

*Binh Duong, April 22, 2025*

**DRAFT**

**WORKING REGULATIONS  
ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025  
CIC39 JOINT STOCK COMPANY**

**CHAPTER I. GENERAL PROVISIONS**

**Article 1. Scope of adjustment**

This Regulation specifies the organizational conditions, working principles, rights and obligations of the parties participating in the General Meeting of Shareholders (hereinafter referred to as the "General Meeting"), the mode of conducting the General Meeting and the method of approving the decisions of the General Meeting.

**Article 2. Subjects of application**

This Regulation applies to all shareholders, authorized representatives of shareholders, the Board of Directors (BOD), the Audit Committee, the Board of General Directors, the Organizing Committee and relevant organizations and individuals attending or participating in the process of organizing the General Meeting.

**Article 3. Validity**

This Regulation takes effect immediately after being approved by the General Meeting of Shareholders and applies to all activities of the 2025 Annual General Meeting of Shareholders of CIC39 Joint Stock Company (hereinafter referred to as the "Company").

**CHAPTER II. CONDITIONS FOR CONDUCTING THE CONGRESS**

**Article 4. Conditions for convening and conducting the General Meeting**

1. The General Meeting is convened and organized in accordance with the Company's Charter and the Law on Enterprises 2020.

2. The General Meeting of Shareholders is conducted when the number of shareholders attending represents at least **50% of the total number of voting shares** according to the list of shareholders provided by the Vietnam Securities Depository and Clearing Corporation (VSDC).

3. In case the first general meeting is not eligible for conduct, it may be convened for the second time within **30 days**. The second general meeting shall be conducted when the number of shareholders attending represents at least **33%** of the total number of shares with voting rights.

4. In case the second General Meeting is not eligible for conduct, it may be convened for the third time within **20 days** and will be conducted regardless of the number of voting shares of the attending shareholders.

**CHAPTER III. RIGHTS AND OBLIGATIONS OF THE PARTIES PARTICIPATING IN THE CONGRESS**

## **Article 5. Conditions for attending the Congress**

All shareholders who own the Company's shares according to the list of shareholders fixed by VSDC or those who are duly authorized to attend.

## **Article 6. Rights and obligations of shareholders attending the General Meeting**

### **1. Rights of shareholders to attend the General Meeting**

To directly attend or authorize others to attend the General Meeting in writing according to the Company's form or in accordance with the provisions of civil law.

When attending the Annual General Meeting of Shareholders in person, each shareholder or authorized person when coming to carry out the procedures for registering to attend the meeting shall be provided with a ballot by the Organizing Committee of the General Meeting to vote for approval of the contents at the General Meeting. On each ballot, the shareholder code, the name of the shareholder, the number of voting shares of the shareholder (owned or authorized), the contents of the application for voting (each share has voting rights corresponding to one voting ballot), the boxes corresponding to each content for shareholders to choose the decision "*approve*" or "*disagree*" or "*have no opinion*".

To directly discuss and vote on all issues under the competence of the General Meeting in accordance with the provisions of the Law on Enterprises, other relevant legal documents and the Company's Charter.

Notified by the Organizing Committee of the content and program of the Congress

To distribute the enclosed documents and programs of the Congress

Shareholders who come late to attend the General Meeting of Shareholders have the right to register immediately and then have the right to participate and vote immediately at the General Meeting, but the Chairman is not responsible for stopping the General Meeting so that shareholders can register and the validity of the conducted voting will not be affected.

### **2. Obligations of shareholders when attending the General Meeting:**

- Strictly comply with the provisions of the Law on Enterprises, the Company's Charter and this Regulation.

- When shareholders or authorized persons come to attend the General Meeting, they must complete the procedures for registering to attend the General Meeting with the Organizing Committee of the General Meeting and present the following documents:

- + Notice of invitation to attend the Congress (if any).
- + Citizen identity card, identity card, passport or business registration certificate.
- + Valid power of attorney (in case the individual or organization is authorized to attend the Congress).

Strictly abide by the rules at the General Meeting of Shareholders, respect the results of work at the General Meeting.

Speak directly under the chairmanship of the meeting and vote in accordance with the instructions of the Organizing Committee and respect the control of the Congress of the Chairman of the Congress.

Self-sufficient expenses to attend the Congress (such as transportation, meals, rest, etc.).

### **Article 7. Authorization Regulations**

1. The authorization for a representative to attend the General Meeting of Shareholders must be made in writing according to the form of the Company or in accordance with the provisions of civil law and must be signed according to the following provisions:

a. In case the shareholder is an authorized individual, the authorization document must have:

When the authorized party is an individual: The authorization document must be signed by the authorized shareholder and the authorized individual.

When the authorized party is an organization: The authorization document must be signed by the authorized shareholder and the signature of the legal representative, stamped with the seal of the authorized organization.

b. In case the shareholder is an authorized organization, the authorization document must have:

When the authorized party is an individual: The authorization document must be signed by the legal representative/legal representative according to internal regulations of the shareholder being the authorizing organization, affixed with the seal of the shareholder of that organization and the signature of the authorized individual.

