VINACONTROL GROUP CORPORATION

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Hanoi, day month year 2026

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ORGANIZATIONAL REGULATIONS AT THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS VINACONTROL GROUP CORPORATION

CHAPTER I
GENERAL PROVISIONS

Article 1: Scope of application

The organizational regulations for the Annual General Meeting of Shareholders 2026 of Vinacontrol Group Corporation.

Article 2:

These regulations specifically stipulate the rights and obligations of the parties participating in the General Meeting, as well as the conditions and procedures for conducting the meeting. The Organizing Committee of the General Meeting sends invitations and the meeting agenda to the addresses of shareholders registered with the Company and simultaneously uploads related documents for the General Meeting of Shareholders on the Company's website. Shareholders are requested to access the Company's website to download, review the meeting documents in advance, and provide written feedback to the Organizing Committee for consolidation or direct discussion at the General Meeting of Shareholders.

Article 3:

Shareholders and participating parties are responsible for complying with the provisions of these regulations.

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

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

4.1. Conditions for attending the General Meeting:

All shareholders holding Vinacontrol shares as per the shareholder list finalized by the Vietnam Securities Depository and Clearing Corporation on May 15, 2026, or those with valid authorization to attend.

4.2. Rights and obligations of eligible shareholders attending the General Meeting:

- Shareholders or groups of shareholders as stipulated in Clause 2, Article 115 of the current Enterprise Law have the right to propose issues to be included in the agenda of the General Meeting. Proposals must be in writing and sent to the Company no later than 3 working days before the opening date.
- Shareholders or authorized representatives (hereinafter referred to as shareholders) attending the General Meeting must bring their National ID Card/Citizen ID Card or Passport.

  In cases where shareholders have not sent a Confirmation Letter/Authorization to attend the General Meeting to the Company as instructed, shareholders are requested to bring the Meeting Invitation, National ID Card/Citizen ID Card/Passport, and Authorization Letter (if authorized to attend the General Meeting of Shareholders).
- After presenting their ID card/Citizen Identification Card or Passport to the Shareholder Eligibility Verification Committee, shareholders attending the General Meeting will receive a Voting Card (indicating the shareholder's name, code, and the number of shares with voting rights owned by that shareholder) and a Voting Ballot (if applicable). The value of the Voting Card and Voting Ballot corresponds to the proportion of the total shares with voting rights that the shareholder owns or is authorized to represent at the General Meeting, relative to the total shares with voting rights of all shareholders attending the General Meeting.
- Shareholders may authorize, in writing, a proxy to attend and vote on their behalf at the General Meeting of Shareholders. The proxy attending the General Meeting is not allowed to delegate this authorization to another person.
- Shareholders attending the General Meeting who wish to express their opinions during discussions must obtain the consent of the Chairperson, keep their remarks concise, and focus on the key issues relevant to the approved agenda of the General Meeting. Issues already addressed by previous speakers should not be repeated to avoid redundancy. Shareholders may also write their questions on Question Slips and submit them to the Secretariat of the General Meeting. The Secretariat will organize the Question Slips in the order of submission and forward them to the Chairperson of the General Meeting. The Chairperson or a designated member will address the shareholders' questions and concerns.
- Shareholders have the right to vote on all matters within the authority of the General Meeting of Shareholders as stipulated in the Charter of Vinacontrol.
- Shareholders arriving after the General Meeting has commenced, upon completing the registration procedures, are allowed to participate and vote on the remaining agenda items as approved in the General Meeting's program. In such cases, the validity of votes already conducted remains unaffected.

- Comply with the regulations outlined in this Working Regulation and adhere to the directives of the Chairperson of the General Meeting, respecting the outcomes of the General Meeting's proceedings.
- Bear their own travel, accommodation, and other expenses during the duration of the General Meeting.
- Complete the Voting Ballots and submit them to the Voting Card Verification Committee at the General Meeting.

Article 5: Rights and Responsibilities of the Chairperson and the Presidium.

5.1.The Chairperson of the Board of Directors ("BOD") serves as the Chairperson of the General Meeting.

5.2.The Presidium is nominated by the Chairperson of the General Meeting and approved by shareholder voting at the General Meeting. The Presidium is responsible for:

- Conducting the General Meeting in accordance with the approved agenda, rules, and working regulations; carrying out necessary tasks to ensure the orderly conduct of the General Meeting of Shareholders, reflecting the will of the majority of attending shareholders. The Presidium operates based on the principle of democratic centralism and makes decisions by majority vote.
- Guide the delegates and the General Meeting in discussing and voting on issues within the agenda of the General Meeting and any related matters arising during the course of the General Meeting.
- Present the draft and the contents requiring the General Meeting's opinions for voting.
- Address issues raised by the General Meeting.

Article 6: Rights and obligations of the Shareholder Eligibility Verification Committee for the General Meeting.

- The Shareholder Eligibility Verification Committee for the General Meeting of Shareholders is established by the decision of the Chairman of the Board of Directors of Vinacontrol Group Corportaion.
- The Shareholder Eligibility Verification Committee is responsible for receiving documents from shareholders attending the General Meeting, verifying their validity, and cross-checking with the finalized list of shareholders eligible to attend as of May 15th, 2026; distributing materials, Voting Cards, and Ballots (if any); and reporting to the General Meeting on the results of shareholder eligibility verification before the official commencement of the General Meeting.

