

*Binh Duong, .... / 2025*

## **WORKING REGULATIONS**

### **General Meeting of Shareholders of Thuan An Wood Processing Joint Stock Company Year 2025**

The Organizing Committee of the 2025 General Meeting of Shareholders drafts and promulgates the Working Regulations of the 2025 General Meeting of Shareholders of Thuan An Wood Processing Joint Stock Company, as follows:

#### **I. GENERAL PROVISIONS**

This regulation applies to the organization of the 2025 Annual General Meeting of Shareholders of Thuan An Wood Processing Joint Stock Company ("Company").

This regulation specifically stipulates the conditions for organizing the congress, the rights and obligations of the parties participating in the congress and the method of conducting the congress.

Shareholders and parties participating in the Company's 2025 Annual General Meeting of Shareholders are responsible for complying with the provisions of these Regulations.

#### **II. CONDITIONS FOR CONDUCTING THE CONGRESS**

The General Meeting of Shareholders is conducted when the number of shareholders attending the meeting represents at least 51% of the shares with voting rights according to the list of shareholders of Thuan An Wood Processing Joint Stock Company as finalized by Vietnam Securities Depository and Clearing Corporation (VSDC) on February 19, 2025.

#### **III. RIGHTS AND OBLIGATIONS OF PARTIES PARTICIPATING IN THE MEETING, DUTIES AND POWERS OF SHAREHOLDERS:**

##### **Shareholders' rights**

- Participate in developing, voting and implementing the program and working regulations of the Congress. Discuss and vote on the list of Chairman of the Youth Union, the Shareholder Eligibility Verification Committee, and the Vote Counting Committee.

- Participate in discussions and provide comments on documents of the Congress.

- Voting on the contents of the Congress.

- Propose opinions on the work of the Congress through the Secretary, or you can propose directly to the Presidium.

### **Obligations of common shareholders when attending the General Meeting**

- Strictly comply with the rules at the General Meeting of Shareholders, respect the results of work at the General Meeting.

- Speak and vote in accordance with the instructions of the Organizing Committee and respect the control of the Congress by the Chairman of the Congress.

- Audio and video recording of the Congress must be publicly announced and approved by the Chairman of the Congress.

- Dress politely and solemnly when attending the Congress.

- Bring your shareholder card while attending the General Meeting.

- Maintain order, do not do personal work (read newspapers, talk, use cell phones on vibrate), and do not smoke.

- Shareholder cards and other documents must not be given to others. If lost, you must immediately report to the Meeting Organizing Committee.

### **IV. ON INFORMATION AND SPEECH AT CONGRESS:**

- Shareholders who want to express their opinions must register with the Presidium through the union secretary, and only speak when invited by the Presidium.

- When speaking, it must be prepared in advance according to the content of the Congress and approved by the Presidium.

- Each speech should not exceed 5 minutes.

Thank you very much!

**CONGRESS ORGANIZING COMMITTEE.**