Người ký: CÔNG TY CỔ PHẦN VIGLACERA ĐÔNG TRIỀU
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JOINT STOCK COMPANY
VIGLACERA DONG TRIEU

Draft

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Quang Ninh, date 10 month 03 year 2025

ELECTION REGULATIONS
ADDITIONAL MEMBERS OF THE BOARD OF DIRECTORS
VIGLACERA DONG TRIEU JOINT STOCK COMPANY
TERM 2024-2029

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Pursuant to the current Charter of organization and operation of Viglacera Dong Trieu Joint Stock Company.

ARTICLE 1. EXPLANATION OF TERMS AND ABBREVIATIONS

Company: Viglacera Dong Trieu Joint Stock Company
BOD: Board of Directors
BOS: Supervisory Board
BTC: Organizing Committee of the General Meeting
GMS: General Meeting of Shareholders of Viglacera Dong Trieu Joint Stock Company

ARTICLE 2. ELECTION PRINCIPLES

In accordance with the law and the charter of Viglacera Dong Trieu Joint Stock Company.

The election of additional members of the Board of Directors will be conducted by direct secret ballot at the General Meeting and by cumulative voting.

The election results are calculated based on the number of voting shares of shareholders attending the meeting.

The ballots are issued by the General Meeting Organizing Committee, are white and have the seal of Viglacera Dong Trieu Joint Stock Company on the top left corner.

The composition of the Ballot Counting Committee must be approved by the General Meeting of Shareholders. Members of the Ballot Counting Committee must not be those whose names are on the nomination/candidate list.

The list of candidates with the names of the candidates arranged in alphabetical order and the full names of the candidates are written on the ballot.

ARTICLE 3. NUMBER AND STANDARDS OF MEMBERS OF THE BOARD OF DIRECTORS; NOMINATIONS AND CANDIDATES OF MEMBERS OF THE BOARD OF DIRECTORS.

3.1. Number of additional elected members of the Board of Directors: 01 member.
3.2. Term: 2024-2029
3.2. Maximum number of candidates for the Board of Directors: Unlimited.
3.3. Nominations, candidacies and standards of candidates:
3.3.1. Nominations, candidacies and standards of members of the Board of Directors

a. The nomination and candidacy of members of the Board of Directors are specifically regulated in Articles 25 and 26, Chapter VII of the Company Charter

b. Standards for members participating in the Board of Directors are regulated in the Company Charter and Article 155 of the Enterprise Law 2020

Details are in Appendix 02 of this Regulation.

3.3.2. Shareholders or groups of shareholders when nominating or running for election to the Board of Directors must submit the following documents:

a) Nomination and candidacy application (according to the form attached to this regulation);

b) CV self-declared by the candidate (Candidate must declare the following information): Full name, date of birth; Professional qualifications; Work history; Other management positions; Benefits related to the Company and related parties of the Company

c) Copies of: Identity card/passport/citizen identification card; Degrees, diplomas, professional certificates; Commitment letter on the honesty and accuracy of the nominee/self-nominee; Nomination letter of the shareholder/group of shareholders (in case of not using the application form according to the company's regulations).

3.3.3. The dossiers and information of the candidates for the Board of Directors must be sent to Viglacera Dong Trieu Joint Stock Company before 4:00 p.m. on March 17, 2025.

- Address for receiving candidate dossiers: Viglacera Dong Trieu Joint Stock Company Office; Xuan Son Ward, Dong Trieu City, Quang Ninh Province; Phone number: 0203.671010 - Fax: 0203.670067 (In case of sending dossiers by fax, the original must be sent by express mail or sent directly to the above address no later than 02 days before the date of the General Meeting of Shareholders).

Candidate dossiers sent after the above deadline or sent incompletely or erased dossiers are considered invalid.

ARTICLE 4. ELECTION METHOD

4.1. The election of additional members of the Board of Directors is carried out by the method of cumulative voting. Accordingly, each shareholder (or person authorized by the shareholder to attend the meeting with voting rights) has a total maximum number of votes corresponding to the total number of shares owned (or authorized) with voting rights multiplied by (X) the number of candidates elected by the Board of Directors.

