

*Hanoi, 26<sup>th</sup> June, 2025*

**WORKING REGULATIONS OF  
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF  
CONSTRUCTION MACHINERY CORPORATION JSC.**

**Chapter I.  
GENERAL PROVISIONS**

**Article 1. Scope and entities of application**

1. This regulation is applied to the organization of the 2025 Annual General Meeting of Shareholders (hereinafter referred to as GMS) of Construction Machinery Corporation - Joint Stock Company.

2. This regulation specifically stipulates the rights and obligations of shareholders, participants of the GMS, conditions and procedures for conducting the GMS.

3. Shareholders and participants are responsible for complying with the provisions of this Regulation.

**Article 2. Conditions to participate in the GMS**

1. Individual shareholders, authorized representatives of shareholders that are organizations named in the List of Shareholders of Construction Machinery Corporation - Joint Stock Company on the Record Date of April 29<sup>th</sup>, 2025 may directly participate in the GMS or authorize one or some other organizations and individuals to participate in the GMS.

2. Shareholder may authorize in writing under the specified form to attend and vote at the GMS. The authorized representative shall not be allowed to re-authorize to attend the GMS.

**Article 3. Conditions for conducting the GMS**

The General Meeting shall be conducted when it is participated by a number of shareholders that represent more than 50% of the total number of the votes, according to the List of Shareholders prepared on the Record Date to convene the General Meeting.

**Chapter II.  
RIGHTS AND OBLIGATIONS OF PARTICIPANTS AT  
THE GENERAL MEETING**

**Article 4. Rights of shareholders participating in the GMS**





1. To participate in, make comments and vote to approve issues under the authority of the GMS according to the provisions of the 2020 Enterprise Law, relevant legal documents and the Charter of Construction Machinery Corporation -JSC.

2. To be publicly announced by the Organizing Committee of the GMS's Agenda.

3. At registration with Shareholder Eligibility Verification Board, shareholders/authorized representatives shall receive a Voting Card and Voting Ballot, in which shareholder code, shareholder's full name, number of voting shares are stated and stamped by Construction Machinery Corporation-JSC.

4. The voting value of the Voting Card and Voting Ballot corresponds to the number of voting shares that are held by a owner or authorized representative attending the GMS out of the total number of voting shares of the owners or authorized representatives those are present at the GMS.

5. Shareholders or authorized representatives attending the meeting who wish to express their opinions must obtain the consent of the Chairman, present briefly and focus on the key contents in accordance with the issues of the approved GMS's agenda, do not propose issues that are not within the GMS's authority or outside the issues of the approved GMS's agenda. Issues that have been raised by previous people must not be raised again to avoid duplication. Shareholders or authorized representatives attending the GMS may also write their questions and send it to the GMS's Secretary.

6. Shareholders or authorized representatives who arrive at the meeting after it is declared open shall be registered and has the right to vote after registration, but the Chairman is not responsible for stopping the meeting and validity of the votes that have been conducted shall remain unchanged.

#### **Article 5. Obligations of shareholders participating in the GMS**

1. Shareholders/authorized representatives must submit to the Shareholder Eligibility Verification Board the following documents for registering to attend the GMS:

- Their Citizen Identification Card or other identification documents that can replace Citizen Identification Card.
- Authorization Letter (in case of authorization) or document appointing representative in case shareholder is an organization.

2. To comply with the provisions of this Regulation, the control of the Presidium of the GMS, do not disorder and respect for the working results of the GMS.

#### **Article 6. Shareholder Eligibility Verification Board**

1. The Shareholder Eligibility Verification Board comprises 01 Head and some members appointed by the BOD of Construction Machinery Corporation



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2. The Shareholder Eligibility Verification Board has the following rights and obligations:

- To check the eligibility of shareholders or authorized representatives participating in the GMS in comparison with provisions of the laws and list of shareholders entitled to participate in the GMS: Check Citizen Identification Card or other identification documents that can replace Citizen Identification Card, Power of Attorney (if any);

- To hand over Voting Cards, Voting Ballots to shareholders or authorized representatives participating in the GMS;

- To report the GMS on result of eligibility verification of shareholders participating in the meeting and is responsible for that result.

3. The Shareholder Eligibility Verification Board is entitled to establish a support division to fulfill its tasks.

#### **Article 7. Presidium of the GMS**

1. Presidium of the GMS comprises Chairman assumed by President of the Board of Directors and some other members decided by the BOD and has function to manage the meeting.

