

*Dong Nai, date 18 month 04 year 2025*

**WORKING REGULATIONS**  
**At the 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**A. GENERAL PROVISIONS**

**1. Scope and subjects of application**

These regulations apply to the 2025 Annual General Meeting of Shareholders of Hoa An Joint Stock Company.

These regulations specifically stipulate the working principles, voting methods, responsibilities and obligations of the parties participating in the General Meeting of Shareholders.

**2. General rules on order at congresses:**

- Shareholders attending the meeting must sit in the correct position as instructed by the Organizing Committee.

- Keep your phone on vibrate or off, go outside when you need to talk.

- Comply with the regulations of the Organizing Committee and the Congress Chairman.

- In case a shareholder does not comply with the above regulations, the Chairman, after careful consideration, may refuse or expel the above shareholder from the meeting venue to ensure that the meeting takes place normally according to the planned program.

**B. REGULATIONS AT THE GENERAL MEETING:**

**I. VOTING ON ISSUES AT THE GENERAL MEETING OF SHAREHOLDERS:**

**1. Principle:**

All issues on the agenda of the General Meeting must be approved by voting of shareholders attending the meeting.

Each Shareholder or authorized representative attending the meeting will be provided with:

+ A Voting Card containing the shareholder's code, full name and number of shares with voting rights.

+ A Voting Form stating the shareholder code, number of voting shares and voting contents.

**2. Voting method:**

Shareholders or authorized representatives shall vote as follows:

+ Voting by Voting Card: For some contents that the Presidium directly consults at the Congress, use a voting card to raise it.

+ Voting by Ballot (secret ballot): The contents of the approved agenda of the meeting will be voted on by pre-printed voting cards, shareholders choose (check a corresponding box for each content) *agree, disagree, or other opinion* and proceed to vote in the ballot box. (*Voting ballots not issued by the company, without hanging marks, improper marking options, additions, erasures, corrections, etc... are invalid ballots.*).

### **3. Percentage of votes passed:**

- According to the provisions of Article 21 of the current Charter of the company.

## **II. SPEECH AT THE MEETING:**

-- Shareholders attending the meeting who want to express their opinions must have the consent of the Chairman of the Meeting. Shareholders' speeches must be brief and focus on the key issues that need to be discussed, in accordance with the program content approved by the Meeting..

-- Shareholders can write their opinions on the registration form and send it to the Secretary of the General Meeting to summarize and report to the Chairman.

Before speaking, shareholders must introduce key information about the shareholders. (Full name, shareholder code, number of shares).

## **III. RESPONSIBILITIES OF THE PRESIDIUM:**

1. The list of the Presidium was approved by the Meeting by vote.

2. Responsibilities of the Presidium:

- Conducting the Meeting according to the program content and regulations approved by the Meeting, the Presidium works on the principle of collective and decides by majority..

- Guide to discuss and answer relevant questions throughout the Meeting.

- Vote on issues in the Meeting agenda according to the majority principle.

- Resolve issues arising during the Meeting.

## **IV. RESPONSIBILITIES OF THE SECRETARIAT:**

1. List of Secretariat approved by the Meeting by vote.

2. Responsibilities of the Secretariat:

- Record fully and honestly the opinions expressed, discussed and answered at the Congress..

- Receive speech registration forms, summarize and submit to the Presidium.

- Prepare and approve the Minutes of the Meeting;

- Draft Resolution and approval at the Meeting.

## **V. RESPONSIBILITIES OF THE BALLOT COUNTING COMMITTEE:**

1. List of Ballot Counting Committee approved by the Meeting by vote.
2. Responsibilities of the Ballot Counting Committee:
  - Instructions on how to vote on the contents and distribute ballots;
  - Supervise the voting and election of shareholders at the General Meeting.;
  - Checking voting ballots and election ballots to ensure validity and accuracy.
  - Announcement of voting results and election results to the Presidium and Secretary of the Meeting.
  - Prepare minutes of vote counting and announce results before the Meeting;

Respectfully submit to the General Meeting of Shareholders for consideration and approval. If the rate reaches over 50% of the voting shares attending the General Meeting, this Regulation will take effect immediately.

O/B. BOARD OF DIRECTORS  
CHAIRPERSON

*(Signed)*

CAO TRƯỜNG THỤ