Maximum total votes = **Total number of voting shares** X **Number of elected members of the BOD (1 person)**

4.2. Shareholders (or persons authorized by shareholders to attend the meeting with voting rights) "hereinafter referred to as shareholders" may concentrate all votes on 01 candidate or divide the votes among the selected candidates. The number of candidates selected by shareholders to vote shall not exceed the number of additional members of the Board of Directors to be elected for the 2024-2029 term

For example: The number of candidates to be elected by the General Meeting is 01 person out of a total of 03 candidates nominated/self-nominated (Names on the list of candidates for election to the Board of Directors)

a. Shareholder A has a total of 1,500 shares.

b. Shareholder A will have: 1,500 votes (1,500 shares x 1 elected member of the Board of Directors).

If shareholder A votes for a candidate, he/she can put all 1,500 votes for that candidate or divide them among the candidates on the list so that the total number of votes does not exceed 1,500 ($\leq$ 1,500 votes).

ARTICLE 5. ELECTION FORM

5.1. Ballot

Each shareholder will be issued 01 BALLOT on which is written the code, name of the shareholder, total number of shares with voting rights, total maximum number of votes (equal to total number of shares with voting rights multiplied by the number of additional candidates elected by the Board of Directors).

The ballot for the election of members of the Board of Directors is white.

The ballot is printed on paper and stamped by Viglacera Dong Trieu Joint Stock Company (Ballot Form attached to this Regulation).

When receiving the ballot, shareholders must check the information on it. If there is any error/mistake, they must immediately notify the Vote Counting Committee to exchange the ballot for another ballot.

5.2. Regulations on ballots for additional members of the Board of Directors:

a) Valid ballots:

- Ballots are issued by the Organizing Committee of the General Meeting.
- Ballots have the Company's seal.
- Ballots clearly state the name of the shareholder.
- Ballots state "Total number of shares with voting rights" and "Total maximum number of votes"
- Ballots are not torn, erased, scraped, or have no other content written on them.
- Ballots have the total number of votes for candidates not exceeding the total number of maximum votes.

b) Invalid ballots:

- Ballots are not issued by the Organizing Committee of the General Meeting.
- Ballots do not have the Company's seal.
- Ballots do not clearly state the name of the shareholder.
- The ballot is torn, crossed out, erased, scratched, edited, or has additional candidates not on the list of candidates approved by the General Meeting of Shareholders, or has additional information or symbols.
- The ballot has a total number of votes for candidates exceeding the maximum number of votes that the shareholder is entitled to vote.
- The ballot is submitted to the Vote Counting Committee after the voting ends and the BALLOT BOX has been sealed.

c) How to write the ballot:

- When agreeing to vote for a candidate, the shareholder writes the number of votes in the box on the right of the same line as the candidate's name.
- If not voting for any candidate, the shareholder crosses out the box on the right of the same line corresponding to the candidate's name.
- Shareholders can vote for one or several candidates or not vote for any candidate on the nomination list.

In case a shareholder makes a mistake when filling out the ballot but has not yet put it in the BALLOT BOX, he/she has the right to directly meet the Head of the Vote Counting Committee to request a replacement ballot.

5.3. Principles for voting to elect additional members of the Board of Directors:

a) The Ballot Counting Committee will set up 01 BALLOT BOX to elect members of the Board of Directors. The Ballot Counting Committee will check the ballot box before the General Meeting votes in the presence of shareholders.

b) Voting will begin when the Head of the Ballot Counting Committee announces "Start voting" and end when the "End voting" announcement is made. Shareholders vote to elect members of the Board of Directors in the ballot box set up by the Ballot Counting Committee.

c) The vote counting will be conducted immediately after the voting ends.

5.4. Regulations for vote counting:

a. The Ballot Counting Committee will work in a separate area under the supervision of shareholders' representatives and conduct the vote counting according to the following steps:

Check the validity of the Voting Ballots.

