VINACONTROL GROUP CORPORATION

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.: 158/QĐ-HĐQT

Hanoi, June 18, 2026

DECISION OF THE BOARD OF DIRECTORS

Re: Promulgation of the Internal Regulations on Governance of Vinacontrol Group Corporation

THE BOARD OF DIRECTORS OF VINACONTROL GROUP CORPORATION

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;*
- *Pursuant to the Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019;*
- *Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the implementation of a number of articles of the Law on Securities and its amendments, supplements and guiding documents;*
- *Pursuant to the Charter of Vinacontrol Group Corporation;*
- *Pursuant to Resolution of the General Meeting of Shareholders of the Company No. 154/ĐHĐCĐ-NQ dated June 18, 2026,*

DECIDES

Article 1: To promulgate together with this Decision the **"Internal Regulations on Governance of Vinacontrol Group Corporation"**.

Article 2: This Decision takes effect from the date of signing and replaces Decision No. 096/QĐ-HĐQT dated May 6, 2025 of the Board of Directors (2024 – 2026).

Article 3: Members of the Board of Directors, the Board of General Directors, Directors of Units, and relevant departments and individuals shall be responsible for implementing this Decision./.

Recipients:
- As stated in Article 3;
- Supervisory Board;
- Units at Head Office;
- Information Disclosure;
- Filing: Office Admin, HR, Corporate Governance.

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRPERSON

M.S.D.N: 0100107...
C.T.C.P
CÔNG TY
CỔ PHẦN
TẬP ĐOÀN
VINACONTROL
P. HAI BÀ TRƯNG - TP. HÀ...

Duong Thanh Huyen

VINACONTROL GROUP CORPORATION

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, June 18, 2026

CÔNG TY CỔ PHẦN TẬP ĐOÀN VINACONTROL
M.S.D.N: 0100107772 - P. HAI BÀ TRƯNG

INTERNAL REGULATIONS ON GOVERNANCE VINACONTROL GROUP CORPORATION

(Promulgated together with Decision No. 158/QĐ-HĐQT dated June 18, 2026 of the Board of Directors of the Company for the 2026-2029 term)

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CHAPTER I
GENERAL PROVISIONS

These Regulations are formulated on the basis of:

- Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Law on Securities No. 54/2019/QH14 dated November 26, 2019;
- Decree No. 155/2020/NĐ-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities;
- Circular No. 116/2020/TT-BTC dated December 31, 2020 of the Minister of Finance guiding a number of provisions on corporate governance applicable to public companies under Decree No. 155/2020/NĐ-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities;
- The Charter on organization and operation of Vinacontrol Group Corporation;
- Resolution of the General Meeting of Shareholders No. 154/ĐHĐCĐ-NQ dated June 18, 2026.

The Board of Directors hereby promulgates the Internal Regulations on Governance of Vinacontrol Group Corporation.

The Internal Regulations on Governance of Vinacontrol Group Corporation contain the following contents:

Article 1: Scope of regulation and applicable entities

1. Scope of regulation: The Internal Regulations on Governance prescribe matters relating to the roles, rights and obligations of the General Meeting of Shareholders, the Board of Directors and the General Director; the order and procedures for holding meetings of the General Meeting of Shareholders; nomination, candidacy, election, dismissal and removal of members of the Board of Directors, the Supervisory Board and the General Director; and other activities in accordance with the Company Charter and other current provisions of law.
2. Applicable entities: These Regulations apply to members of the Board of Directors, the Supervisory Board, the General Director and related persons.

Article 2: Interpretation of terms

1. The following terms shall be understood as follows:

a) "Company" means Vinacontrol Group Corporation;

b) "GMS" means the General Meeting of Shareholders;

c) "BOD" means the Board of Directors;

d) "SB" means the Supervisory Board;

e) "Corporate Governance" means a system of rules to ensure that the company is directed, operated and controlled effectively for the benefit of shareholders and persons related to the company. Corporate governance principles include:

- Ensuring an effective governance structure;
- Ensuring shareholders' rights;
- Ensuring fair treatment among shareholders;
- Ensuring the role of stakeholders related to the company;
- Ensuring transparency in the Company's operations;
- Ensuring that the Board of Directors and the Supervisory Board effectively lead and supervise the Company.

f) "Public company" means a joint stock company as defined in Clause 1 Article 32 of the Law on Securities;

g) "Major shareholder" means a shareholder as defined in Clause 18 Article 4 of the Law on Securities;

h) "Enterprise manager" means a manager of the Company, including the Chairperson of the Board of Directors, members of the Board of Directors and the Board of General Directors;

i) "Enterprise executive" means the General Director, Deputy General Director, Chief Accountant and certain Executive Directors authorized by function to sign Company transactions on behalf of the Company;

j) "Non-executive member of the Board of Directors" means a member of the Board of Directors who is not the General Director, Deputy General Director, Chief Accountant or other managerial officer appointed by the Board of Directors, or a major shareholder of the Company.

k) "Person in charge of Corporate Governance" means the person having the responsibilities and powers prescribed in Article 32 of Circular No.116/2020/TT-BTC;

l) "Related person" means an individual or organization as defined in Clause 23 Article 4 of the Law on Enterprises and Clause 46 Article 4 of the Law on Securities;

m) The Law on Enterprises means Law on Enterprises No. 59/2020/QH14 dated June 17, 2020.

2. In these Regulations, references to one or several articles, clauses or legal documents shall include any amendments, supplements or replacement documents thereof.

Article 3: Powers and obligations of the legal representative

The legal representative has the functions, powers and obligations of the legal representative in all operations of the Company as prescribed in the Law on Enterprises 2020, Circular No. 116/2020/TT-BTC and the Company Charter.

The legal representative shall be responsible to the General Meeting of Shareholders and the Board of Directors for matters within the scope of powers prescribed in accordance with law and the Company Charter.

CHAPTER II
GENERAL MEETING OF SHAREHOLDERS

Article 4: Roles, rights and obligations of the General Meeting of Shareholders

1. The General Meeting of Shareholders consists of all shareholders with voting rights and is the highest decision-making body of the Company.
2. The rights and obligations of the General Meeting of Shareholders are prescribed in Article 138 of the Law on Enterprises and Article 14 of the Company Charter.

Article 5: Order and procedures for the General Meeting of Shareholders to adopt resolutions by voting at a meeting of the General Meeting of Shareholders

1. Authority to convene the General Meeting of Shareholders

   As prescribed in Article 13 of the Company Charter.

2. Preparation of the list of shareholders entitled to attend the meeting

- The list of shareholders entitled to attend the General Meeting of Shareholders shall be prepared no more than 10 days before the date of sending the notice of invitation to the General Meeting of Shareholders. The Company shall disclose information on preparation of the list of shareholders entitled to attend the General Meeting of Shareholders at least 20 days before the record date.
- The list of shareholders entitled to attend the General Meeting of Shareholders shall include full name, contact address, nationality and legal identification number of individual shareholders; name, enterprise registration number or legal identification number of organizations and head office address of organizational shareholders; number of shares of each class; and shareholder registration number and date of each shareholder.
- Shareholders have the right to inspect, search, extract and copy names and contact addresses of shareholders in the list of shareholders entitled to attend the General Meeting of Shareholders; and to request amendment of inaccurate information or supplementation of necessary information about themselves in such list. The Company

manager shall promptly provide information in the shareholder register and amend or supplement inaccurate information at the request of shareholders, and shall be liable for damages arising from failure to provide, or from untimely or inaccurate provision of, information in the shareholder register upon request. The order and procedures for requesting information in the shareholder register shall comply with the Company Charter.

3. Notice on finalizing the list of shareholders entitled to attend the General Meeting of Shareholders

- The Company shall disclose information on finalizing the list of shareholders entitled to attend the General Meeting of Shareholders in accordance with the Company Charter and securities laws applicable to listed companies.

