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WORKING REGULATIONS
ANNUAL GENERAL MEETING OF SHAREHOLDERS
FOR THE FISCAL YEAR 2023-2024
THANH THANH CONG – BIEN HOA JOINT STOCK COMPANY

Pursuant to:

- *The Law on Enterprises No. 59/2020/QH14 dated June 17th, 2020 (the "**Enterprise Law**");*
- *The Law on Securities No. 54/2019/QH14 dated November 26th, 2019;*
- *Decree No. 155/2020/ND-CP dated December 31st, 2020, detailing the implementation of certain articles of the Law on Securities;*
- *The current Charter of Thanh Thanh Cong – Bien Hoa Joint Stock Company (the "**Charter**"),*

The Working Regulations at the Annual General Meeting of Shareholders for the Fiscal Year 2023-2024 of Thanh Thanh Cong – Bien Hoa Joint Stock Company (the "**Working Regulations**") include the following provisions:

Article 1. Scope of regulation and applicable subjects

1. This Working Regulations provide the procedures and voting processes for matters related to the Annual General Meeting of Shareholders for the fiscal year 2023-2024 of Thanh Thanh Cong – Bien Hoa Joint Stock Company.
2. The following subjects shall be governed by this Working Regulations:
   a. Shareholders and authorized representatives participating and voting at the Meeting.
   b. The Presidium, the Voting Committee, the Secretariat, the Shareholder eligibility verification Committee, the Organizing Committee, and other individuals involved in the organization, participation, voting, elections, and related tasks of the Meeting.

Article 2. Interpretation of terms/abbreviations

1.	Company	:	Thanh Thanh Cong – Bien Hoa Joint Stock Company.
2.	Shareholder	:	Any individual or entity holding shares in the Company.
3.	BOD	:	The Board of Directors of the Company.
4.	AGM	:	The Annual General Meeting of Shareholders for the fiscal year 2023-2024 of the Company.

5.	Delegate	:	A Shareholder of the Company, or a duly authorized and legitimate representative of a Shareholder, eligible to attend the Meeting as prescribed in Article 5 of this Working Regulations.
6.	Organizing committee	:	Including the Chairperson, persons introduced by the Chairperson to the Chairing Committee, the Voting Committee, the Secretariat, the Head of the Shareholder eligibility verification Committee, the Master of Ceremonies (MC), and others as determined by the Chairperson.
7.	Meeting invitation notice	:	The invitation letter for the AGM dated September 28^{th}, 2024, of the Company.
8.	Personal legal documents	:	One of the following documents: Citizen Identity Card, Identity Card, Passport, or other legal personal identification documents.
9.	Organizational legal documents	:	One of the following documents: Establishment Decision, Enterprise Registration Certificate, or other equivalent documents.

Terms and abbreviations not specifically defined in this Working Regulations shall be interpreted in accordance with the Charter.

Article 3. Principles of the AGM's operations

1. The AGM shall operate in accordance with the principles of transparency, fairness, democracy, and compliance with the provisions of law, the Charter, and the Company's internal regulations on corporate governance.
2. It shall prioritize the legitimate interests of Shareholders and meet the requirements for the sustainable development of the Company.
3. The AGM shall ensure security, order, and efficiency in its proceedings.

Article 4. Order of the AGM

1. Before entering the meeting room, at the time of shareholder verification and registration, Delegate must present the Meeting invitation notice and the following documents:
    a. For individual Shareholders:
        - In case the Shareholder personally attends the AGM: The Shareholder must present the original valid personal legal documents.

- In case the Shareholder authorizes another to attend the AGM: The authorized person must (i) present the original valid personal legal documents, and (ii) submit a valid Power of Attorney.

