



DRAFT

Ho Chi Minh City, April 25, 2025

REGULATION
ON ORGANIZATION OF THE ANNUAL GENERAL MEETING OF
SHAREHOLDERS IN 2025
ONLINE
Chapter I
GENERAL PROVISIONS

Article 1. Scope of application

1. This Regulation applies to the organization of the 2025 Annual General Meeting of Shareholders of Vietnam Tanker Joint Stock Company (hereinafter referred to as the General Meeting) in the form of online and electronic voting.

2. This Regulation details the rights and obligations of shareholders and parties involved in the General Meeting, as well as the conditions and format for conducting the Congress.

3. Shareholders and participating parties shall comply with the provisions of this Regulation.

Article 2. Interpretation of terms

1. **"Shareholder"** refers to an organization or individual that possesses shares of Vietnam Tanker Joint Stock Company, as documented in the list of shareholders (LOS), which is entitled to attend the General Meeting of Shareholders as stipulated in the notice of exercising the Company's rights, or is duly authorized to attend the meeting.

2. **"Online General Meeting of Shareholders"** refers to a meeting of the General Meeting of Shareholders conducted virtually, with shareholders participating in person via an online meeting platform and exercising their voting rights through an electronic voting system.

3. **"Electronic voting"** refers to the process by which shareholders connect to the Internet and exercise their voting rights through the Electronic Voting System prescribed and notified by the Company.

4. **"EzGSM Electronic Voting System/ EzGSM System/ System"** is a system provided by FPT Securities Joint Stock Company through which shareholders exercise

relevant rights when attending the General Meeting of Shareholders online.

5. **"Electronic means"**: refers to means that operate using electrical, electronic, digital, magnetic, wireless transmission, optical, electromagnetic, or similar technologies.

6. **"Online Registration for the General Meeting"** refers to the use of credentials by shareholders to access the system and register to attend the Online General Meeting governed by the provisions of this Regulation and Vitaco's instructions.

7. **"Login Information"**: Includes the Username and Password uniquely provided by the Company to each shareholder at the meeting invitation. Shareholders are responsible for maintaining the confidentiality of their credentials and other identifying factors to ensure that only shareholders have the right to use their credentials to attend and vote on the system.

8. **"Session"**: It is the time from the time the shareholder successfully accesses the System until (i) either the shareholder logs out of the System; (ii) or the shareholder accesses on another device; (iii) or the time for holding the Online General Meeting has ended; (iv) or the shareholder closes the System.

9. **"System"**: is a synthesis of technical infrastructures to organize and operate the program of the Online Congress, electronic voting.

10. **"System opening time"**: refers to the designated start time for shareholders to access documents, register to attend the online General Meeting, and vote on the agenda items. The system will close access according to the announcement of the Chairperson or the Organizing Committee of the Congress.

11. **"Authentication"** is to check and verify whether the information of the subject is exactly the information that the subject provides or declares.

12. **"Force majeure events"** are unexpected occurrences beyond the control of the convener of the congress that cannot be prevented or overcome despite the application of necessary and permissible measures.

Chapter II

CONDITIONS FOR ATTENDING THE CONGRESS

Article 3. Conditions and methods of attending the Congress

1. Eligibility:

- All shareholders owning shares of Vietnam Tanker Joint Stock Company are listed in the closing list dated **18/03/2025** provided by the Vietnam Securities Depository and Clearing Corporation - Ho Chi Minh City Branch and valid authorized representatives of shareholders/groups of shareholders;

- Shareholders with Internet-connected electronic devices include but are not limited to: computers, mobile phones, and other electronic devices that can connect to the Internet.

2. Participation methods:

- Each shareholder entitled to attend the General Meeting of Shareholders of the Company is provided with only a single username and password to access the meeting online and vote electronically. Shareholders who receive a notice of invitation to a meeting with information related to logging into the system and other identifying factors must take responsibility for keeping their information confidential to ensure that only shareholders have the right to attend and vote on the system. The Company will provide maximum support in ensuring that shareholders can attend and vote at the General Meeting of Shareholders, but is not responsible for problems arising due to shareholders losing their login information.

