



**WORKING REGULATIONS
AT THE ANNUAL GENERAL MEETING OF SHAREHOLDERS
FOR THE FISCAL YEAR 2025 - 2026
OF THANH THANH CONG – BIEN HOA JOINT STOCK COMPANY**

Whereas:

- *The Law on Enterprises No. 59/2020/QH14, adopted by the National Assembly on 17 June 2020, as amended and supplemented from time to time (the “**Law on Enterprises**”), and its implementing regulations;*
- *The Law on Securities No. 54/2019/QH14, adopted by the National Assembly on 26 November 2019, as amended and supplemented from time to time, and its implementing regulations;*
- *Government Decree No. 155/2020/ND-CP dated 31 December 2020, as amended and supplemented from time to time, and its implementing regulations; and*
- *The current Charter of Thanh Thanh Cong – Bien Hoa Joint Stock Company, as amended and supplemented from time to time (the “**Charter**”).*

These Rules of Procedure for the Annual General Meeting of Shareholders for the fiscal year 2025-2026 of Thanh Thanh Cong - Bien Hoa Joint Stock Company (the “**Working Regulations**”) comprise the following provisions:

Article 1. Scope of application and applicable subjects

1. These Working Regulations provide detailed guidance on the procedures for organizing the Annual General Meeting of Shareholders for the Fiscal year 2025 - 2026 of the Company in the form of an in person and/or in combination with an online meeting format, with voting and elections conducted by electronic voting at such General Meeting.
2. These Rules of Procedure shall apply to the following persons:
 - a. Shareholders and their authorized representatives attending and voting at the General Meeting.
 - b. The Presidium, the Secretariat, the Shareholder Eligibility Verification Committee, the Vote Counting Committee, the Organizing Committee, and all other individuals or entities involved in organizing, attending, voting, electing, and carrying out other activities relating to the General Meeting.

Article 2. Definitions and abbreviations

1. Company : Thanh Thanh Cong – Bien Hoa Joint Stock Company.
2. Shareholder : An individual or organization holding shares in the Company.
3. BOD : The Board of Directors of the Company.
4. GMS : The General Meeting of Shareholders of the Company.
5. General Meeting : The Company’s Annual General Meeting for the 2025–2026 financial year shall be held in person and/or in combination with an online meeting format, with voting and elections conducted by electronic voting through the application of modern information technology solutions for the transmission of audio and/or visual content of the Meeting, thereby enabling shareholders at different locations to attend, follow, discuss and vote on matters submitted to

the Meeting.

6. Delegates : A Shareholder or the lawful and valid authorized representative of a Shareholder who satisfies the eligibility requirements for attending the General Meeting as prescribed in Article 5.1 of these Working Regulations.
7. Organizing Committee : Consists of the Chairperson, the persons appointed by the Chairperson to the Presidium, the Vote Counting Committee, the Secretariat, the Shareholder Eligibility Verification Committee, the Master of Ceremonies (MC), and other persons designated by the Chairperson.
8. Meeting Venue : The place where the Chairperson attends and presides over the General Meeting, which shall be located within the territory of Vietnam.
9. Meeting Area : It includes the main area and other areas. The main area is the venue where the General Meeting is physically held and where the Chairperson attends and presides over the General Meeting. The other areas are locations from which shareholders log in to the online meeting system using the access accounts provided by the Company in order to attend the General Meeting.