  The valid Power of Attorney must satisfy the following conditions:

  + It complies with Clause 2, Article 144 of the 2020 Enterprise Law;
  + The total number of shares authorized does not exceed the number of shares with voting rights owned by the Shareholder (in case the Shareholder authorizes multiple persons to attend, the total number of shares authorized must not exceed the number of shares with voting rights owned by the Shareholder);
  + The Power of Attorney must not be altered, erased, or amended, and must be signed and clearly indicate the name of the Shareholder. If the Power of Attorney is not an original but a copy printed from a scanned or photographed version sent via email by the Shareholder to the authorized person, the scanned or photographed version must be sent from the email address registered with the Vietnam Securities Depository and Clearing Corporation (VSDC) and included in the list of Shareholders on the record date for the meeting. The authorized person must present the email from the Shareholder to the Organizing committee.

b. For corporate Shareholders:

- The authorized person attending the meeting must (i) present the original valid personal legal documents, (ii) submit a certified copy of the organizational legal documents, and (iii) submit a valid Power of Attorney.

  The valid Power of Attorney must satisfy the following conditions:

  + It complies with Clause 2, Article 144 of the Enterprise Law;
  + The total number of shares authorized does not exceed the number of shares with voting rights owned by the Shareholder (in case the Shareholder authorizes multiple persons to attend, the total number of shares authorized must not exceed the number of shares with voting rights owned by the Shareholder);
  + The Power of Attorney must not be altered, erased, or amended, and must be signed by the legal representative of the Shareholder and bear the valid stamp. If the Power of Attorney is not an original but a copy printed from a scanned or photographed version sent via email, the scanned or photographed version must be sent from the registered email address of the Shareholder with VSDC and included in the list of

Shareholders on the final registration date for the meeting. The authorized person must present the email to the Organizing committee.

If a Delegate fails to present or fully present the above documents for verification by the Organizing committee, the Organizing committee have the right to deny the Delegate's participation in the AGM.

2. Delegates must sit in the designated area as instructed by the Organizing committee and strictly comply with the seating arrangement.
3. Delegates must adhere to general rules of conduct, maintain civility, avoid disrupting order, and respect the AGM's outcomes.
4. Smoking is prohibited in the AGM area.
5. Private conversations are not allowed, and mobile phones must be switched to vibrate or silent mode during the AGM.
6. Photography, audio, and video recordings are not permitted during the AGM.
7. Movement should be minimized during the proceedings the AGM.
8. The Organizing committee reserve the right to request security checks or other measures as deemed necessary. In cases where a Shareholder or Delegate fails to comply with the instructions of the Chairman or the Organizing committee, intentionally disrupts the meeting, or violates security protocols, the Organizing committee may, after careful consideration, deny or expel the Delegate from the meeting. A formal record of such actions will be prepared.
9. Delegates must exercise their rights and fulfill their obligations in accordance with this Working Regulation, the Company's Charter, and applicable laws.
10. The Organizing committee or the Chairman of the AGM have the right to expel Delegates who fail to comply with the AGM's Order as stipulated in this Article, ensuring that the overall agenda and the safety of other Delegates are not compromised.

Article 5. Conditions for attending the AGM

1. A Shareholder owning shares of the Company whose name appears on the Company's list of Shareholders as of the record date for preparing the list of Shareholders entitled to attend the General Meeting; or
2. A person validly authorized by the Shareholder specified in Clause 1 of this Article to attend the General Meeting.

   The Authorizing Party and the authorized party shall bear full responsibility for the accuracy and authenticity of their signatures on the authorization document concerning relevant parties and competent state authorities. The Company and the Organizing Committee of the Meeting shall not be responsible for and have no obligation to verify the validity of the signatures of the parties on the authorization document. In the event of any doubt regarding the legality of the signatures of the parties on the authorization document, the Company and the Organizing Committee shall have the right to report to the competent state authorities for handling in accordance with legal regulations.

3. Registration procedure for attending the AGM:

   a. Delegates must present the required documents as specified in Clause 1, Article 4 of this Working Regulation at the Shareholder verification area arranged by the Organizing committee;

   b. The Shareholder eligibility verification Committee will verify the Delegate's information and issue Voting Cards, Voting Papers, and Election Voting Papers in accordance with this Working Regulation once the Delegate's eligibility has been confirmed.

Article 6. Conditions for holding the AGM

1. The AGM shall be convened when Shareholders representing more than 50% of the total voting shares are present.

2. If the AGM fails to meet the conditions for convening as prescribed in Clause 1 of this Article, the reconvening and holding of a second AGM shall proceed in accordance with the Company's Charter, internal regulations on corporate governance, and the Enterprise Law.

