

Hà Nội, day month year 2025

(Draft)

Regulations on organizing the 2025 annual general meeting of shareholders

Chapter I

GENERAL PROVISIONS

Article 1: Scope of application

Regulations on organizing the General Meeting of shareholders used for organizing the General Meeting of shareholder of Song Hong Construction Joint Stock company (hereinafter referred to as the company)

Article 2: This Regulation specifically stipulates the rights and obligations of the parties participating in the congress, the condition and procedures for conducting the congress.

Article 3: Shareholders and participants are responsible for complying with the provisions of this charter

Chapter II

RIGHTS AND OBLIGATIONS OF THE PARTIES PARTICIPANTING IN THE CONGRESS

Article 4: Rights and obligations of shareholders attending the meeting:

A. Rights of shareholders attending the meeting.

1. Shareholders may attend the General Meeting of shareholders in person or authorize another person in writing according to the prescribed form. The authorized person must present the authorization letter to the Organizing Committee of the meeting before the opening.

2. The authorized person may not re-authorize to a third party.

3. The authorized person may revoke the authorization in writing to the Board of Directors at less 24 hours before the opening of the General Meeting of Shareholders.

4. All shareholders have the right to attend the General Meeting of Shareholders and exercise their voting right directly or through authorized representatives.

5. Each shareholder/ shareholders representatives is entitled to attend the General Meeting of Shareholder and vote on matters within the authority of the General Meeting of Shareholders; the voting rights correspond to the number of share owned (or representend).

6. Shareholder participate in giving opinions directly or through their authorized representatives. All opinions are discussed directly at the General Meeting or by filling out a discussion form and sending it directly to th Presidium.

7. At the General Meeting of shareholders, each shareholder/shareholder representatives attending the General Meeting of shareholders must bring their ID card or passport, power of attorney (if any) to the shareholder qualification examination committee, sign to confirm attendance at the General Meeting and receive a ballot for the matters to be approved in the meeting agenda. The ballot has the seal of Song Hong Construction joint Stock company, recording the number of votes with voting rights and related information of the shareholder.

8. Shareholders/shareholders representatives attending the General Meeting of Shreholders, after listening to the reports of the General Meeting, will discuss and approve each issure by voting and the vote counting committee will announce the vote counting results

B. Obligations of shareholders attending the meeting

1. Comply with the provisions of this Regulation.

2. Shareholders/shareholders representatives attending the General Meeting must complete the registration procedures for attending the General Meeting with the Shareholder Qualification Examination Board.

3. Strictly comply with the regulations of the General Meeting of Shareholders, respect the results of th work at the General Meeting

4. Each shareholder/shareholder representative votes (agree or disagree) on an issue by checking the corresponding blank box.

5. Shareholder/shareholder representative who do not check **the Argee** box or **the Disagree** box will be understood as **blank voting**.

Article 5: Rights and obligations of the Shareholders' Qualification Examination Committee to attend the General Meeting

The Board of directors of the Company appoints and establishes the Board of Directors to verify the eligibility of shareholders to attend the General Meeting of shareholders. The Board of directors of the Company verifies the validity of the authorization letter to attend the General Meeting of shareholders, the CCCD/passport of the shareholder/shareholder representative, corresponding to the number of share owned by the shareholder and/or the number of authorized share; reports to the General Meeting on the results of the verification of the eligibility of shareholders to attend the General Meeting

Article 6: Rights and obligations of the presidium and secretary of the Congress

1. The Chairman of the Board of Directors appoints the Presidium and Secretary of the General Meeting and is approved by the General Meeting

2. The decision of the Presidium on matters of order, procedures or event arising outside the agenda of the General Meeting of Shareholders will be highly decisive force.

3. the Presidium of the General Meeting shall carry out the work that they deem necessary to conduct the General Meeting in a valid and orderly manner; or for the General Meeting to reflect the wishes of the majority of shareholders attending

4. Without consulting the General Meeting the Presidium may at any time postpone the General Meeting to another time and at another place if it finds that:

a. The behavior of the person present obstructs or is likely to obstruct the orderly progress of the General Meeting.

b. The delay is necessary for the work of the General Meeting to be conducted in a valid manner.

5. The Secretary of the General meeting shall carry out the supporting work assigned by the Presidium.

Chapter III

CONDUCT CONGRESS

Article 7:

Shareholder/shareholder representative register to attend the General Meeting and receive voting ballots and election ballots from 8:30 to 9:15 on the day of the General Meeting

The General Meeting of Shareholders shall be held when the number of shareholders attending the General meeting represents at less 51% of the total number of shares with voting rights according to the list of shareholders established when deciding

to convene the General meeting of shareholders as prescribed in clause1 and Article 141 of the Law on enterprises.

Article 8: How to conduct the congress

The Congress will carry out the following contents in turn:

1. The Board of shareholders' qualification wil report on the results of the shareholder qualification examination to conduct the congress.

2. Introduce the chair, elect the Presidium, the secretary of the congress and the Voting Committee

3. The congress will listen to report and discuss: report on the activities of the Board of Directors in 2024; report on the results of production and business in 2024, production and business plan in 2025; report on the activities of the Board of Supervisors in 2024; report on the plan to use profits in 2024; remuneration of the Board of Directors and the Board of supervisors in 2025; Selection of an Auditing company for the 2025 financial year.

4.The Congress will vote to approve the contents according to the Congress agenda.

5. Approve the congress Resolution and the Congress Minutes

Chapter IV

OTHER TERMS

Article 9: Through the decision of the General Meeting of Shareholders

1. The resolution of the generalmeeting of shareholders on the following contents shall be passed if it is approved by shareholders representing at less 65% of the total number of voting shares of all shareholders attending the meeting:

a. Type of shares and total number of shares of each type;

b. Change of business lines and fields;

c. Change of the company's management structure;

d. Investment projects or sale of assets with a value equal to or greater than 35% of the total value of assets recorded in the company's most recent financial statements.

đ. Re-organization and dissolution of the company;

2. Other resolutions shall be adopted when approved by shareholders representing at less 51% of the total votes of all shareholders attending the meeting, except for the cases specified in Clauses 1 and 3 of this Article.

3. Voting to elect additional members of the Board of Supervisors must be carried out by cumulative voting.

4. All content of the general meeting of shareholders must be approved by the meeting secretary and recorded in the minutes. The minutes of the meeting shall be read and approved before the closing of the meeting and shall be kept in the Company's minutes book.

Article 10: In case the congress is not successful.

1. In case the first general meeting does not meet the conditions to be held according to the provisions of Article 7 of this Chapter, the second general meeting shall be convened within 30 day from the date of the first general meeting. The second General meeting of shareholders shall be held when there are shareholders representing more than 33% of the share with voting rights.

2. In case second general meeting does not meet the conditions to be held according to the provisions of Clause 1 of this Article, the third general meeting shall be convened within 20 day from the date of the second general meeting. In case, the General meeting of shareholders shall be convened regardless of the number of shareholders attending the meeting and the percentage of shares with voting rights of the shareholders attending the meeting

Chapter V

TERMS OF EXECUTION

Article 11: This Charter consists of 5 chapters and 11 article, and takes effect immediately after being approved by the General meeting of Shareholders.