For the avoidance of doubt, depending on the actual circumstances and the number of Delegates attending the General Meeting, in addition to the primary meeting hall where the Presidium is physically present, the Organizing Committee may arrange additional meeting halls or rooms within the main area (collectively, the “**Additional Halls**”). The Additional Halls shall provide sufficient and convenient seating for Delegates and ensure that they are able to listen to the proceedings, express their opinions, and exercise their shareholder rights in respect of the entire agenda of the General Meeting in accordance with applicable law.
10. Notice of Meeting : The Notice of the General Meeting of Shareholders dated 03 October 2026 issued by the Company.
11. Online Meeting System or Electronic Voting System : Means the system supporting the organization of the General Meeting at the website <https://event.agris.com.vn/agm2526> , which provides Delegates with tools to exercise their relevant rights when attending the General Meeting, including registering attendance at the General Meeting, submitting questions for discussion, accessing General Meeting documents, casting votes on resolutions, and electing candidates online.
12. Electronic Voting : Means the process whereby Delegates (including both in-person and online Delegates) use computers or other internet-connected devices to cast votes, elect candidates, and submit questions for discussion online through the Electronic Voting System.
13. Legal Identification Document of an Individual : Any one of the following documents: Identity Card, Citizen Identity Card, Passport, or any other lawful personal identification document.

- 14. Legal Document of an Organization : Any one of the following documents: Establishment Decision, Enterprise Registration Certificate, or another equivalent legal document.
- 15. VNeID : The National Digital Identity Application used for electronic identification and authentication in administrative procedures, public services, transactions, and other activities conducted in the electronic environment.
- 16. Login Account : Means the information necessary to identify each Delegate and used by such Delegate to log in to/access the Online Meeting System or the Electronic Voting System.

Terms and abbreviations not otherwise defined or interpreted in these Rules of Procedure shall have the meanings assigned to them in the Charter.

Article 3. Principles governing the general meeting

1. The General Meeting shall be conducted in accordance with the principles of openness, fairness, democracy, and compliance with applicable laws, the Charter, the Internal Regulations on Corporate Governance of the Company, and the other rules and regulations of the Company.
2. The General Meeting shall safeguard the legitimate interests of the Shareholders and support the sustainable development of the Company.
3. The General Meeting shall ensure security, order, and operational efficiency throughout its proceedings.

Article 4. Order at the General Meeting

1. Before entering the main area of the General Meeting to attend in person, at the time of shareholder verification and registration, each Delegate must present the Notice of Meeting (copy or original) and the documents required for registration of in-person attendance as specified in Article 5.2 of these Regulations.
2. Upon entering the main area of the Meeting Venue, Delegates must sit in the seats or areas designated by the Organizing Committee and strictly comply with the seating arrangements made by the Organizing Committee.
3. Delegates must comply with generally accepted standards of conduct in public places, behave in a civil and courteous manner, refrain from causing disorder or obstructing the normal conduct of the Meeting, and respect the outcomes of the Meeting.
4. Smoking is prohibited in the main area of the Meeting Venue.
5. Delegates must refrain from private conversations and switch their mobile phones to vibrate or silent mode during the Meeting.
6. Photography, audio recording and video recording at the Meeting are prohibited. The Organizing Committee may arrange cameras to record the Meeting for organizational and administrative purposes. Where necessary and with the approval of the Chairperson of the Board of Directors, video recordings from such cameras may be used at the request of competent authorities.
7. Delegates should limit their movement throughout the Meeting.
8. The Organizing Committee shall have the right to require Delegates attending the Meeting in person to undergo such inspections or security measures as the Organizing Committee deems

appropriate. Where a Delegate fails to comply with the directions of the Chairperson or the Organizing Committee, intentionally causes disorder, obstructs the normal conduct of the Meeting, fails to comply with the aforesaid inspections or security measures, intentionally disrupts the Meeting, or takes any action that adversely affects the Online Meeting System or the Electronic Voting System, the Organizing Committee or the Chairperson of the Meeting may, after due consideration, deny such Delegate access to or remove such Delegate from the Meeting in order to avoid disruption to the general agenda and to ensure the safety of other Delegates.

Article 5. Conditions and procedures for delegates' attendance at the General Meeting and electronic voting

1. Conditions for attending the General Meeting:

a. Eligible participants:

- i. Shareholders holding shares of the Company whose names appear on the Company's Shareholder List as of the record date for determining shareholders entitled to attend the General Meeting (28 September 2026), as provided by the Vietnam Securities Depository and Clearing Corporation; or
- ii. Persons duly authorized by the Shareholders specified in Item (i), Point a, Clause 1 of this Article to attend the General Meeting.

