

Hanoi, May 8, 2025



**(DRAFT) WORKING REGULATION
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
SONG DA 6 JOINT STOCK COMPANY**

Article 1. Scope of regulation and applicable subjects:

The Working Regulations of the 2025 Annual General Meeting of Shareholders (GMS) of Song Da 6 Joint Stock Company are adjusted within the scope of contents related to the 2025 Annual General Meeting of Shareholders of the Company and apply to all Shareholders, authorized representatives of shareholders, members of the Board of Directors, members of the Board of Supervisors, guests (if any) attending the 2025 Annual General Meeting of Shareholders and the Organizing Committee of the Company's Annual General Meeting of Shareholders, and related persons attending and serving at the Annual General Meeting of Shareholders.

Article 2. Conditions for conducting a General Meeting of Shareholders:

The General Meeting of Shareholders shall be conducted when it is participated by a number of shareholders that represent more than 50% of the votes. Total number of voting shares, according to the list of Shareholders closed by Vietnam Securities Depository and Clearing Corporation (VSDC) on April 1, 2025.

Article 3. Participants of the General Meeting of Shareholders:

1. Shareholders, authorized representatives of Shareholders according to the list of Shareholders finalized by Vietnam Securities Depository and Clearing Corporation (VSDC) on April 1, 2025;

2. Board of Directors of the Company;

3. Board of Supervisors of the Company;

4. Guests (if any);

5. Representative of the auditing organization; as prescribed in Clause 4, Article 273, Decree No. 155/2020/ND-CP, dated December 31, 2020 of the Government.

"... In case the Audit Report of the company's annual financial statements contains material exceptions, contrary audit opinions or rejections, the public

company must invite a representative of the approved auditing organization to audit the company's financial statements to attend the Annual General Meeting of Shareholders and the representative of the above approved auditing organization is responsible for attending the Annual General Meeting of Shareholders of the public company”.

6. Organizing Committee of the Company's General Meeting of Shareholders.

Article 4. General requirements:

1. All Shareholders and delegates attending the General Meeting must wear appropriate and polite clothing.

2. Shareholders entering the General Meeting room must comply with the arrangements of the General Meeting Organizing Committee.

3. Do not smoke in the General Meeting room; do not move around without permission, do not talk privately to affect the General Meeting, and keep your cell phone on vibrate mode.

4. Strictly comply with the regulations of the General Meeting and the General Meeting Organizing Committee; properly implement the regulations in the General Meeting Working Regulations.

Article 5. Chairman, powers and duties of the Chairman:

1. The Chairman of the Meeting includes: Chairman of the Board of Directors, member of the Board of Directors and General Director, Head of the Company's Board of Supervisors.

2. Powers and duties of the Chairman:

a. Approve the agenda and working regulations of the General Meeting;

b. Manage the activities of the General Meeting according to the approved General Meeting agenda;

c. Guide shareholders to discuss according to the agenda and content of the General Meeting;

d. Respond to shareholders' comments;

e. Instruct Shareholders on how to vote;

f. Other rights as prescribed in Article 27 of the Company Charter.

Article 6. Secretary of the General Meeting:

1. Secretary appointed by the Chairman of the General Meeting: 01 person;

2. Secretary's duties:

a. Record the Minutes of the Meeting;

b. Draft Resolution of the General Meeting;

- c. Receive registration forms for shareholders to comment;
- d. Report on draft Resolution of the General Meeting, Minutes of the General Meeting;
- e. Other tasks assigned by the Chairman.

Article 7. Rights and obligations of Shareholders attending the General Meeting of Shareholders (or authorized representatives of shareholders):

1. Speak at the General Meeting after registering according to regulations and being approved by the Chairman, ensuring compliance with the General Meeting program content.
2. Exercise voting rights on issues submitted by the Board of Directors and the Board of Supervisors to the General Meeting of Shareholders.
3. Comply with the Working Regulations of the General Meeting and the direction of the Chairman.

Article 8. Procedure for making comments at the General Meeting:

Shareholders register to comment through the Secretary or raise their ballots to request to comment and may comment when introduced by the Chairman. Comments should address the issues reported by the Board of Directors and the Board of Supervisors and submitted to the General Meeting of Shareholders for approval. Comments must be concise, avoid repetition, and align with the approved content and agenda of the General Meeting.

Article 9. Rights and obligations of the Shareholder Eligibility Verification Committee:

The Shareholder Eligibility Verification Committee consists of one (01) Head of the Board who is the Head of the Company's Board of Supervisors and members decided by the Company's Board of Directors (BOD) to perform the following functions and tasks:

1. Verify the eligibility of Shareholders or authorized representatives of Shareholders before attending the General Meeting.
2. Verify the eligibility of Shareholders exercising their voting rights remotely, online and by proxy through documents sent before the General Meeting and ensuring the prescribed time.
3. Report to the General Meeting on the results of the verification of the eligibility of Shareholders attending the General Meeting at the following times: Before the opening of the General Meeting; and before each vote of the General Meeting if there is a change in the number of Shareholders registered to attend the General Meeting (Shareholders arriving late or registering to attend the meeting).

