

Số/No.: **1 6 9 5**/HT1-TK

Thành phố Hồ Chí Minh, ngày 12 tháng 5 năm 2026  
Ho Chi Minh City, May 12, 2026

**CÔNG BỐ THÔNG TIN BẤT THƯỜNG**  
**EXTRAORDINARY INFORMATION DISCLOSURE**

Kính gửi:

- Ủy Ban Chứng Khoán Nhà Nước;
- Sở Giao Dịch Chứng Khoán Thành phố Hồ Chí Minh.

To:

- *The State Securities Commission;*
- *Hochiminh Stock Exchange.*

**1. Tên tổ chức: Công ty cổ phần Xi măng VICEM Hà Tiên**

*Name of organization: VICEM Ha Tien Cement Joint Stock Company*

- Mã chứng khoán: HT1

*Stock code: HT1*

- Địa chỉ trụ sở chính: 604 Võ Văn Kiệt, Phường Cầu Ông Lãnh, Thành phố Hồ Chí Minh, Việt Nam.

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**2. Nội dung thông tin công bố/Contents of disclosure:**

*Điều lệ Công ty/The Company's Charter.*

**3. Thông tin này được công bố trên trang thông tin điện tử của Công ty vào ngày 12/5/2026 tại đường dẫn <https://www.vicemhatien.com.vn/quan-he-co-dong>**

*This information was published on the company's website on May 12, 2026 (date), as in the link <https://www.vicemhatien.com.vn/quan-he-co-dong>.*

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- BKS;
- Ban TGD (để b/cáo);
- KTPC, TCKT, CNTT (để p/hợp);
- Lưu/Archived: VT, TK.

**Người được UQ CBTT/  
Information disclosure authorized Person**



**Nguyễn Thị Thanh Vượng**

**TRANSLATION**

**VICEM HA TIEN CEMENT JOINT STOCK COMPANY**

Address: 604 Vo Van Kiet, Cau Ong Lanh Ward, Ho Chi Minh City, Vietnam

**CHARTER OF  
VICEM HA TIEN CEMENT JOINT STOCK  
COMPANY**

(Promulgated pursuant to Resolution of the General Meeting of Shareholders No.  
04/NQ-ĐHĐCĐ dated April 22, 2026)

*Ho Chi Minh City, April 22, 2026*

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## PREAMBLE

Pursuant to Resolution of the General Meeting of Shareholders No. 04/NQ-ĐHĐCĐ dated April 22, 2026 and the Enterprise Registration Certificate of the joint stock company, enterprise code 0301446422, issued by the Business Registration Office - Department of Finance of Ho Chi Minh City, the Charter of VICEM Ha Tien Cement Joint Stock Company is formulated with the following contents:

### CHAPTER I. DEFINITION OF TERMS IN THE CHARTER

#### Article 1. Interpretation of terms

1. In this Charter, the terms below are understood as follows:

a. *Charter capital* means the total par value of shares sold or registered for purchase upon the establishment of the joint stock company and as prescribed in Article 6 of this Charter.

b. *Voting capital* means share capital whereby the owner has the right to vote on matters falling within the decision-making authority of the General Meeting of Shareholders.

c. *Law on Enterprises* means the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020 and its amending and supplementing documents.

d. *Law on Securities* means the Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019 and its amending and supplementing documents.

e. *Vietnam* means the Socialist Republic of Vietnam.

f. *Establishment date* means the date on which the Company is first issued the Enterprise Registration Certificate (Business Registration Certificate and other documents of equivalent validity).

g. *Company Executive* means the General Director, Deputy General Director, Chief Accountant, and other Executives of the Company according to the list decided by the Board of Directors from time to time.

h. *Company Manager* includes the Chairperson of the Board of Directors, Members of the Board of Directors, General Director, Deputy General Director, Chief Accountant, and other Managers of the Company according to the list decided by the Board of Directors from time to time.

i. *Related Person* means an individual or organization specified in Clause 46, Article 4 of the Law on Securities.

j. *Shareholder* means an individual or organization that owns at least one share of the Company.

k. *Major Shareholder* means a shareholder specified in Clause 18, Article 4 of the Law on Securities.

l. *Operating term* means the operating period of the Company as prescribed in Article 2 of this Charter and any extension period (if any) approved by the General Meeting of Shareholders of the Company.

m. *Stock Exchange* means the Vietnam Stock Exchange and its subsidiaries.

n. *Company* means VICEM Ha Tien Cement Joint Stock Company.



o. *Law* means all legal normative documents specified in Article 4 of the Law on Promulgation of Legal Normative Documents No. 64/2025/QH15 passed by the National Assembly of the Socialist Republic of Vietnam on February 19, 2025 and its amending and supplementing documents.

