PETROLEUM TRADING **JOINT STOCK COMPANY**	**SOCIALIST REPUBLIC OF VIET NAM** **Independence – Liberty – Happiness**
No: 25 /QD-TMDK	*Ho Chi Minh City, April 23, 2025*

DECISION

Regarding the issuance of the amended and supplemented financial regulations of the Petroleum Trading Joint Stock Company

SHAREHOLDERS' MEETING
PETROLEUM TRADING JOINT STOCK COMPANY

- Based on the Charter of Organization and Operation of the Petroleum Trading Joint Stock Company dated April 23, 2022, which stipulates the powers and duties of the Board of Directors;
- Based on the Resolution of the 2025 Annual General Meeting of Shareholders of the Petroleum Trading Joint Stock Company;
- Considering the proposal of the Company's Board of Directors,

DECISION:

Article 1. Issued together with this Decision is the amended and supplemented financial regulation of the Petroleum Trading Joint Stock Company.

Article 2. This Decision takes effect from the date of signing.

Article 3. The Board of Directors, Executive Board, and Heads of the Company's functional departments are responsible for implementing this Decision.

ON BEHALF OF THE
SHAREHOLDERS' MEETING
CHAIRMAN OF THE BOARD OF DIRECTORS

M.S.D.N:0305447723-C.T.C.P
CÔNG TY CỔ PHẦN THƯƠNG MẠI DẦU KHÍ
QUẬN 7-T.P HỒ CHÍ MINH

Vo Khanh Hung

FINANCIAL REGULATIONS

PETROLEUM TRADING JOINT STOCK COMPANY (PETECHIM)

(Issued together with Decision No. 25 /QD-TMDK dated 23 / 04 / 2025 of the General Meeting of Shareholders of the Petroleum Trading Joint Stock Company).

CHAPTER I: GENERAL PROVISIONS

Article 1: Subjects and Scope of Application

1.1 This Regulation stipulates the financial management of Petroleum Trading Joint Stock Company (hereinafter referred to as the "Company"), issued by the Board of Directors to serve the financial administration during the Company's operations.

1.2 In addition to the provisions of this Regulation, the Company's financial management is to be conducted in accordance with the applicable laws and the Company's Charter.

Article 2: Interpretation of Terms

2.1 **Enterprise Law**: Refers to Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, including its guiding documents.

2.2 **Accounting Law**: Refers to Law No. 88/2015/QH13 passed by the National Assembly of the Socialist Republic of Vietnam on November 20, 2015, and related guiding documents.

2.3 **Company**: Refers to Petroleum Trading Joint Stock Company, established and operating under the Enterprise Law and current applicable laws.

2.4 **Charter**: Refers to the Charter of organization and operation of the Company and any amendments, supplements approved by the General Meeting of Shareholders.

2.5 **BOD (Board of Directors)**: The Board of Directors of the Company.

2.6 **Chairman of the BOD**: The Chairman of the Board elected by the BOD.

2.7 **CEO (Chief Executive Officer)**: The General Director of the Company.

2.8 **FA (Fixed Assets)**: The Company's fixed assets.

2.9 **Supervisory Board**: The Company's supervisory body with functions, duties, and authority as defined in the Company Charter.

2.10 **Capital**: Includes charter capital, mobilized capital, and other types of capital of the Company in accordance with applicable laws and the Charter.

2.11 **Charter Capital**: The total par value of shares sold and fully paid by shareholders, recorded in the Company Charter.

2.12 **Mobilized Capital**: Capital raised by the Company through bond issuance, borrowing from domestic and international organizations or individuals, and other lawful forms.

2.13 **Economic and financial transactions**: Refers to specific activities that increase or decrease the Company's assets or asset sources.

2.14 **Accounting period**: The time frame from the beginning of bookkeeping to the end of closing books and preparing financial reports as required by accounting laws.

2.15 **Accounting document**: Documents or information carriers as prescribed by law that record completed economic and financial transactions and serve as the basis for bookkeeping.

2.16 **Accounting records**: Include accounting documents, books, financial statements, audit reports, and other related records in both paper and electronic formats as required by law.

2.17 **Company assets**: Economic resources under the Company's ownership and use, including current assets, fixed assets, long-term financial investments, unfinished construction costs, long-term deposits and guarantees, and other property rights as prescribed by law.

2.18 **Force majeure**: Events beyond human control disrupting the Company's business operations, including but not limited to natural disasters (fire, flood, earthquake), social incidents (strikes, riots, war), new legal regulations, or other unforeseen and unavoidable causes despite all necessary efforts.

2.19 **Law**: Includes codes, laws, decrees, circulars, and guiding documents issued by competent state agencies and applicable to the Company.

Article 3: Principles of Financial and Accounting Management

3.1 The Company applies a unified financial and accounting system in accordance with its Charter. This system complies with current laws and is registered with competent state agencies.