The authorizing person and the authorized person shall be fully responsible to the Company, relevant parties and competent state authorities for the accuracy and authenticity of their respective signatures on the power of attorney. The Organizing Committee shall not be responsible for, nor be obliged to verify, the validity or authenticity of the signatures of the parties on the power of attorney. Where there is any doubt as to the legality or authenticity of such signatures, the Company or the Organizing Committee shall have the right to report the matter to the competent state authorities for handling in accordance with applicable law.

b. Technical Requirements:

Delegates attending the General Meeting must use appropriate devices with Internet connectivity to ensure that they can follow the proceedings of the General Meeting (in the case of online attendance) and cast electronic votes (in the case of both online and in-person attendance), including but not limited to personal computers, laptops, tablets and smartphones with Internet access.

Where necessary, the Organizing Committee may provide Internet-connected electronic devices to assist Delegates attending the General Meeting in person in casting votes or participating in elections.

2. Procedures for In-Person Attendance (Check-in):

Delegates shall present the following documents at the registration area, in accordance with the instructions of the Organizing Committee, in order to complete the registration for in-person attendance at the General Meeting.

a. Shareholders attending the General Meeting in Person:

A Shareholder shall: (i) present the original of a valid personal identification document or valid Level-2 electronic identification information on the VNeID application; and (ii) present the Confirmation of Attendance or Authorization to Attend the General Meeting.

b. Authorized Representatives of Individual Shareholders or Representatives of Institutional Shareholders:

- i. The person authorized to attend the General Meeting shall: (i) present to the Organizing Committee the original of his/her valid personal identification document or valid Level-2 electronic identification information on the VNeID application; (ii) submit a copy of the legal documents of the organization, where the attendee is a representative of an institutional Shareholder; and (iii) submit the original of a valid power of attorney.
- ii. A valid power of attorney must simultaneously satisfy the following requirements:
 - comply with Clause 2, Article 144 of the Law on Enterprises and other relevant laws and regulations;
 - the total number of shares represented by authorization must not exceed the number of voting shares held by the relevant Shareholder. Where a Shareholder authorizes more than one person to attend the General Meeting, the aggregate number of shares represented under all powers of attorney must not exceed the number of voting shares held by such Shareholder;
 - the power of attorney must not contain any erasure, deletion, alteration or information that has been pieced together or otherwise tampered with, and must be signed by the Shareholder with the Shareholder's full name clearly stated. Where the authorizing Shareholder is an organization, the power of attorney must also be signed by the legal representative of the Shareholder or a person duly authorized by such legal representative and validly affixed with the organization's seal, except where the organization does not use a seal in accordance with applicable law; and
 - the power of attorney must contain the full name and signature of the authorized person.

Where a Delegate fails to present, or fails to fully present, the above documents for the Organizing Committee to inspect and verify his/her eligibility to attend the General Meeting, or presents any document that is inconsistent with or fails to comply with applicable law or the Company's instructions, the Organizing Committee shall have the right to refuse such Delegate's attendance at the General Meeting.

3. Procedures for Online Attendance (Check-in):

- a. A Delegate, whether attending in his/her own capacity or as an authorized representative, shall access the Online Meeting System using the relevant Login Account information and confirm his/her attendance at the General Meeting in accordance with the instructions displayed on the Online Meeting System.
- b. Where a Shareholder authorizes another person to attend the General Meeting, or where the Shareholder is an organization, the Company shall provide the Login Account to the authorized representative after the Company has received a complete authorization dossier in the form and within the timeline specified in the Notice of Meeting, and in accordance with the document requirements set out in Article 5.2.a.(ii) of these Regulations.