- Shareholders who cannot attend in person or via online or electronic voting may authorize others to attend according to the company's charter provisions. Accordingly, for the authorized representative, if the authorized party is not a shareholder of the company, after receiving the written authorization of the authorized party and the authorized party has a valid confirmation, the company will provide the authorized party with the username and access password for the authorized representative to perform its rights and obligations according to the authorized contents. The Company provides login information to authorized representatives according to the authorized information provided by shareholders, conducted in the form of sending notice of invitation to shareholders (via invitation letter/email). Shareholders are responsible for maintaining the accuracy of the authorization information provided to the company.

3. Providing login information to the system

- The information regarding access to the electronic voting system, username, access password, and other identifiers (if applicable) for the online General Meeting of Shareholders will be provided in the Notice of Invitation to the Meeting (or the form of notification of login information prescribed by the company).

- If shareholders request to be provided with login information, the Organizing Committee of the General Meeting is authorized to notify them via the following methods: directly or by email/phone. Shareholders are obliged to provide personal information for identification purposes. The company reserves the right to request this information, at least including: ID number/ID card/passport, mobile phone number, email address, and permanent or temporary residence address (contact address).

- The Company advises its shareholders that, upon receiving login credentials, including a username and password, they should access the system to change the login

password to maintain information security.

Chapter III

RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND PARTIES PARTICIPATING IN THE GENERAL MEETING

Article 4. Rights and obligations of shareholders or authorized representatives

1. Shareholders or authorized representatives are entitled to attend the General Meeting and vote on all matters of the General Meeting in accordance with the company's Charter, the Law on Enterprises and relevant legal documents in the form of electronic voting.

2. The voting results of shareholders on the electronic voting system shall be considered as the final decision of shareholders. Shareholders shall be legally responsible for the results of electronic voting conducted by shareholders on the electronic voting system.

3. Shareholders must immediately notify the Company for timely handling when discovering that the login name, password and/or other identification factors are lost, stolen, disclosed, or suspected of being disclosed by contacting the Company to lock their access name. Shareholders must be responsible for any damages, losses and other risks that occur before the Company receives the shareholder's notice if the cause is due to the shareholder.

4. Shareholders are considered to have attended the online General Meeting of Shareholders when and only when they have successfully confirmed their attendance at the General Meeting on the system.

5. Shareholders who attend the online General Meeting of Shareholders later than the scheduled opening time still have the right to register to attend the General Meeting and participate in voting on subsequent issues of the General Meeting. The General Meeting is not responsible for stopping and re-voting the issues that have been passed. The validity and voting results of completed votes will not be affected.

6. Shareholders attending the General Meeting of Shareholders who desire to express their opinions or discuss, must follow the instructions of the General Meeting Organizing Committee and the provisions of this Regulation. Issues that have been expressed and answered must not be expressed again to avoid duplication.

7. Authorization to attend the Congress:

- Shareholders authorize all or part of their shares to another individual to attend and vote at the General Meeting on their behalf. The person authorized to attend the General Meeting may not re-authorize a third person to attend the General Meeting.

- Shareholders that are organizations owning at least 10% of the total number of

common shares authorize all or part of the shares owned to a maximum of 03 representatives to attend and vote on their behalf at the meeting.

- The authorization is legally effective only when the following conditions are satisfied:

- + Shareholders' authorization is made in accordance with the provisions of civil law, or according to the Company's form, or fill in all the information according to the online authorization form and complete the online authorization on the system.

- + The original power of attorney or printed out according to the online authorization form with full signatures, clearly stating the full name and seal (if it is an organization) of the authorizing party and the authorized party.

- + The company received the original Power of Attorney before the official opening of the general meeting.