Article 7: Rights and obligations of the Secretariat of the General Meeting.

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

7.2.The Secretariat performs support tasks as assigned by the Chairperson:

- Accurately and comprehensively record the entire proceedings of the General Meeting and the matters approved or noted by the shareholders or their representatives in the Minutes of the General Meeting of Shareholders.
- Assist the Presidium in announcing the Draft Minutes and Resolutions of the General Meeting and in disseminating notifications from the Presidium to shareholders upon request.
- Receive Question Forms from shareholders (if any).

Article 8: Rights and obligations of the Voting Card Inspection Committee.

8.1.The Voting Card Inspection Committee is nominated by the Chairperson of the General Meeting and approved by the General Meeting of Shareholders.

8.2.The Voting Card Inspection Committee is tasked with:

- Supervising the voting process of shareholders at the General Meeting.
- Inspecting Voting Cards and consolidating the number of shares voted on each matter at the General Meeting.
- Reporting the results to the Chairperson, the Secretariat of the General Meeting, and announcing the voting results to the General Meeting.
- Being accountable for the accuracy of the voting results during the Annual General Meeting of Shareholders.
- Reviewing and reporting to the General Meeting any violations of voting regulations or complaints regarding voting results.

Article 9: Rights and obligations of the Election Committee.

9.1. The Election Committee is nominated by the Chairperson of the General Meeting and approved by the General Meeting of Shareholders. Members of the Election Committee may not necessarily be shareholders but must not be individuals listed as candidates and/or nominees for the Board of Directors and the Supervisory Board ("SB") of the Company.

9.2. The Election Committee is tasked with:

- Announcement of the Election Regulations and guidance on the election process;
- Distribution of voting ballots to shareholders or authorized representatives of shareholders;

- Inspection of the voting process by shareholders at the General Meeting;
- Organization of vote counting;
- Preparation of the vote counting minutes and announcement at the General Meeting;
- Handover of the minutes and all voting ballots to the Chairperson.

CHAPTER III
CONDUCTING THE GENERAL MEETING

Article 10: Conditions for conducting the General Meeting

- The General Meeting of Shareholders is conducted when shareholders/authorized representatives attending the meeting represent more than 50% of the shares with voting rights (according to the list of shareholders of VINACONTROL GROUP CORPORATION prepared by the Vietnam Securities Depository and Clearing Corporation, final registration date: May 15, 2026).
- In the event that the required number of shareholders is not met within thirty (30) minutes from the scheduled opening time of the General Meeting, the convener of the meeting shall cancel the General Meeting of Shareholders.
- The second General Meeting of Shareholders must be reconvened within thirty (30) days from the date initially scheduled for the first General Meeting of Shareholders. The second General Meeting of Shareholders shall only proceed if shareholders attending the meeting represent at least 33% of the total shares with voting rights.
- In the event that the second General Meeting cannot proceed due to insufficient attendance within thirty (30) minutes from the scheduled opening time, the third General Meeting of Shareholders may be convened within twenty (20) days from the date initially scheduled for the second meeting. In this case, the meeting shall proceed regardless of the total voting shares of the attending shareholders, be deemed valid, and have the authority to decide on all matters proposed for approval at the General Meeting of Shareholders.

Article 11: Voting procedures for resolutions at the General Meeting

- All items on the agenda of the General Meeting must be discussed and approved through open voting by all shareholders attending the General Meeting using Voting Cards or Ballots (if applicable).
- Each shareholder/authorized representative attending the General Meeting is issued one Voting Card, which includes: Shareholder Code; Number of voting shares issued by the Company, and the Company's official seal.

- **Voting Card**: printed on **white paper,** used for voting on the General Meeting's agenda items. Shareholders vote on matters by raising the Voting Card (refer to the Voting Rules).
- **Board of Directors Election Ballot:** printed on **pink paper,** used for voting to elect members of the Board of Directors (refer to the Board of Directors and Supervisory Board Election Regulations).
- **Supervisory Board Election Ballot:** printed on **blue paper,** used for voting to elect members of the Supervisory Board (refer to the Board of Directors and Supervisory Board Election Regulations).

CHAPTER IV
CONCLUSION OF THE GENERAL MEETING

Article 12: Minutes and Resolutions of the General Meeting of Shareholders

12.1. All matters discussed at the General Meeting of Shareholders must be recorded in the Minutes of the General Meeting of Shareholders by the Secretariat of the Meeting. The Minutes and Resolutions of the General Meeting of Shareholders must be read by the Secretariat and approved by the shareholders and shareholder representatives before the conclusion of the Meeting.

12.2. The Minutes and Resolutions of the General Meeting of Shareholders must be retained by the Company.

Article 13: Effective Date

This Regulation, consisting of 13 Articles, shall take effect immediately upon approval by the Annual General Meeting of Shareholders in 2026.

ON BEHALF
OF THE BOARD OF DIRECTORS

CHAIRMAN

Bui Duy Chinh