

No.: 775 /TB-PVCFC

*Ca Mau, May 15<sup>th</sup>, 2023*

## NOTICE

### **Nomination, candidacy for the Board of Directors, Supervisory Board.**

Attention: Shareholders  
PetroVietnam Ca Mau Fertilizer Joint Stock Company

Following the announcement of convening the 2023 Annual General Meeting of Shareholders of PetroVietnam Ca Mau Fertilizer Joint Stock Company (PVCFC), ticker symbol: DCM, the Company would like to conduct the election of the Board of Directors (BOD) members at this meeting;

Pursuant to the Law on Enterprises 2020, Government's Decree no. 155/2020/ND-CP dated December 31<sup>st</sup>, 2020, detailing a number of articles of the Law on Securities, the Board of Directors of the Company hereby notifies Shareholders on the nomination and candidacy process for the BOD and Supervisory Board (SB), details as follows:

#### **1. Number of members to be elected for the BOD, SB:**

The Board of Directors (BOD) of the Company currently comprises 07 members. By the time of the 2023 Annual General Meeting of Shareholders, 1 member will have completed their term of office.

The Supervisory Board (SB) of the Company consists of 3 supervisors, of which 1 has submitted a resignation letter.

In order to replenish the BOD/SB members as required, shareholders of the Company will elect 01 new BOD member and 01 supervisor for a maximum term of 5 years from 2023 to 2028 (until the 2028 Annual General Meeting of Shareholders).

#### **2. Requirements for the BOD, SB nomination, candidacy**

##### **2.1. Requirements for nomination, candidacy of BOD members.**

2.1.1. Individuals self-nominating or nominated for election to the BOD must fulfill the criteria and conditions for BOD membership and the following requirements for candidacy/ nomination:

- BOD members must satisfy the conditions outlined in Clause 1, Article 155 of the Law on Enterprises dated June 17<sup>th</sup>, 2020;
- Possess relevant professional qualifications and have experience in business administration or fields related to the Company's lines of business.
- Candidates self-nominating as individual shareholders must hold at least 10% of the total voting shares of the Company as of the closing date of the shareholder list entitled to attend the 2023 Annual General Meeting of Shareholders (May 11<sup>th</sup>, 2023). Other nominated individuals must be proposed

by a shareholder or group of shareholders holding at least 10% of the total voting shares of the Company as of the closing date of the shareholder list entitled to attend the 2023 Annual General Meeting of Shareholders (May 11<sup>th</sup>, 2023).

- Self-nominated and nominated candidates (referred to as candidates) must submit valid and timely candidacy dossiers as stipulated.

#### 2.1.2. Number of candidates for the BOD

The nomination/candidacy of individuals for the Board of Directors (BOD) shall be conducted by shareholders or groups of shareholders in accordance with the quantity specified in Clause 3, Article 11 of the Company's Charter.

### **2.2. Requirements for nomination, candidacy of SB members**

2.2.1. Individuals self-nominating or nominated for election to the SB must fulfill the criteria and conditions for SB membership and the following requirements for candidacy/ nomination:

- Must not fall under the categories outlined in Clause 2, Article 17 of the Law on Enterprise 2020.
- Have received education in one of the following majors in economics, finance, accounting, auditing, law, business administration, or another major relevant to the Company's operation.
- Must not have any familial ties with current members of the Board of Directors, the General Director, Deputy General Directors, or the Chief Accountant of the Company;
- Must not occupy any managerial roles within the Company; not required to be shareholders or employees of the Company.
- Candidates self-nominating as individual shareholders must hold at least 10% of the total voting shares of the Company as of the closing date of the shareholder list entitled to attend the 2023 Annual General Meeting of Shareholders (May 11<sup>th</sup>, 2023). Other nominated individuals must be proposed by a shareholder or group of shareholders holding at least 10% of the total voting shares of the Company as of the closing date of the shareholder list entitled to attend the 2023 Annual General Meeting of Shareholders (May 11<sup>th</sup>, 2023).
- Self-nominated and nominated candidates (referred to as candidates) must submit valid and timely candidacy dossiers as stipulated.

#### 2.2.2. Number of candidates for the position of Supervisor

- The nomination/candidacy of individuals for the Board of Directors (BOD) shall be conducted by shareholders or groups of shareholders in accordance with the quantity specified in Clause 3, Article 11 of the Company's Charter.

### **3. Dossiers for BOD, SB nomination/candidacy:**

- Candidate application form to the BOD or SB, containing the candidate's commitment to diligently and honestly fulfill the duties of a BOD, SB member if elected (as per the attached form);
- A self-declared curriculum vitae provided by the candidate (as per the attached

form);

- A share certificate held by the nominating shareholder (if self-nominated) or by the shareholder or group of shareholders nominating the candidate, or an equivalent document from the securities company where the shareholder(s) open an account or from the Vietnam Securities Depository (as of May 11<sup>th</sup>, 2023 - the closing date of the list of shareholders to attend the 2023 Annual General Meeting of Shareholders);
- Minutes of the group meeting for nomination + list of shareholder groups (if the candidate is nominated by a group of shareholders);
- Notarized or certified copies of: ID card/Citizen identity card/Passport, household register, professional certificates and degrees.

#### **4. Dossier submission office:**

- Nomination/candidacy dossiers should be submitted either in person or via registered mail to the Company's head office. Please ensure that the dossiers are enclosed in a sealed envelope with '**BOD/SB Nomination/Candidacy Dossier**' clearly written on the outside.

**Submission address:** Organizing Committee of General Meeting of Shareholders, PetroVietnam Ca Mau Fertilizer Joint Stock Company, Lot D, Ward 1 Industrial Park, Ngo Quyen Street, Ward 1, Ca Mau City. Telephone: (0290) 3819000; Fax: (0290) 3590501.

- Should shareholders require assistance or need to clarify any relevant information, please reach out to **Mr. Do Thanh Hung, the Company Secretary**, telephone: **(0290) 3819000** (ext. 570); Mobile phone: **091.3897704**, or Email: **hungdt@pvcfc.com.vn**

#### **5. BOD and SB nomination/candidacy dossiers application deadline**

- Application deadline: To communicate candidate information to shareholders as prescribed, and to facilitate the company's preparation of the candidate list, shareholders must submit **BOD/SB Nomination/Candidacy Dossier** to the company **before 5:00 PM on June 02<sup>nd</sup>, 2023**.

#### **6. Preparation of the election list for the General Meeting:**

- After the application deadline, should the number of candidates nominated by shareholders fall short, or if the candidates do not fulfill the prescribed standards and requirements, the incumbent Board of Directors (BOD)/Supervisory Board (SB) will exercise its authority, as outlined in the Company's Charter, to nominate additional candidates.
- Only dossiers that meet the requirements and candidates who meet the corresponding requirements for BOD and SB membership will be included in the list of candidates to be announced at the GMS.

The Company duly notifies and appreciates Shareholders for your valuable cooperation and support.

Sincerely./.

*C/c:*

- Shareholders;
- BOD, GD, SB;
- Filed: Archive, BOD.

**FOR BOARD OF DIRECTORS  
CHAIRMAN**