4. Notice on convening the General Meeting of Shareholders

- The notice of invitation to the General Meeting of Shareholders shall be sent to all shareholders by a method ensuring delivery to their contact addresses, and shall also be published on the Company's website and disclosed to the State Securities Commission and the Stock Exchange where the Company is listed or registered for trading. The person convening the General Meeting of Shareholders shall send the meeting notice to all shareholders on the list of shareholders entitled to attend no later than 21 days before the opening date of the General Meeting of Shareholders, counted from the date on which the notice is validly sent or transferred.

5. Agenda and contents of the General Meeting of Shareholders

a) The agenda of the General Meeting of Shareholders and documents relating to matters to be voted on at the meeting shall be sent to shareholders and/or posted on the Company's website. If documents are not enclosed with the notice of meeting, the notice of invitation shall specify the link to all meeting documents so that shareholders can access them, including:

- Meeting agenda and documents to be used at the meeting;
- List and detailed information on candidates in case of election of members of the Board of Directors, Supervisors/members of the Internal Audit Subcommittee;
- Voting ballots;
- Form for appointment of an authorized representative to attend the meeting;
- Draft resolution for each matter in the meeting agenda.

b) The person convening the General Meeting of Shareholders shall prepare the agenda and contents of the General Meeting of Shareholders.

c) A shareholder or group of shareholders as prescribed in Clause 11.2 Article 11 of the Company Charter has the right to propose matters for inclusion in the agenda of the General Meeting of Shareholders. The proposal must be made in writing and sent to the Company no later than three (03) working days before the opening date of the General Meeting of Shareholders. The proposal must clearly state the name of the shareholder, the number of shares of each class held by the shareholder, and the matter proposed for inclusion in the meeting agenda.

d) The person convening the General Meeting of Shareholders may reject the proposal specified at Point c Clause 5 of this Article if it falls into one of the following cases:

- The proposal is not sent in accordance with Point c Clause 5 of this Article;
- At the time of the proposal, the shareholder or group of shareholders does not hold at least 05% of ordinary shares as prescribed in Clause 11.2 Article 11 of the Company Charter;
- The proposed matter is not within the decision-making authority of the General Meeting of Shareholders;

e) The person convening the General Meeting of Shareholders shall accept and include the proposal specified at Point c Clause 5 of this Article in the tentative agenda and contents of the meeting, except in the cases specified at Point d Clause 5 of this Article; the proposal shall be officially added to the agenda and contents of the meeting if approved by the General Meeting of Shareholders.

6. Authorization of representatives to attend the General Meeting of Shareholders

- Shareholders and authorized representatives of organizational shareholders may directly attend the meeting, authorize in writing one or more other individuals or organizations to attend, or attend through one of the other permitted forms.
- Authorization of an individual or organization to represent a shareholder at the General Meeting of Shareholders must be made in writing. The authorization document shall be made in accordance with civil law and must clearly state the name of the authorized individual or organization and the number of authorized shares. The individual or organization authorized to attend the General Meeting of Shareholders must present the authorization document when registering for attendance before entering the meeting room.

7. Method of registering attendance at the General Meeting of Shareholders

Before the opening of the meeting, the Company shall carry out procedures for registering shareholders and continue registration until all shareholders entitled to attend and present have registered according to the following order:

a) Upon registration of shareholders, the Company shall issue to each shareholder or authorized representative with voting rights a voting card specifying the registration number, full name of the shareholder, full name of the authorized representative and number of voting rights of such shareholder. The General Meeting of Shareholders shall discuss and vote on each matter in the agenda. Voting shall be conducted by voting in favor, against or abstaining. At the meeting, the cards voting in favor of a resolution shall be collected first, the cards voting against shall be collected later, and finally the total votes in favor or against shall be counted for decision. The vote counting results shall be announced by the Chairperson immediately before the meeting closes. The meeting shall elect persons responsible for vote counting or supervising vote counting at the proposal of the Chairperson. The number of members of the vote counting committee shall be decided by the General Meeting of Shareholders based on the proposal of the meeting Chairperson;

b) A shareholder, authorized representative of an organizational shareholder or authorized person arriving after the meeting has opened may immediately register and thereafter has the right to participate and vote at the meeting after registration. The Chairperson is not responsible for suspending the meeting for late shareholders to register, and the validity of matters already voted on shall remain unchanged.

8. Conditions for holding the meeting

Conditions for holding the General Meeting of Shareholders are prescribed in Article 18 of the Company Charter.

9. Form of adoption of resolutions of the General Meeting of Shareholders

The General Meeting of Shareholders adopts decisions within its authority by direct voting at the meeting.

10. Method of voting and vote counting

a) Valid voting cards and election ballots

- Voting cards and election ballots shall be uniformly printed and issued by the Organizing Committee and bear the Company's hanging seal; such cards and ballots shall state the total number of owned/authorized shares and the total number of voting rights.
- Shareholders or authorized representatives shall receive voting cards and election ballots (if any) upon registering to attend the meeting.

b) Invalid voting cards and election ballots

- Any voting cards or election ballots not in the form specified at Point a of this Clause.
- Election ballots with erasures, corrections or additional contents not in accordance with regulations.
- Election ballots containing additional names or incorrect names, or names not included in the list of candidates approved by the General Meeting of Shareholders before voting.
- Ballots on which the total number of votes cast for candidates exceeds the total voting rights of that shareholder, including owned and authorized voting rights.
- The shareholder or authorized person does not sign and clearly state full name on the election ballot.

- Election ballots that do not specify the number of votes cast for any candidate.
- Election ballots voting for more candidates than the number to be elected.

c) Voting method at the meeting

Voting contents in the meeting agenda shall be conducted according to the voting principles and rules approved at the meeting in a form appropriate to the progress of the meeting.

d) Method of casting and counting votes

- Voting shall begin when issuance of election ballots is completed and shall end when the last shareholder places the ballot into the ballot box.
- The Election and Vote Counting Committee shall inspect the ballot box in the presence of shareholders.
- Shareholders shall place ballots only into the sealed ballot box supervised by the Election and Vote Counting Committee.
- Vote counting shall be conducted by the Election and Vote Counting Committee immediately after voting ends; the Election and Vote Counting Committee must not erase, modify or correct any election ballot.

11. Conditions for resolutions to be adopted

a) Resolutions on the following matters shall be adopted if approved by shareholders representing at least 75% of the total voting rights of all shareholders attending and voting at the meeting, except for the cases prescribed in Clauses 3 and 6 Article 148 of the Law on Enterprises:

- Classes of shares and total number of shares of each class;
- Changes to business lines, sectors and fields;
- Changes to the Company's management and organizational structure;
- Investment projects or sale of assets valued at 35% or more of the total assets recorded in the Company's latest audited consolidated financial statements;
- Reorganization or dissolution of the Company;
- Amendments and supplements to the Charter;
- Election, dismissal, removal and replacement of members of the Board of Directors and the Supervisory Board.

b) Election of members of the Board of Directors and the Supervisory Board shall comply with Clause 3 Article 148 of the Law on Enterprises.

c) Resolutions shall be adopted when approved by shareholders holding more than 65% of the total voting rights of all shareholders attending and voting at the meeting, except for the cases specified at Point a of this Clause and Clauses 3 and 6 Article 148 of the Law on Enterprises.

d) Resolutions of the General Meeting of Shareholders adopted with 100% of the total voting shares shall be lawful and immediately effective even if the order and procedures for convening the meeting and adopting such resolution violate the Law on Enterprises and the Company Charter.

12. Announcement of vote counting results

After vote counting, the Vote Counting Committee shall announce the vote counting results directly at the General Meeting of Shareholders. The announcement must specify the number of votes in favor, against and abstentions for each matter.

13. Method of objecting to resolutions of the General Meeting of Shareholders

Within 90 days from the date of receipt of a resolution, minutes of the General Meeting of Shareholders, or minutes of vote counting results for collection of written opinions of the General Meeting of Shareholders, a shareholder or group of shareholders specified in Clause 2 Article 115 of the Law on Enterprises has the right to request a Court or Arbitration to consider and cancel the resolution or part of the resolution of the General Meeting of Shareholders in the following cases:

a) The order and procedures for convening the meeting and making decisions of the General Meeting of Shareholders seriously violate the Law on Enterprises and the Company Charter, except for the case prescribed in Clause 2 Article 152 of the Law on Enterprises.

b) The content of the resolution violates law or the Company Charter.