Check and record the results of each Voting Ballot. (The Ballot Counting Committee may use technical means and experts to assist in the vote counting)

Seal all ballots and hand them over to the Chairman of the General Meeting.

b. Prepare and announce the Ballot Counting Minutes:

- After completing the vote counting, the Ballot Counting Committee shall prepare the Ballot Counting Minutes.

- The Ballot Counting Minutes shall include the following main contents:

+ Time and place of the vote counting.

+ Members of the Ballot Counting Committee.

+ Total number of shareholders attending the meeting.

+ Total number of shareholders participating in the vote.

+ Number and percentage of valid ballots, invalid ballots.

+ Number and percentage of votes for each candidate elected to the Board of Directors.

+ List of elected Board of Directors.

+ The Ballot Counting Minutes must be signed by the members of the Ballot Counting Committee and confirmed by the Shareholders' Representative participating in the vote counting supervision.

ARTICLE 6. ELECTION PRINCIPLES

6.1. Elected members of the Board of Directors are counted starting from the candidate with the highest number of votes until the number of members required to be elected is sufficient.

6.2 In case there are 02 or more candidates with the same number of votes, the candidate with more shares will be selected. In case the number of shares owned by the candidates is equal, the General Meeting will re-elect among the candidates with the same number of votes, the elected person is the one with the higher number of votes.

ARTICLE 7. COMPLAINTS ABOUT ELECTION AND VOTE COUNTING

7.1. In case after the election results have been announced, if shareholders have complaints or requests to review the election results, if the opinions or requests are found to be well-founded, the Chairman will request the shareholder representative to directly re-check. If intentional errors or fraud are discovered in the vote counting, the Vote Counting Committee shall take full responsibility.

7.2. Complaints about the election and vote counting will be resolved by the Chairman of the meeting and
recorded in the Minutes of the General Meeting of Shareholders.

ARTICLE 9. EFFECTIVENESS OF THE REGULATIONS

Attached to this Regulation are appendices guiding the cumulative voting, conditions and criteria for candidates to participate in the Board of Directors and nomination and candidacy forms.

This Regulation takes effect immediately after being approved by the General Meeting of Shareholders and only applies to the election of additional members to the Board of Directors of Viglacera Dong Trieu Joint Stock Company for the 2024-2029 term at the 2025 Annual General Meeting of Shareholders.

ON BEHALF OF THE BOD

CHAIRMAN

(Signed)

Tran Thanh

Recipient:

Annual GMS 2025;
Member of BOD, Board of Management, BOS;
Save Company Secretary.

Appendix 1

NSTRUCTIONS FOR ELECTING ADDITIONAL MEMBERS OF THE BOARD OF DIRECTORS THE TERM 2024-2029 BY THE CUMULATIVE VOTING METHOD

Principles for voting:

The General Meeting of Shareholders of Viglacera Dong Trieu Joint Stock Company elects an additional member of the Board of Directors, which is 1 member among the candidates who self-nominated or nominated.

For example:

Shareholder Nguyen Van A (code 60) owns 1,500 shares.

Number of votes of shareholder A: 1,500 x 1 = 1,500 votes.

The number of elected members is 01, the number of candidates to vote is 03.

Shareholder Nguyen Van A can vote cumulatively in the following way:

Option 1: Concentrate all 1,500 of his votes on any 01 candidate:

ELECTION BALLOT

Additional members of the Board of Directors for the 2024-2029 term

I. Shareholder information

Shareholder: Nguyen Van A (code 60)

Total number of shares with voting rights: 1,500 shares

Number of candidates for the Board of Directors: 03 people

Total maximum number of votes (total shares x 1): 1,500 votes.

II. List of candidates for the Board of Directors:

No	Candidate's full name	Number of votes
1	Candidate No. 1....	1.500
2	Candidate No. 2....	
3	Candidate No. 3....	
Total		**1.500**

Option 2: Divide 1,500 votes equally among 3 candidates to elect additional members of the Board of Directors:

No	Candidate's full name	Number of votes
1	Candidate No. 1....	500
2	Candidate No. 2....	500
3	Candidate No. 3....	500
Total		**1.500**

Option 3: Divide your 1500 votes among several candidates.