4. Provision of Login Information for the Electronic Voting System

The access link to the Electronic Voting System and the Login Account for the Electronic Voting System shall be provided in the Notice of Meeting and/or by such other means of notification of login information as prescribed by the Company and notified to the Delegates.

Each Delegate shall be responsible for keeping confidential the Login Account provided to him/her so as to ensure that only such Delegate may cast votes through the Electronic Voting System, and shall bear full responsibility for the information registered in connection with such account.

5. By providing information for registration to attend the General Meeting, each Delegate shall be deemed to have consented to the Company's collection, storage, use, cross-checking, verification and processing of such personal data to the extent necessary for the purposes of verifying eligibility to attend the General Meeting and enabling the Delegate to exercise his/her rights to attend, discuss, vote and elect at the General Meeting. The Company shall not be liable for any risks or losses arising from information provided by a Delegate that is inaccurate, incomplete or not updated, or from the Delegate's failure to maintain the confidentiality of his/her Login Account information. The retention, deletion or destruction of personal data shall be carried out in accordance with applicable law and the Company's policies on personal data protection.

Article 6. Recognition of Electronic Voting and Election

A Delegate shall be deemed to have attended the General Meeting upon successfully completing the online attendance procedures through the Electronic Voting System (as confirmed by a notification displayed on the interface of the Electronic Voting System) in accordance with Article 5.3 of these Regulations, or upon completing the in-person attendance procedures with the Organizing Committee on the date of the General Meeting in accordance with Article 5.2 of these Regulations. The Delegate Eligibility Verification Committee shall publicly report the results of the verification of Delegates' eligibility at the General Meeting.

Article 7. Electronic Voting Period

1. After successfully logging in to the Electronic Voting System, a Delegate may cast votes or participate in elections from 03 (three) business days prior to the opening of the General Meeting until the closing time of each voting or election session as announced by the Chairperson at the General Meeting. Where a Delegate has already cast a vote or election but wishes to change his/her decision, such change must be made before the relevant voting or election session is closed. The final vote or election result recorded by the Electronic Voting System before the close of the relevant voting or election session shall be valid and included in the vote-counting results.
2. Delegates who log in to the Electronic Voting System after the opening of the General Meeting may still vote or elect candidates on matters for which the voting or election session has not yet been closed. For matters for which the Chairperson has announced the close of the voting or election session, such Delegates shall no longer be entitled to vote or elect candidates. The validity of any voting or election session conducted prior to the Delegate's registration for attendance and login to the Electronic Voting System shall remain unaffected.
3. Where a Delegate logs out of and subsequently logs back into the Electronic Voting System, such Delegate may continue to vote or elect candidates on matters for which the Chairperson has not yet announced the close of the relevant voting or election session.
4. The voting or election result shall be determined based on the Delegate's final electronic vote. Accordingly, any unexpected interruption of the Delegate's internet connection (if any), or the Delegate's logging out of the Electronic Voting System before the conclusion of the General Meeting, shall not affect any votes or election results previously submitted by such Delegate.

Article 8. Conditions for Conducting the General Meeting

1. The General Meeting shall be duly convened when the attending Delegates represent more than fifty percent (50%) of the total voting shares.
2. If the General Meeting does not satisfy the quorum requirement specified in Clause 1 of this Article, the convening and conduct of the subsequent General Meeting (the second meeting) shall be carried out in accordance with the Charter, the Internal Regulations on Corporate Governance, and the Law on Enterprises.

3. Other provisions relating to the quorum and reconvening of the General Meeting shall be governed by the Charter, the Internal Regulations on Corporate Governance, and the Law on Enterprises.