3.2 The Company performs comprehensive accounting and exercises financial autonomy in business, ensuring compliance with laws, the Charter, and this Regulation. The Company is responsible for the management, preservation, and development of business capital.

3.3 The Company is responsible for fulfilling its tax and other financial obligations under applicable law and this Regulation.

3.4 The Company performs financial management through the inspection and supervision of all financial activities to ensure compliance with this Regulation.

3.5 The Company has the right to restructure its capital and assets in line with its business strategy.

Article 4: Functions and Duties of the Accounting Department

4.1 The accounting department acts as the central unit in processing the Company's economic and financial transactions, within the scope of its functions, and is accountable to the CEO and BOD for accounting operations and the management of accounting books and documents.

4.2 The accounting department has the following specific duties:

- Collect and process accounting information and data based on objects and accounting tasks in accordance with accounting standards and regimes;
- Monitor and supervise all financial revenues and expenditures, payment and collection obligations, asset management, and asset formation sources;
- Analyze accounting information and data; advise and propose financial and management solutions to serve the Company's operations;
- Provide accounting data and information as prescribed by law;
- Perform other tasks in accordance with the Company Charter and this Regulation.

CHAPTER II: ACCOUNTING REGIME

Article 5: Applied Accounting Regime

5.1 The corporate accounting regime applied by the Company includes the accounting document regime and the account system as stipulated by the Ministry of Finance.

5.2 The Company is responsible for fully complying with accounting and statistical principles in accordance with current laws. All economic and financial transactions arising during business operations, especially those involving expenditure, must have original supporting documents in the Company's standard format, and must be recorded fully, continuously, and accurately.

5.3 Accounting documents must contain all required elements in accordance with legal regulations. Documents reflecting economic relationships between the Company and external legal entities must bear the signature of the controller (chief accountant) and the approver (CEO or authorized personnel), and the Company seal. For documents related to the sale of goods or provision of services, tax rate and payable tax amount must also be included, in accordance with invoice regulations.

5.4 Providing accounting documents and books to external parties is only allowed upon approval from the CEO or as prescribed by law.

Article 6: Accounting Period

6.1 The Company applies an annual accounting period. The fiscal year runs from January 1st to December 31st of the Gregorian calendar year.

6.2 The first accounting period starts from the date the Company is granted the business registration certificate and ends on the last day of the fiscal year as defined above.

Article 7: Preservation and Archiving of Accounting Documents

7.1 Types of accounting documents to be archived include:

- Accounting documents;
- Detailed and general accounting books;
- Financial statements;
- Other related accounting materials such as: contracts, decisions on capital increase from retained earnings, profit distribution, tax exemption/reduction/return decisions, audit and inspection reports, dissolution/merger/split/reorganization documents, and any other accounting-related documents (in both physical and electronic form).

7.2 Preservation and storage responsibilities:

- Accounting documents must be preserved fully and safely during use. Accounting staff are responsible for safeguarding the documents they use.
- Archived documents must be original copies as prescribed by law. If documents are detained, confiscated, lost, or destroyed, a written report and photocopy must accompany the record.
- If a document has only one original and needs to be archived in two places, one location will keep a certified copy.
- Archived documents must be complete, systematic, classified, and filed by fiscal year and chronological order.

7.3 Accounting documents are stored in the Accounting Department and the Company's archive room managed by the Office.

7.4 Retention period: As prescribed by the current accounting laws.

7.5 Destruction of documents: Follows the Company's general policies on document retention and disposal.

Article 8: Accounting Document Templates

8.1 Accounting document templates applied in the Company include:

Documents classified into 5 indicators:

- Labor and salary indicators;
- Inventory indicators;

- Sales indicators;
- Monetary indicators;
- Fixed Asset (FA) indicators.

Other accounting documents.

8.2 Contents of accounting documents must include:

- Name and reference number of the document;
- Date of preparation;
- Name and address of the unit or individual preparing the document;
- Name and address of the unit or individual receiving the document;
- Content of the economic or financial transaction;
- Quantity, unit price, and amount in numbers; total amount written in both figures and words for payment documents;
- Signatures, full names of the preparer, approver, and related persons.

8.3 Accounting documents must be prepared with all required copies. They must be clear, honest, and complete. Blank spaces must be crossed out. Erasures or overwriting are prohibited. In case of errors, the document must be canceled without detaching from the booklet.

8.4 Strictly prohibited acts:

- The authorized person or chief accountant signs blank or pre-printed documents;
- Signing blank checks;
- Distorting the content of documents;
- Altering or erasing accounting records;
- Destroying documents without permission;
- Legalizing invalid accounting documents.

8.5 Signing of accounting documents:

- All documents must be duly signed by persons in the designated roles. Signatures must be made using ballpoint or fountain pens. Red ink or pencils are not permitted.
- No signature is allowed on incomplete or blank documents.