14. Preparation of minutes of the General Meeting of Shareholders

a) The General Meeting of Shareholders must be recorded in minutes and may be audio-recorded or recorded and stored in another electronic form. The minutes must be made in Vietnamese and English and include the following principal contents:

- Name, head office address and enterprise registration number;
- Time and venue of the General Meeting of Shareholders;
- Meeting agenda and contents;
- Full names of the Chairperson and the secretary;
- Summary of the meeting proceedings and opinions expressed at the General Meeting of Shareholders on each matter in the agenda;
- Number of shareholders and total voting rights of shareholders attending the meeting, with an appendix listing registered shareholders and shareholder representatives attending with corresponding shares and votes;

- Total votes for each voting matter, specifying the voting method, total valid and invalid votes, votes in favor, votes against and abstentions; and the corresponding ratio to the total votes of shareholders attending the meeting;
- Matters adopted and the corresponding approval ratio;
- Signatures of the Chairperson and the secretary.

Minutes made in Vietnamese and English have equal legal validity. In case of any discrepancy between the Vietnamese and English minutes, the Vietnamese minutes shall prevail.

b) Minutes of the General Meeting of Shareholders must be completed and approved before the meeting ends. The meeting Chairperson and secretary shall be jointly responsible for the truthfulness and accuracy of the minutes.

c) Minutes of the General Meeting of Shareholders must be disclosed on the Company's website within twenty-four (24) hours or sent to all shareholders within fifteen (15) days from the closing date of the meeting.

d) Minutes of the General Meeting of Shareholders shall be deemed authentic evidence of the work conducted at the meeting unless objections to the contents of the minutes are raised in accordance with the prescribed procedures within ten (10) days from the date the minutes are sent.

e) Minutes of the General Meeting of Shareholders, appendices to the list of registered shareholders attending with shareholders' signatures, authorization documents for attendance and related documents shall be kept at the Company's head office.

15. Disclosure of Resolutions of the General Meeting of Shareholders

Resolutions of the General Meeting of Shareholders must be disclosed in accordance with the Company Charter and securities laws.

Article 6: Order and procedures for the General Meeting of Shareholders to adopt resolutions by collecting written opinions

1. Resolutions of the General Meeting of Shareholders on the following matters may not be adopted by collecting written opinions:

a) Amendments and supplements to the Company Charter;

b) Development orientation of the Company;

c) Classes of shares and total number of shares of each class;

d) Election, dismissal or removal of members of the Board of Directors and the Supervisory Board;

e) Decisions on investment or sale of assets valued at or exceeding 35% of total assets recorded in the Company's latest audited consolidated financial statements;

f) Approval of annual financial statements;

g) Reorganization or dissolution of the Company.

2. Order and procedures for the General Meeting of Shareholders to adopt resolutions by collecting written opinions:

a) The Board of Directors shall agree and decide on collecting shareholders' written opinions when it deems necessary for the interests of the Company.

b) The Board of Directors shall prepare the written opinion form, draft resolution of the General Meeting of Shareholders and explanatory documents for the draft resolution, and send them to all shareholders with voting rights no later than 10 days before the deadline for returning the completed written opinion forms, unless the Company Charter provides for a longer period. Preparation of the list of shareholders to whom the opinion forms are sent shall comply with Clauses 1 and 2 Article 141 of the Law on Enterprises. Requirements and methods for sending written opinion forms and enclosed documents shall comply with Article 143 of the Law on Enterprises.

c) A written opinion form must contain the following principal contents:

- Name, head office address and enterprise registration number;
- Purpose of collecting opinions;
- Full name, permanent residence address, nationality and Citizen Identity Card, Identity Card, Passport or other lawful personal identification number of an individual shareholder; name, enterprise registration number or establishment decision number and head office address of an organizational shareholder; or full name, permanent residence address, nationality and Citizen Identity Card, Identity Card, Passport or other lawful personal identification number of the authorized representative of an organizational shareholder; number of shares of each class and number of voting rights of the shareholder;
- Matter on which opinions are sought for adoption of a decision;
- Voting options including approval, disapproval and abstention for each matter on which opinions are sought;
- Deadline for returning the completed written opinion form to the Company;
- Full names and signatures of the Chairperson of the Board of Directors and the legal representative of the Company.

d) Completed written opinion forms must bear the signature of the individual shareholder, or of the legal representative of an organizational shareholder, or of the individual/legal representative of an authorized organization. Written opinion forms returned to the Company must be placed in sealed envelopes and no one may open them before vote counting.

e) Written opinion forms may be returned to the Company by the following methods:

- By mail: written opinion forms returned to the Company must be placed in sealed envelopes and no one may open them before vote counting;
- By fax or email: written opinion forms sent to the Company by fax or email must be kept confidential until the time of vote counting.
- Written opinion forms received by the Company after the deadline stated in the form, or opened in the case of mail, or disclosed before vote counting in the case of fax or email, shall be invalid. Written opinion forms not returned shall be deemed as not participating in voting.

f) The Board of Directors shall count votes and prepare minutes of vote counting under the witness of the Supervisory Board or shareholders who are not enterprise executives. The vote counting minutes must contain the following principal contents:

- Name, head office address and enterprise registration number;
- Purpose and matters on which opinions are sought for adoption of a resolution;
- Number of shareholders with the total votes participating in voting, distinguishing between valid votes and invalid votes and the method of sending voting forms, together with an appendix listing shareholders participating in voting;
- Total votes in favor, against and abstentions for each matter;
- Matters adopted;
- Full names and signatures of the Chairperson of the Board of Directors, the legal representative of the Company, the vote counter and the vote counting supervisor.

Members of the Board of Directors, the vote counter and the vote counting supervisor shall be jointly responsible for the truthfulness and accuracy of the vote counting minutes and jointly liable for damages arising from decisions adopted due to dishonest or inaccurate vote counting.

g) The vote counting minutes must be sent to shareholders within fifteen (15) days from the date vote counting ends. If the Company has a website, sending the vote counting minutes may be replaced by posting them on the Company's website within twenty-four (24) hours from the time vote counting ends.

h) Completed written opinion forms, vote counting minutes, adopted resolutions and related documents enclosed with the written opinion forms shall all be kept at the Company's head office.

i) A Resolution adopted by way of collecting shareholders' written opinions must be approved by shareholders representing at least 65% of the total voting shares and shall have the same validity as a Resolution adopted at a meeting of the General Meeting of Shareholders.

Article 7: Order and procedures for the General Meeting of Shareholders to adopt resolutions in the form of an online conference

1. Notice convening the online General Meeting of Shareholders
   Based on actual circumstances, the Board of Directors shall decide to convene the meeting in the form of an online General Meeting. The authority to convene, prepare the list and issue notices shall be the same as Clauses 1, 2 and 3 Article 5 of these Regulations (direct voting at the GMS).
2. Method of registering attendance at the online General Meeting of Shareholders
   The meeting Organizing Committee shall carry out procedures for preparing the list of shareholders entitled to attend the meeting, send invitation letters containing login information and login instructions, and disclose information and meeting documents in accordance with the Company Charter.
3. Authorization of representatives to attend the online General Meeting of Shareholders.
   As prescribed in Clause 6 Article 5 of these Regulations.
4. Conditions for holding the meeting

a) Conditions for holding the General Meeting of Shareholders are prescribed in Article 18 of the Company Charter.

b) The system for organizing the online meeting and electronic voting must operate continuously and stably, ensure that the meeting process is not interrupted, and ensure information security and confidentiality for accounts accessing the system.

5. Form of adoption of resolutions of the online General Meeting of Shareholders

a) Resolutions of the online General Meeting of Shareholders shall be adopted by electronic voting.

b) Conditions for a resolution to be adopted are the same as those prescribed in Clause 11 Article 5 of these Regulations.

