and business/Production and business plan for 2024	<ul style="list-style-type: none"> <li>- Quarterly regular agenda;</li> <li>- Look back at 2023 production and business, Production and business plan for 2024;</li> <li>- Look back at the formulation and implementation of Company's strategies.</li> </ul>	25/12/2023	BOD member V.T.Thanh (strategies)
<b>V</b>	<b>Plan for regular task implementation</b>			
1	Organize extraordinary Board of Directors meetings	Resolve tasks that fall within the authority of the Board of Directors	Based on actual situation	Chairman T.N.Nguyen
2	Gather written opinions from the Board of Directors	Board of Directors member shall discuss and adopt Resolutions and Decisions by reviewing records, documents and submitting written opinions	Based on actual situation	Chairman T.N.Nguyen
3	Manage and supervise operations for the General Director, executive apparatus and Representative of the PPC company	<ul style="list-style-type: none"> <li>- Attend and give direction in important meetings of the Executive Board and periodic meetings of the company</li> <li>- Monitor and understand the production and business management process, through reports and documents of the Executive Board/Representatives</li> <li>- Provide direct guidance and feedback to the Executive Board/Representatives on critical issues encountered in the course of production and business management.</li> </ul>	Regularly	Chairman T.N.Nguyen
4	Supervision - inspection of capital management, production and business activities of the Board of Directors for the Executive Board	Work in tandem with the Supervisory Board to inspect, supervise the management and use of capital for the Executive Board regarding implementation of investment projects, operating costs, factory operations, maintenance and repair, and procurement.	Regularly	Chairman T.N.Nguyen
5	Evaluate the performance of the Board of Directors, and Board Members	- Evaluate the completion of the work plan for the period and the direction of the tasks to be implemented in the next period	Yearly	Chairman T.N.Nguyen; Board Members

No.	Plan content	Content implementation	Anticipated time	In charge BOD member
		<ul style="list-style-type: none"> <li>- Evaluate the operational efficiency associated with the assigned work area</li> <li>- Solutions to improve the operational efficiency of the Board of Directors</li> </ul>		
6	Collaborate with the Supervisory Board to engage with the Independent Auditor, jointly review and approve Quarterly, Semi-annual, and Annual financial statements	<ul style="list-style-type: none"> <li>- Review and evaluate Quarterly, Semi-annual, and Annual financial statements</li> <li>- Address shortcomings (if any), reach agreement with the Independent Auditor; Organize meetings for the Independent Auditor to present reports to the Board of Directors and Supervisory Board prior to the official release.</li> <li>- Approve the content of the financial statements</li> </ul>	Quarterly/yearly	BOD member Do Thi Hoa
7	Work in tandem with the Supervisory Board to supervise and inspect departments/units within the Company (Implemented by Internal Audit Committee)	Carry out inspections according to the Supervisory Board's operations plan	As outlined by the Supervisory Board's initiatives	BOD member Do Thi Hoa
8	Evaluate the implementation of the main targets of the Annual Plan: Revenue, Cost, Earnings, Investment (capital, procurement, projects); etc.	Assess the current implementation status against the Board of Directors' assigned plan, and identify solutions to enhance efficiency in the upcoming period	Quarterly/BOD's meetings	Chairman T.N.Nguyen
9	Investment in key projects and factory optimization projects	Monitor, direct, expedite the implementation of key projects and factory optimization projects	According to actual requirements and at the discretion of the BOD	BOD member Tran My, BOD member L.D.Quang

## B. 2023 CONFERENCE ORGANIZATION PLAN

No.	Conference	Implementation plan/content	Implementing unit	In charge BOD member	Anticipated time
<b>I/</b>	<b>Quarter I</b>				
1	Update on the fertilizer industry, the world and Vietnam economic	- Update on Vietnam and the world fertilizer industry in the first quarter - Update on the world and Vietnam economic in the first quarter	HR Division	BOD member N.D.Hanh	Early January
<b>II/</b>	<b>Quarter II</b>				
1	Update on the fertilizer industry, the world and Vietnam economic	- Update on Vietnam and the world fertilizer industry in the quarter II - Update on the world and Vietnam economic in the quarter II	HR Division	BOD member N.D.Hanh	Early April
<b>III/</b>	<b>Quarter III</b>				
1	Update on the fertilizer industry, the world and Vietnam economic	- Update on Vietnam and the world fertilizer industry in the quarter III - Update on the world and Vietnam economic in the quarter III	HR Division	BOD member N.D.Hanh	Early July
<b>II/</b>	<b>Quarter IV</b>				
1	Update on the fertilizer industry, the world and Vietnam economic	- Update on Vietnam and the world fertilizer industry in the quarter III - Update on the world and Vietnam economic in the quarter III	HR Division	BOD member N.D.Hanh	Early October

\* Note:

- The outlined plan is subject to quarterly review, adjustment, and additions;

- Based on work requirements, appropriate meeting contents and agenda shall be added at the time of meeting.