

*Ha Noi, June ....., 2025*



## **WORKING REGULATIONS**

At the 2025 Annual General Meeting of Shareholders  
Vietnam Machinery Installation Corporation - JSC

Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020; and  
Law No. 03/2022/QH15 amending the Law on Enterprises;

Pursuant to the Charter on the organization and operation of Vietnam Machinery  
Installation Corporation - JSC;

The 2025 Annual General Meeting of Shareholders of Vietnam Machinery  
Installation Corporation - JSC (hereinafter referred to as "the Meeting") votes to approve  
the following Working Regulations:

### **CHAPTER I: GENERAL PROVISIONS**

#### **Article 1. Scope and Subjects of Application**

1. These Regulations apply to the organization of the 2025 Annual General  
Meeting of Shareholders of Vietnam Machinery Installation Corporation – JSC,  
specifying the rights and obligations of the participants, as well as the conditions,  
procedures, agenda, timing, and other matters related to the Meeting.

2. Shareholders and all participants in the Meeting are responsible for complying  
with and implementing the provisions set forth in these Regulations.

#### **Article 2. Time, Venue, and Agenda of the Meeting**

1. Agenda of the Meeting: The Corporation has provided prior notice to all  
shareholders

2. Time of the Meeting: From 8.30 am to ... on June 27, 2025

3. Venue of the Meeting: Head Office of the Corporation - 124 Minh Khai, Hai Bà  
Trung District, Hanoi.

### **CHAPTER II: RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE MEETING**

#### **Article 3. Shareholders Attending the Meeting**

1. Eligibility to Attend the Meeting: All shareholders holding shares of Vietnam  
Machinery Installation Corporation – JSC (hereinafter referred to as "the Corporation")  
whose names appear on the list of shareholders as of May 28, 2025, provided by the  
Vietnam Securities Depository and Clearing Corporation, are eligible to attend the  
General Meeting of Shareholders.

2. Rights and Obligations of Eligible Shareholders When Attending the General  
Meeting:

- a) Shareholders have the right to attend the General Meeting in person or  
authorize another person in writing to attend and vote at the Meeting



(hereinafter referred to as the "representative"). In the case of more than one representative, the specific number of shares and voting rights of each representative must be clearly identified. A representative attending the Meeting is not allowed to further authorize another person (a third party) to attend the Meeting.

- b) Shareholders or their representatives attending the Meeting must bring the following documents:
  - Citizen Identification Card/Identity Card/Passport;
  - Original authorization letter according to the Corporation's form (for the authorized person attending the Meeting)
- c) Registration for attending the Meeting: Shareholders and their representatives present the documents mentioned in point b) to the Credentials Verification Committee; receive the Voting Card, Ballot Paper, and Meeting documents.
- d) Shareholders or their representatives who wish to speak or discuss must obtain permission from the Presidium of the Meeting, speak briefly and focus on the key topics to be discussed, in accordance with the approved Meeting agenda. Issues that have already been raised by previous speakers should not be repeated to avoid duplication. Shareholders or their representatives may also write their questions on a question slip and submit it to the Secretariat to forward to the Presidium.
- e) Participate in voting on matters within the authority of the General Meeting according to the Corporation's Charter and the provisions of law.
- f) After listening to reports on matters to be approved, shareholders and their representatives will discuss and vote by ballot.
- g) During the Meeting, shareholders and their representatives must follow the instructions of the Presidium, behave politely and respectfully, and not cause disorder.
- h) Shareholders and their representatives who arrive after the Meeting has commenced, after completing the registration procedure, may participate in voting on the remaining matters on the approved Meeting agenda. In this case, the validity of votes already conducted will not be affected.

#### **Article 4. Presidium of the General Meeting**

1. The Presidium of the General Meeting consists of 4 members, including the Chairman (who is the Chairman of the Corporation's Board of Directors) and other members appointed by the Chairman to assist him/her. The Presidium conducts the Meeting and works based on the principle of democratic centralism, in accordance with the Corporation's Charter and legal regulations.

#### **2. Rights and obligations of the Presidium of the General Meeting:**

- a) Conduct the Meeting activities according to the agenda approved by the General Meeting; carry out necessary tasks to ensure the Meeting proceeds in



an orderly manner; and meet the expectations of the majority of attending shareholders.

- b) Guide shareholders, delegates, and the Meeting in discussions.
- c) Present drafts of necessary contents for the Meeting's voting.
- d) Answer or appoint someone to answer questions raised by shareholders that fall within the Meeting agenda.
- e) Resolve issues arising throughout the duration of the Meeting.
- f) The decisions of the Presidium regarding the order, procedures, or unforeseen events outside the Meeting agenda shall have the highest authority.

#### **Article 5. Eligibility Verifying Committee**

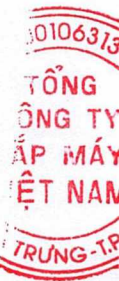
The Eligibility Verifying Committee is established by the Organizing Committee of the General Meeting; it is responsible for verifying the eligibility of shareholders and their representatives attending the meeting, determining their validity in accordance with the Corporation's Charter and legal regulations, cross-checking against the list of shareholders entitled to attend; issuing voting cards, ballot papers, and meeting documents; and reporting and taking responsibility for the verification results of shareholder eligibility before the General Meeting is officially conducted.

