



Bac Giang, date month year 2025

**WORKING REGULATIONS
OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**Chapter I
GENERAL PROVISIONS**

Article 1. General Provisions

These Regulations set forth the rights and obligations of shareholders and shareholder representatives; the responsibilities of relevant parties when participating in the General Meeting of Shareholders; and the procedures for discussion and voting at the 2025 Annual General Meeting of Bac Giang Clean Water Joint Stock Company (hereinafter referred to as the "General Meeting") to ensure the effectiveness and success of the General Meeting.

Article 2. Purpose

These Regulations are designed to ensure that the General Meeting is conducted in accordance with proper procedures, in compliance with the law, the Company's Charter, and the Internal Governance Regulations; to guarantee that shareholders can exercise their legitimate rights and interests at the General Meeting; and to ensure the successful completion of the approved Agenda.

Article 3. Agenda of the General Meeting

1. The agenda of the General Meeting shall be sent to shareholders along with the Invitation Letter.

2. Shareholders or groups of shareholders holding at least 10% of the total ordinary shares for a continuous period of at least six (06) months have the right to propose issues to be included in the agenda of the General Meeting. Proposals must be made in writing and sent to the Company no later than three (03) working days before the opening date of the General Meeting. The proposal must clearly state: the shareholder's name, the number and type of shares held, the shareholder identification number, and the proposed issues to be added to the agenda.

The Board of Directors shall accept and include these proposals in the draft agenda and content of the meeting, except in cases where the proposal is submitted after the deadline, lacks sufficient and accurate information, or the

proposed issues are beyond the 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 at the opening session.

Article 4. Obligations of Shareholders at the General Meeting

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

1. Dress appropriately and formally;
2. Present valid identification, the Invitation Letter, and relevant documents for delegate verification at the reception desk;
3. Maintain order and conduct themselves with dignity during the meeting;
4. Refrain from smoking, engaging in private conversations, and using mobile phones in the meeting room;
5. Communicate politely and respectfully; leaving the meeting before it ends is not allowed without the Chairman's consent;
6. Sit in the designated area assigned by the Organizing Committee and strictly follow the seating arrangement;
7. Fully comply with the Chairman's instructions and only speak when permitted by the Chairman.

Chapter II ORGANIZATION OF THE GENERAL MEETING

Article 5. Matters Approved by the General Meeting of Shareholders.

The 2025 Annual General Meeting of Shareholders of Bac Giang Clean Water Joint Stock Company shall discuss and approve the matters specified in the Meeting Agenda.

Article 6. Chairman of the Meeting

The Chairman shall work based on the principle of democratic centralism and in compliance with the laws, the Company's Charter, and Internal Corporate Governance Regulations.

The Chairman is responsible for:

1. Conducting the Meeting in accordance with the approved agenda, regulations, and procedures.

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2. Guiding discussions and organizing voting on the matters in the agenda and other related issues throughout the Meeting.
3. Having the authority to suspend the Meeting in case of disruptive behavior that may prevent the Meeting from proceeding fairly and lawfully.
4. Responding to issues raised by the Meeting.
5. Resolving any arising issues during the Meeting.

Article 7. Secretary of the Meeting

1. Assisting the Chairman and the General Meeting is the Secretary, who is nominated by the Chairman and approved by the General Meeting.

2. The Secretary is responsible for:

- Accurately and truthfully recording the proceedings and all resolutions passed, including any reserved opinions.
- Announcing the Meeting Minutes and Resolutions and notifying shareholders of the approved matters.
- Being accountable to the Chairman and the General Meeting of Shareholders for their assigned duties.

Article 8. Shareholder Eligibility Verification Committee

The Committee consists of three members appointed by the Meeting Organizing Committee and is responsible for:

1. Verifying the eligibility of attending shareholders.
2. Distributing voting ballots to shareholders on the attendance list before the opening session.
3. Reporting to the General Meeting on the conditions for holding the Meeting.

Article 9. Voting Committee

1. The Voting Committee consists of nine members, including one Head and eight members, nominated by the Chairman and approved by the General Meeting.

2. Responsibilities of the Voting Committee:

- Supervise and accurately determine the voting results on each matter.
- Promptly report the voting results to the Secretary.
- Review and report any violations of voting procedures or complaints regarding the results.
- Prepare the Voting Report and be accountable to the Chairman and the General Meeting of Shareholders for their duties.

Article 10. Rights of Shareholders

1. Shareholders have the right to attend the Meeting directly or authorize a representative through a Authorization Letter Form (as provided by the Organizing Committee). Shareholders have the right to give opinions and vote on matters within the agenda.

2. Shareholders have the right to receive information about the Meeting Agenda and relevant documents and are responsible for:

- Complying with the Working Regulations of the Meeting.
- Completing registration procedures with the Organizing Committee.
- Discussing reports presented at the Meeting.
- Voting on matters during the Meeting.
- Adhering to the Chairman's guidance.

Chapter III

DISCUSSION, VOTING, AND MINUTES OF THE GENERAL MEETING

Article 11. Discussion at the Meeting

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

1. Principle: Shareholders who wish to express opinions must obtain approval from the Chairman of the Meeting.

2. Manner of speaking: Shareholders must present their opinions concisely, focusing on key points relevant to the agenda approved by the General Meeting, ensuring compliance with the law and within the Company's authority.

3. The Chairman will arrange the order of speeches based on the registration list and address shareholders' concerns. Comments and questions will be collected and answered sequentially during the discussion session. In case of repeated opinions, the Chairman will consolidate and provide a general response. Once all opinions have been expressed, the Chairman will either respond directly or assign responsible individuals from the Company's Management Board to address the concerns.

Article 12. Voting at the Meeting

1. Voting principles:

- All matters on the agenda of the General Meeting shall be approved through voting by all shareholders via Voting Ballots, based on the number of shares owned and represented.

- Each shareholder will receive one Voting Ballot indicating the shareholder's name/authorized representative, the number of voting shares (owned and authorized), and the Company's official seal.

2. Voting procedures:

a) Voting for the Secretary, the Voting Committee, the agenda, the Meeting Regulations, the Minutes, and the Resolutions: Shareholders or authorized representatives shall vote by raising their voting cards (when asked for approval, disapproval, or other opinions by the Chairman).

b) Voting on the matters presented at the Meeting: Shareholders or authorized representatives shall mark an "X" in the appropriate box on the Voting Ballot for each matter.

Article 13. Meeting Minutes and Resolutions

All discussions and resolutions of the General Meeting must be recorded in the Meeting Minutes and Resolutions by the Secretary and approved before the closing of the Meeting.

Article 14. Implementation of the Regulations

Shareholders and authorized representatives attending the Meeting must strictly comply with these Working Regulations. Any violation will be subject to consideration and disciplinary actions by the Chairman in accordance with the Company's Charter and the Law on Enterprises.

This Working Regulation of the 2025 Annual General Meeting of Bac Giang Clean Water Joint Stock Company is hereby submitted to the General Meeting for approval.

**ON BEHALF OF THE BOD
CHAIRMAN**

Huong Xuan Cong