

Hung Yen, May 28, 2026

**WORKING REGULATION
OF THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

In order to guide shareholders participating in the 2026 Annual General Meeting of Shareholders of Vu Dang Investment & Trading Joint Stock Company (*“the Meeting”*) and exercising their voting rights, the Board of Directors respectfully submits to the General Meeting of Shareholders for approval the Working Regulation at the Meeting (*“the Regulation”*) as follows:

I. GENERAL PROVISIONS

- This Regulation governs the procedures for organizing the Meeting, as well as the rights and obligations of shareholders attending the Meeting. Shareholders owning shares of Vu Dang Investment & Trading Joint Stock Company (*“the Company”*) and other participants attending the Meeting are responsible for complying with the provisions of this Regulation;
- The Organizing Committee of the Meeting shall send the Invitation Letter to the registered addresses of shareholders with the Company and simultaneously upload all documents related to the General Meeting of Shareholders on the Company's website (<https://vudang.vn/>). Shareholders shall access the Company's website to download and study the Meeting documents in advance, and may provide written feedback to the Organizing Committee for compilation or for direct discussion at the Meeting;
- The General Meeting of Shareholders shall be conducted when the number of attending shareholders represents more than 50% of the total voting shares, based on the shareholder list of the Company finalized by the Vietnam Securities Depository and Clearing Corporation on May 20, 2026;
- In the event that the Meeting is unqualified to proceed in accordance with the above provision, the convocation and conduct of subsequent General Meetings of Shareholders shall be carried out in compliance with the Law on Enterprises and the Company's Charter;
- Shareholders and shareholders' authorized representatives attending the Meeting must sit in the correct positions or areas designated by the Organizing Committee;
- Smoking is strictly prohibited inside the Hall. Private conversations are not allowed, and mobile phones must be kept on silent mode during the Meeting.

II. RIGHTS AND OBLIGATIONS OF SHAREHOLDERS ATTENDING THE MEETING

1. Rights of Attending Shareholders:

- All shareholders owning shares of the Company whose names are on the shareholder list as of the final-registration date to exercise the right to attend the 2026 Annual General Meeting of Shareholders (May 20, 2026) have the right to attend the Meeting.
- Shareholders who are unable to attend the Meeting may authorize another individual or legal

entity to represent them at the Meeting. The authorized representative attending the Meeting is not permitted to re-authorize a third party. The Power of Attorney (POA) must be made using the Company's form or another form in accordance with the provisions of civil law. The authorization dossier includes the following documents:

- + The original Power of Attorney using the attached form, affixed with the Company's corporate stamp across the top left-hand corner (cross-stamped), or in accordance with the provisions of law;
- + A copy of the Identity Card/Citizen Identity Card ("**ID Card**")/Passport/Business Registration Certificate ("**BRC**") of the shareholder (the authorizer);
- + Dossier of the authorized representative:
 - If the authorized representative is an individual: A copy of the ID Card / Passport;
 - If the authorized representative is an organization: (i) A copy of the Business Registration Certificate; (ii) A copy of the ID Card/Passport of the representative attending the Meeting; (iii) The original power of attorney or letter of introduction from the organization for its representative to attend the Meeting (in case the representative attending the Meeting is not the Legal Representative).

- Shareholders or authorized representatives arriving later than the scheduled time have the right to register immediately at the Meeting and subsequently have the right to participate in voting; however, the validity of any voting rights exercised prior to their arrival at the Meeting shall remain unaffected.

2. Obligations of Attending Shareholders:

- Shareholders and/or authorized representatives (hereinafter collectively referred to as "Shareholders") must bring the following documents when attending the Meeting:
 - + The Invitation Letter and the authorization dossier as specified in Section II.1 above (if authorized);
 - + ID Card/Passport/Presentation of personal legal documents from the VNeID application (for individuals); or
 - + A copy / electronic version of the Business Registration Certificate of the organization and the ID Card/Passport/Presentation of personal legal documents from the VNeID application of the Legal Representative.

After presenting the aforementioned documents to the Shareholder Eligibility Verification Committee, shareholders attending the Meeting shall receive 03 (three) Voting Ballots (clearly stating the full name, shareholder code, and number of voting shares of that shareholder). The value of the voting ballot of a shareholder attending the Meeting corresponds to the ratio of the total number of voting shares owned or authorized to that shareholder according to the Meeting attendance registration over the total number of voting shares of the shareholders attending the Meeting;

- Shareholders are entitled to vote on all matters within the authority of the General Meeting of Shareholders in accordance with the Company's Charter;

- Shareholders attending the Meeting, after listening to the reports on the contents to be approved, shall jointly discuss and pass them by voting;
- During the Meeting, shareholders must comply with the provisions of this Working Regulation, follow the direction of the Chairman of the Meeting, conduct themselves in a civilized and polite manner, refrain from causing public disorder, and respect the outcomes of the Meeting;
- Shareholders shall cover their own travel, accommodation, and subsistence expenses during the Meeting;
- Shareholders shall fill out the voting ballots and submit them for the matters of the General Meeting of Shareholders to the Scrutineering Committee at the Meeting.