#### **Article 6. Secretariat of the General Meeting**

- 1. The Secretariat consists of two persons appointed by the Chairman.
- 2. The Secretariat performs assistance tasks assigned by the Presidium, including:
  - a) Taking full and accurate minutes of the Meeting.
  - b) Assisting the Presidium in announcing the draft Minutes and Resolutions of the Meeting, as well as announcements from the Presidium sent to shareholders upon request.
  - c) Receiving question slips from shareholders and their representatives.
  - d) Performing other related tasks.

#### **Article 7. Vote Counting Committee**

- 1. The Vote Counting Committee is nominated by the Presidium and approved by the General Meeting.
- 2. The Vote Counting Committee is responsible for:
  - a) Guiding and supervising the voting process of shareholders and their representatives.
  - b) Counting the votes, aggregating the ballots for each issue, preparing the vote counting minutes, and announcing the results to the Presidium, Secretariat, and the General Meeting.
  - c) Performing other tasks related to the voting process at the General Meeting.





### **CHAPTER III: CONDUCTING THE GENERAL MEETING**

#### **Article 8. Conditions for Holding the General Meeting**

The General Meeting of Shareholders shall be conducted when the number of shareholders and their representatives attending the meeting represents more than 50% of the total voting shares according to the finalized list of shareholders entitled to attend the General Meeting on May 28, 2025, provided by the Vietnam Securities Depository. In case the required quorum of shareholders is not met, the meeting shall be reconvened in accordance with the provisions of the Corporation's Charter.

#### **Article 9. Meeting Agenda and Discussion Contents of the General Meeting**

1. The meeting agenda must be approved by the General Meeting immediately after the opening. In case of any changes to the agenda compared to the meeting invitation notice, such changes must be approved by the General Meeting.

2. Shareholders and their representatives attending the General Meeting have the right to speak and discuss in accordance with the provisions at point d, clause 2, Article 3 of these Regulations.

3. Regarding questions raised by shareholders or their representatives that are within the Meeting agenda: the Presidium shall answer or appoint someone to answer immediately at the Meeting, or record the opinions to be forwarded to the Corporation's Board of Directors for response later according to their authority and relevant legal provisions; questions outside the Meeting agenda will be considered for response after the Meeting following the applicable procedures and regulations

#### **Article 10. Voting and Approval of Decisions at the General Meeting**

1. All matters on the agenda of the General Meeting must be approved by voting of all shareholders and their representatives attending the meeting using Voting Cards or Ballot Papers according to the number of shares owned and represented.

2. Voting methods and approval of decisions at the General Meeting: Matters on the agenda shall be voted on according to the Chairman's decision, using the method suitable to the course of the meeting, specifically:

a) Voting by raising Voting Cards: The Chairman requests shareholders and their representatives to raise their Voting Cards (Approve/Disapprove/Abstain) to vote on certain matters, including:

- The Meeting agenda, Working Regulations, Election Regulations, and the election of the Vote Counting Committee at the Meeting
- Proposals on dismissal and supplementary election of Board of Directors members;
- Minutes of the Meeting, Resolutions of the Meeting;
- Other matters as arise during the Meeting.

Decisions made by raising Voting Cards are approved if more than 50% of the total voting shares of all shareholders present and voting agree.



b) Voting by marking on Ballot Papers: Shareholders and their representatives vote by marking the corresponding box (Approve/Disapprove/Abstain) for each detailed item listed on the Ballot Paper. Invalid Ballot Papers include those:

- Not using the pre-printed form issued by the Organizing Committee or lacking the Corporation's seal
- Containing additional content added to the Ballot Paper.
- Having erasures or corrections without the shareholder's initials beside the change.
- Not signed or missing the shareholder's full name on the Ballot Paper.
- Not marked on any voting box or marked on more than one box for the same item.

c) Voting by marking on Election Ballots according to the Election Regulations of the General Meeting.

3. Conditions for the Resolution of the General Meeting to be approved:

a) The following matters shall be approved if shareholders representing at least 65% of the total voting shares of all shareholders present and voting at the meeting agree, except as otherwise provided in clauses 3, 4, and 6 of Article 23 of the Corporation's Charter:

- Amendments and supplements to the Charter of LILAMA;
- Types of shares and total number of each type;
- Increase or decrease of LILAMA's charter capital;
- Changes in business sectors and fields;
- Changes in LILAMA's organizational management structure;
- Investment projects or asset sales valued at 35% or more of the total asset value recorded in LILAMA's most recent financial statements;
- Reorganization or dissolution of LILAMA.

b) Other matters shall be approved if shareholders holding more than 50% of the total voting shares of all shareholders present and voting at the meeting agree, except for the cases mentioned in point a) above and clauses 3, 4, and 6 of Article 23 of the Corporation's Charter.

c) The results of the Board of Directors members' election shall be approved according to the Election Regulations of the General Meeting.

#### **Article 11. Minutes of the General Meeting**

1. All matters discussed during the meeting must be recorded in the Minutes of the General Meeting, which shall be announced before the Meeting.

2. The Minutes of the General Meeting must be prepared and approved before the closing of the Meeting in accordance with the Corporation's Charter and applicable laws.

3. The Minutes of the General Meeting shall be kept at the Corporation





**CHAPTER IV: IMPLEMENTING PROVISIONS****Article 12. Effectiveness**

This Regulation consists of 05 pages and 12 Articles, takes effect immediately upon approval by the General Meeting, and serves as the basis for holding the 2025 Annual General Meeting of Shareholders of Vietnam Machinery Installation Corporation - JSC.

**ON BEHALF OF THE GENERAL MEETING OF  
SHAREHOLDERS  
CHAIRMAN OF THE BOARD OF DIRECTOR**

**Bui Duc Kien**