VIETNAM NATIONAL CEMENT CORPORATION
VICEM BIM SON PACKAGING JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Bim Son, April 2026

DRAFT

WORKING REGULATIONS
Annual General Meeting of Shareholders 2026 of Vicem Bim Son Packaging Joint Stock Company

Chapter I.
GENERAL REGULATIONS

Article 1. General Provisions

This regulation stipulates the rights and obligations of shareholders and shareholder representatives; the responsibilities of entities participating in the Shareholders' Meeting; and the procedures for discussion and voting at the 2026 Annual Shareholders' Meeting of Vicem Bim Son Packaging Joint Stock Company (hereinafter referred to as "the Meeting") to ensure that the Meeting is organized in accordance with the law, openly, transparently, and effectively .

Article 2. Purpose

This regulation aims to ensure that the General Meeting is conducted in accordance with the procedures stipulated by law, the Articles of Association, and the Internal Regulations on corporate governance; to ensure that shareholders exercise their legitimate rights and interests at the General Meeting; and to ensure that the General Meeting completes the planned agenda.

Article 3. Agenda of the Meeting

1. The agenda for the General Meeting is sent to shareholders in advance along with the Notice of Meeting.

2. Shareholders or groups of shareholders owning 5% or more of the total number of common shares have the right to propose issues to be included in the General Meeting agenda. Proposals must be in writing and submitted to the Company no later than 3 working days before the opening of the General Meeting. The proposal must clearly state: the shareholder's name, the number of each type of share held by the shareholder, the shareholder's identification number, and the proposed issue to be included in the meeting agenda.

The Board of Directors accepts and incorporates these proposals into the planned agenda and content of the meeting, except in cases where the proposal is submitted late, is incomplete, contains incorrect information, or the issue falls outside the decision-making authority of the General Meeting of Shareholders.

3. The agenda and content of the General Meeting must be approved by the General Meeting of Shareholders during the opening session.

Article 4. Obligations of Shareholders at the General Meeting

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Shareholders attending the General Meeting must comply with the following regulations:

1. Dress neatly and politely;

2. Present your full identification, meeting invitation notice, and any documents related to verifying your delegate status at the reception desk;

3. Maintain order and decorum throughout the duration of the Meeting;

4. No smoking, no private conversations, and limited use of mobile phones that could disrupt the Meeting;

5. Communicate politely and friendly;

6. You must sit in the designated seat or area as specified by the Organizing Committee of the congress and strictly adhere to the seating arrangements made by the Organizing Committee;

7. Strictly adhere to the chairperson's instructions and only speak with the chairperson's permission.

Chapter II.
ORGANIZING THE CONFERENCE

Article 5. Matters to be approved by the General Meeting of Shareholders

The 2026 Annual General Meeting of Shareholders of Vicem Bim Son Packaging Joint Stock Company discussed and voted on matters within its authority as prescribed by law, the Company Charter , and the Approved General Meeting Agenda.

Article 6. Presidium

The General Meeting is chaired by the Presidium, which includes the Chairperson (who is the Chairman of the Board of Directors) and members nominated by the Chairperson.

The chairperson is the person who presides over and manages the proceedings. The General Meeting and the Presidium operate on the principle of democratic centralism and in accordance with the provisions of the law, the Charter, and the internal regulations on corporate governance.

The Presidium is responsible for:

1. Conduct the Meeting in accordance with the agenda and the rules and regulations approved by the Meeting.

2. Instructions for the Meeting to discuss and vote on issues included in the Meeting's agenda and related matters throughout the Meeting.

3. The decision to suspend or postpone the Meeting may be made in the event of technical problems, natural disasters, or disruptive behavior that affects the organization of the Meeting, in accordance with the law.

4. Responding to the issues raised by the Meeting.

5. Address any issues that may arise during the Meeting.

Article 7. Secretary of the Meeting

1. Assisting the Presidium and the Meeting is the Meeting Secretary. The Meeting Secretary is nominated by the Chairman and approved by a vote of the Meeting.

2. The secretary's duties include:

- Record all the contents of the Meeting fully and accurately.

- Assist the Presidium in announcing documents, conclusions, or notices to shareholders when requested.

- Be accountable to the Chairman of the General Meeting and the General Meeting of Shareholders for their duties; fully and truthfully record all proceedings at the General Meeting and issues approved by shareholders, including issues remaining unresolved at the General Meeting; receive shareholder feedback forms; draft the minutes of the General Meeting of Shareholders and resolutions on issues approved at the General Meeting.