III. VOTING ON MATTERS AT THE MEETING

1. Principles:

- All matters within the approving authority of the Meeting must be discussed and directly voted for approval by the Meeting.
- Each shareholder is issued 03 (three) Voting Ballots, which clearly state the Shareholder's Full Name, Shareholder Code, and the Number of Voting Shares (owned/represented and/or authorized) (*affixed with the corporate stamp across the top left-hand corner of Vu Dang Investment & Trading Joint Stock Company*)

2. Voting Methods and Regulations:

- The Voting Ballots are printed on white paper.
- Purpose: Used to vote on the contents that require approval at the Meeting. The Organizing Committee shall arrange ballot boxes in the hall for shareholders to cast their Voting Ballots.
- How to use: On each Voting Ballot, the Organizing Committee of the Meeting prints the full details of the contents requiring a vote. Corresponding to each content requiring a vote, there are 3 (three) voting options: "Approve", "Disapprove", or "No opinion". When the Chairman requests the shareholders to vote, shareholders shall mark "X" in their chosen option and cast the voted ballot into the ballot box.

3. Validity of Voting:

3.1. Valid Votes: are those issued by the Organizing Committee of the Meeting in accordance with the standard form, affixed with the Company's corporate stamp across the top left-hand corner, and marked in compliance with the regulations for each matter put to a vote (for each matter put to a vote, a shareholder is only permitted to select one of the three options: Approve - Disapprove - No opinion; in the event that a shareholder changes their mind before completing the vote, they shall remark the option and sign to the right of their final chosen option); and must be signed with the full name of the meeting participant clearly written.

3.2. Invalid Votes occur when:

- (i) The Voting Ballot is not issued by the Organizing Committee of the Meeting in accordance with the standard form, and is not affixed with the Company's corporate stamp across the top left-hand corner; and/or;

- (ii) The Ballot does not bear the signature of the meeting participant; and/or;
- (iii) The Voting Ballot is torn, erased, corrected, or contains additional contents; and/or;
- (iv) More than one option is selected for the same voting matter and there is no signature next to the final chosen option, or no option is selected at all, then the vote for that specific matter shall be deemed invalid. The voting for each matter requiring approval on the Voting Ballot is independent of one another, and the validity is determined on a per-matter basis.

3.3. Handling of Invalid Votes:

- (i) For Voting Ballots that are invalid due to the reasons specified in items (i), (ii), and (iii) of Clause 3.2, Section III of this Regulation, all voting matters therein shall not be counted towards the ballot counting results.
- (ii) For the case specified in item (iv) of Clause 3.2, Section III of this Regulation: only the invalid matter shall not be counted towards the ballot counting results.

4. Voting Regulations:

- 4.1. Each ordinary share constitutes one voting vote.
- 4.2. The voting ratio required to approve each voting matter is determined by the percentage of the total valid voting ballots collected divided by the total number of voting ballots of the shareholders attending and voting at the meeting (calculated based on the collected voting ballots).
- 4.3. The required ratio of voting votes to pass the contents at the Meeting:
 - (i) Resolutions on the following matters shall be passed if approved by a number of shareholders representing 65% or more of the total voting votes of all shareholders attending and voting at the meeting, except for the cases specified in Clauses 3, 4, and 6 of Article 148 of the Law on Enterprises:
 - Classes of shares and the total number of shares of each class;
 - Alteration of business lines, sectors, and industries;
 - Changes to the management organizational structure of the Company;
 - Investment projects or sales of assets valued at 35% or more of the total asset value recorded in the Company's most recent financial statements;
 - Reorganization or dissolution of the Company.
 - (ii) Resolutions on other matters within the authority of the General Meeting of Shareholders shall be passed when approved by a number of shareholders owning more than 50% of the total voting votes of all shareholders attending and voting at the meeting, except for the cases specified in item (i) of Clause 4.3, Section III of this Regulation, and Clauses 3, 4, and 6 of Article 148 of the Law on Enterprises.
- 4.4. Time for ballot counting and announcement of results: The Voting Ballots shall be counted by the Scrutineering Committee, and the ballot counting results shall be reported directly at the Meeting.

IV. DISCUSSIONS AT THE MEETING

- Discussions shall only be conducted within the scheduled time and must fall within the scope of the matters presented in the Meeting Agenda. Matters that have been addressed by previous speakers should not be repeated to avoid duplication;
- Shareholders who wish to voice their opinions may also register their questions in the Question Slip and submit it to the Secretariat of the Meeting;
- The Secretariat of the Meeting shall arrange the Shareholders' Question Slips in the order of registration and forward them to the Chairman of the Meeting;
- Based on the Shareholders' Question Slips compiled, arranged, and submitted to the Presidium by the Secretariat, the Chairman or a member designated by the Chairman shall answer the questions and opinions raised by the shareholders or their representatives.