6. Method of online voting
   The method of online voting by electronic voting shall be announced in detail together with other documents of the General Meeting of Shareholders. Shareholders shall vote by ticking one of three corresponding boxes: "Approve", "Disapprove" or "Abstain" for each matter to be adopted.
7. Method of online vote counting
   The Vote Counting Committee shall check and tally electronic votes directly on the system.
8. Announcement of vote counting results
   Electronic voting results for each matter shall be reported by the Vote Counting Committee to the meeting immediately after vote counting is completed.
9. Preparation of minutes of the General Meeting of Shareholders.
   As prescribed in Clause 14 Article 5 of these Regulations.

10. Disclosure of Resolutions of the General Meeting of Shareholders
Resolutions of the General Meeting of Shareholders must be disclosed in accordance with the Company Charter and securities laws.

Article 8: Order and procedures for the General Meeting of Shareholders to adopt resolutions in the form of a physical conference combined with an online conference

1. Notice convening the General Meeting of Shareholders
Based on actual circumstances, the Board of Directors shall decide to convene the meeting in the form of an online General Meeting combined with a physical meeting. The authority to convene, prepare the list and issue notices shall be the same as Clauses 1, 2 and 3 Article 5 of these Regulations.

2. Method of registering attendance at the General Meeting of Shareholders
The meeting Organizing Committee shall carry out procedures for preparing the list of shareholders entitled to attend the meeting, send invitation letters and invitation letters containing login information and login instructions to shareholders on the list who request online attendance, and disclose information and meeting documents in accordance with the Company Charter.

3. Authorization of representatives to attend the General Meeting of Shareholders
As prescribed in Clause 6 Article 5 of these Regulations.

4. Conditions for holding the meeting

a) Conditions for holding the General Meeting of Shareholders are prescribed in Article 18 of the Company Charter.

b) The system for organizing the online meeting and electronic voting must operate continuously and stably, ensure that the meeting process is not interrupted, and ensure information security and confidentiality for accounts accessing the system.

5. Form of adoption of resolutions of the General Meeting of Shareholders

a) Resolutions of the General Meeting of Shareholders shall be adopted by direct voting for shareholders attending in person and by electronic voting for shareholders attending online.

b) Conditions for a resolution to be adopted are the same as those prescribed in Clause 11 Article 5 of these Regulations.

6. Voting method

a) The method of direct voting is prescribed in Clause 10 Article 5 of these Regulations.

b) The method of online voting by electronic voting shall be announced in detail together with other documents of the General Meeting of Shareholders. Shareholders shall vote by ticking one of three corresponding boxes: "Approve", "Disapprove" or "Abstain" for each matter to be adopted.

7. Method of vote counting

The Vote Counting Committee shall check and tally the total direct votes at the meeting and electronic votes.

8. Announcement of vote counting results
   After vote counting, the Vote Counting Committee shall announce the vote counting results directly at the General Meeting of Shareholders. The announcement must specify the number of votes in favor, against and abstentions for each matter, separated into direct votes and electronic votes.

9. Preparation of minutes of the General Meeting of Shareholders
   As prescribed in Clause 14 Article 5 of these Regulations.

10. Disclosure of Resolutions of the General Meeting of Shareholders.
    Resolutions of the General Meeting of Shareholders must be disclosed in accordance with the Company Charter and securities laws.

CHAPTER III
BOARD OF DIRECTORS

Article 9: Roles, rights and obligations of the Board of Directors; duties of members of the Board of Directors

1. Roles, rights and obligations of the Board of Directors

a) The Company's business operations and affairs shall be supervised and directed by the Board of Directors. The Board of Directors is the body with full authority to exercise the rights and perform the obligations of the Company that do not fall under the authority of the General Meeting of Shareholders.

b) The rights and obligations of the Board of Directors are prescribed by law, the Company Charter and the General Meeting of Shareholders. Specifically, the Board of Directors has the following powers and obligations:

- Decide the strategy, medium-term development plan and annual business plan of the Company;
- Recommend classes of shares and the total number of shares of each class authorized for offering;
- Decide to sell unsold shares within the number of shares of each class authorized for offering; decide to raise additional capital in other forms;
- Decide the selling price of shares and bonds of the Company;
- Decide on share repurchase in accordance with Clauses 1 and 2 Article 133 of the Law on Enterprises;
- Decide on investment plans and investment projects within its authority and limits prescribed by law;

- Decide on market development, marketing and technology solutions;
- Approve purchase, sale, borrowing, lending and other contracts and transactions valued at 35% or more of the total assets recorded in the Company's latest audited consolidated financial statements, except contracts and transactions falling under the decision-making authority of the General Meeting of Shareholders as prescribed at Point d Clause 14.1 Article 14 of the Company Charter and Clauses 1 and 3 Article 167 of the Law on Enterprises;
- Elect, dismiss and remove the Chairperson of the Board of Directors; appoint, dismiss, sign and terminate contracts with the General Director and other key managers as prescribed by the Company Charter; decide salaries, remuneration, bonuses and other benefits of such managers; appoint authorized representatives to participate in Members' Councils or General Meetings of Shareholders of other companies; and decide the remuneration and other benefits of such representatives;
- Supervise and direct the General Director and other managers in the day-to-day business management of the Company;
- Decide the organizational structure and internal management regulations of the Company; decide the establishment of subsidiaries, branches and representative offices and the capital contribution or share purchase in other enterprises;
- Approve the agenda and contents of documents for the General Meeting of Shareholders, convene the General Meeting of Shareholders or collect opinions for the General Meeting of Shareholders to adopt resolutions;
- Submit audited annual financial statements to the General Meeting of Shareholders;
- Recommend dividend levels; decide the timing and procedures for dividend payment or handling of losses arising in business operations;
- Recommend reorganization or dissolution of the Company; request bankruptcy of the Company;
- Decide to issue the Regulations on Operation of the Board of Directors and the Internal Regulations on Corporate Governance after approval by the General Meeting of Shareholders; decide to issue the Company's Information Disclosure Regulations;
- Other rights and obligations as prescribed by the Law on Enterprises, the Law on Securities, other legal regulations and the Company Charter.

2. Duties and powers of members of the Board of Directors

   Members of the Board of Directors have all rights as prescribed by the Law on Securities, relevant laws and the Company Charter, including the right to be provided with information and documents on the financial status and business operations of the Company and its units.

Members of the Board of Directors have obligations as prescribed in the Company Charter and the following obligations:

a) Perform their duties honestly and prudently in the best interests of shareholders and the Company;

b) Attend all meetings of the Board of Directors and express opinions on matters discussed;

c) Promptly and fully report to the Board of Directors all remuneration received from subsidiaries, affiliated companies and other organizations;

d) Report to the Board of Directors at the nearest meeting on transactions between the Company, its subsidiaries or other companies controlled by the Company with 50% or more of charter capital and members of the Board of Directors and their related persons; and transactions between the Company and companies in which a member of the Board of Directors is a founding member or enterprise manager during the last 03 years before the transaction;

e) Disclose information when conducting transactions in the Company's shares in accordance with law.

f) Fully comply with responsibilities and obligations prescribed by the Law on Enterprises and relevant legal documents.

g) Study and evaluate the situation and operating results, and contribute to the development of directions, plans and operational objectives of the Company from time to time.

h) Attend all meetings of the Board of Directors and give clear voting opinions on matters discussed; be responsible to the Board of Directors and the General Meeting of Shareholders for their opinions in performing assigned duties and tasks directly performed.

i) Members of the Board of Directors and related persons, when conducting transactions in the Company's shares, must report to the State Securities Commission and disclose information on such transactions in accordance with law.

j) Not abuse their position for personal gain or take actions to appropriate business opportunities of the Company or damage the interests of the Company.

k) Keep Company information confidential.

l) Members of the Board of Directors voting to approve a decision of the Board of Directors shall be jointly responsible for the approved decision. If a member of the Board of Directors violates law or the Company Charter and causes damage to the Company, such member shall be personally liable and must compensate for damages caused in accordance with law.

Article 10: Nomination, candidacy, election, dismissal and removal of members of the Board of Directors

1. Term and number of members of the Board of Directors

a) The number of members of the Company's Board of Directors shall be from 03 to 11 members.

b) The term of a member of the Board of Directors shall not exceed 05 years and such member may be re-elected for an unlimited number of terms. If all members of the Board of Directors end their terms at the same time, they shall continue as members of the Board of Directors until new members are elected to replace them and take over the work.