Article 8. Shareholder Eligibility Verification Committee

The Shareholder Eligibility Verification Committee consists of 3 members appointed by the General Meeting Organizing Committee and is responsible for:

1. Verify the eligibility of shareholders attending the meeting;

2. Distribute voting ballots to shareholders on the attendance list before the meeting begins;

3. Reporting to the General Meeting of Shareholders on the conditions for holding the General Meeting of Shareholders.

Article 9. Vote Counting Committee

The Vote Counting Committee is nominated by the Presidium and approved by a vote of the Meeting. The Vote Counting Committee is responsible for:

1. Disseminate the rules and principles of voting at the Meeting;

2. Review and report to the Meeting on cases of violations of voting regulations;

3. Organizing the distribution, collection, and counting of ballots;

4. Inspect and monitor the voting process of shareholders and shareholder representatives;

5. Determine and announce the results of the shareholders' vote on the issues approved at the General Meeting.

6. The results of the vote count are to be handed over to the Presidium or the Secretary of the Meeting.

Article 10. Rights of Shareholders

1. Shareholders of the Company have the right to attend the General Meeting in person or authorize one representative to attend and express opinions, and vote on matters on the agenda of the General Meeting, by means of a Proxy (according to the form prescribed by the General Meeting Organizing Committee). Each shareholder or representative of shareholders attending the General Meeting must bring their personal identification documents including: ID card (or citizen identification card , or passport), the Meeting Invitation Notice, and the *original*

Power of Attorney to attend the General Meeting to submit to the Shareholder Eligibility Verification Committee and will receive a Voting Ballot and participate in the voting.

Shareholders and shareholder representatives arriving late to the General Meeting may register and subsequently have the right to vote at the General Meeting immediately after registration. The Chairman of the General Meeting is not obligated to interrupt the meeting to allow shareholders to register, and the validity of any votes already cast will not be affected.

2. Shareholders are publicly notified by the General Meeting Organizing Committee about the agenda of the General Meeting, are provided with documents related to the meeting's content, and have the following responsibilities:

- Comply with the Rules of Procedure of the Meeting;
- You must complete the registration procedures to attend the Meeting with the Organizing Committee;
- Discuss the contents of the report;
- Voting on issues at the Meeting;
- To comply with the directives of the Presidium.

Chapter III.
DISCUSSION, VOTING, AND MINUTES OF THE MEETING

Article 11. Discussion at the Meeting

When discussing matters on the agenda of the General Meeting, shareholders must adhere to the following regulations:

1. Principle: Shareholders attending the General Meeting who wish to speak or participate in discussions must obtain the approval of the Presidium to do so.

2. Presentation Method: Shareholders should speak concisely and focus on the key issues to be discussed, in accordance with the approved agenda of the General Meeting, ensuring that the meeting proceeds as planned. The content of the speeches must not violate the law, be personal in nature, or exceed the scope of the General Meeting's agenda.

3. The Presidium will arrange for shareholders to speak in the order of registration and will answer shareholders' questions. Comments or questions will be collected simultaneously and answered sequentially, and only during the discussion portion of the General Meeting may shareholders contribute their opinions. In cases where multiple shareholders have overlapping opinions, the Presidium will select and answer all shareholders collectively. After there are no more comments from shareholders, the Presidium will answer each shareholder's comment individually or designate a responsible member of the Company's Executive Board to answer these comments.

Article 12. Voting at the Meeting

1. Voting principles:

- All matters on the General Meeting's agenda are approved by a vote of all shareholders using Voting Cards or Voting Ballot based on the number of voting shares owned by the shareholder or represented by proxy.

- Each shareholder is issued one voting card (blue) and one voting ballot (white), which includes the name of the shareholder/authorized representative, the number of voting shares (owned and authorized) of the shareholder, and bears the seal of Vicem Bim Son Packaging Joint Stock Company.

2. Voting rules:

a) Voting on the Presidium, Secretariat, Vote Counting Committee, General Meeting agenda, Rules of Procedure of the General Meeting of Shareholders, Minutes and Resolutions of the General Meeting: Shareholders or their representatives vote by raising their voting card (blue) when asked by the Chairman: " approve ", "disapprove " , or " abstain".

b) Voting on reports and proposals submitted to the General Meeting: Shareholders or their representatives mark "x" or "v" in the " approve ", " disapprove ", or " abstain" box to vote on each issue listed on the voting ballot (white).

3. Approve a decision of the General Meeting of Shareholders

The conditions for adopting decisions of the General Meeting of Shareholders are implemented in accordance with Article 21 of the Company's Charter and the provisions of current law.

Article 13. Minutes of the Meeting

The proceedings of the Meeting must be recorded in the Meeting Minutes by the Meeting Secretary. The Minutes must be read and approved before the closing of the Meeting. The Meeting Minutes must be signed by the Chairman and the Meeting Secretary.

The above is the complete Rules of Procedure for the 2026 Annual General Meeting of Shareholders of Vicem Bim Son Packaging Joint Stock Company.

Respectfully submitted to the Meeting for consideration and approval./.

Recipients:
- Shareholders Attending the General Meeting;
- Archived: Meeting records.

O/B. PRESIDIUM
PRESIDE

Nguyen Thi Kim Chi