2. Rights and obligations of the Presidium:

- a) To manage the GMS according to the ratified GMS's agenda;

- b) To instruct the GMS's participants for discussion;

- c) To propose the issues for the GMS's approval;

- d) To answer the issues raised at the meeting or nominate person to answer;

- đ) To implement necessary and reasonable measures to maintain order during the meeting and adhere to the ratified agenda and serve the majority of the participants;

- e) To request all participants to facilitate inspection and other lawful and reasonable security measures;

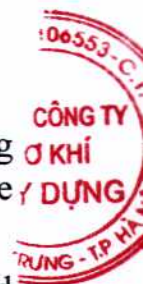
- g) To request a competent authority to maintain order during the meeting; expel those who do not comply with the chair's instructions, deliberately disrupt order, obstruct the meeting progress or disobey security requirements;

- h) To defer the GMS that has a sufficient number of participants or change the meeting location in the following cases:

- One or some participants disrupt the meeting and thus threaten the fairness and legality of the meeting;

- The current meeting location does not have enough seats for all participants;

- Communication devices at the current meeting location are not adequate for



all participant to discuss and vote.

#### **Article 8. Secretary of the GMS**

1. The GMS's Secretary is designated by the Presidium.
2. The Secretary performs tasks assigned by the Presidium, including:
  - To record the Minutes of the Meeting, draft Resolutions of the GMS;
  - To receive shareholders' questions;
  - To announce the draft Minutes of Meeting and Resolutions of the GMS and perform other supporting tasks as assigned by the Presidium.

#### **Article 9. Vote Counting Board**

1. The Vote Counting Board of the GMS is elected according to the Presidium's proposal. The Vote Counting Board comprises its Head and some other members.
2. The Shareholder Eligibility Verification Board is entitled to establish a support division to fulfill its tasks.
3. The Vote Counting Board has the following duties:
  - To instruct shareholders and authorized representatives on how to use Voting Cards and Voting Ballots.
  - To hand over Voting Ballots, instruct and supervise the voting progress.
  - To conduct vote counting, prepare Minutes of vote counting and report voting results to the GMS.

### **Chapter III. MEETING AND VOTING PROTOCOLS**

#### **Article 10. Method to conduct the meeting**

1. The GMS is expected to take place in ½ day.
2. The GMS shall discuss and vote on each issue on the agenda.

#### **Article 11. Order of the meeting**

All shareholders or authorized representatives attending the meeting must comply to the following requirements:

1. To be dressed up;
2. To strictly comply with the arrangement of positions by the Organizing Committee;
3. Do not smoke in the meeting room.
4. To behave in a civilized and polite manner, do not talk privately, do not use mobile phones during the meeting. All mobile phones must be turned off or not be set to ring.



## **Article 12. Voting method to ratify issues at the GMS**

1. All issues on the agenda and meeting contents must be discussed and ratified by the GMS by raising a Voting Card or Voting Ballot.

2. Voting method:

a) "Raising a Voting Card" method: This method is used to ratify the following contents: approval of the GMS's agenda, Regulation on operation of the GMS, Minutes of Meeting and Resolutions of the GMS; election of the Vote Counting Committee.

b) "Voting Ballot" method: Each shareholder and authorized representative is handed over one (01) Voting Ballot showing the number of shares owned or authorized. Votes include affirmative votes, negative votes and abstentions. This method is used to ratify Reports and Proposals at the GMS.

3. The total number of affirmative votes, negative votes and abstentions for each issue shall be announced by the Head of the Vote Counting Board at the GMS.

## **Article 13. Minutes of the GMS**

1. All contents of the GMS must be written by the Secretary in the Minutes of the GMS. The Minutes of the GMS shall contain the following information:

a) The company's name, EID number, headquarter address;

b) Time and location of the GMS;

c) The meeting agenda and content;

d) Full names of the Chairman and Secretary;

d) Summary of developments of the meeting, comments at the GMS on each issue on the agenda.

e) Quantities of shareholders and votes casted by shareholders that participated in the meeting, the list of subscribed shareholders and shareholders' representatives that participated in the meeting and their votes;

g) Number of affirmative votes on each issue, voting method, numbers of valid votes, invalid votes, affirmative votes, negative votes and abstentions, their ratios to total number of votes of all participants;

h) Ratified decisions and corresponding ratio of affirmative votes;

i) Signatures of the Chairman and Secretary.

2. The minutes of the GMS shall be completed and ratified before the meeting ends.

3. The Chairman and Secretary are joint responsible for accuracy and truthfulness of the Minutes of Meeting.

4. The Resolution, the Minutes of the GMS, the list of registered participants with signatures of shareholders/authorized representatives, power of

attorney, all documents enclosed with the Minutes of the GMS (if any) and related documents enclosed with the Invitation to the GMS shall be disclosed as stipulated by the laws on information disclosure on the security market and retained at the Corporation's headquarters.

#### **Chapter IV. IMPLEMENTATION PROVISION**

**Article 14.** This Regulation includes 4 Chapters, 14 Articles and takes effect after ratified by the GMS. Shareholders and participants of the Meeting are responsible for implementing the provisions of this Regulation. l

**FOR AND ON BEHALF OF THE GMS  
CHAIR**



**Trình Nam Hai**