Article 9. Rights and Obligations of Delegates Attending the General Meeting

Delegates shall have the rights and obligations prescribed in the Company's Charter, the Internal Regulations on Corporate Governance, and the following rights and obligations:

1. To be publicly informed by the Organizing Committee of the General Meeting agenda and meeting materials, and to review the meeting materials published on the Company's website.
2. To present the required documents for registration and have their attendance at the General Meeting confirmed in accordance with these Regulations.
3. Delegates shall have the right to attend and participate in discussions at the General Meeting. Delegates shall exercise their discussion rights in the manner prescribed in Article 14 of these Regulations. The Chairperson shall have the right to exclude or decline to answer questions or comments that are repetitive or unrelated to the agenda of the General Meeting.
4. Delegates shall have the right to vote on all matters included in the agenda of the General Meeting in accordance with the Law on Enterprises, other relevant laws and regulations, the Company's Charter, these Regulations, and other rules and regulations of the Company. A Delegate who has registered to attend the General Meeting but fails to successfully log in to the Electronic Voting System, or who successfully logs in to the Electronic Voting System but does not cast a vote, shall be deemed not to have participated in the voting on the relevant matter. In the event of any technical difficulties in logging in to or using the Electronic Voting System, the Delegate may request technical support from the Organizing Committee in order to exercise his/her voting or election rights in accordance with these Regulations.
5. Delegates are required to attend the General Meeting on time. A Delegate arriving late may still attend and participate in voting from the time of admission; however, the Chairperson shall not be required to suspend or adjourn the General Meeting, and the validity of any voting sessions conducted prior to such Delegate's attendance shall not be affected.
6. Delegates must register accurate information regarding their mobile phone number, contact address and email address so that the Organizing Committee may provide the Login Account information. Shareholders shall be solely responsible for the accuracy of the information registered. Where any information needs to be updated or further guidance is required, the Shareholder shall contact the Organizing Committee for assistance.
7. Shareholders may use the login information provided by the Company to access and attend the General Meeting and to cast electronic votes. Shareholders shall be responsible for, and shall have no right to make any claim arising from, logging out of the system for any reason or allowing another person to use their Login Account to access the Online Meeting System or the Electronic Voting System during the period in which the system is open and during the Electronic Voting Period as prescribed in Article 7 of these Regulations.
8. Delegates must keep their Login Account confidential to ensure that only the relevant Delegate is able to cast votes through the Electronic Voting System. The voting results recorded for a Delegate on the Electronic Voting System shall be deemed the final decision of such Delegate. Each Delegate shall bear full legal responsibility to the Company and under applicable law for the electronic votes cast using his/her account. Votes cast electronically shall have the same legal validity and effect as votes cast by Delegates attending the General Meeting in person.
9. A Delegate must immediately notify the Company upon discovering that his/her Login Account has been disclosed or compromised, by contacting the Company in the manner

specified in the Notice of Meeting. The Delegate shall bear responsibility for any damage, loss or other risks arising before the Company receives such notification, to the extent caused by the Delegate.

10. Where a Shareholder authorizes another individual or organization to attend the General Meeting, such authorization must comply with the requirements set out in the Notice of Meeting. The Shareholder and the authorized person shall be responsible for the authorization and for the electronic voting results made through the Login Account provided or notified by the Company. All electronic voting results of the Delegate shall be deemed to reflect the Delegate's final intention and decision. The Company shall be released from any liability arising from fraudulent, forged, inaccurate or misleading information contained in the power of attorney.
11. Delegates shall be responsible for any use of technology intended to disrupt the General Meeting or alter the results of electronic voting.
12. For Delegates attending the General Meeting in person, any request to speak or participate in discussions directly at the General Meeting must be made in accordance with the direction of the Chairperson. Statements should be brief and concise, avoid repetition, and focus on key matters relevant to the agenda approved by the General Meeting.
13. Delegates shall maintain the confidentiality of documents, comply with requirements regarding the use and safekeeping of documents, and shall not copy, record or provide such documents to any person outside the General Meeting without the approval of the Presidium.
14. Delegates shall comply with these Regulations, the directions of the Chairperson, the Presidium and the Organizing Committee, and shall maintain order throughout the General Meeting.