2. In this Charter, references to one or several provisions or other documents include their amendments, supplements, or replacement documents.

3. Headings (Chapters and Articles of this Charter) are used for convenience in understanding the contents and do not affect the contents of this Charter.

**CHAPTER II. NAME, FORM, HEAD OFFICE, BRANCHES,  
REPRESENTATIVE OFFICES, BUSINESS LOCATIONS, OPERATING TERM,  
AND LEGAL REPRESENTATIVE OF THE COMPANY**

**Article 2. Name, form, head office, branches, representative offices, business locations, and operating term of the Company**

1. Company name:

- Company name in Vietnamese: **CÔNG TY CỔ PHẦN XI MĂNG VICEM HÀ TIÊN**

- Company name in English: **VICEM HA TIEN CEMENT JOINT STOCK COMPANY**

- Abbreviated Company name: **VICEM HA TIEN J.S. CO**

- Abbreviation: **HT1**

2. The Company is a joint stock company with legal personality in accordance with the current laws of Vietnam.

3. Registered head office of the Company:

- Head office address: 604 Vo Van Kiet, Cau Ong Lanh Ward, Ho Chi Minh City, Vietnam.

- Telephone: (84 028) 38 368 363 – 38 367 195.

- Fax: (84 028) 38 361 278.

- E-mail: [hatien1@vicemhatien.com.vn](mailto:hatien1@vicemhatien.com.vn)

- Website: <http://www.vicemhatien.com.vn>

4. The Company may establish branches and representative offices in business areas to implement the Company's operational objectives in accordance with decisions of the Board of Directors and within the scope permitted by law.

Currently, the Company has branches and representative offices established and operating in accordance with the Law on Enterprises as follows:

STT	Branch name	Branch code	Address
1	Branch of VICEM Ha Tien Cement Joint Stock Company - Binh Phuoc Cement Plant	0301446422-012	Thanh Binh Quarter, An Loc Ward, Dong Nai Province, Vietnam.
2	Branch of VICEM Ha Tien Cement Joint Stock Company - Kien Luong Cement Plant	0301446422-013	National Highway 80, Lo Bom Quarter, Kien Luong Commune, An Giang Province, Vietnam.

STT	Branch name	Branch code	Address
3	Branch of VICEM Ha Tien Cement Joint Stock Company - Long An Grinding Station	0301446422-014	Long Dinh Industrial Park, Long Cang Commune, Tay Ninh Province, Vietnam.
4	Branch of VICEM Ha Tien Cement Joint Stock Company - Phu Huu BOT Road Management Enterprise	0301446422-015	No. 16/48 Nguyen Thi Tu, Quarter 22, Long Truong Ward, Ho Chi Minh City, Vietnam.
5	Branch of VICEM Ha Tien Cement Joint Stock Company - Cam Ranh Grinding Station	0301446422-017	Hon Quy Hamlet, Cam Thinh Dong Commune, Khanh Hoa Province, Vietnam
6	Branch of VICEM Ha Tien Cement Joint Stock Company - VICEM Ha Tien Cement Consumption and Services Enterprise	0301446422-018	3rd Floor, 9-19, Ho Tung Mau, Sai Gon Ward, Ho Chi Minh City, Vietnam.
7	Branch of VICEM Ha Tien Cement Joint Stock Company - Phu Huu Grinding Station	0301446422-020	161/6 Nguyen Thi Tu, Long Truong Ward, Ho Chi Minh City, Vietnam.

And other branches, business locations, and representative offices established and operating in accordance with the Law on Enterprises.

5. Unless terminated before the term prescribed in Clause 2, Article 54 or its operation is extended as prescribed in Article 55 of this Charter, the operating term of the Company shall be indefinite from the establishment date.

### **Article 3. Legal representative of the Company**

1. The Company has 01 (one) Legal Representative, whose title is General Director. In the event the position of General Director is vacant, the Chairperson of the Board of Directors shall be the Legal Representative during the period in which the Company has no General Director.