No	Candidate's full name	Number of votes
1	Candidate No. 1....	1.000
2	Candidate No. 2....	500
3	Candidate No. 3....	
Total		**1.500**

* The ballot of shareholder Nguyen Van A will be invalid in the following cases:

- The ballot does not follow the form prescribed by the company and does not have the company's seal.

- The total number of votes for those candidates of shareholder Nguyen Van A exceeds 1,500 votes.

- The ballot has a separate symbol, the ballot has been erased, the candidate's full name is crossed out; the ballot has the name of another person outside the list of voters;

- Other cases specified in this regulation.

Appendix 2

Conditions and criteria for nominating candidates for election to the Board of Directors of Viglacera Dong Trieu Joint Stock Company for the 2024-2029 term; Application form for nomination and candidacy for election to the Board of Directors

1. Conditions for nominating candidates for election to the Board of Directors:
According to Articles 25 and 26 of the Company Charter, shareholders or groups of shareholders who meet the following conditions are eligible to nominate candidates for election to the Board of Directors for the 2024-2029 term:

- Shareholders or groups of shareholders owning 10% or more of the total number of common shares or a smaller percentage as prescribed in the Company Charter have the right to nominate candidates for the Board of Directors in accordance with the provisions of the Law on Enterprises and the Company Charter.

- Shareholders holding common shares have the right to aggregate the voting rights of each person to nominate candidates for the Board of Directors. Shareholders or groups of shareholders holding from 5% to less than 10% of the total number of voting shares may nominate one (01) candidate; from 10% to less than 30% may nominate up to two (02) candidates; from 30% to less than 40% may nominate up to three (03) candidates; from 40% to less than 50% may nominate up to four (04) candidates; from 50% to less than 60% may nominate up to five (05) candidates; from 60% to less than 70% may nominate up to six (06) candidates; from 70% to 80% may nominate up to seven (07) candidates; and from 80% to less than 90% may nominate up to eight (08) candidates.

- In case the number of candidates for the Board of Directors through nomination and candidacy is still not enough, the incumbent Board of Directors may nominate additional candidates; such nomination must be clear, transparent and must be approved by the General Meeting of Shareholders before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with the provisions of law.

2. Standards and conditions for becoming a member of the Board of Directors:

- Not falling under the subjects specified in Clause 2, Article 17 of the Law on Enterprises 2020;

- Having professional qualifications and experience in business administration or in the field, industry, or business of the company and not necessarily being a shareholder of the company, unless otherwise provided in the Company Charter;

- Not having a spouse, biological father, adoptive father, biological mother, adoptive mother, biological child, adopted child, biological brother, biological sister, or biological sibling who is a major shareholder of the company; being a manager of the company or a subsidiary of the company;

- A member of the Board of Directors of a company may concurrently be a member of the Board of Directors of another company;

2. Application form for nomination and candidacy for election to the Board of Directors:
Shareholders or groups of shareholders who are eligible to nominate and run for election to the Board of Directors at Viglacera Dong Trieu Joint Stock Company for the 2024-2029 term can refer to the nomination and candidacy form below:

Sample 1

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_____, date ____ month ____ year 20___

NOMINATION FORM
CANDIDATE FOR ADDITIONAL ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS VIGLACERA DONG TRIEU JOINT STOCK COMPANY
TERM 2024-2029

To: General Meeting of Shareholders of Viglacera Dong Trieu Joint Stock Company

Pursuant to the provisions of the Company Charter, I/We are shareholders of Viglacera Dong Trieu Joint Stock Company, including:

No	Full name of individual or name of organization	ID card number/Passport number/Business registration number/Date and place of issue	Contact address	Current number of shares owned	Number of shares owned		Signature
					Number of shares	Proportion %	

We respectfully nominate Mr./Ms. with the following personal information:
Full name: _____
ID/Passport number:_____Date of issue: _____
Place of issue:_____
Permanent address:_____
Contact phone/Email: _____
Educational level: _____ Professional level: _____
Nomination position: Member of the Board of Directors at Viglacera Dong Trieu Joint Stock Company for the 2024-2029 term.
I/We guarantee that Mr./Ms. _____ has the qualifications and standards to run for the Board of Directors of the Company.
I/We take full responsibility for the above information and commit to comply with the provisions of the Charter as well as the Election Regulations of the General Meeting of Shareholders of Viglacera Dong Trieu Joint Stock Company.