3. Other provisions related to the conditions for convening and reconvening the AGM shall be governed by the Charter, Company's internal regulations on corporate governance, and the Enterprise Law.

Article 7. Rights and obligations of Delegates attending the AGM

1. Delegates shall present their documentation for registration to attend the AGM and shall receive a Voting Card, Voting Papers, Election Voting Papers, and other materials as prescribed by the Organizing committee.

2. Delegates have the right to attend, discuss, and speak at the AGM. Delegates may express their opinions either directly or by submitting written questions to the Secretariat. Written comments shall hold the same validity as direct verbal comments at the AGM. If delegates wish to speak directly, they must register with the Secretariat, and upon being invited to speak, they must clearly state their name and the content of their comment. Speeches should be concise, limited to 3 minutes, and focused on the relevant agenda of the AGM. If the speech exceeds 3 minutes, it must be approved by the Chairperson but cannot exceed 5 minutes.

   To ensure order and that all matters and proposals under the authority of the AGM are fully presented and voted on, the total time allocated for direct speeches and discussions at the meeting is limited to 30 minutes. When a delegate wishes to speak directly at the meeting, they must follow the coordination of the Chairperson. The Chairperson will arrange for shareholders to speak in the order of registration and address their inquiries accordingly.

The Chairperson reserves the right to dismiss or refuse to respond to questions or comments that are repetitive or unrelated to the agenda of the AGM.

3. Delegates have the right to vote on all matters in accordance with the agenda of the AGM, as provided by the Law on Enterprises, relevant legal documents, and the Charter.
4. Delegates are obligated to attend the AGM on time. In the event of late arrival, they may still attend and participate in the voting immediately; however, the Chairperson is not responsible for pausing the meeting, and the validity of the voting conducted prior to their arrival will not be affected.
5. Delegates must comply with the instructions of the Chairperson, the Presidium, and the Organizing committee; they must also ensure order during the AGM.

Article 8. Chairperson and Presidium

1. The Chairlady of the BOD is the Chairperson of the AGM.

   During the AGM, the Chairperson may authorize another BOD member to assume the role of Chairperson for a specified period by oral or written notice to the AGM.
2. The Presidium shall consist of the Chairperson and other members appointed by the Chairperson and approved by the AGM.
3. Rights and Obligations of the Chairperson:
   a. To preside over the AGM in accordance with the approved agenda by AGM;
   b. To sign and issue the Resolution(s) of the AGM;
   c. To have the authority to postpone the AGM that meets the quorum to another time or change the meeting venue under circumstances stipulated in the Charter;
   d. To assign and introduce members of the Presidium to present reports and matters to be approved by the AGM;
   e. To answer or assign others to answer questions from the Delegates;
   f. To decide on the order, procedures, and events occurring within or outside the AGM's agenda;
   g. To exercise other rights as provided by the Law on Enterprises, the Charter, the Internal regulations on corporate governance, and this Working Regulation.
4. Rights and obligations of the Presidium:

   The Presidium shall operate on the principles of democratic centralism, making decisions by majority vote, and shall have the following rights and obligations:
   a. To conduct the AGM in accordance with the approved agenda, procedures, and Working Regulations by AGM;

b. To guide discussions and votes on matters within the AGM's agenda and related issues throughout the AGM;

c. To answer and record issues raised within the approved agenda of the AGM;

d. To issue the minutes of the AGM after its conclusion;

e. To require attendees to comply with reasonable and lawful security checks or other necessary security measures;

f. To request the competent authorities to maintain order during the AGM and expel those who disrupt or fail to comply with the Chairperson's authority or security requirements;

g. To handle any issues arising outside the AGM agenda during the AGM;

h. To exercise other rights as provided by this Working Regulation.

5. The AGM's Master of Ceremonies (MC) shall assist the Chairperson and the Presidium in introducing, inviting, and guiding Delegates and others attending the AGM in presenting and expressing opinions, according to the agenda and this Working Regulation, and perform other tasks to facilitate the AGM.