8.6 Accounting Document Circulation Procedure:

The procedure and timing for the circulation of accounting documents shall be stipulated by the Chief Accountant. Original documents prepared internally or received from external sources must be submitted to the accounting department. The accounting department is responsible for thoroughly verifying these documents, and only after verification and confirmation of their accuracy may they be used to record accounting entries.

The circulation procedure of accounting documents must comply with the following steps:

- Preparing accounting documents and recording economic and financial transactions in the documents;
- Verifying accounting documents;
- Recording in accounting books;
- Archiving and preserving accounting documents.

8.7 Verification of Accounting Documents

- Checking the clarity, truthfulness, and completeness of the data presented in the documents;
- Checking the legality and validity of the economic and financial transactions;
- Verifying the accuracy of figures and information in the accounting documents;
- Checking compliance with internal management regulations by those who prepare, verify, or approve each type of transaction.

8.8 When verifying accounting documents, if any errors or violations of the Company's regulations are detected, the accounting department is responsible for notifying the competent authority for timely resolution.

Article 9: Accounting Book Regime

9.1 The Company uses the accounting book system in accordance with the fiscal year, in compliance with legal provisions.

Books are prepared based on accounting software in standard formats, including:

- **General ledgers**: Journal books and main ledgers;
- **Detailed accounting books**: Subsidiary ledgers and detailed accounting cards.

9.2 Accountants must record entries according to the software's instructions, ensuring completeness and accuracy in compliance with accounting standards and Company policies.

9.3 All accounting entries must be supported by valid accounting documents. No entry may exist without legal documentation.

9.4 Books must be strictly managed. Responsibility for recording is clearly assigned through user permissions in the software system.

Article 10: Accounting Form

The Company applies the **"Voucher Journal"** method as its accounting form.

Article 11: Financial Reporting

11.1 The Company prepares the following financial statements:

- Balance Sheet;
- Income Statement;
- Cash Flow Statement;
- Notes to the Financial Statements.

11.2 Principles for financial reporting:
Reports must comply with current accounting standards and regimes, reflecting the Company's financial position, business results, and cash flows.

11.3 Figures must be accurate, complete, and based on accounting books. Reports must comply with both standards and internal regulations.
Within 15 days after the end of each quarter, the Company must complete and submit financial reports to relevant authorities and disclose information as required.

11.4 Within 30 days of fiscal year-end, the Company must complete its annual financial statements.

CHAPTER III: FINANCIAL MANAGEMENT

SECTION 1: MANAGEMENT AND USE OF CAPITAL

Article 12: Charter Capital

12.1 The Company's charter capital is the amount recorded in the Company Charter, formed through capital contributions via share issuance. The use, increase, or decrease of charter capital must comply with the provisions of the Company Charter.

12.2 The General Meeting of Shareholders decides on the increase of charter capital when necessary, based on retained earnings, additional shareholder investments, new share issuances, or other legally allowed methods.

12.3 Reduction of charter capital is also decided by the General Meeting of Shareholders, provided that the remaining capital ensures the normal operation of the Company.

Article 13: Capital Mobilization

13.1 In addition to charter capital, the Company may mobilize capital for business development, ensuring financial safety. All forms of capital mobilization must comply with legal regulations and must not alter the ownership structure of the Company.

13.2 Permissible forms of capital mobilization include:

- Issuing additional shares;
- Borrowing from credit institutions or other organizations and individuals;
- Issuing various types of bonds;
- Receiving capital contributions from joint ventures or partnerships;
- Other lawful methods.

13.3 The authority to decide on capital mobilization follows the hierarchy defined in the Company Charter.

13.4 The CEO is responsible for the purpose and effectiveness of mobilized capital usage, as well as for debt repayment as committed in agreements.

13.5 The mobilization of capital must comply with the provisions of current laws and the Company's Charter.

Article 14: Capital Management and Use

14.1 The BOD and CEO have the right to manage and flexibly use all contributed capital and other lawful funds for business operations aimed at generating profit. They are accountable to the General Meeting of Shareholders for capital preservation, effectiveness, and ensuring the rights of shareholders and employees.

14.2 The Company must formulate investment plans and long-term/annual financial plans in line with its strategy and in accordance with the law.

14.3 Assets must be used for the Company's intended business purposes. Shareholders do not own assets individually, even those contributed to the charter capital. The Company selects investment plans for fixed assets, technological upgrades, or restructuring fixed assets to increase usage efficiency and capital effectiveness. Investment decisions must follow the authority levels defined in the Company Charter.

Article 15: Capital Preservation and Development

The Company ensures capital preservation through the following measures:

15.1 Complying with regulations on capital, asset management, profit distribution, and financial/accounting regimes;

15.2 Purchasing insurance for assets as required by law;
15.3 Applying guarantees or collaterals (including bank guarantees or credit guarantees for qualified customers) in deferred transactions.
15.4 Timely resolution of damaged assets or unrecoverable debts, including risk provisions:

- Provision for inventory devaluation;
- Provision for bad debts;
- Provision for long-term investment devaluation;
- Other legally defined capital preservation measures.