Article 10. Chairperson and Presidium

1. The Chairperson of the BOD shall act as the Chairperson of the General Meeting.
During the General Meeting, the Chairperson may authorize another member of the BOD to perform the duties of the Chairperson for a specified period or periods by giving oral or written notice to the General Meeting. The determination of the Chairperson in other circumstances shall be made in accordance with the Charter, the Internal Regulations on Corporate Governance, the Company's other internal rules and regulations, and applicable laws.
2. The Presidium shall consist of the Chairperson and other members appointed by the Chairperson and approved by the General Meeting of Shareholders.
3. Rights and obligations of the Chairperson:
 - a. To preside over the General Meeting in accordance with the agenda approved by the General Meeting of Shareholders;
 - b. To sign the Minutes of the Meeting, the Resolution(s) of the General Meeting, and other documents relating to the General Meeting;
 - c. To adjourn the General Meeting after the required quorum has been satisfied to another time or change the venue of the Meeting in the circumstances prescribed by the Charter;
 - d. To assign and introduce members of the Presidium to present reports and matters submitted to the General Meeting for approval;
 - e. To respond to, or designate another person to respond to, the opinions of Delegates;
 - f. To require all attendees to comply with lawful or reasonable security checks or other security measures;
 - g. To request the competent authorities to maintain order during the General Meeting;

- h. To remove from the General Meeting any person who fails to comply with the Chairperson's authority, intentionally disrupts order, obstructs the normal conduct of the General Meeting, or fails to comply with security inspection requirements;
 - i. To exercise other rights and perform other duties as prescribed by law, the Charter, the Internal Regulations on Corporate Governance, these Rules of Procedure, the Company's other internal rules and regulations, and resolutions of the General Meeting.
- 4. The Presidium shall operate under the principle of democratic centralism, make decisions by majority vote, and shall have the following rights and obligations:
 - a. To conduct the General Meeting in accordance with the agenda and these Rules of Procedure approved by the General Meeting of Shareholders;
 - b. To guide discussions and voting on matters included in the agenda of the General Meeting and other related matters throughout the Meeting;
 - c. To respond to and record matters falling within the agenda approved by the General Meeting;
 - d. To resolve issues arising outside the agenda during the course of the General Meeting (if any);
 - e. To exercise other rights and perform other duties as prescribed by law, the Charter, the Internal Regulations on Corporate Governance, these Rules of Procedure, the Company's other internal rules and regulations, and resolutions of the General Meeting.

Article 11. Shareholder Eligibility Verification Committee

- 1. The Shareholder Eligibility Verification Committee shall be established by a resolution of the Board of Directors. The Shareholder Eligibility Verification Committee shall have the following responsibilities:
 - a. Verifying the eligibility of Shareholders or their duly authorized representatives attending the General Meeting;
 - b. Verifying the eligibility of Delegates to attend the Meeting and the proxy document of a Delegate attending the Meeting as an authorized representative;
 - c. Reporting to the General Meeting on the results of the verification of the eligibility of Shareholders attending the Meeting; and
 - d. Performing other responsibilities in accordance with the applicable laws, the Charter, the Internal Corporate Governance Regulation, these Working Regulations, the Company's other internal regulations and policies, resolutions of the BOD, and resolutions of the General Meeting.
- 2. The Shareholder Eligibility Verification Committee may establish supporting teams to assist it in performing its duties.

Article 12. Secretariat

The Secretariat shall be nominated by the Chairperson and approved by the General Meeting. The Secretariat shall have the following responsibilities:

- 1. Accurately and faithfully recording the entire proceedings of the Meeting and all matters approved by the General Meeting (including any matters reserved at the Meeting), and submitting them to the Chairperson for decision;
- 2. Receiving Delegates' requests to speak at the Meeting and forwarding them to the Chairperson;

3. Preparing the Minutes of the Meeting and the Resolutions on the matters approved at the Meeting; and
4. Performing other supporting tasks as assigned by the Chairperson, in accordance with the applicable laws, the Charter, the Internal Corporate Governance Regulation, these Working Regulations, the Company's other internal regulations and policies, and the resolutions of the General Meeting.