Sincerely thank you!

SHAREHOLDER/SHAREHOLDER GROU REPRESENTATIVE
(Sign and print full name)

** Shareholders please fill in the information completely and accurately according to the form above.*
*** Attached to the nomination form: Copy of ID card/CCCD/Passport, professional qualifications and CV of the nominee; Copy of ID card/citizen identification card/passport of the representative of the shareholder group.*

Sample 2

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----o0o----

_____, date ____ month ____ year 20___

APPLICATION FOR CANDIDATE
CANDIDATE FOR ADDITIONAL MEMBERS OF THE BOARD OF DIRECTORS
VIGLACERA DONG TRIEU JOINT STOCK COMPANY TERM 2024-2029

To: General Meeting of Shareholders of Viglacera Dong Trieu Joint Stock Company

My name is: _____
ID card/Passport number:_____Date of issue: _____ _____
Place of issue:_____
Permanent address: _____
Contact phone number/Email: _____
Educational level: _____ Professional level: _____
Based on the provisions of the Law on Enterprises and the Company Charter,
I hereby apply for the position: Member of the Board of Directors of Viglacera Dong Trieu Joint Stock Company for the term 2024-2029.
I hereby certify that I have all the qualifications and conditions to run for the position of member of the Board of Directors of the company. I commit to take responsibility for the accuracy and truthfulness of the content of the attached documents and documents, and at the same time commit to fully comply with the provisions of the Company Charter and the Regulations on the election of additional members of the Board of Directors for the term 2024-2029 at the 2025 Annual General Meeting of Shareholders of Viglacera Dong Trieu Joint Stock Company.
Sincerely thank you!

CANDIDATE
(Signature, full name)

Attached documents:

1. CV self-declared by the candidate; Permanent residence registration/Temporary residence registration or equivalent documents
2. Valid copy of ID card/citizen identification card/passport and certificates certifying the candidate's educational level
3. Shareholders who self-nominate, please fill in the information completely and accurately according to the above form.

Note:
In cases where shareholders use the Nomination Form, other Application Forms are also considered valid if they fully meet the information and criteria as in the above form and ensure transparency and clarity about each nominated position, candidate participating in the election of additional members of the Board of Directors at Viglacera Dong Trieu Joint Stock Company for the term 2024-2029.

Appendix 2
Ballot form

ANNUAL GMS
VIGLACERA DONG TRIEU JSC
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……, date..... month..... year 202...

ELECTION BALLOT
ADDITIONAL MEMBERS OF THE BOARD OF DIRECTORS FOR THE TERM 2024-2029

I. SHAREHOLDER INFORMATION

1. Shareholder name:
2. Shareholder code:
3. Number of shares owned with voting rights:
4. Number of authorized shares:
5. Total number of shares with voting rights (3+4):
6. Number of elected members of the Board of Directors: 1 member
7. Total maximum number of votes (5 x 6):

II. LIST OF ELECTIONS FOR THE BOARD OF DIRECTORS FOR THE TERM 2024-2029:

2. II. DANH SÁCH BẦU CỬ HỘI ĐỒNG QUẢN TRỊ NHIỆM KỲ 2024-2029:

No	Candidate's full name	Number of votes
1	Candidate No. 1….	
2	Candidate No. 2….	
3	Candidate No. 3….	
…	…	
	Total votes(1)	

(1)The total number of votes shall not exceed the maximum number of votes in Section 7, Part I. Shareholder Information.