V. RESPONSIBILITIES OF THE CHAIRMAN

1. The Chairman of the Board of Directors shall act as the Chairman of the Meeting.
2. To conduct the Meeting in strict compliance with the agenda, regulations, and the working regulation approved by the Meeting.
3. To guide the Meeting in discussions and collecting voting opinions on matters within the Meeting agenda and related issues arising throughout the course of the Meeting.
4. The Chairman has the right to take necessary measures to direct the meeting in a reasonable, orderly manner, in accordance with the approved agenda, and to reflect the wishes of the majority of the attendees.
5. The decision of the Chairman regarding matters of order, procedures, or events arising outside the agenda of the Meeting shall be final and binding.

The Chairman has the right to:

- Require all attendees to undergo inspection or other security measures.
- Request competent authorities to maintain order at the meeting; expel from the General Meeting of Shareholders any persons who fail to comply with the Chairman's direction, intentionally cause public disorder, obstruct the normal progress of the meeting, or fail to comply with security inspection requirements.
- The Chairman of the Meeting has the right to adjourn a General Meeting of Shareholders that has already gathered a sufficient number of registered attendees to another time or change the meeting location in the following cases:
 - + The meeting venue does not have sufficient convenient seating for all attendees.
 - + Communication facilities at the meeting venue do not ensure that attending shareholders can participate, discuss, and vote.
 - + An attendee engages in conduct that obstructs or disrupts order, posing a risk that the meeting may not be conducted fairly and legally.
- The maximum adjournment period shall not exceed 03 (three) working days from the scheduled opening date of the meeting.

VI. RESPONSIBILITIES OF THE SECRETARIAT

1. To fully and truthfully record the entire proceedings of the Meeting, as well as matters approved or noted by shareholders and shareholders' representatives at the Meeting into the Minutes of the Meeting;
2. To draft the Resolutions on matters approved at the Meeting;
3. To assist the Chairman in announcing the draft Minutes and Resolutions of the Meeting, as well as any announcements from the Chairman to shareholders upon request;
4. To receive question/request slips from shareholders.

VII. RESPONSIBILITIES OF THE SCRUTINEERING COMMITTEE

1. The Chairman shall introduce the Scrutineering Committee and obtain shareholders' approval at the Meeting. The Scrutineering Committee shall be responsible for:
 - a. Disseminating voting regulations and principles, and guiding the use of voting ballots;
 - b. Collecting ballots after the Meeting votes and conducting the ballot counting;
 - c. Reporting the ballot counting results to the Meeting;
 - d. Reviewing and reporting to the Meeting for decisions on cases of voting regulation violations (if any);
 - e. Other duties as specified in the Company's Charter (if any).
2. Principles of Ballot Counting:
 - a. Voting shall commence after the Organizing Committee announces the request for shareholders to cast their votes, and shall conclude when the final shareholder casts their ballot into the ballot box, or immediately after the Chairman asks the Meeting whether there are any shareholders who have not voted yet and no shareholder responds;
 - b. The Scrutineering Committee shall inspect the ballot boxes in the presence of shareholders' representatives;
 - c. The Scrutineering Committee shall conduct the ballot counting in a private room/designated area;
 - d. The Scrutineering Committee may utilize electronic technical equipment and technical experts to support the ballot counting process;
 - e. Upon completion of the ballot counting, the Scrutineering Committee shall prepare the Minutes of Ballot Counting, and the Minutes of Ballot Counting shall be announced by the Chairman to the Meeting.

VIII. MINUTES AND RESOLUTIONS OF THE GENERAL MEETING OF SHAREHOLDERS

1. All contents of the General Meeting of Shareholders must be recorded in the Minutes of the Meeting by the Secretariat of the Meeting.
2. Based on the Minutes of the Meeting, the Secretariat shall draft the Resolutions of the General Meeting of Shareholders.

3. The Minutes and Resolutions of the General Meeting of Shareholders must be read by the Secretariat and approved before the closing of the Meeting, and shall be archived in the Company's book of minutes and resolutions.

The above is the entire Working Regulation of the 2026 Annual General Meeting of Shareholders of Vu Dang Investment & Trading Joint Stock Company, which shall take effect immediately upon being voted for approval by the Company's General Meeting of Shareholders. Shareholders, attendees of the Meeting, and related participating parties are responsible for implementing this Regulation.

Respectfully./.

Recipients:

- *Members of the BOD, Board of General Directors, SB (for info);*
- *Archived at Administration Dept., Human Resources Dept., Secretariat.*

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRPERSON**



LE THI VAN ANH