15.5 The CEO issues specific regulations for handling losses, bad debts, and risk provisions.

Article 16: Management of Payables

16.1 Maintain detailed records of all payables, including interest.
16.2 Pay debts on time as agreed.
16.3 Analyze payment capacity, detect difficulties early, and propose timely solutions.
16.4 Regularly reconcile with creditors and classify debts, analyze overdue amounts, and address issues.
16.5 Exchange rate differences related to foreign-currency debts must be handled properly.
16.6 For debts with unidentified creditors or over 1 year without claims, the Chief Accountant must report to the CEO for resolution.
16.7 The CEO is responsible for managing payables and deciding how to handle outstanding debts.

Article 17: Investment Outside the Company

17.1 The Company may use its capital, assets, and land-use rights for external investments in accordance with the Charter and the law.
17.2 Forms of external investment:

- Contributing capital to establish joint-stock, limited liability, or partnership companies;
- Purchasing shares or capital in other companies;
- Acquiring other companies;
- Purchasing bonds for interest;
- Other legal investment forms.

17.3 The General Meeting of Shareholders approves investments amounting to 35% or more of the Company's total assets per latest financial statements.

17.4 The BOD handles investments under this threshold and may delegate the CEO to execute purchases of stocks/bonds per approved plans. The CEO must report back within 15 days.

17.5 All investments must be effective, preserve and grow capital, and align with the Company's goals.

17.6 The Company must not invest in businesses owned or managed by relatives of members of the BOD, Supervisory Board, Executive Board, or Chief Accountant.

Article 18: Sale of Company Shares in Other Enterprises

18.1 The Company may transfer part or all of its capital invested in other enterprises. Authority to decide such transfers follows the same hierarchy as investment decisions.

18.2 Transfers must comply with the target company's charter and applicable legal regulations. The sale price must follow market value.

SECTION 2: MANAGEMENT AND USE OF ASSETS

Article 19: Company Assets

The Company's assets include tangible and intangible assets acquired via capital contributions, purchases, and investments. These assets are owned by the Company and used for generating economic benefits through its operations.

Article 20: Investment and Procurement of Assets

Investments and purchases must follow proper procedures, align with business objectives, and enhance asset utilization and business expansion.

Authority levels based on asset value (as per latest financial statements):

- ≥35%: General Meeting of Shareholders decides;
- 10%–<35%: BOD decides, then reports to the General Meeting of Shareholders;
- <10%: CEO decides based on BOD-approved plans, and must report to BOD and shareholders.

Unplanned urgent purchases are allowed under CEO's discretion but must not exceed 10% of the approved annual financial plan.

Investment procedures must follow legal and construction regulations. The CEO is responsible for execution and outcomes.

Article 21: Cash Asset Management

Cash on hand:

21.1 The treasurer is directly responsible for managing and recording cash inflows and outflows.

21.2 No cash disbursement is allowed without vouchers and approvals.

21.3 The maximum cash on hand is VND 500 million; any excess must be deposited in bank accounts.

21.4 Monthly/quarterly/yearly or ad-hoc inventory checks must be conducted, signed by all relevant parties.

21.5 Any discrepancies must be explained, and responsible individuals must compensate if at fault.

Cash at bank:

21.6 All bank transactions must follow legal and institutional procedures.

21.7 The Company must regularly reconcile bank balances and correct discrepancies.

Article 22: Management of Advances

22.1 This article applies to Company employees.

22.2 When requesting an advance for business purposes, employees must submit an advance request form approved by the Chief Accountant and Executive Board. The form must specify the amount, purpose, and repayment timeline.

22.3 Within 15 working days of completing the task (or each stage), the employee must submit a settlement request and necessary documents to the Finance-Accounting Department. If not submitted on time, the accountant is authorized to deduct the advance from the employee's salary until full repayment.

22.4 At the end of each quarter or year, the responsible accountant prepares a reconciliation and confirmation of outstanding advances with each individual. Any discrepancy must be resolved and approved by the appropriate authority.

Article 23: Management of Receivables

23.1 The Company must track receivables by customer, including total debt, amount collected, and remaining balance.

23.2 The accounting department manages, tracks, reconciles, and proposes solutions for bad debts.

23.3 The business department is responsible for debt collection and assisting with reconciliation and analysis.

23.4 At year-end, the Company reconciles debts with customers through a debt confirmation form signed by all parties.

23.5 The Company may sell receivables under legal regulations. Sale prices are negotiated. Differences between sale value and receivable value are handled like uncollectible debts—after any compensation from responsible parties, the rest is covered by the bad debt provision. If insufficient, it is recorded as business expense. If large, it may be amortized over a maximum of two fiscal years.

