Người ký: CÔNG TY CỔ PHẦN VIGLACERA ĐÔNG TRIỀU
Thời gian ký: 11.03.2025 09:13:09 +07:00

JOINT STOCK COMPANY
VIGLACERA DONG TRIEU

Draft (Additional)

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Quang Ninh, date 10. month 03 year 2025

WORKING REGULATIONS
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
VIGLACERA DONG TRIEU JOINT STOCK COMPANY

Pursuant to:

Law on Enterprises dated June 17, 2020;
Law on Securities dated November 26, 2019 and accompanying sub-law documents;
Current Charter of Organization and Operation of the Company.

In order to ensure the organization and conduct of the 2025 Annual General Meeting of Shareholders (AGM) of Viglacera Dong Trieu Joint Stock Company successfully, and at the same time guide shareholders to participate in the General Meeting and exercise their voting rights directly or through authorized representatives. The Board of Directors of the Company (BOD) develops regulations, principles of work, conduct, and voting at the General Meeting for the GMS to approve as follows:

I. GENERAL PROVISIONS

1. Scope of application: This regulation is applied to the organization of the 2025 Annual General Meeting of Shareholders of Viglacera Dong Trieu Joint Stock Company.

2. Applicable subjects: All shareholders, representatives (authorized persons) of shareholders owning shares of Viglacera Dong Trieu Joint Stock Company and guests attending the General Meeting must comply with the provisions of the Working Regulations, the Company Charter and current regulations of law.

3. Purpose: This regulation specifically stipulates the order of the meeting; Procedures and principles of conduct; Responsibilities of the parties; Speeches and votes at the 2025 Annual General Meeting of Shareholders to take place in accordance with regulations and be successful.

4. Shareholders and parties participating in the 2025 Annual General Meeting of Shareholders of the Company are responsible for complying with the provisions of this charter.

II. PROCEDURES FOR REGISTRATION TO ATTEND THE MEETING:

1. Be on time, dress politely and formally, comply with security checks (if any), personal identification papers... as required by the Organizing Committee of the Meeting.

2. At the location of the Meeting, the Company arranges for the Organizing Committee to welcome and guide shareholders to complete the procedures for registering for the Meeting, receive documents and arrange meeting seats in accordance with regulations.

III. ORDER OF THE MEETING

(1) Ach shareholder will be given 01 Shareholder Code. This code is issued by DTC to each shareholder according to the list closed on February 14, 2025 of Vietnam Securities Depository and Clearing Corporation.

1. Shareholders and/or representatives entering the Meeting hall must sit in the correct position or area as prescribed by the Organizing Committee of the Meeting.

2. No smoking in the Meeting Room.

3. Do not talk privately or use mobile phones during the General Meeting. All mobile phones must be turned off or switched to vibrate or silent mode; When necessary, go outside to talk.

4. Recording and filming of the General Meeting must be announced publicly and approved by the Chairman of the General Meeting.

5. Delegates arriving late have the right to register immediately and then have the right to participate and vote immediately at the General Meeting. The Chairman is not responsible for stopping the General Meeting to allow late delegates to register to attend; Voting results on issues that have been voted on before the delegate arrives will not be affected.

6. If a shareholder leaves the General Meeting without giving his/her opinion to the Chairman/Secretary of the General Meeting on the voting contents, the number of voting rights of that shareholder will be considered by default as having no opinion on the voting contents at the General Meeting.

IV. VOTING ON ISSUES AT THE GENERAL MEETING

1. Principles

- All issues in the agenda of the General Meeting must be discussed and voted on publicly by the General Meeting of Shareholders by ballots of all shareholders and/or authorized representatives.

- The voting ballots are printed, stamped and distributed directly to shareholders at the General Meeting by the Company. Each shareholder is given 01 (one) voting ballot. The voting ballots clearly state the name of the shareholder/authorized representative; Shareholder code (1); ID card number/Passport number/Business registration certificate; Number of shares entitled to vote of that shareholder.

2. Voting method

- Shareholders and/or authorized representatives of shareholders vote (agree, disagree, have no opinion) on an issue by voting directly at the General Meeting.