Article 13. Vote Counting Committee

1. The Vote Counting Committee shall be nominated by the Chairperson and approved by the General Meeting. The Vote Counting Committee shall have the following responsibilities:
 - a. Providing instructions on electronic voting and electronic election;
 - b. Compiling the results of electronic voting and electronic election;
 - c. Announcing the voting results for each matter submitted for approval and the election results;
 - d. Reviewing and reporting to the General Meeting any violations of the voting or election procedures, or any complaints relating to the voting or election process (if any); and
 - e. Performing other supporting tasks as assigned by the Chairperson, in accordance with the applicable laws, the Charter, the Internal Corporate Governance Regulation, these Working Regulations, the Company's other internal regulations and policies, and the resolutions of the General Meeting.
2. The Vote Counting Committee may establish supporting teams to assist it in performing its duties.

Article 14. Discussion at the Meeting

1. Principles:
 - Discussions shall only be conducted within the time allocated and shall be limited to the matters included in the Meeting Agenda; and
 - Only Delegates are entitled to participate in the discussion.
2. Delegates wishing to raise matters for discussion shall register their discussion topics in one of the following manners:
 - a. A Delegate may submit a question by preparing and sending it through the Discussion section of the Electronic Voting System (in accordance with the instructions provided at the Meeting), or by raising the question directly at the Meeting.
 - b. The Secretariat shall compile the questions submitted by the Delegates and forward them to the Chairperson for inclusion in the discussion session.
3. Where time constraints prevent all questions from being addressed directly at the Meeting, the Company shall provide written responses after the Meeting.

Article 15. Voting and Election at the Meeting

1. Voting Principles:

All matters included in the Meeting Agenda and presented at the Meeting shall be discussed and voted on by the General Meeting through Electronic Voting (E-Voting) via the E-Voting System.

Each one (01) voting share shall carry one (01) vote.

2. E-Voting:

- a. For each matter submitted for approval at the Meeting and configured in the E-Voting System, each Delegate shall select one of the following voting options: For, Against, or Abstain. The Delegate shall then confirm his/her vote for each Voting Session so that the E-Voting System can record the voting result.
 - b. During the E-Voting period as prescribed in these Working Regulations, Delegates may change their voting results (but may not cancel their votes). The E-Voting System shall record only the Delegate's final voting result as at the close of each Voting Session in accordance with these Working Regulations.
 - c. For the avoidance of doubt, voting on each matter submitted through the E-Voting System shall be independent. A Delegate's failure to vote on a particular matter shall not affect the validity of any other matter submitted for voting. Where a Delegate does not vote on all matters included in the Meeting Agenda, the matters that have been duly voted on in accordance with these Working Regulations shall remain valid.
 - d. The election of members of the BOD shall be conducted through the E-Voting System in accordance with the Election Rules for Members of the BOD approved by the General Meeting.
3. The E-Voting period for each Voting Session or Election Session shall be as follows:
- a. First Voting Session:
 - (i) Matters submitted for approval:

The General Meeting shall vote to approve the following matters: (i) Meeting Agenda; (ii) Working Regulations; (iii) Election Rules; (iv) Composition of the Presidium; (v) Composition of the Secretariat; and (vi) composition of the Vote Counting Committee.
 - (ii) Commencement of voting: after the Delegate has been recorded as attending the General Meeting in accordance with Article 6 of these Regulations.
 - (iii) Close of voting: Upon the announcement by the Organizing Committee of the close of the First Voting Session.
 - b. Second Voting Session:
 - (i) Matters submitted for approval:

The General Meeting shall vote on the Proposals and other matters included in the Meeting Agenda requiring approval by the General Meeting, except for those included in the First Voting Session, the Election Session and the Third Voting Session.
 - (ii) Commencement of voting: after the Delegate has been recorded as attending the General Meeting in accordance with Article 6 of these Regulations.
 - (iii) Close of voting: Upon the Chairperson's announcement of the close of the Second Voting Session.
 - c. Election Session:
 - (i) Election matters:

The General Meeting shall elect members of the BOD in accordance with the Election Rules for Members of the BOD approved by the General Meeting.
 - (ii) Commencement of election: after the Delegate has been recorded as attending the General Meeting in accordance with Article 6 of these Regulations.
 - (iii) Close of election: Upon the Chairperson's announcement of the close of the Election Session.

d. Third Voting Session:

(i) Matters submitted for approval:

The General Meeting shall vote to approve the following matters: (i) the Minutes of the Meeting; and; (ii) the Resolution(s) of the General Meeting.

(ii) Commencement of voting: after the Delegate has been recorded as attending the General Meeting in accordance with Article 6 of these Regulations.

(iii) Close of voting: Upon the Chairperson's announcement of the close of the Third Voting Session.

4. Upon the close of each Voting Session or Election Session, the E-Voting System shall no longer accept any voting instructions from Delegates. The voting or election results recorded in the E-Voting System shall constitute the Delegate's final voting or election results, and the Delegate shall have no right to lodge any complaint or initiate any claim in relation to such results. In the event of any complaint relating to the vote-counting results, the decision of the Presidium shall be final.

Article 16. Adoption of Resolutions of the General Meeting

1. A Resolution or Decision of the General Meeting shall be adopted at the Meeting if it is approved by Delegates representing more than 50% of the total votes of all Delegates attending and voting at the Meeting, except for the matters specified in Clause 2 of this Article.
2. The following matters shall be approved only if they receive the affirmative votes of Delegates representing at least 65% of the total votes of all Delegates attending and voting at the Meeting:
 - a. The classes of shares and the total number of shares of each class;
 - b. Changes to the Company's business lines and business sectors;
 - c. Changes to the Company's management organizational structure;
 - d. Investment projects or the sale of assets with a value equal to or exceeding 70% of the total assets recorded in the Company's most recent financial statements; and
 - e. Reorganization or dissolution of the Company.
3. The determination of elected members of the BOD shall be carried out in accordance with the Election Rules for Members of the BOD approved by the General Meeting.

Article 17. Vote Counting Procedures

1. When Delegates cast their votes, the numbers of For, Against, and Abstain votes shall be recorded in the E-Voting System. For the election of members of the BOD, the recording and counting of votes shall be conducted in accordance with the Election Rules for Members of the BOD approved by the General Meeting.
2. The Vote Counting Committee shall verify the voting results recorded in the E-Voting System and compile the voting or election results.
3. The Vote Counting Minutes shall record the vote-counting results of all Delegates attending the General Meeting.

Article 18. Announcement of Vote Counting Results

Based on the Vote Counting Minutes, the Vote Counting Committee shall verify, compile and report the vote-counting results for each matter included in the Meeting Agenda to the Chairperson. The vote-counting results shall be announced by a representative of the Vote Counting Committee prior to the closing of the Meeting.

Article 19. Minutes of the General Meeting and Method of Adoption

1. The recording and preparation of the Minutes of the General Meeting shall be carried out in accordance with Article 150 of the Law on Enterprises and the corresponding provisions of the Company's Charter.
2. The draft Minutes of the General Meeting and the Resolution(s) of the General Meeting shall be presented to the General Meeting for adoption before the Meeting is adjourned.

Article 20. Implementation

These Working Regulations shall be publicly announced before the General Meeting and shall take effect immediately upon their adoption by the General Meeting.

Any matters relating to the organization of, attendance at, voting or election at the General Meeting that are not specifically provided for in these Working Regulations shall be governed by the applicable laws, the Charter, and the Company's other internal regulations and policies.

**OBO. THE GENERAL MEETING OF
SHAREHOLDERS
CHAIRLADY**

DANG HUYNH UC MY