Article 9. Shareholder eligibility verification Committee

1. The Shareholder eligibility verification Committee is established and/or outsourced by the Board of Directors.

   The Shareholder eligibility verification Committee is responsible for:

   a. Reviewing the eligibility of Shareholders or their authorized representatives attending the AGM;

   b. Verifying the attendance eligibility of Delegates and the authorization documents of Delegates attending by proxy;

   c. Reporting to the AGM on the results of the Shareholder eligibility review.

2. The Shareholder eligibility verification Committee has the right to establish an assisting body to fulfill its responsibilities.

Article 10. Secretariat of the AGM

The Secretariat is appointed by the Chairperson and approved by the AGM. The Secretariat is responsible for:

1. Accurately and comprehensively recording the entire content and proceedings of the AGM and the matters approved by the AGM (including any matters reserved at the AGM);

2. Receiving discussion requests from Delegates and forwarding them to the Chairperson;

3. Drafting the minutes of the AGM and the Resolution(s) on matters approved at the AGM;

4. Performing other support tasks as assigned by the Chairperson.

Article 11. Vote counting committee

1. The Vote counting Committee is nominated by the Chairperson and approved by the AGM. The number of members of the Vote counting Committee is determined by the AGM. The Vote counting Committee is responsible for:
   a. Preparing the ballot box, announcing the voting procedures, and explaining the use of Voting Cards, Voting Papers, and Election Voting Papers.
   b. Providing guidance on voting and election procedures;
   c. Compiling the voting and election results;
   d. Announcing the voting results for each issue and the election results;
   e. Reviewing and reporting to the AGM any violations of voting or election regulations or any complaints related to the voting or election process (if any).
2. The Vote counting Committee may establish an assisting body to help fulfill its duties. The assisting body is not required to be approved by the AGM.

Article 12. Vote counting supervision Unit

To ensure the independence and objectivity of the AGM, the Chairperson nominates and submits for AGM's approval an independent audit firm as the Vote counting supervision Unit. The Vote counting supervision Unit is responsible for:

1. Drafting and announcing the contents related to the supervision of the AGM;
2. Supervising all activities related to shareholder qualification checks, voting, and elections at the AGM;
3. Participating in compiling the results of shareholder qualification checks, voting, and elections;
4. Providing certified opinions at the AGM on the announced results of shareholder qualification checks, voting, and elections;
5. Issuing a detailed report on the supervision results at the AGM within 24 hours from the conclusion of the AGM.

Article 13. Discussion at the AGM

1. Principles:

- Discussions are only allowed during the allocated time and must pertain to issues presented in the AGM agenda;
- Only Delegates are permitted to participate in discussions.

2. Delegates wishing to discuss an issue must register their content for discussion in accordance with Article 7.2 of this Working Regulation.
3. Questions not answered directly during the AGM will be answered by the Company in writing after the AGM.

Article 14. Approval of AGM Resolutions

Proceedings of the AGM:

1. The AGM will discuss and approve matters outlined in the AGM agenda.
2. A resolution of the AGM is passed when it receives approval from shareholders representing over 50% of the total voting shares of all shareholders attending and voting at the meeting, except in cases specified in Clause 3 of this Article.
3. For the following matters, approval must be obtained from Shareholders representing at least 65% of the total voting shares of all Shareholders attending and voting at the AGM:
   a. Decisions on the type and total number of shares for each class;
   b. Changes to the business lines or sectors of the Company;
   c. Changes to the organizational structure of the Company;
   d. Projects or sale of assets valued at 70% or more of the total asset value recorded in the Company's most recent financial statements;
   e. Reorganization or dissolution of the Company.

Article 15. Voting and passing Resolutions at the AGM

1. Principles:

   All matters on the AGM agenda are approved through voting by all shareholders using Voting Cards, Voting Papers, and Election Voting Papers. Each shareholder attending the AGM will be provided with a Voting Card, Voting Papers, and Election Voting Papers. These will contain the shareholder's full name, the authorized representative's name, and the corresponding number of voting shares.