2. Structure, standards and conditions of members of the Board of Directors

a) The structure of members of the Board of Directors is as follows:

The number of non-executive members of the Board of Directors must comply with law.

The number of independent members of the Board of Directors must comply with the following provisions:

- At least 01 independent member if the Company has from 03 to 05 members of the Board of Directors;
- At least 02 independent members if the Company has from 06 to 08 members of the Board of Directors;
- At least 03 independent members if the Company has from 09 to 11 members of the Board of Directors.

b) Standards and conditions of members of the Board of Directors are prescribed in Clause 1 Article 155 of the Law on Enterprises and the Company Charter.

3. Nomination and candidacy of members of the Board of Directors

a) Shareholders holding ordinary shares have the right to aggregate their voting rights to nominate candidates for the Board of Directors. Specifically, if a shareholder or group of shareholders owns the following total voting shares:

- From 5% to less than 20%, they may nominate one (01) candidate.
- From 20% to less than 30%, they may nominate up to two (02) candidates.
- From 30% to less than 40%, they may nominate up to three (03) candidates.
- From 40% to less than 50%, they may nominate up to four (04) candidates.
- From 50% or more, they may nominate up to five (05) candidates.

b) If the number of candidates for the Board of Directors through nomination and candidacy remains insufficient, the incumbent Board of Directors shall introduce additional candidates or organize nomination in accordance with the Company Charter, the Internal Regulations on Governance and the Regulations on Operation of the Board of Directors. The incumbent Board of Directors' introduction of additional candidates must be clearly disclosed before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with law.

4. Method of electing members of the Board of Directors

   As prescribed in Clause 3 Article 148 of the Law on Enterprises, the Company Charter and Article 9 of the Regulations on Operation of the Board of Directors.

5. Cases of dismissal, removal and supplementation of members of the Board of Directors

   As prescribed in the Company Charter and Article 8 of the Regulations on Operation of the Board of Directors.

6. Notice on election, dismissal and removal of members of the Board of Directors
   As prescribed in the Company Charter and Article 10 of the Regulations on Operation of the Board of Directors.

7. Method of introducing candidates for members of the Board of Directors;
   If candidates have been identified in advance, information related to candidates for the Board of Directors shall be included in the General Meeting of Shareholders' documents and disclosed at least ten (10) days before the opening date of the General Meeting of Shareholders on the Company's website so that shareholders may study such candidates before voting. Candidates for the Board of Directors must provide a written commitment on the truthfulness, accuracy and reasonableness of disclosed personal information and must commit to performing their duties honestly if elected as members of the Board of Directors. Information on candidates for the Board of Directors to be disclosed shall include at least the following contents:

a) Full name and date of birth;

b) Educational qualifications;

c) Professional qualifications;

d) Work experience;

e) Companies where the candidate currently holds the position of member of the Board of Directors and other managerial positions;

f) Evaluation report on the candidate's contributions to the Company if such candidate is currently a member of the Company's Board of Directors;

g) Interests related to the Company (if any);

h) Full name of the shareholder or group of shareholders nominating such candidate (if any);

i) Other information (if any).

8. Election, removal and dismissal of the Chairperson of the Board of Directors

a) The Chairperson of the Board of Directors shall be elected, dismissed or removed by the Board of Directors from among the members of the Board of Directors.

b) The Chairperson of the Board of Directors shall not concurrently hold the position of General Director of the Company.

c) If the Chairperson of the Board of Directors submits a resignation letter or is removed, the Board of Directors must elect a replacement within ten (10) days from the date of receipt of the resignation letter or removal. If the Chairperson of the Board of Directors is absent or unable to perform his/her duties, he/she must authorize another member in writing to exercise the rights and perform the obligations of the Chairperson of the Board of Directors according to the principles prescribed in the Company Charter. If there is no authorized person or the Chairperson of the Board of Directors dies, is missing, is detained, is serving a prison sentence, is serving an administrative handling measure at a compulsory rehabilitation facility or compulsory education establishment, flees from his/her place of residence, has restricted or lost civil act capacity, has difficulty in cognition or controlling behavior, or is prohibited by a Court from holding office, practicing a profession or doing certain work, the remaining members shall elect one of them to act as Chairperson of the Board of Directors by majority approval of the remaining members until a new decision of the Board of Directors is issued.

Article 11: Remuneration and other benefits of members of the Board of Directors

1. The Company has the right to pay remuneration and bonuses to members of the Board of Directors based on business results and efficiency.
2. Members of the Board of Directors are entitled to work remuneration and bonuses. Work remuneration is calculated based on the number of working days necessary to complete the duties of a member of the Board of Directors and the daily remuneration rate. The Board of Directors estimates remuneration for each member by consensus. The total remuneration and bonuses of the Board of Directors shall be decided by the General Meeting of Shareholders at the annual meeting.
3. Remuneration of each member of the Board of Directors shall be included in the Company's business expenses in accordance with corporate income tax law, shown as a separate item in the Company's annual financial statements and reported to the General Meeting of Shareholders at the annual meeting.
4. A member of the Board of Directors holding an executive position, working in subcommittees of the Board of Directors or performing other work outside the normal scope of duties of a member of the Board of Directors may be paid additional remuneration in the form of a lump-sum fee per assignment, salary, commission, percentage of profit or another form as decided by the Board of Directors.
5. Members of the Board of Directors are entitled to reimbursement of all travel, accommodation and other reasonable expenses incurred in performing their responsibilities as members of the Board of Directors, including expenses incurred in attending meetings of the General Meeting of Shareholders, the Board of Directors or subcommittees of the Board of Directors.
6. Members of the Board of Directors may be covered by liability insurance purchased by the Company after approval by the General Meeting of Shareholders. Such

insurance shall not cover liabilities of members of the Board of Directors related to violations of law or the Company Charter.

Article 12: Order and procedures for organizing meetings of the Board of Directors

1. Minimum number of meetings by month/quarter/year

   The Board of Directors shall meet at least once every quarter and may hold extraordinary meetings. Depending on circumstances and specific cases/contents, meetings may be held in person, online, in a combined in-person and online form, or opinions may be collected in writing.

2. Cases where an extraordinary meeting of the Board of Directors must be convened

   The Chairperson of the Board of Directors shall convene a meeting of the Board of Directors in the following cases:

- At the request of the Supervisory Board or an independent member of the Board of Directors;
- At the request of the General Director or at least 05 other managers;
- At the request of at least 02 members of the Board of Directors.

3. Notice of meeting of the Board of Directors

- The Chairperson of the Board of Directors must convene a meeting of the Board of Directors within 07 working days from the date of receipt of the request specified in Clause 2 of this Article. If the Chairperson fails to convene the meeting as requested, he/she shall be liable for damages incurred by the Company; the requester has the right to replace the Chairperson in convening the meeting of the Board of Directors.
- The Chairperson of the Board of Directors or the person convening the meeting must send the notice of invitation no later than 03 working days before the meeting date. The notice must specify the time and venue of the meeting, agenda, matters for discussion and decision. The notice must be accompanied by documents to be used at the meeting and voting ballots of members.
- The notice of invitation to the meeting of the Board of Directors may be sent by invitation letter, telephone, fax, electronic means or another method prescribed by the Company Charter and must ensure delivery to the contact address of each member of the Board of Directors registered with the Company.

4. Right of members of the Supervisory Board to attend meetings of the Board of Directors

   The Chairperson of the Board of Directors or the convenor shall send notices of invitation and enclosed documents to members of the Supervisory Board in the same manner as to members of the Board of Directors.

Members of the Supervisory Board have the right to attend meetings of the Board of Directors and to discuss but have no voting rights.

5. Conditions for holding meetings of the Board of Directors

   Meetings of the Board of Directors shall be held when at least three-fourths (3/4) of the total members of the Board of Directors are present in person or through representatives (authorized persons) if approved by a majority of members of the Board of Directors.

   If the required number of attending members is not met, the meeting must be convened for a second time within seven (07) days from the intended date of the first meeting. The second meeting shall be held if more than one-half (1/2) of the members of the Board of Directors attend.