23.6 Bad debts are those overdue per contract or expected to be uncollectible. The Company must create provisions for them as per regulations.

23.7 The Company continues to monitor uncollectible debts off the balance sheet and seeks recovery. The CEO must report these debts and proposed resolutions to the BOD in a timely manner.

Article 24: Inventory Management

24.1 The Company's inventory includes goods purchased for resale that remain in stock, raw materials, fuel, materials, tools, and equipment that have been purchased or are in transit for production and business purposes. The Company's inventory must be closely monitored and managed in terms of value, quantity, and quality. The accountant responsible for inventory must maintain detailed records for each type of goods, ensuring full updates on stock in – stock out – and balances.

24.2 Inventory is valued, tracked, and accounted for based on historical cost, including all actual expenses directly attributable to bringing the inventories to their current location and condition. The Company shall adopt an inventory tracking and accounting method in compliance with applicable laws and current accounting standards.

24.3 At the time of closing the books for the annual financial report, if there is concrete evidence that the net realizable value of any inventory item is lower than its recorded cost, the Company must make a provision for inventory devaluation in accordance with applicable accounting regulations and laws.

Article 25: Fixed Assets

25.1. The Company's fixed assets (FAs) include tangible fixed assets, intangible fixed assets, and finance-leased assets. Determination of standards, original cost, and useful life of fixed assets shall follow current legal regulations.

25.2. All fixed assets must be numbered, tagged, and accompanied by a separate asset file (including: minutes of asset handover, economic contracts, asset purchase invoices, construction estimates and settlements, and other relevant documents). They must be recorded in the asset monitoring register and maintained according to current legal regulations.

25.3. Fixed assets shall be categorized based on classification criteria as prescribed by the Ministry of Finance. Each fixed asset must be managed based on its original cost, accumulated depreciation, and net book value.

25.4. Assets subject to ownership registration must be registered in accordance with applicable laws.

25.5. Assets must be specifically assigned to individual units or persons within the Company who are responsible for their management and use. When using Company assets, units and individuals must:

a)Preserve and properly use the assets assigned to them.

b)Any changes in asset custody within a unit must be approved by department management. The handover minutes must state the condition of the asset and be witnessed by the Company Office.

c) Individuals assigned to manage and use assets must not unilaterally alter the shape, value, location, or function of the asset without the unit leader's approval. Maintenance, upgrades, and repairs must follow Company policies.

25.6. To ensure the safe use of assets, the Company is responsible for purchasing asset insurance and/or making risk provisions when necessary.

25.7. The Company shall choose an appropriate depreciation method for fixed assets that suits business conditions in each period, but the depreciation must not be lower than the actual wear and tear. The Board of Directors and General Director shall determine the specific depreciation rate, but not lower than the rate prescribed by the Ministry of Finance.

25.8. The use of accelerated depreciation is encouraged for fixed assets subject to rapid technological obsolescence or high operational risks.

25.9. Fully depreciated fixed assets still in use shall not be further depreciated but must continue to be managed and used as regular assets during the Company's operations.

25.10. The accounting department must prepare monthly (or quarterly) depreciation schedules to manage the residual value of assets and calculate business costs according to current financial regulations.

Article 26: Liquidation and Sale of Assets

26.1 The liquidation and sale of assets must comply with the Company's Charter and current relevant laws.

26.2 Any difference between the recovery value (if any) upon liquidation/sale of assets and their net book value, along with disposal costs, shall be recorded in the Company's business results in accordance with current accounting regulations.

26.3 The authority to decide on the liquidation or sale of assets must align with the authority to decide on investment and asset procurement, as provided in the Company's Charter.

Article 27: Leasing, Mortgaging, and Pledging of Assets

27.1 The Company may lease, mortgage, or pledge assets under its ownership based on principles of efficiency, capital preservation and development, and strict compliance with the Civil Code and other applicable laws.

27.2 The authority to lease, mortgage, or pledge assets must align with the authority for asset investment and procurement decisions.

Article 28: Use of Company Assets as Collateral

28.1 The Company may use its assets as collateral to secure business operations, based on principles of efficiency and capital preservation.

28.2 Persons authorized to make investment and asset procurement decisions are entitled to decide on using such assets as collateral:

a) The General Director is authorized to use assets as collateral for obligations with a value under 10% of the total asset value shown in the Company's latest financial report.

b) The Board of Directors shall decide on collateral use for obligations ranging from 10% to under 35% of total asset value in the latest financial report.

c) The General Meeting of Shareholders shall decide on collateral use for obligations equal to or exceeding 35% of the total asset value stated in the latest financial report.