- Cancellation of authorization for shareholders who have been approved for online authorization: shareholders send an official document requesting online authorization cancellation to the company before the official opening of the general meeting. Note that the effective time for the revocation of authorization is determined as the Company receives the official written request for online revocation of authorization.

- Cancellation of authorization is not effective if the authorized representative has confirmed attendance at the General Meeting online and voted on any agenda matters of the General Meeting of Shareholders.

Article 5. Organizing Committee of the Congress

1. The Congress Organizing Committee is an agency established by the Board of Directors. The number and composition of the Organizing Committee of the General Meeting shall be decided by the Board of Directors.

2. The Organizing Committee of the Congress shall have the following responsibilities:

- a. Perform the tasks prescribed in this Regulation.

- b. Guide and answer questions of shareholders about registering to attend the online General Meeting and electronic voting.

- c. Prepare electronic means and facilities to ensure the organization of online congresses and electronic voting.

- d. Perform other tasks under decisions of the Board of Directors.

Article 6. The Inspection Committee of Shareholders' Eligibility

1. The Inspection Committee of Shareholders' Eligibility is comprised of one Head and several members who are appointed by Vietnam Tanker Joint Stock Company.

2. The Inspection Committee of Shareholders' Eligibility shall:

a. Verify the eligibility of shareholders registering to attend the online General Meeting in accordance with the law, the Company's Charter and this Regulation.

b. Report to the online General Meeting on the percentage of shareholders attending the General Meeting.

3. Method of inspection: The Inspection Committee shall certify the eligibility of shareholders based on the information from the shareholders' accounts as a basis for determining the number of shareholders and the percentage of voting representatives attending the General Meeting.

Article 7. Presidium

1. The Presidium consists of the Chairperson of the Board of Directors and a number of members with the function of controlling the General Meeting. The Chairperson of the Board of Directors shall preside over the meeting.

2. Duties of the Presidium:

- Administer the online General Meeting in accordance with this Regulation and the agenda voted and approved by the General Meeting of Shareholders at the General Meeting of Shareholders;

- The presiding judge works according to the principle of democratic centralization and majority decision-making;

- Guide the Congress to discuss, collect votes on issues within the agenda of the Congress and related issues during the Congress.

3. Powers of the Presidium:

- The Presidium has the right to perform tasks deemed necessary to conduct the online General Meeting in a valid and orderly manner, in accordance with the approved agenda and reflecting the desires of the majority of shareholders attending the meeting.

- The Presidium's decision on the order, procedures or events arising outside the online congress program will be the highest judgment.

Article 8. Secretariat

The chairperson shall appoint one or several people to serve as the secretariat of the meeting. The Secretariat performs the following tasks:

1. Summarize the opinions of shareholders during the online General Meeting and send them to the Presidium.

2. Fully and honestly record all the proceedings of the online General Meeting and issues approved or noted by shareholders at the General Meeting.

3. Draft Minutes and Resolutions for the Congress to approve before the end of the Congress.

4. Perform other tasks as assigned by the Chairperson.

Article 9. Vote Counting Committee

The Chairperson introduced the members of the Vote Counting Committee for the Congress to vote and approve. The vote counting committee has the following rights and obligations:

1. Support the Presidium to disseminate and guide shareholders on how to vote at the online General Meeting.
2. Supervise the voting process of the agenda contents submitted at the Congress, accurately summarize the voting results at the Congress with the support of the electronic voting system.
3. Consider and report to Congress cases of violation of voting rules or letters of complaint about voting results.
4. Prepare and announce the Minutes of vote counting to the General Meeting of Shareholders.

Chapter IV

THE CONGRESS PROCEDURE

Article 10. Conditions for holding the General Meeting

The General Meeting is conducted when the number of shareholders and valid authorized representatives of shareholders attending the meeting represents at least **50%** of the total number of votes, according to the closing list dated March 18, 2025 issued by the Vietnam Securities Depository and Clearing Corporation - Ho Chi Minh City Branch. The Inspection Committee shall announce the number of shareholders attending, the total number of voting shares and the attendance rate so that the General Meeting can proceed according to regulations.

