

**SONG BA JOINT STOCK
COMPANY**

No.: .../25/TTr-SBA-HDQT

DRAFT

**SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness**

Da Nang, March, 2025

STATEMENT

**Regarding the approval of the regulations on organizing the 2025 company's
general meeting of shareholders**

To: The General Meeting of Shareholders of Song Ba Joint Stock Company

Pursuant to Enterprise Law no. 59/2020/QH14 dated 17 June 2020;

*Pursuant to the Charter of Organization and Operation of Song Ba Joint Stock
Company (SBA);*

*Pursuant to the Plan for organizing the Company's General Meeting of
Shareholders in 2025.*

The Board of Management of Song Ba Joint Stock Company respectfully submits
to the General Meeting of Shareholders of the Company to approve the Regulations on
organizing the 2025 General Meeting of Shareholders for implementation (*specifically
stated in the attached Regulations*).

Best regards.

Recipients:

- As mentioned above;
- Archiving: Company.

**ON BEHALF OF THE BOARD OF
MANAGEMENT
CHAIRMAN**

DRAFT

THAI HONG QUAN

REGULATIONS ON ORGANIZING THE 2025 GENERAL MEETING OF SHAREHOLDERS OF SONG BA JOINT STOCK COMPANY

CHAPTER I: GENERAL REGULATIONS

Article 1. Scope of application

These regulations are used for organizing the 2025 General Meeting of Shareholders (*hereinafter referred to as the meeting*) of Song Ba Joint Stock Company (SBA).

Article 2. These regulations specifically stipulate the rights and obligations of the parties when participating in the meeting, the conditions and procedures for conducting the meeting.

Article 3. Shareholders and participants are responsible for complying with the provisions of these Regulations.

CHAPTER II: RIGHTS AND OBLIGATIONS WHEN PARTICIPATING IN THE MEETING

Article 4. Rights and obligations of attending shareholders

- Common shareholders have the right to attend, discuss and vote on all matters within the competence of the General Meeting of Shareholders. Each common share corresponds to 01 vote. In case a shareholder cannot attend the meeting for personal reasons, he/she can authorize in writing (*according to the prescribed form*) a representative to attend and vote at the meeting on his/her behalf.

- The SBA's Organizing Committee publicly announces the agenda, reports and statements at the meeting. The opinions of shareholders/shareholders' representatives at the meeting will be discussed publicly.

- Shareholders or authorized persons attending the meeting must bring the following documents: Identity card/Citizen ID card/Passport; Power of Attorney (in case of authorization).

After presenting the above documents to the Shareholder's Eligibility Verification Committee, shareholders/shareholders' representatives attending the meeting will receive a Voting Form (the Voting Form will contain the shareholder code and the number of voting shares of that shareholder). The voting rights of a shareholders/shareholders' representatives correspond to the ratio of the number of voting shares that he/she owns or represents according to the registration to attend to the total number of voting shares of all shareholders attending the meeting.

- Shareholders/shareholders' representatives attending the meeting will discuss and approve each part by voting after listening to the reports and statements stated in the agenda.

- Shareholders/shareholders' representatives who come to attend the meeting after the meeting has opened must complete the procedures to register to attend the meeting with the Organizing Committee and then have the right to participate and vote immediately after registration, but the Chairperson is not responsible for stopping the meeting to allow the shareholders/shareholders' representatives to register and the validity of the votes that have been conducted will not be affected.

- Shareholders/shareholders' representatives attending the meeting must comply with the provisions of these Regulations, strictly abide by the meeting's rules, and respect the meeting's results.

Article 5. Rights and obligations of the Organizing Committee and the Shareholder's Eligibility Verification Committee

The Organizing Committee and the Shareholder's Eligibility Verification Committee are introduced by the Board of Management.

- The organizing committee welcomes, distributes documents, ballots and arranges seats for shareholders/shareholders' representatives attending the meeting.

- The Shareholder's Eligibility Verification Committee receives documents from shareholders attending the meeting, compares them with the list of shareholders entitled to attend the meeting finalized on **03 March 2025**; Reports before the meeting on the results of the shareholder's eligibility examination.

Article 6. Rights and obligations of the Chairperson and Secretary of the Meeting

1. The Chairman of the Board of Management is the Chairperson. The Chairperson conducts the meeting according to the agenda approved by the General Meeting of Shareholders; Conducts necessary tasks to conduct the meeting in a valid and orderly manner; Resolves issues arising during the meeting.

2. The meeting's secretary is appointed by the Chairperson. The meeting's secretary performs support tasks assigned by the Chairperson, including:

- Record fully, honestly and accurately the meeting contents, receive comments from shareholders/shareholders' representatives.

- Announce the draft of Minutes and Resolutions of the General Meeting of Shareholders.

Article 7. Rights and obligations of the Vote-Counting Committee

The Chairperson introduces the Vote-Counting Committee and approves the meeting by vote.

The vote-counting committee is responsible for monitoring and recording the voting results of shareholders/shareholders' representatives attending the meeting; Disseminating and guiding voting principles; Summarizing the number of voting shares according to each content, making minutes of vote-counting and announcing the vote-counting results.

CHAPTER III: CONDUCT OF THE GENERAL MEETING OF SHAREHOLDERS

Article 8. The meeting is held when the number of shareholders attending the meeting represents at least 51% of the total number of voting shares according to the final list (as prescribed in Article 19 of the Charter of organization and operation of SBA).

In case there is not enough number of representatives required within (30) thirty minutes from the time of setting the opening of the meeting, the meeting must be reconvened within thirty (30) days from the date of the first scheduled meeting of the General Meeting of Shareholders. The reconvened General Meeting of Shareholders shall only be held when the attending members are shareholders and authorized representatives representing at least 33% of the voting shares.

- The General Meeting of Shareholders will listen to the Reports and Statements in turn according to the agenda and discuss and vote to approve the reports and statements.

- Shareholders/shareholders' representatives vote to approve, disapprove or have no opinion on an issue to be approved at the meeting, by marking on the voting vote.

Article 9. How to express opinions at the meeting

Shareholders/shareholders' representatives attending the meeting who wish to speak must obtain the approval of the Chairperson. Shareholders should speak briefly and focus on the key issues to be discussed, in accordance with the approved agenda of the meeting. The Chairperson will arrange for shareholders to speak in the order of registration, and at the same time answer shareholders' questions.

Shareholders/shareholders' representatives attending the meeting can send their comments to the Chairperson. Comments are as valid as a direct speech at the meeting.

Article 10. Approval of Resolution of the General Meeting of Shareholders

Resolution of the General Meeting of Shareholders on issues at the meeting is passed when it is approved by a voting ratio of 51% or more of the total number of voting shares of shareholders attending the meeting (**according to Article 21 of the SBA's Charter**).

Article 11. Resolutions and Minutes of the General Meeting of Shareholders

All contents of the meeting must be recorded by the meeting's secretary in the meeting minutes. Resolution and meeting minutes are read and voted upon before closing and are kept at the Company.

CHAPTER IV: IMPLEMENTATION PROVISIONS

Article 12. This Regulations consists of 4 Chapters and 12 Articles, it is approved and effective at the 2025 Annual General Meeting of Shareholders of Song Ba Joint Stock Company.