28.3 The use of assets as collateral must comply with the Civil Code and other current legal regulations.

Article 29: Asset Inventory and Loss Handling

29.1 Asset Inventory:

Before closing accounting books to prepare annual financial statements, or after natural disasters, war, or other causes leading to asset changes, or under the direction of the State, the Company must conduct inventories to reassess the quantity of assets (fixed assets, long-term investments, current assets, and short-term investments), compare with accounting records to determine any surplus or shortage, identify the causes and responsibilities of relevant individuals, and determine material compensation (if any) in accordance with regulations.

29.2 Handling of Asset Losses:

Assets lost, missing, damaged, degraded, obsolete, outdated due to regular or ad-hoc inventory must be evaluated for the loss value, causes, and responsibility, and handled as follows:

a) If caused by subjective faults of individuals or groups, the responsible party must compensate as prescribed by law. The Board of Directors (BOD) decides the compensation amount and is accountable for that decision.

b) If the lost asset was insured, the handling follows the insurance policy.

c) The value of the loss, after deducting compensation from individuals, organizations, and insurers, shall be accounted into business expenses for the current period.

d) In exceptional cases of objective force majeure losses (e.g., natural disasters, fires), where lawful sources have been mobilized but cannot cover the damage, the Company shall develop a handling plan to present to the General Meeting of Shareholders. Based on their opinion, the CEO shall decide the handling within their authority.

The Company is responsible for timely handling of asset losses. If losses are not handled or dishonestly reported, the BOD/CEO will be held accountable before the General Meeting of Shareholders/the BOD.

Article 30: Asset Revaluation

30.1 The Company shall revalue its assets in the following cases:

a) As required by competent State authorities;

b) As decided by the General Meeting of Shareholders;

c) During ownership transformation of the Company;

d) When using assets for investment outside the Company;

e) Other cases as stipulated by applicable laws.

30.2 Asset revaluation involves assessing asset conditions (quality, technical features) and market price at the time of valuation to determine real value, serving as a basis to adjust capital and asset values.

30.3 The revaluation and handling of increases or decreases in asset value must follow State regulations and decisions of the General Meeting of Shareholders for each specific case.

30.4 The revaluation must be conducted precisely, seriously, objectively, and responsibly, and must comply with relevant legal provisions and Vietnamese accounting standards.

SECTION 3: REVENUE, EXPENSES, AND BUSINESS PERFORMANCE

Article 31: Revenue and Other Income

31.1 The Company's revenue includes revenue from regular business operations, financial activities, and other income.

31.2 Revenue from regular business activities includes revenue from supplying materials, equipment, ship agency, forwarding services, entrusted import-export, and other business activities as per applicable accounting regulations.

31.3 Financial revenue includes income from joint ventures, associates, investments with organizations/individuals, interest from loans, deposits, installment payments, trade discounts, income from asset leasing or transfer, foreign exchange gains, exchange rate differences, capital transfer, and other financial income per legal and accounting standards.

31.4 Other income includes proceeds from asset liquidation/sale, contractual penalties, recoveries of bad debts, liabilities with no creditor identified, bonuses from clients not included in sales revenue, donations, previously omitted legitimate business income, and other lawful income in compliance with tax and accounting laws.

Article 32: Business Expenses and Cost Determination Principles

32.1 Business expenses are all incurred costs related to the Company's operations during the fiscal year, including business, financial, and other expenses.

32.2 All expenses must comply with legal regulations, the Company's policies, and economic-technical norms. Invoices and documents must be valid and properly recorded as required by the Ministry of Finance.

Article 33: Business Operating Expenses

These include:

a) **Operating expenses:**

(i) Costs of raw materials, fuels, energy, semi-products, outsourced services (based on actual use and cost), tools allocation, fixed asset repairs, and provisions for major repairs;

(ii) Depreciation of fixed assets;

(iii) Salaries and wages, Board of Directors and Supervisory Board allowances;

(iv) Statutory insurance and trade union contributions;

(v) Business transactions, brokerage, hospitality, marketing, advertising, events;

(vi) Resource, land, and license taxes;

(vii) Land rental;

(viii) Training for management and labor skills;

(ix) Medical and scientific research expenses;

(x) Innovation and productivity bonuses;

(xi) Costs related to female employees;
(xii) Environmental protection expenses;
(xiii) Worker meal expenses;
(xiv) Political/social union activities (outside union funding);
(xv) Other monetary expenses;
(xvi) Actual losses and uncollectible receivables;
(xvii) Provisions for inventory devaluation, doubtful debts, exchange rate differences, warranty costs, and other legal reserves.

Financial expenses:

Costs of external investments, interest on loans, exchange rate losses, discounting costs, asset leasing, and long-term investment devaluation provisions.

Other expenses:

Expenses related to asset sales or liquidation, including remaining value;
(ii) Expenses to recover previously written-off debts;
(iii) Expenses for penalty collections;
(iv) Penalties for contract violations;
(v) Other miscellaneous costs.

