HAI PHONG ELECTRICITY
WATER MACHINE ASSEMBLY
JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom – Happiness

Hai Phong, March 15, 2025

WORKING REGULATIONS
OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
HAI PHONG ELECTRICITY WATER MACHINE ASSEMBLY JOINT STOCK COMPANY

Target:

- Ensure compliance with the Enterprise Law 2020 and the Charter of organization and operation of Hai Phong Electricity Water Machine Assembly Joint Stock Company.
- Ensure the principles of publicity, fairness and democracy.
- Create favorable conditions for the organization and success of the 2025 annual general meeting of shareholders.

The Board of Directors of Hai Phong Electricity Water Machine Assembly Joint Stock Company respectfully submits to the General Meeting for approval the Working Regulations at the General Meeting as follows:

1. ORDER OF THE GENERAL MEETING:

- All shareholders attending the meeting must be properly dressed.
- When entering the General Meeting, shareholders are requested to sit in the correct position or area as specified by the General Meeting Organizing Committee to facilitate voting.
- No smoking, no private conversations, limited use of mobile phones during the General Meeting.

2. VOTING ON ISSUES AT THE MEETING:

Principle: All issues on the agenda of the General Meeting must be approved by public voting of all shareholders by means of a Voting Card according to the number of shares owned and authorized. Each shareholder is given a voting card, which shows the voting card code, the number of shares entitled to vote (owned and authorized) of the shareholder with the seal of Hai Phong Electricity Water Machine Assembly Joint Stock Company.

How to vote: Shareholders vote (agree, disagree or have other opinions) on an issue by raising the Voting Card. When voting, the front of the Voting Card must be facing the Presidium.

3. SPEECH AT THE MEETING

Principle: The Organizing Committee will reserve a section of the agenda for shareholders to express their opinions. Shareholders attending the General Meeting who wish to express their opinions should raise their hands or register with the Presidium.

How to speak: Shareholders speak briefly and focus on the key points that need to be discussed, in accordance with the approved agenda of the General Meeting. The Presidium will arrange for shareholders to speak in the order of registration, and at the same time answer shareholders' questions.

4. RESPONSIBILITIES OF THE PRESIDIUM

- Conduct the General Meeting in accordance with the agenda and regulations approved by the General Meeting. The Presidium works in accordance with the provisions of the Law and the Charter of organization and operation of Hai Phong Electricity Water Machine Assembly Joint Stock Company.

- Guide the General Meeting to discuss and vote on issues within the General Meeting agenda and related issues throughout the General Meeting.

- Resolve issues arising during the General Meeting.

5. RESPONSIBILITIES OF THE SECRETARIAT

- Fully and honestly record all the content of the General Meeting and the issues that have been approved by shareholders or are still reserved at the General Meeting.

- Drafting the Minutes of the General Meeting and Resolutions on issues approved at the 2025 Annual General Meeting of Shareholders.

Above is the entire Working Regulations of the 2025 Annual General Meeting of Shareholders of Hai Phong Electricity Water Machine Assembly Joint Stock Company.

Respectfully submit to the General Meeting for approval.

FOR BOARD OF DIRECTORS
Chairman
Do Huy Dat
(signed and sealed)