VINACONTROL GROUP CORPORATION

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Hanoi, day month year 2025

DRAFT

ORGANIZATIONAL REGULATION AT THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025 VINACONTROL GROUP CORPORATION

CHAPTER I GENERAL PROVISIONS

Article 1: Scope of application

The organizational regulation of the General Meeting of Shareholders applies to the organization of the Annual General Meeting of Shareholders in 2025 of Vinacontrol Group Corporation.

Article 2:

This regulation explicitly stipulates the rights and responsibilities of parties participating in the Meeting, conditions, and procedures for conducting the Meeting.

The Meeting Organizer shall send an Invitation letter and Meeting agenda to the addresses registered by the Shareholders with the Company and simultaneously upload the relevant documents for the General Meeting of Shareholders on the Company's website. Shareholders shall access the Company's website to download, review the Meeting materials in advance, and provide written input to the Meeting Organizer for compilation or discuss directly at the General Meeting of Shareholders.

Article 3:

Shareholders and participating parties are responsible for complying with the provisions outlined in this regulation.

CHAPTER II
RIGHTS AND RESPONSIBILITIES OF PARTIES PARTICIPATING IN THE GENERAL MEETING

Article 4: Rights and responsibilities of shareholders attending the General Meeting of Shareholders

4.1. Conditions to attend the Meeting:

All shareholders holding Vinacontrol shares according to the list of shareholders finalized by the Vietnam Securities Depository and Clearing Corporation on March 19, 2025, or duly authorized representatives.

4.2. Rights and responsibilities of eligible shareholders attending the Meeting:

- Shareholders or groups of shareholders as stipulated in Clause 2, Article 115 of the Law on Enterprises have the right to propose matters to be included in the Meeting agenda. Proposals must be made in writing and submitted to the Company no later than three working days before the opening date of the Meeting.
- Shareholders or authorized representatives (hereinafter referred to as shareholders) attending the Meeting shall bring their Identity Card/Citizen Identity Card or Passport. *In case a Shareholder has not submitted the Confirmation Letter/Authorization for Meeting attendance to the Company as guided, the Shareholder is requested to bring the Meeting Invitation, ID card/Citizen ID card/Passport, and Authorization Letter (if authorized to attend the General Meeting of Shareholders).*
- After presenting their ID card/CCCD or Passport to the Stakeholder Eligibility Verification Committee, shareholders attending the General Meeting will receive a Voting Card (indicating the shareholder's name, code, and the number of voting shares they own), and a Voting Ballot (if applicable). The value of the Voting Card and Voting Ballot corresponds to the proportion of total voting shares that the shareholder owns or is authorized to represent at the General Meeting, relative to the total number of voting shares of all shareholders attending the General Meeting.
- Shareholders may authorize another person in writing to attend and vote on their behalf at the General Meeting of Shareholders. The authorized individual attending the General Meeting is not allowed to delegate this authorization to someone else.
- Shareholders participating in the General Meeting who wish to express their opinions must obtain the consent of the Chairman, keep their statements concise, and focus on the central issues for discussion, aligned with the approved agenda of the General Meeting. Issues previously addressed by others should not be repeated to avoid redundancy. Shareholders may also write their questions on the provided Question Form and submit it to the Secretariat of the General Meeting. The Secretariat will arrange the shareholders' questions in the order of registration and forward them to the Chairman of the

General Meeting. The Chairman or a designated member will address the shareholders' comments and questions.

- Shareholders are entitled to vote on all matters under the authority of the General Meeting of Shareholders in accordance with the Articles of Association of Vinacontrol.
- Shareholders arriving after the commencement of the General Meeting may participate and vote on the remaining agenda items after completing the registration process, according to the program already approved by the General Meeting. In such cases, the validity of decisions made earlier during the meeting remains unaffected.
- Compliance with the provisions of these Working Regulations and adherence to the directions of the Chairman of the General Meeting are required, as is respect for the outcomes of the meeting.
- Shareholders are to be financially self-sufficient for travel, accommodation, and other expenses during the duration of the General Meeting.
- Shareholders must fill out the Voting Ballot and submit it for all matters of the General Meeting to the Vote Verification Committee during the meeting.

Article 5: Rights and Duties of the Chairman and the Presidium.

5.1.The Chairman of the Board of Directors (BoD) serves as the Chairman of the General Meeting.

5.2.The Presidium is nominated by the Chairman of the General Meeting and must obtain approval from the shareholders through a voting process during the General Meeting. The Presidium is responsible for:

- Conducting the General Meeting in accordance with the approved agenda, rules, and regulations; facilitating the organization of the General Meeting to ensure order and alignment with the interests of the majority of attending shareholders. The Presidium operates on the principle of democratic centralism and resolves matters based on majority decisions.
- Guide the delegates and the Meeting in discussing and voting on issues within the meeting agenda of the Meeting, as well as on related issues that may arise throughout the course of the Meeting.
- Present the draft and content for obtaining the Meeting's opinions for resolutions.
- Address issues as requested by the Meeting.