6. Voting method

   As prescribed in Clause 9 Article 15 of the Regulations on Operation of the Board of Directors.

7. Method of adopting resolutions of the Board of Directors

   The Board of Directors adopts decisions and issues resolutions based on approval by a majority of attending members of the Board of Directors. If the votes in favor and against are equal, the vote of the Chairperson of the Board of Directors shall be decisive.

   A resolution adopted by collecting written opinions shall be approved based on the affirmative opinions of a majority of members of the Board of Directors with voting rights. Such resolution shall have the same validity and effect as a resolution adopted at a meeting.

8. Authorization of another person to attend a meeting on behalf of a member of the Board of Directors

   Members must attend all meetings of the Board of Directors. A member may authorize another person to attend and vote if approved by a majority of members of the Board of Directors.

9. Preparation of minutes of meetings of the Board of Directors

   As prescribed in Article 16 of the Regulations on Operation of the Board of Directors.

10. Case where the chairperson and/or secretary refuses to sign the minutes of a meeting of the Board of Directors

    If the chairperson or the minute taker refuses to sign the meeting minutes, the minutes shall still be effective if signed by all other members of the Board of Directors attending the meeting and if the minutes contain all required contents.

11. Notification of resolutions and decisions of the Board of Directors

Resolutions of the Board of Directors must be notified to relevant parties in accordance with the Company Charter.

Article 13. Subcommittees under the Board of Directors

1. Roles, responsibilities and authority of subcommittees under the Board of Directors and each member of such subcommittees:

   The Board of Directors may establish subcommittees under it to be in charge of development policies, personnel, remuneration, internal audit and risk management. The number of members of each subcommittee shall be decided by the Board of Directors and shall be at least three (03), including members of the Board of Directors and external members. Non-executive members of the Board of Directors should constitute a majority of each subcommittee, and one of them shall be appointed as the Head of the subcommittee by decision of the Board of Directors. The operation of a subcommittee must comply with regulations of the Board of Directors. A resolution of a subcommittee shall be effective only when approved by a majority of attending members voting at the subcommittee meeting.

2. Nomination, candidacy, election, dismissal and removal of members of subcommittees under the Board of Directors:

   Principles for selecting the Head of a subcommittee and subcommittee members

- Members of a subcommittee must have knowledge or experience in the field for which the subcommittee is responsible.
- A subcommittee may consist of one or more members of the Board of Directors and one or more external members as decided by the Board of Directors.
- Selection of external members must ensure that the number of external members does not exceed one-third of the members of the subcommittee.
- External members may vote in their capacity as members of the subcommittee.
- The Board of Directors shall appoint the Head of a subcommittee from among the members of the subcommittee. The Head of the subcommittee must have appropriate professional qualifications, knowledge and outstanding experience in the assigned field.

3. Operation of subcommittees under the Board of Directors

a) Operating principles of subcommittees

- During their operation, subcommittees must comply with the regulations set by the Board of Directors.
- Resolutions of subcommittees shall be effective only when approved by a majority of members attending and voting at the subcommittee meeting who are members of the Board of Directors.

b) Duties of subcommittees

- The Development Policy Subcommittee is responsible for developing the Company's general development strategy; orienting short-term and long-term market development; and advising the Board of Directors on decisions to maintain traditional services and orient the development of new services.
- The Internal Audit Subcommittee is responsible for developing processes and supervising the Company's financial activities; studying, assessing and analyzing the financial situation from time to time; and proposing to the Board of Directors effective financial measures suitable to actual circumstances and other matters related to the Company's financial governance.
- The Human Resources Subcommittee is responsible for advising on and developing strategies and processes for managing personnel at the levels of the Board of Directors, General Director and other management levels approved by the Board of Directors in line with the Company's operating scale and development orientation; advising on handling personnel issues arising during the election, appointment and dismissal of members of the Board of Directors, the Supervisory Board and the Executive Board in accordance with the Charter and law; and advising the Board of Directors on issuing a system of internal governance regulations related to human resource management, including salary regulations, emulation and commendation, training and recruitment, etc.
- The Remuneration Subcommittee is responsible for developing reward and discipline mechanisms for members of the Board of Directors, the General Director and other management levels approved by the Board of Directors; and advising the Board of Directors on implementing emulation and commendation in a public, fair, accurate and timely manner.
- The Board of Directors may also consider establishing additional subcommittees to support the Company's operations if deemed necessary.

Article 14: Selection, appointment and dismissal of the Person in charge of corporate governance, including the following main contents:

1. Standards of the Person in charge of corporate governance

   The Person in charge of corporate governance must satisfy the following standards:

a) Have knowledge of law;

b) Not concurrently work for the independent auditing company currently auditing the Company's financial statements;

c) Other standards as prescribed by law, this Charter and decisions of the Board of Directors.

2. Appointment of the Person in charge of corporate governance

a) The Board of Directors shall appoint at least one (01) person as the Person in charge of corporate governance to support corporate governance work at the enterprise. The Person in charge of corporate governance may concurrently act as Company Secretary as prescribed in Clause 5 Article 156 of the Law on Enterprises.

b) The Person in charge of corporate governance must not concurrently work for the approved auditing organization currently auditing the Company's financial statements.

3. Cases of dismissal of the Person in charge of corporate governance
The Board of Directors may remove the Person in charge of corporate governance when necessary, provided that it does not contravene current labor laws. The Board of Directors may appoint an assisting team for the Person in charge of corporate governance from time to time.

4. Notice of appointment and dismissal of the Person in charge of corporate governance
Notice of appointment or dismissal of the Person in charge of corporate governance shall be made in accordance with the Company Charter and securities laws.

5. Rights and obligations of the Person in charge of corporate governance

a) Advise the Board of Directors on organizing the General Meeting of Shareholders in accordance with regulations and on matters between the Company and shareholders;

b) Prepare meetings of the Board of Directors, the Supervisory Board and the General Meeting of Shareholders at the request of the Board of Directors or the Supervisory Board;

c) Advise on meeting procedures;

d) Attend meetings;

e) Advise on procedures for preparing resolutions of the Board of Directors in accordance with law;

f) Provide financial information, copies of minutes of meetings of the Board of Directors and other information to members of the Board of Directors and Supervisors;

g) Supervise and report to the Board of Directors on the Company's information disclosure activities.

h) Act as the contact point with stakeholders;

i) Maintain confidentiality of information in accordance with law and the Company Charter;

j) Other rights and obligations as prescribed by law and the Company Charter.

CHAPTER IV

SUPERVISORY BOARD

Article 15: Roles, rights and obligations of the Supervisory Board and responsibilities of Supervisory Board members.

1. The Supervisory Board has rights and obligations as prescribed in Article 170 of the Law on Enterprises and Article 38 of the Company Charter, specifically:

a) Supervise the Board of Directors, Director or General Director in the management and administration of the Company;

b) Inspect the reasonableness, legality, truthfulness and prudence in the management and administration of business operations; and the systematic, consistent and appropriate nature of accounting, statistics and preparation of financial statements;

c) Appraise the completeness, legality and truthfulness of the Company's business performance reports, annual and semi-annual financial statements, and management assessment report of the Board of Directors, and submit the appraisal report to the annual General Meeting of Shareholders;

d) Review contracts and transactions with related persons subject to approval by the Board of Directors or the General Meeting of Shareholders and make recommendations on contracts and transactions requiring approval by the Board of Directors or the General Meeting of Shareholders;

e) Review, inspect and evaluate the validity and effectiveness of the Company's internal control system, internal audit, risk management and early warning system;

f) Examine the Company's accounting books, accounting records and other documents, and management and administration of the Company's operations when deemed necessary, or pursuant to a resolution of the General Meeting of Shareholders or at the request of a shareholder or group of shareholders specified in Clause 2 Article 115 of the Law on Enterprises;

g) Upon request of a shareholder or group of shareholders specified in Clause 2 Article 115 of the Law on Enterprises, the Supervisory Board shall conduct an inspection within 07 working days from the date of receipt of the request. Within 15 days from completion of the inspection, the Supervisory Board must report on the matters requested for inspection to the Board of Directors and the requesting shareholder or group of shareholders. The inspection by the Supervisory Board under this Clause must not obstruct normal operations of the Board of Directors or interrupt the management of the Company's business operations;

h) Recommend to the Board of Directors or the General Meeting of Shareholders measures to amend, supplement and improve the organizational structure for management, supervision and administration of the Company's business operations.