Shareholders and valid authorized representatives of shareholders are counted as attending at the time the Inspection Committee publicly reports the results at the General Meeting when and only when they have successfully registered to attend the General Meeting of Shareholders in the online form after logging in to the System.

Article 11. Method and Program of the General Meeting

1. The congress is expected to take place in ½ day.
2. The General Meeting shall discuss and approve the contents stated in the Agenda of the General Meeting of Shareholders.
3. The agenda and contents of the General Meeting must be approved by the General Meeting of Shareholders in the opening section. The agenda must clearly define the time for the contents of the meeting agenda. In the event there are changes to the meeting agenda sent with the meeting invitation to shareholders, the changes must be approved by the General Meeting of Shareholders.
4. Depending on the developments and the expected agenda of the General

Meeting of Shareholders, the voting to approve the contents submitted to the General Meeting may be divided into many different voting sessions. Shareholders attending the online General Meeting must comply with the voting time corresponding to each session according to the Chairman's statement and the notice of the electronic voting system.

Article 12. Discussion at the Online Congress

1. The discussion at the online General Meeting of Shareholders is coordinated by the Chairperson or representative of the Organizing Committee of the General Meeting, ensuring compliance with the provisions of the company's Charter.

2. Shareholders attending the online General Meeting of Shareholders and voting electronically, shareholders and authorized representatives can ask questions and send discussions to the company through the online General Meeting of Shareholders organization system or in other forms guided by the company in the Notice of Invitation to the Meeting. The Secretariat of the General Meeting is responsible for recording the names of shareholders, shareholder codes (if any) and the content of questions.

3. Depending on the time of organizing the General Meeting of Shareholders, the Organizing Committee of the General Meeting may choose an appropriate online channel for shareholders attending the General Meeting to speak, express their opinions and receive answers from the Company. Shareholders who register to speak directly at the General Meeting through online channels (if any) comply with the instructions of the Organizing Committee of the General Meeting posted on the Company's website.

4. Based on the shareholder's Questionnaire, the questions are sent via the online system, the Chairperson or a member designated by the Chairperson will answer the opinions. The Chairperson has the right not to answer or only acknowledge the shareholders' contributions if the contributions and recommendations are outside the content of the General Meeting. In the event of time constraints, questions that are not answered directly at the General Meeting will be answered in writing by the Company.

5. The language used for communication, discussion, submission of questions and answers is Vietnamese.

Article 13. Conditions for the Resolution of the General Meeting of Shareholders to be passed

Pursuant to the Law on Enterprises, the company's charter, the approval of the contents of the 2025 Annual General Meeting of Shareholders for reports and proposals at the General Meeting is regulated as follows:

1. The following contents shall be approved if the number of shareholders representing at least 65% of the total number of votes of all shareholders attending and

voting in favor shall be approved:

- Amending and supplementing the Charter of Vietnam Tanker Joint Stock Company.
- The type of shares and the number of shares of each type to be offered.
- Changing industries and business fields.
- Changing the organizational and management structure of the Company.
- The investment or sale project of the Company's assets with a value equal to or greater than 35% of the total value of the assets recorded in the Company's latest audited financial statements.
- Reorganization and dissolution of the Company.

2. The remaining contents shall be approved when the number of shareholders representing at least 50% of the total votes of all shareholders attending and voting in favor shall be approved.

Article 14. Principles and methods of conducting electronic voting

1. From the moment of receipt of the username and password to the online General Meeting of Shareholders system and electronic voting, shareholders have access to the system. The effective time to register for the meeting and vote on the contents according to the Company's notice in the Notice of invitation to the meeting. At the end of the voting period specified on the notice of the electronic voting system, the system will not record any more electronic voting results from shareholders.