The following shall not be included in business expenses:
a) Welfare, reward, or other fund-related spending;
b) Charitable donations;
c) Capital expenditures and fixed asset procurement;
d) Non-business-related expenses;
e) Invalid or non-compliant documents;
f) Legal fines caused by individuals, not the Company.

Article 34: Expense Management

34.1 Expenses related to procurement, inventory, sales, and other business-related costs shall be submitted by the relevant business departments to the General Director (GD) for approval in the business plan of each contract or project, in compliance with legal regulations and with cost-saving measures aimed at maximizing profit for each contract/project.

34.2 Recurring expenses such as hospitality, meetings, business travel, fuel, and telephone charges shall be carried out in accordance with separate regulations to ensure thrift and efficiency.

34.3 The allocation of selling and administrative expenses for determining the profitability of each business activity shall be determined by the Finance and Accounting Department and submitted to the GD for approval.

34.4 Quarterly or monthly, the Finance and Accounting Department shall compile expenses for each business activity and provide a breakdown by expense category for submission to the GD.

34.5 Based on management needs, the Company shall analyze expenses to identify fluctuations and provide timely adjustment solutions.

Article 35: Realized Profit

35.1 The Company shall determine its realized profit quarterly and annually in accordance with accounting standards and relevant legal regulations.

35.2 Realized profit of the Company comprises:

a) The difference between revenue from sales of products/goods and provision of services and the total cost of goods sold or distribution expenses during the period.
b) The difference between revenue from financial activities and financial expenses incurred during the period. Profits derived from external investments, if subject to corporate income tax at the investee entity, shall still be recorded under financial income. Taxation of such income shall follow current tax regulations.
c) The difference between other income and other expenses incurred during the period.

SECTION 4: PROFIT DISTRIBUTION, FUND ALLOCATION AND UTILIZATION

Article 36: Profit Distribution

36.1 After fulfilling corporate income tax obligations as per the Law on Corporate Income Tax and offsetting any prior-year losses not deductible from pre-tax profit, the Company's after-tax profit shall be used in accordance with the Company Charter.

36.2 36.2 The Board of Directors (BOD) shall approve the profit distribution plan and fund usage for submission to the General Meeting of Shareholders for annual approval, ensuring compliance with current laws. The GD is authorized to make disbursements from the reward and welfare funds and shall report back to the BOD for submission to the General Meeting of Shareholders.

36.3 36.3 Dividends shall be distributed to shareholders based on the Company's annual business performance. Depending on actual business conditions, the BOD may approve interim dividend payments once or twice a year, or after the financial audit is completed.

Article 37: Purpose of Fund Usage

37.1 The Development Investment Fund shall be used to supplement the Company's business capital.

37.2 The Bonus Fund shall be used for:

a) Year-end or periodic bonuses to Company employees. Bonus levels are determined by the GD based on employee performance and contributions, with consultation from the Company's labor union.

b) Ad-hoc bonuses for individuals or teams within the Company. Bonus levels are determined by the GD.

c) Bonuses for individuals or organizations outside the Company who have significantly contributed to the Company's operations or management. Bonus levels are determined by the GD.

37.3 The Welfare Fund shall be used for:

a) Construction or repair of the Company's welfare facilities;

b) Public welfare activities for Company staff and social welfare purposes;

c) Contributing capital to joint welfare projects within the industry;

d) Emergency financial support for employees, retirees, or those in difficult circumstances, including charitable activities;

e) The GD shall manage the fund with input from the Company's labor union.

37.4 The Executive Bonus Fund shall be used to reward members of the BOD and Company leadership. Bonus levels are decided by the BOD based on business performance, upon the GD's recommendation.

SECTION 5: FINANCIAL PLANNING AND AUDIT

Article 38: Bank Accounts

The Company shall open accounts at banks operating in Vietnam. Subject to approval by competent authorities, the Company may open accounts at overseas banks in accordance with applicable laws, if necessary.

Article 39: Financial Planning

39.1 Each year, based on the Company's development strategy, business plan, and capital needs, the GD shall submit a detailed plan covering business, investment, and financial activities for the following year to the BOD for approval. The BOD shall submit it to the General Meeting of Shareholders for ratification.

39.2 The detailed plan must align with principles of managing revenue, expenses, profit, and sustainable growth.

39.3 The GD shall report the implementation results of the annual plans to the BOD within 90 days after the fiscal year-end.

Article 40: Audit

40.1 On a quarterly basis, the Supervisory Board shall regularly inspect compliance with financial management policies and accounting practices. After internal audits, the Supervisory Board shall report its findings and recommendations to the BOD and the General Meeting of Shareholders as prescribed in the Company Charter.

40.2 The Company's annual financial statements must be audited by an independent auditing firm in accordance with State audit regulations. The selection of the auditing firm shall be decided by the General Meeting of Shareholders.