i) Upon detecting that a member of the Board of Directors, the Director or the General Director violates Article 165 of the Law on Enterprises, immediately notify the Board of Directors in writing, request the violator to cease the violation and take remedial measures;

j) Attend and participate in discussions at meetings of the General Meeting of Shareholders, the Board of Directors and other meetings of the Company;

k) Use independent consultants and the Company's internal audit department to perform assigned duties;

l) The Supervisory Board may consult the Board of Directors before submitting reports, conclusions and recommendations to the General Meeting of Shareholders;

m) Propose and recommend that the General Meeting of Shareholders approve the list of approved auditing organizations to audit the Company's financial statements; decide on the approved auditing organization to inspect the Company's operations; and dismiss approved auditors when deemed necessary;

n) Be responsible to shareholders for its supervision activities;

o) Supervise the Company's financial situation and compliance with law in the activities of members of the Board of Directors, the General Director and other managers;

p) Ensure coordination with the Board of Directors, the General Director and shareholders;

q) If detecting a violation of law or the Company Charter by a member of the Board of Directors, the General Director or another enterprise executive, the Supervisory Board must notify the Board of Directors in writing within forty-eight (48) hours, request the violator to cease the violation and take remedial measures;

r) Develop the Regulations on Operation of the Supervisory Board and submit them to the General Meeting of Shareholders for approval;

s) Report at the General Meeting of Shareholders in accordance with Article 290 of Decree No. 155/2020/NĐ-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities;

t) Have the right to access the Company's files and documents kept at the head office, branches and other locations; and have the right to visit the workplaces of managers and employees of the Company during working hours.

u) Have the right to request the Board of Directors, members of the Board of Directors, the General Director and other managers to provide fully, accurately and promptly information and documents on the management, administration and business operations of the Company.

2. Members of the Board of Directors, the General Director and other enterprise executives must provide fully, accurately and promptly information and documents on the management, administration and operations of the Company at the request of the Supervisory Board. The Person in charge of corporate governance must ensure that all copies of resolutions and minutes of meetings of the General Meeting of Shareholders and the Board of Directors, financial information and other information and documents provided to shareholders and members of the Board of Directors are provided to

Supervisors at the same time and by the same method as provided to shareholders and members of the Board of Directors.

3. The Supervisory Board may issue regulations on its meetings and operating methods. The Supervisory Board must meet at least two (02) times per year, and a meeting shall be held when at least two-thirds (2/3) of Supervisors attend.

Article 16: Term, number, composition and structure of members of the Supervisory Board

1. Term, number, composition and structure of members of the Supervisory Board;

a) The number of members of the Company's Supervisory Board shall be from 03 to 05 Supervisors. The term of a member of the Supervisory Board shall not exceed 05 years and such member may be re-elected for an unlimited number of terms.

b) The Head of the Supervisory Board shall be elected by the Supervisory Board from among its members; election, dismissal and removal shall follow the majority principle. More than half of the members of the Supervisory Board must permanently reside in Vietnam. The Head of the Supervisory Board must hold a university degree or higher in one of the majors of economics, finance, accounting, auditing, law, business administration or a major related to the Company's business operations.

2. Standards and conditions of members of the Supervisory Board;

Members of the Supervisory Board must satisfy the standards and conditions prescribed in Article 169 of the Law on Enterprises and must not fall into the following cases:

a) Working in the Company's accounting or finance department;

b) Being a member or employee of an independent auditing company that audited the Company's financial statements in the preceding three (03) consecutive years;

3. Nomination and candidacy of members of the Supervisory Board

As prescribed in Article 36 of the Company Charter.

4. Method of electing members of the Supervisory Board

The Company shall prescribe and specifically guide shareholders on voting to elect the Supervisory Board by secret ballot using cumulative voting as prescribed in Clause 3 Article 148 of the Law on Enterprises and the Election Regulations at each General Meeting of Shareholders.

5. Cases of dismissal and removal of members of the Supervisory Board

a) A member of the Supervisory Board shall be dismissed in the following cases:

- No longer meeting the standards and conditions for Supervisors prescribed in Clause 2 of this Article;
- Submitting a resignation letter that is accepted;

- Other cases prescribed in the Company Charter.

b) A member of the Supervisory Board shall be removed in the following cases:

- Failure to complete assigned duties or tasks;
- Failure to exercise rights and perform obligations for 06 consecutive months, except in force majeure events;
- Repeatedly or seriously violating obligations of a member of the Supervisory Board as prescribed by the Law on Enterprises and the Company Charter;
- Other cases under resolutions of the General Meeting of Shareholders.

6. Notice on election, dismissal and removal of members of the Supervisory Board

   As prescribed in the Company Charter and securities laws.

7. Salaries and other benefits of members of the Supervisory Board

   Remuneration, salaries and other benefits of Supervisors shall be decided by the General Meeting of Shareholders. Supervisors shall be reimbursed for accommodation, travel and reasonable expenses incurred when attending meetings of the Supervisory Board or performing other activities of the Supervisory Board.

CHAPTER V
GENERAL DIRECTOR

Article 17: Role, responsibilities, rights and obligations of the General Director

As prescribed in Article 34 of the Company Charter.

The General Director is the person who manages the Company's day-to-day business operations, is subject to supervision by the Board of Directors, and is responsible to the Board of Directors and before law for exercising the rights and performing the obligations assigned.

1. The General Director has the following rights and obligations:

a) Decide matters related to the Company's day-to-day business operations that do not fall under the authority of the Board of Directors;

b) Organize the implementation of resolutions and decisions of the Board of Directors;

c) Organize the implementation of the Company's business plans and investment plans;

d) Recommend the organizational structure and internal management regulations of the Company;

e) Appoint, dismiss and remove managerial positions in the Company, except for positions falling under the authority of the Board of Directors;

f) Decide salaries and other benefits for employees of the Company, including managers under the appointment authority of the General Director;

g) Recruit employees;

h) Recommend plans for dividend payment or handling of business losses;

i) Other rights and obligations as prescribed by law, the Company Charter and resolutions and decisions of the Board of Directors.

2. The General Director shall be responsible to the Board of Directors and the General Meeting of Shareholders for performance of assigned duties and powers and shall report to such bodies upon request.

Article 18: Appointment, dismissal, contract signing and contract termination with the General Director

1. Term, standards and conditions of the General Director

   The term of the General Director shall not exceed 05 years and may be renewed for an unlimited number of terms. The General Director must satisfy the standards and conditions prescribed by law and the Company Charter.

2. Candidacy, nomination, dismissal and removal of the General Director

   As prescribed in Article 34 of the Company Charter.

3. Appointment and signing of labor contract with the General Director

   The Board of Directors shall appoint one (01) member of the Board of Directors or another person as General Director and, after the appointment decision is issued, sign a contract specifying remuneration, salary and other benefits.

4. Dismissal and termination of labor contract with the General Director

   The Board of Directors may dismiss/terminate the labor contract with the General Director when approved by a majority of members of the Board of Directors with voting rights attending the meeting, and appoint a new General Director as replacement.

5. Notice of appointment, dismissal, contract signing and contract termination with the General Director

   As prescribed in the Company Charter and securities laws.

6. Salaries and other benefits of the General Director

- As prescribed in Article 163 of the Law on Enterprises.
- The General Director shall be paid salary and bonus. The salary and bonus of the General Director shall be decided by the Board of Directors.