   All voting and elections at the AGM are supervised by the Vote counting supervision Unit.
2. Voting by Voting Cards:
   a. Voting Cards are issued by the Organizing committee, marked with the Company's stamp and/or symbols defined by the Organizing committee, and contain the full name of the shareholder/authorized representative, the number of voting shares, and the corresponding number of votes.
   b. Purpose: Voting Cards are used to approve the following matters: (i) the Working regulations; (ii) the Election rules; (iii) the Meeting agenda; (iv) the Composition of the Chairing Board; (v) the Composition of the vote counting Committee; (vi) the Composition of the Secretariat; (vii) the Vote counting supervisory Unit; (viii) the AGM Meeting minutes; (ix) the Resolutions of the AGM; and (x) any other arising matters at the meeting.
   c. Usage: Delegates raise their Voting Cards to express their opinion on each issue when the Organizing committee or Chairperson calls for a vote. The vote count proceeds by first counting the votes in Agree, followed by votes Disagree, and finally votes no opinion.
   d. In the following cases:

(i) Delegates who do not raise their Voting Cards are considered to have not participated in the vote;

(ii) If a delegate raises the Voting Card for two or more different opinions on the same issue, the final opinion expressed by raising the Voting Card is considered the Delegate's vote.

e. The results are announced immediately after each vote.

3. Voting by Voting Paper:

a. Voting Papers are issued by the Organizing committee, marked with the Company's stamp and/or symbols, and contain the full name of the shareholder/authorized representative, the number of voting shares, and the corresponding number of votes. Each Voting Paper contains one or more issues for voting, and the Organizing committee assigns a sequence number to each paper.

b. Purpose: Voting Paper are used for confidential voting on matters at the AGM. Paper boxes are placed in the AGM area for Delegates to cast their votes.

c. Usage: The Voting Paper lists all issues requiring a vote, with three voting options for each: "Agree," "Disagree," or "No opinion" for each matter presented for a vote at the AGM, as requested by the organizing committee or the Chairperson. The vote counting will be conducted by first counting the number of Voting Cards marked "Agree", followed by the count of Voting Cards marked "Disagree", and finally counting the Voting Cards marked "No opinion".

d. Validity of Voting Papers:

- A valid Voting Paper is one issued by the Organizing committee, marked with the Company's stamp and/or symbols, signed by the delegate, and placed in the ballot box within the designated time.
- Invalid Voting Papers/issues include:
  + Voting Papers not issued by the Organizing committee and/or lacking the official seal of the Company and/or designated markings specified by the Organizing committee;
  + Voting Papers that are torn, altered, erased, or contain additional information;
  + Voting Papers lacking the signature and name of the Delegate;
  + Voting Papers submitted after the designated time;
  + A single Voting Paper issue containing two different opinions within the same content (without the Shareholder's signature confirming the selection of the final voting option);
  + No selection made for any voting option regarding a voting issue.

For clarification, the validity of each issue on the Voting Paper is independent. An invalid vote for one issue does not affect the validity of other issues on the Voting Papers.

4. Voting by Election Voting Paper: As prescribed in the Election Regulations for BOD.

Article 16. Vote counting procedure

1. Vote counting follows the principle of counting the votes marked " Agree," followed by the count of Voting Cards marked "Disagree", and finally counting the Voting Cards marked "No opinion".
2. The Vote counting Committee compiles the results based on the Voting Paper.
3. The vote counting minutes record the voting results of delegates attending the AGM.
4. All vote counting activities are supervised by the Vote counting supervision Unit.

Article 17. Announcement of voting results

Based on the vote counting minutes, the Vote counting Committee reviews, compiles, and reports the results to the Chairperson. The results are announced by a representative of the Vote counting Committee, with verification provided by the Vote counting supervision Unit, before the AGM adjourns.

Article 18. AGM Meeting minutes and Resolution approval

1. The meeting minutes of the AGM are prepared in accordance with Article 150 of the Enterprises Law and the corresponding provisions in the Charter.
2. The meeting minutes of the AGM and its Resolutions are read and approved before the adjournment of the AGM.

Article 19. Enforcement provisions

This Working Regulation is publicly read at the AGM and takes effect immediately upon approval by the AGM.

Any issues related to the organization, participation, or voting at the AGM that are not specified in this Working Regulation shall be governed by the applicable laws, the Charter, and its internal regulations.

ON BEHALF OF THE GENERAL MEETING OF SHAREHOLDERS
CHAIRPERSON

DANG HUYNH UC MY