

MEETING RULES FOR THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

CHAPTER I GENERAL PROVISIONS

Article 1. Scope of Application

This Meeting rules applies to the organization of the 2025 Annual General Meeting of Shareholders (AGM) of Sao Thang Long Investment Joint Stock Company.

Article 2. This Meeting rules specifically stipulates the rights and obligations of participants in the AGM, as well as the conditions and procedures for conducting the meeting.

Article 3. Shareholders and all participants in the AGM are responsible for complying with the provisions of this Meeting rules.

CHAPTER II RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE AGM

Article 4. Shareholders Attending the AGM

1. Eligibility to Attend the AGM

All shareholders owning shares of Sao Thang Long Investment Joint Stock Company or those duly authorized are eligible to attend the AGM.

2. Rights and Obligations of Eligible Shareholders

- a) Shareholders or authorized persons attending the AGM must present the following documents:
 - The announcement;
 - ID Card or Passport;
 - Proxy Form and the announcement (in case of authorized representatives).
- b) **Registration for Attendance:** Shareholders or authorized representatives must present the aforementioned documents to the Shareholder Eligibility Verification Committee to receive the meeting documents and a Voting Ballot, which includes details such as the shareholder code and the number of voting shares (owned and/or authorized).
- c) Shareholders may authorize, in writing, another individual to attend and vote on their behalf. The authorized representative cannot further delegate this authority.
- d) Shareholders wishing to speak must obtain the Chairperson's approval, keep their comments concise and focused, and avoid repeating previously discussed points. Alternatively, they may submit written questions to the Secretariat.
- e) Participate in voting on matters under the AGM's authority, as stipulated by the Law on Enterprises.
- f) After the presentation of reports, shareholders shall discuss and vote on resolutions.
- g) During the AGM, shareholders must adhere to the Presidium's guidance, maintain decorum, and avoid causing disruptions.

- h) Late attendees may join and vote on pending matters after completing registration. Their absence does not affect the validity of previously conducted votes.

Article 5. Presidium and Chairperson

1. The Presidium is elected by the AGM, and the Chairperson presides over the meeting.
2. Rights and Responsibilities of the Presidium:
 - a) Conduct the AGM in accordance with the approved agenda, ensuring order and addressing shareholder expectations.
 - b) Facilitate discussions among participants.
 - c) Present drafts of matters requiring voting.
 - d) Respond to questions or designate a respondent as requested by the AGM.

Article 6. Shareholder's Verification Committee

The committee, appointed by the Organizing Committee, is responsible for verifying the eligibility of attending shareholders or authorized representatives, distributing AGM documents and voting slips, and reporting the results before the AGM officially begins.

Article 7. Secretariat of the AGM

1. The Secretariat is introduced by the Organizing Committee and approved by the AGM.
2. Responsibilities of the Secretariat:
 - a) Record the AGM's proceedings accurately and faithfully.
 - b) Assist the Presidium in announcing meeting minutes, resolutions, and notices.
 - c) Collect written questions from shareholders.

Article 8. Voting Committee

1. The Voting Committee consists of two members nominated by the Organizing Committee and approved by the AGM.
2. Responsibilities of the Voting Committee:
 - a) Supervise shareholder voting.
 - b) Summarize and announce voting results to the Chairperson and Secretariat;

CHAPTER III CONDUCTING THE AGM

Article 9. Conditions for Convening the AGM

The AGM is valid when shareholders or authorized representatives attending represent at least 50% of total voting shares as per the shareholder list.

Article 10. Voting Procedures

1. All items on the AGM agenda must be voted on using voting slips reflecting each shareholder's shareholding and representation.
2. Voting methods are decided by the Chairperson and may include marking voting slips with the following options: Agree; Disagree; No opinion. Voting scope:
 - Approval of reports and proposals presented at the AGM.

- Approval of AGM minutes and resolutions.
 - Other matters as determined during the AGM.
3. The Voting Committee announces results for each agenda item.

Article 11. Approval of Resolution

1. Resolutions on the following matters require approval by shareholders representing at least 65% of total voting shares:
- a) Types and total number of shares per type;
 - b) Changes in business sectors or areas of operation;
 - c) Changes in the company's management structure;
 - d) Projects or transactions valued at or exceeding 35% of the company's total assets based on the latest financial report;
 - e) Company reorganization or dissolution;
2. Other matters require approval by shareholders representing at least 50% of total voting shares.

Article 12. AGM Minutes and Resolution

- 1. AGM minutes and resolution must be completed and approved before the AGM concludes.
- 2. These documents are archived by the Secretariat at the company.

**CHAPTER IV
IMPLEMENTATION PROVISIONS**

Article 13. These regulations, consisting of 13 articles, are issued by Sao Thang Long Investment Joint Stock Company in compliance with applicable laws. Shareholders and meeting organizers must comply fully./.

**ON BEHALF OF THE BOARD OF
DIRECTORS
CHAIRMAN**

(Signed)

Nguyễn Đức Hiếu

Note: This document may be amended/supplemented and presented to the AGM for consideration and decision-making at the meeting.