CHAPTER VI
OTHER ACTIVITIES

Article 19: Coordination of activities among the Board of Directors, the Supervisory Board and the General Director

1. Procedures and order for convening, sending meeting notices, recording minutes and notifying meeting results among the Board of Directors, the Supervisory Board and the General Director

- Meetings attended by the Board of Directors, the Supervisory Board and the General Director shall be held periodically, at least once every quarter.
- The Chairperson of the Board of Directors shall organize the agenda and contents of the meeting and send invitations to the Supervisory Board and the Board of General Directors.
- The meeting notice shall be accompanied by documents relating to the meeting contents and sent to members at least 03 days before the meeting.
- Regarding decisions adopted, the Supervisory Board and the Board of General Directors may discuss but have no voting rights.

2. Notification of resolutions and decisions of the Board of Directors to the Supervisory Board and the General Director

   The Chairperson of the Board of Directors shall send resolutions and minutes of meetings of the Board of Directors to members, and such documents shall be authentic evidence of the work conducted at the meetings unless objections to the contents of the minutes are raised within ten (10) days from the date of dispatch.

3. Cases where the General Director and the Supervisory Board request the convening of meetings of the Board of Directors and matters requiring opinions of the Board of Directors

- Upon detecting that a member of the Board of Directors or the General Director violates Article 165 of the Law on Enterprises, the Supervisory Board must immediately notify the Board of Directors in writing and request the violator to cease the violation and take effective remedial measures.
- The General Director shall request that a meeting of the Board of Directors be held when it is necessary to seek opinions of the Board of Directors for approval of business or investment policies within the authority of the Board of Directors.
- The Chairperson of the Board of Directors must convene a meeting of the Board of Directors within 07 working days from the date of receipt of the request specified in Clause 2 Article 12 of these Regulations. If the Chairperson fails to convene the meeting as requested, he/she shall be liable for damages incurred by the Company; the

requester has the right to replace the Chairperson in convening the meeting of the Board of Directors.

4. Reports of the General Director to the Board of Directors on performance of assigned duties and powers

   Quarterly, the General Director must submit a report to the Board of Directors on performance of assigned duties, clearly analyzing the operating results of each business sector and the achievement ratio compared with the plan assigned by the General Meeting of Shareholders and the Board of Directors.

5. Review of the implementation of resolutions and other delegated matters of the Board of Directors by the General Director

- Every 6 months/year, the Board of Directors shall evaluate the implementation of resolutions and delegated matters of the Board of Directors by the General Director.
- Review contents include: process of performing tasks assigned by the Board of Directors, sense of responsibility, results and level of completion of assigned tasks, thereby setting orientations/measures for improvement, remedy or work enhancement.

6. Matters that the General Director must report, information to be provided and methods of notification to the Board of Directors and the Supervisory Board

- The General Director shall be responsible for implementing resolutions of the Board of Directors and the General Meeting of Shareholders, as well as the Company's business plan and investment plan approved by the Board of Directors and the General Meeting of Shareholders;
- Recommend the number and types of managers that the Company needs to hire for appointment or dismissal by the Board of Directors when necessary in order to apply sound management activities and structures proposed by the Board of Directors, and advise the Board of Directors in deciding salaries, remuneration, benefits and other terms of labor contracts of managers;
- Consult the Board of Directors to decide the number of employees, salary levels, allowances, benefits, appointment, dismissal and other terms relating to their labor contracts;
- Propose measures to improve the Company's operations and management;
- The General Director must submit the detailed business plan for the next fiscal year to the Board of Directors for approval;
- The annual budget, including projected balance sheet, income statement and cash flow statement, for each fiscal year must be submitted to the Board of Directors for approval.

7. Coordination of control, administration and supervision activities among members of the Board of Directors, members of the Supervisory Board and the General Director according to the specific duties of the above members

- The Board of Directors is subject to supervision by the Supervisory Board in accordance with the Company Charter and must create favorable conditions for the Supervisory Board to perform its duties.
- The Chairperson of the Board of Directors shall invite representatives of the Supervisory Board to participate and express opinions at meetings of the Board of Directors.
- The Head of the Supervisory Board or a member of the Supervisory Board authorized by the Head of the Supervisory Board has the right to attend meetings of the Board of Directors after notifying the Chairperson of the Board of Directors of his/her attendance.
- The Board of Directors or individual members of the Board of Directors are responsible for providing documents and explanations to the Supervisory Board on matters requested by the Supervisory Board.
- The Person in charge of corporate governance is responsible for copying and sending resolutions/decisions of the Board of Directors to the Head of the Supervisory Board so that the Supervisory Board can perform its duties.
- The Board of Directors supervises activities of the Board of General Directors through attendance at briefing meetings and periodic reports on business operations and financial status.
- The Supervisory Board must regularly coordinate with the Board of Directors, inform the Board of Directors of the results of the Supervisory Board's activities, and consult the Board of Directors before submitting reports, results and recommendations to the General Meeting of Shareholders;
- The Supervisory Board must keep public declarations of interests of the Company's executive managers in order to supervise civil and economic transactions between such managers and their former related entities and entities in which they have interests, so as to detect and supervise such transactions and prevent possible damage to the Company and its shareholders;
- The Supervisory Board may act on behalf of the Company to receive inspection and examination teams of state authorities, directly work with and provide documents when requested by competent state authorities, and has the right to refuse to work with inspection and examination teams if it considers that their inspection or examination is not in accordance with laws on enterprise inspection and examination;
- The Board of Directors, members of the Board of Directors, the General Director, Deputy General Directors, Chief Accountant and other managers must fully and promptly provide information and documents on the Company's business operations at the request of the Supervisory Board, unless otherwise decided by the General Meeting of Shareholders. The Supervisory Board must not disclose Company secrets and shall be personally responsible for using information classified as confidential Company

information. Requests for provision of information to the Supervisory Board and use of such information must not affect the Company's management and administration.

Article 20: Regulations on annual assessment of reward and discipline activities for members of the Board of Directors, members of the Supervisory Board, the General Director and other enterprise executives

1. Annually, based on assigned functions and duties, the Board of Directors shall assess the level of completion of assigned duties by each member of the Board of Directors and the General Director.
2. The Head of the Supervisory Board shall assess the level of completion of assigned duties by each member of the Supervisory Board.
3. The General Director shall preside over the assessment of managers in the Company based on the Company's operating regulations and the annual operating results of each department/unit of the whole Company in order to classify levels of task completion as follows:

a) Outstanding completion of duties.

b) Good completion of duties.

c) Completion of duties.

d) Failure to complete duties.

4. Reward

a) Annually, based on assessment results of the Board of Directors, the Supervisory Board and the Executive Board, the General Director shall submit to the Board of Directors, for the executive apparatus, proposed reward levels for individuals according to their level of task completion.

b) Reward regimes

- In cash.
- In shares under the employee stock option program, if any.
- Other forms.

c) Funding for rewards shall be deducted from the Company's Emulation and Commendation Fund and other lawful sources.

d) Reward levels: specific reward levels shall be developed based on the actual situation of each year.

5. Handling of violations and discipline

a) Annually, based on assessment results of production and business activities, the level and form of discipline shall be determined in accordance with law and Company regulations. Members of the Board of Directors, the General Director and managers who fail to perform their duties with prudence, diligence and professional competence shall be responsible for damages caused by them.

b) Members of the Board of Directors, the General Director and managers who, in performing their duties, commit acts violating law or Company regulations shall, depending on the severity of the violation, be subject to disciplinary action, administrative penalties or criminal prosecution in accordance with law. If damage is caused to the interests of the Company, shareholders or others, compensation shall be made in accordance with law.

CHAPTER VII
IMPLEMENTATION PROVISIONS

Article 21: Organization of implementation

1. Members of the Board of Directors, the Supervisory Board, the Board of General Directors, Company managers and relevant officers shall be responsible for implementing these Regulations.
2. The Supervisory Board shall be responsible for supervising the implementation of these Regulations in the Company and promptly reporting to the Board of Directors any violations of these Regulations.

Article 22: Effectiveness

1. The Internal Regulations on Governance of Vinacontrol Group Corporation consist of 7 chapters and 22 articles and shall take effect from approval by the General Meeting of Shareholders on June 18, 2026.
2. Matters not covered herein shall comply with the Company Charter and current laws. If any provision of these Regulations is different from or contrary to the Company Charter, the provisions of the Company Charter shall apply.

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRPERSON

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

Dương Thanh Huyen