SECTION 6: MANAGEMENT OF INVESTMENTS IN OTHER ENTERPRISES

Article 41: Management of Capital Investment in Other Enterprises

41.1 The Company shall exercise its rights and obligations as a capital owner in subsidiaries and associates in accordance with the law. Capital management shall be carried out through exercising ownership rights and obligations, appointing representatives for capital contribution or shareholding.

41.2 The GD is responsible for effectively monitoring and managing external investments. The GD and capital representatives must report quarterly and annually to the BOD on the performance and results of the investee enterprises.

41.3 If the Company holds less than 5% of the charter capital of another enterprise, it is not required to appoint a capital representative. In such cases, the GD may assign or authorize an individual to perform shareholder or contributor duties as per the investee's charter.

Article 42: Rights and Obligations of Capital Representatives

42.1 The rights and obligations of capital representatives shall be defined by the investee's charter and the Company's regulations.

42.2 Representatives must monitor the business and financial performance of investees in accordance with legal regulations and report periodically or upon request on their performance and assigned duties.

42.3 Representatives involved in management of the investee must propose their operating plans to the Company for approval. For major decisions such as strategic orientation, business plans, capital increase, dividend distribution, or joint venture matters, they must obtain the Company's opinion before participating in discussions or voting. If multiple representatives are involved in the same investee's management, they must coordinate and unify their views before voting.

42.4 Representatives must perform other duties as required by law and the Company Charter.

42.5 Representatives are accountable to the Company for their assigned tasks. In cases of negligence or abuse of power causing losses to the Company, they shall be held liable and must provide compensation as prescribed by law.

Article 43: Standards and Conditions for Capital Representatives

43.1 Must be a Vietnamese citizen residing in Vietnam and an employee of the Company.

43.2 Must have good moral character and physical health suitable for the job.

43.3 Must be law-abiding and knowledgeable about applicable laws.

43.4 Must be professionally qualified in corporate finance or the relevant field of the investee enterprise, with proven management and business capacity. Representatives to foreign ventures must be proficient in a foreign language sufficient to work without an interpreter.

43.5 Must not be a parent, spouse, child, or sibling of any member of the investee's ownership, BOD, or management.

Article 44: Salary, Bonus, and Entitlements of Capital Representatives

44.1 Representatives involved in the investee's management shall receive salary, bonus, and other entitlements as defined in the investee's charter and paid by the investee. 44.2 If not remunerated by the investee, the Company shall pay salary, allowances, bonuses, and other entitlements to the representative.

44.2 Representatives shall not receive salary or bonuses from both the investee and the Company simultaneously.

SECTION 7: AUTHORITY, OBLIGATIONS, AND RESPONSIBILITIES OF THE GENERAL DIRECTOR IN FINANCIAL MANAGEMENT

Article 45: Authority of the General Director

45.1 The General Director (GD) is the legal representative of the Company, responsible for managing and operating all daily activities of the Company and accountable to the Board of Directors (BOD) for the execution of assigned rights and duties.

45.2 The GD has the authority to make decisions on all matters not within the decision-making or approval scope of the General Meeting of Shareholders and the BOD.

Article 46: Obligations and Responsibilities of the General Director

46.1 The GD shall exercise their powers and perform assigned duties honestly and responsibly for the benefit of the Company.

46.2 The GD must not exploit their position and authority to use the Company's capital or assets for personal gain or for the benefit of their family or others. The GD is prohibited from donating or gifting the Company's assets to any party.

46.3 The GD shall implement resolutions of the General Meeting of Shareholders and the BOD, as well as the financial, business, and investment plans approved by these bodies.

CHAPTER III: IMPLEMENTING PROVISIONS

Article 47: Implementation

47.1 The General Director and Chief Accountant are responsible for organizing the implementation of financial management and accounting as stipulated in this Regulation.

47.2 The Board of Directors and Supervisory Board are responsible for inspecting and supervising the implementation in accordance with the provisions of this Regulation.

47.3 All employees of the Company are responsible for complying with this Regulation.

Article 48: Amendments and Supplements to the Regulation

48.1 This Regulation may be amended or supplemented to align with the Company's actual business activities and current legal regulations.

48.2 Any amendment, supplement, or replacement of any provision in this Regulation shall only be effective upon approval by the BOD and must be made in writing in accordance with the law.

48.3 The amended, supplemented, or replaced provisions shall be included as appendices to this Regulation and form an integral part thereof.

Article 49: Effectiveness

49.1 This Financial Regulation consists of 3 chapters and 49 articles.

49.2 In addition to the provisions of this Financial Regulation, the Company shall comply with current legal regulations on financial management and accounting.

ON BEHALF OF THE SHAREHOLDERS' MEETING
CHAIRMAN OF THE BOARD OF DIRECTORS

M.S.D.N: 0305447723-C.T.C.P
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