Article 6: Rights and Obligations of the Shareholder Eligibility Verification Committee for Attending the Meeting.

- The Shareholder Eligibility Verification Committee for the Shareholders' General Meeting is established by the decision of the Chairman of the Board of Directors of Vinacontrol Group Corporation.

- The Shareholder Eligibility Verification Committee is responsible for receiving documents from shareholders attending the Meeting, verifying their validity, and cross-checking with the list of shareholders entitled to attend as finalized on April 22, 2025; Distributing materials, Voting Cards, Ballot Papers (if applicable); Reporting the verification results of shareholder eligibility before the Meeting is officially conducted.

Article 7: Rights and Obligations of the Secretariat of the Meeting.

7.1. The Secretariat of the Meeting is nominated by the Meeting Chair and approved by the Shareholders' General Meeting.

7.2. The Secretariat performs assistance tasks as assigned by the Meeting Chair:

Fully and accurately record all proceedings and issues approved or noted by shareholders or shareholder representatives at the Meeting into the Minutes of the Shareholders' General Meeting.

- Assist the Presidential Board in announcing the Draft Minutes and Resolutions of the Meeting and notify shareholders upon request.
- Receive Question Forms from shareholders (if any).

Article 8: Rights and Obligations of the Ballot Voting Verification Group.

8.1.The Ballot Voting Verification Group is nominated by the Meeting Chair and approved by the Shareholders' General Meeting.

8.2.The Ballot Voting Verification Group is tasked with:

- Supervising the voting process of shareholders at the Meeting.
- Verifying ballot votes and compiling vote counts per agenda item of the Meeting.
- Announce the results to the Chairperson, the Meeting Secretariat, and declare the voting results before the Meeting.
- Responsible for the accuracy of vote verification results at the annual Shareholders' General Meeting.
- Review and report to the Meeting any voting violations or complaints regarding the voting results.

CHAPTER III
MEETING PROCEEDINGS

Article 9: Conditions for Conducting the Meeting.

- The General Meeting of Shareholders meeting shall proceed when shareholders/authorized representatives attend the meeting representing more than 50% of the shares with voting rights (as per the list of shareholders of Vinacontrol Group Corporation established by the Vietnam Securities Depository and Clearing Corporation, final registration date: March 19th, 2025).
- In the event that the necessary number of shareholders is not met within thirty (30) minutes from the time of determining the commencement of the General Meeting according to regulations, the convenor of the meeting shall cancel the General Meeting of Shareholders.
- The second General Meeting of Shareholders meeting must be convened within thirty (30) days from the date intended for the first General Meeting of Shareholders meeting. The second General Meeting of Shareholders meeting shall only proceed when shareholders attending the meeting represent at least 33% of the total shares with voting rights.
- In the event that the second meeting does not proceed due to insufficient number of delegates within thirty (30) minutes from the determined commencement time, the third General Meeting of Shareholders meeting may be convened within twenty (20) days from the intended date of the second meeting. In this case, the meeting shall proceed irrespective of the total number of voting rights of the attending shareholders, deemed valid and authorized to decide on all matters proposed for approval at the General Meeting of Shareholders meeting.

Article 10: Voting procedures on issues at the Meeting

- All contents in the program of the Meeting must be discussed and approved by the Meeting openly seeking opinions from all shareholders attending the Meeting using Voting Cards, Voting Slips (if any).
- Each shareholder/authorized representative attending the Meeting shall be issued one Voting Card, which includes the shareholder ID; the number of shares with voting rights issued by the Company, and bear the Company's logo stamp.
- Voting Card: printed on white paper, used to vote on the content of the Meeting. Shareholders vote on issues by raising the Voting Card (refer to Voting Rules).

CHAPTER IV
CONCLUSION OF THE MEETING

Article 11: Minutes and Resolutions of the General Meeting of Shareholders meeting

11.1. All contents at the General Meeting of Shareholders meeting must be recorded by the Meeting Secretariat in the minutes of the General Meeting of Shareholders meeting. The minutes and resolutions of the General Meeting of Shareholders meeting must be read by the Secretariat and approved by shareholders and shareholder representatives before the Meeting concludes.

11.2. The minutes and resolutions of the General Meeting of Shareholders meeting must be retained at the Company.

Article 12: Enforcement

This regulation consists of 12 articles, effective immediately upon approval by the annual General Meeting of Shareholders in 2025.

ON BEHALF OF THE
BOARD OF DIRECTORS
CHAIRMAN OF BOARD

M.S.D.N: 0100107772 - C.T.C.P ★ Q. HAI BÀ TRƯNG - TP. HÀ NỘI ★
CÔNG TY
CỔ PHẦN
TẬP ĐOÀN
VINACONTROL

Bui Duy Chinh