Article 10. Vote Counting Committee, rights and duties of Vote Counting Committee:

The Vote counting committee is approved by the General Meeting of Shareholders in terms of number and personnel as proposed by the Chairman:

1. Vote counting committee: Consists of a Head and 04 members;
2. The Vote counting committee works independently and is responsible for the accuracy of the ballot counting results;
3. Duties of the Vote Counting Committee: Guiding shareholders in voting, collecting shareholders' ballots, counting ballots and making minutes of vote counting;
4. Report the vote counting results to the General Meeting.
5. The Vote Counting Committee is responsible for keeping, preserving and handing over all voting ballots and vote counting minutes to the Board of Directors after the end of the General Meeting.

Article 11. Voting method:

1. Shareholders (or authorized representatives of shareholders) are given voting ballots by the Organizing Committee.

2. The number of voting rights of a Shareholder for each issue to be voted on corresponds to the number of shares owned and the number of authorized shares (if any);

3. There are 2 types of voting cards and voting ballots, including:

a. Voting card (pink): Shareholders use it to vote to approve the content of the General Meeting agenda, the General Meeting's Working Regulations, elect the Vote Counting Committee, vote to approve the General Meeting Resolution, and ask for comments.

b. Voting ballot (blue): Shareholders use it to vote to approve issues within the authority of the General Meeting of Shareholders.

c. The content of the voting issues is pre-printed on the ballot and there are 3 voting options (approve, disapprove, abstain) for each issue. Shareholders decide which voting option for each issue by marking an **X** on the option for that issue. Each issue passed by the General Meeting of Shareholders can only be voted on 01 option.

d. The voting ballot must be signed by the Shareholder and his/her full name must be clearly stated;

e. Valid voting ballot: a ballot issued by the Organizing Committee of the General Meeting, with an **X marked** on 01 of 03 voting options for all issues that need to be approved by the General Meeting of Shareholders and signed by the Shareholder (or authorized representative).

f. Invalid ballots: Ballots not issued by the Organizing Committee of the General Meeting; ballots without an **X** on the issues that need to be approved by the General Meeting of Shareholders; ballots with an **X** on both 02 or 03 options of the same issue approved by the General Meeting of Shareholders and ballots

without the signature of the Shareholder (or the authorized representative of the Shareholder).

Article 12. Conditions for ratification of resolutions of the General Meeting of Shareholders:

1. Resolutions on the following issues will be ratified if approved by shareholders representing 65% or more of the total votes of all shareholders attending the meeting, except for the cases specified in Clauses 3, 4 and 6, Article 148 of the Law on Enterprises:

- a. Types of shares and total number of shares of each type;
- b. Change of the company's business lines;
- c. Change of the company's organizational structure;
- d. Investment or sale of assets that are worth at least 35% of the total assets written in the latest financial statement, unless another ratio or value is specified in the company's charter;
- dd. Reorganization and dissolution of the Company;

2. Resolutions will be ratified when it is voted for by a number of shareholders that hold more than 50% of the total votes of all shareholders attending the meeting, except for the cases specified in Clause 1 of this Article and Clauses 3, 4, 6, Article 148 of the Law on Enterprises.

3. Resolutions of the General Meeting of Shareholders ratified by 100% of the total number of voting shares are legal and effective even if the order and procedures for convening the meeting and passing the resolution violate the provisions of the Law on Enterprises and the Company Charter .

Article 13. Minutes of the General Meeting:

1. The content of the General Meeting is recorded in the Minutes. The General Meeting Chairman and the General Meeting Secretary are responsible for the accuracy and truthfulness of the General Meeting Minutes.

2. The minutes of the General Meeting are published before the General Meeting and approved by the General Meeting before the closing of the General Meeting;

3. Minutes of the General Meeting, Minutes of shareholder eligibility verification, Minutes of vote counting and other documents recording the proceedings and results of the General Meeting are stored at the Company's head office.

4. Minutes of the General Meeting of Shareholders must be sent to all Shareholders within fifteen (15) days from the end of the General Meeting; or published on the Company's website within 24 hours after the end of the General Meeting.

5. The Minutes of the General Meeting are the basis for issuing the General Meeting Resolution.

Article 14. Resolution of the General Meeting:

The Resolution of the General Meeting is read at the General Meeting for approval by the Shareholders, sent to the Shareholders within fifteen (15) days from the end of the General Meeting; or published on the Company's website within 24 hours after the end of the General Meeting.

Article 15. Implementation clauses:

1. This Regulation consists of 15 Articles and takes effect immediately after being approved by the General Meeting of Shareholders.
2. The General Meeting of Shareholders decides on amendments and supplements to this Regulation./.

**ON BEHALF OF THE BOARD OF
DIRECTORS
CHAIRMAN**



Dang Quoc Bao