When the authorized party is an organization: The authorization document must be signed by the legal representative/legal representative according to the internal regulations of the shareholder being the authorizing organization, affixed with the seal of the shareholder of that organization and the signature of the legal representative/legal representative according to the internal regulations of the authorized organization, affix the seal of the authorized organization.

c/ In case the legal representative of the authorized organization is unable to attend the congress in person, he or she may appoint an employee to attend the congress in person. The appointment of employees to attend must be made in writing with the signature and seal of the authorized organization.

2. Cases where the Power of Attorney is made in writing not according to the Company's form or in accordance with the provisions of civil law will be handled by the Shareholder Qualification Inspection Board according to regulations.

3. A person may act as an authorized representative for one or more shareholders.

4. Shareholders and authorized parties shall be responsible for the rights and obligations of each party and the legal validity of the written authorization of persons to attend the General Meeting of Shareholders. The company is not responsible for any lawsuits and complaints related to the authorization of shareholders.

5. The person authorized to attend the General Meeting of Shareholders must submit a written authorization before entering the meeting room.

## **Article 8. Rights and obligations of the Chairman and the Secretariat**

### **1. Rights and obligations of the Chairman of the General Assembly**

The General Meeting of Shareholders will be chaired by the Chairman of the Board of Directors to control the General Meeting.

The Chairman's decision on the order, procedures or events arising outside the agenda of the General Meeting of Shareholders will be the highest judgment.

The Chairman of the General Meeting may conduct necessary work to control the General Meeting of Shareholders in a valid and orderly manner; or for the Congress to reflect the wishes of the majority of attendees.

The Chairman has the right not to reply or only record the comments of shareholders if the contents of contributions and proposals are outside the content of soliciting opinions of the General Meeting.

The Chairman appoints the Secretariat of the Congress.

Without consulting the General Meeting, the Chairman of the General Meeting of Shareholders may at any time postpone the General Meeting to another time (in accordance with the Law on Enterprises and the Company's Charter) and at another location as determined by the Chairman if it finds that:

- The behavior of those present obstructs or is likely to obstruct the orderly conduct of the meeting.
- The postponement is necessary for the work of the Congress to be carried out in a valid manner. The maximum postponement period shall not exceed three days from the date on which the meeting is scheduled to open.

### **2. Rights and obligations of the Secretariat of the Congress:**

Fully and honestly record all the contents of the meeting, issues that have been approved or noted by the Congress, and comments in accordance with the content of the new Congress program recorded in the Minutes of the meeting...

Make Minutes of the Congress and Resolutions on issues passed at the Congress.

Carry out assisting works as assigned by the chairperson.

## **Article 9. Rights and obligations of the Vote Counting Board**

The vote counting committee consists of 01 head and members nominated by the Chairman of the General Meeting and approved by the General Meeting of Shareholders in the form of voting directly at the General Meeting. Members of the Vote Tally Committee may not be shareholders of the Company.

The Vote Counting Committee is responsible for inspecting and supervising the voting of shareholders and organizing the vote counting.

The vote counting committee is responsible for making a record of the vote counting results and announcing them before the congress; hand over the minutes and all votes to the Chairman of the Congress.

For all inspection, recording and announcement of vote counting results, the Vote Counting Board must be honest and accurate and take responsibility for such results.

#### **Article 10. Speech at the Congress**

- Shareholders or authorized representatives attending the meeting have the right to participate in contributing opinions in the discussion of the General Meeting.
- When wishing to speak, shareholders must raise their voting votes and obtain the approval of the Chairman.
- The content of the speech should be concise, in accordance with the meeting agenda, and must not propose issues beyond the authority of the Congress.
- Only opinions consistent with the content of the congress program shall be recorded in the minutes of the meeting.

### **CHAPTER IV. VOTING FORMAT**

#### **Article 11. Voting method to approve decisions at the General Meeting**

1. Voting shall be made by:
  - Raise the card;
  - Secret ballot;
  - Electronic voting (if any).
2. Each share has voting rights corresponding to one voting vote.
3. The contents are approved when more than **50% of the total votes have the** right to vote for approval.

#### **Article 12. Voting principles**

1. The congress voted on the principle of "approve" or "disagree" or "no opinion".
2. In case the shareholder does not check any box on the ballot, it is considered "no opinion".

#### **Article 13. Principles of Decision Adoption**

1. The decision of the General Meeting takes effect when the approval rate is reached as prescribed in the Company's Charter and the Law on Enterprises.
2. The decision of the General Meeting is binding on all shareholders, including shareholders who do not attend.

### **CHAPTER V. APPROVAL OF RESOLUTIONS AND MINUTES OF THE CONGRESS**

#### **Article 14. Minutes of the General Meeting**

1. The minutes of the meeting are read and approved before the closing of the meeting.
2. The minutes must be fully signed by:
  - Chairperson;
  - Secretariat;
  - Vote Counting Committee (if any).

3. The minutes must be publicly announced and archived at the Company.

**Article 15. Resolution of the General Meeting of Shareholders**

Based on the results at the General Meeting, the Chairman issued a Resolution of the General Meeting of Shareholders on the issues approved by the General Meeting.

**CHAPTER VI. ENFORCEMENT EFFECT**

**Article 16. Enforcement effect**

This Regulation takes effect immediately after being approved by the General Meeting of Shareholders.

**REPRESENT. PRESIDING COMMITTEE  
CHAIRMAN OF THE BOARD OF DIRECTORS**