2. For voting content, shareholders vote according to each issue in the content of the meeting agenda. When voting by electronic voting, for each content, shareholders choose one of the three options "**Approve**", "**Disapprove**", "**No opinion**" on the Voting Form installed at the electronic voting system. After completing all voting contents at one time, shareholders click "**Vote**" to save and send the voting results to the system.

3. Shareholders vote on all contents of the same vote. Invalid voting votes are votes with voting content not commented on by shareholders. The electronic voting system will warn if the vote is invalid, shareholders are responsible for adjusting an invalid vote to a valid vote and sending the results to the system. Invalid votes are not recorded by the system and shareholders are considered not to vote with that content (Votes are not collected).

4. In case the meeting agenda is supplemented with content proposed by shareholders/groups of shareholders that has been approved by the General Meeting of Shareholders, shareholders shall vote to the supplement. If shareholders do not conduct additional voting, they are considered not to vote on these contents.

5. Shareholders can change the results of voting many times but cannot cancel the voting results on the system. The electronic voting system only records the final

voting results at the end of the voting period each time as prescribed.

Article 15. Method of counting votes

1. The electronic voting system records the number of votes issued, the number of votes collected, the number of votes not collected and the ratio to the total number of votes cast at the meeting.

2. Regarding voting content, the number of valid votes, invalid votes, votes in favor, votes against, and votes with no opinion on each content are recorded by the system and calculated based on the total number of votes attending and voting at the Congress.

3. All votes collected by the electronic voting system are valid votes.

Article 16. Minutes and Resolutions of the Annual General Meeting of Shareholders

All contents at the online General Meeting must be recorded by the Secretariat in the Minutes of the General Meeting of Shareholders. Resolutions of the General Meeting of Shareholders must be read and approved before the closing of the General Meeting.

Chapter V
MISCELLANEOUS

Article 17. In case of unsuccessful organization of the General Meeting of Shareholders

1. In case the first meeting of the General Meeting of Shareholders fails to meet the conditions specified in Article 10 of this Regulation, the notice of invitation to the second meeting must be sent within 30 days from the date on which the first meeting of the General Meeting of Shareholders scheduled to open. The second meeting of the General Meeting of Shareholders shall be held when the number of shareholders and authorized representatives attending the meeting represents at least **33%** of the total number of votes.

2. In case the second convened meeting fails to meet the conditions specified in Clause 1 of this Article, the notice of invitation to the third meeting must be sent within 20 days from the date the second meeting is scheduled to open. In this case, the meeting of the General Meeting of Shareholders shall be conducted regardless of the total number of votes of the shareholders attending the meeting.

Article 18. Force majeure events

1. During the online General Meeting of Shareholders and electronic voting, force majeure events may occur beyond the control of the company such as natural disasters, fires, power outages, loss of Internet connection or other technical problems, requests or directives of the Government and State agencies, other competent

persons... The Company mobilizes all resources to fix the problems, and the General Meeting can continue to take place, but not more than 60 minutes from the time of the incident.

2. In case of force majeure events that cannot be remedied so that the Congress can continue for a period of 60 minutes, the Chairperson shall declare the suspension of Congress, all issues that have been voted on before the suspension (if any) will be canceled. These issues will be re-voted at the nearest General Meeting of Shareholders.

Chapter VI

IMPLEMENTATION TERMS

Article 19. Enforcement Terms

1. The working regulations of the 2025 Annual General Meeting of Shareholders of Vietnam Tanker Joint Stock Company in the form of online and electronic voting include 19 Articles and take effect from the time of approval by the General Meeting of Shareholders.

2. The Chairperson shall be responsible for administering the General Meeting of Shareholders under this Regulation.

3. Shareholders or authorized representatives and persons attending the General Meeting shall comply with the provisions of this Regulation.

**ON BEHALF OF THE BOARD
PRESIDENT**

La Van Ut