- When voting at the General Meeting, shareholders who agree to pass raise their ballots. Members of the Vote Counting Committee will mark the Shareholder Code and the corresponding number of votes of each shareholder who agrees. Similarly, under the direction of the Chairman, shareholders who disagree or have no opinion will raise their ballots in turn.

- The vote counting results will be announced by the Vote Counting Committee right at the General Meeting.

3. Voting rules

3.1. Every 01 (one) share is equivalent to 01 voting right.

- On the closing date of the shareholder list (February 14, 2025), the total number of shares of the Company is 10,000,000 shares, equivalent to 10,000,000 voting rights.

---

(1) Ach shareholder will be given 01 Shareholder Code. This code is issued by DTC to each shareholder according to the list closed on February 14, 2025 of Vietnam Securities Depository and Clearing Corporation.

3.2. Issues voted on at the General Meeting of Shareholders shall be approved upon approval by shareholders with voting rights present in person or through authorized representatives present at the meeting at the rate prescribed in the Company's Charter and the provisions of Enterprise Law No. 59/2020. Shareholders or authorized representatives attending the meeting shall vote to agree, disagree or have no opinion on the issues to be approved at the meeting as prescribed in Clause 2, Section IV of these regulations.

3.3. Voting to elect additional members of the Board of Directors for the 2024-2029 term is conducted by direct secret ballot at the Congress using the cumulative voting method (Clause 3, Article 148 of Enterprise Law No. 59/2020).

V. SPEAKING OPINIONS AT THE GENERAL MEETING

1. Principle: Shareholders or authorized representatives attending the General Meeting who want to speak must register the content of their speech (shareholders or authorized representatives register the content of their speech at the General Meeting with the Presidium through the General Meeting Secretary using the registration form for speech content attached to the document) and obtain the approval of the General Meeting Chairman.

2. How to speak: Shareholders' speeches should be concise and focus on the key points that need to be discussed, in accordance with the approved agenda of the General Meeting. The Chairman will arrange for shareholders to speak in the order of registration, and at the same time answer shareholders' questions. Shareholders do not repeat opinions that have been expressed by other shareholders and only opinions that are consistent with the agenda of the General Meeting will be recorded in the minutes of the meeting.

VI. RESPONSIBILITIES OF THE CHAIRMAN

1. Control the General Meeting according to the agenda and the rules and regulations approved by the General Meeting. The Chairman works according to the principle of democratic centralism and makes decisions by majority vote.

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

3. Resolve issues that arise during the General Meeting.

VII. RESPONSIBILITIES OF THE SECRETARIAT

1. Fully and honestly record the entire content of the General Meeting and the issues approved by the shareholders or noted at the General Meeting in the Minutes of the General Meeting.

2. Draft Resolutions on issues approved at the General Meeting.

VIII. RESPONSIBILITIES OF THE VOTE COUNTING COMMITTEE

1. Accurately determine the voting results and each issue requested for voting at the General Meeting.

2. Promptly notify the Secretariat of the voting results.

3. Review and report to the General Meeting any violations of the voting rules or complaints about the voting results.

IX. RESOLUTIONS AND MINUTES OF THE GENERAL MEETING OF SHAREHOLDERS

---

(1) Ach shareholder will be given 01 Shareholder Code. This code is issued by DTC to each shareholder according to the list closed on February 14, 2025 of Vietnam Securities Depository and Clearing Corporation.

Resolutions and minutes of the General Meeting of Shareholders must be read and approved before the closing of the Meeting.

The above are the entire working regulations of the 2025 Annual General Meeting of Shareholders of Viglacera Dong Trieu Joint Stock Company. The Organizing Committee respectfully submits to the General Meeting of Shareholders for consideration and approval.

Sincerely!

Recipient:
- *Annual GMS 2025;*
- *Member of BOD, BOS, Board of Management;*
- *Save clerical, Company Secretary.*

VIGLACERA DONG TRIEU JOINT STOCK COMPANY
CHAIRMAN OF THE BOD

(Signed)

TRAN THANH

(1) Ach shareholder will be given 01 Shareholder Code. This code is issued by DTC to each shareholder according to the list closed on February 14, 2025 of Vietnam Securities Depository and Clearing Corporation.