2. Powers and obligations of the Legal Representative:

a. The Legal Representative of the Company is the individual who represents the Company in exercising the rights and performing the obligations arising from the Company's transactions, and represents the Company as the petitioner for resolution of civil matters, plaintiff, defendant, and person with related rights and obligations before Arbitration, Courts, and in other rights and obligations as prescribed by law.

b. The Legal Representative of the Company has the following responsibilities:

- To exercise the assigned rights and perform the assigned obligations honestly, prudently, and in the best manner to ensure the lawful interests of the Company;

- To be loyal to the interests of the Company; not to abuse position or title or use information, know-how, business opportunities, or other assets of the Company for personal gain or to serve the interests of other organizations or individuals;

- To promptly, fully, and accurately notify the Company of enterprises owned by, or in which shares or capital contributions are held by, themselves or their related persons as prescribed by the Law on Enterprises;

- The Legal Representative of the Company shall be personally liable for any damage caused to the Company as prescribed by Law due to a breach of the responsibilities prescribed in this Charter.

3. The Legal Representative must reside in Vietnam and must authorize another person in writing to exercise the rights and perform the obligations of the legal representative when leaving Vietnam. In this case, the Legal Representative remains responsible for the exercise of the authorized rights and performance of the authorized obligations.

### CHAPTER III. OBJECTIVES, BUSINESS SCOPE, AND OPERATIONS OF THE COMPANY

#### Article 4. Operational objectives of the Company

1. The business lines of the Company are:

No.	Industry name	Industry code
1	<b>Manufacture of cement, lime and plaster.</b> Details: Manufacture of cement, lime, plaster and lime products (not manufactured at the head office).	2394 (Main)
2	<b>Manufacture of concrete and products from concrete, cement and plaster.</b> Details: Manufacture of cement products and plaster products (not manufactured at the head office).	2395
3	<b>Other manufacturing not elsewhere classified.</b> Details: Manufacture of lime products, construction materials (bricks and tiles, masonry and plastering mortar, concrete), clinker, raw materials, supplies for the construction industry, additives for the production of construction materials (not manufactured at the head office).	3290
4	<b>Wholesale of other construction installation materials and equipment.</b> Details: Trading in cement, cement products, construction materials (bricks and tiles, masonry and plastering mortar, concrete), clinker, raw materials, supplies for the construction industry, lime, plaster, lime products, plaster, sand, stone and gravel.	4673
5	<b>Other specialized wholesale not elsewhere classified.</b> Details: Trading in additives for the production of construction materials; trading in industrial gases	4679
6	<b>Quarrying of stone, sand, gravel and clay.</b> Details: Production and extraction of sand, stone and gravel (not produced at the head office).	0810

No.	Industry name	Industry code
7	<b>Construction of residential buildings.</b> Details: Civil construction	4101
8	<b>Construction of non-residential buildings.</b> Details: Civil construction	4102
9	<b>Real estate business, land use rights owned by the owner, user or lessee.</b>	6810
10	<b>Other support service activities related to transportation.</b> Details: Port services, cargo loading and unloading services.	5229
11	<b>Warehousing and storage of goods.</b> Details: Warehouse leasing	5210
12	<b>Freight transport by road.</b> Details: Business of freight transport by automobile (excluding liquefied gas for transport).	4933
13	<b>Inland waterway freight transport.</b> Details: Business of inland waterway freight transport.	5022
14	<b>Freight transport by rail.</b> Details: Business of freight transport by rail.	4912
15	<b>Forest planting, forest tending and forestry seedling nurseries.</b> Details: Planting: plantation forests, industrial crops.	0210
16	<b>Logging.</b> Details: Logging: plantation forests, industrial crops.	0220
17	<b>Manufacture of other products from wood; manufacture of products from bamboo, rattan, straw, thatch and plaiting materials.</b> Details: Wood processing (not processed at the head office).	1629
18	<b>Mining of other minerals not elsewhere classified.</b> Details: Mining and processing of minerals (not mined or processed at the Company's head office).	0899
19	<b>Other specialized construction activities.</b> Details: Construction of railway and road works.	4390
20	<b>Construction of railway works.</b> Details: Construction of road works. Construction of traffic works (under the BOT form)	4211
21	<b>Construction of road works.</b> Details: Construction of road works. Construction of traffic works (under the BOT form)	4212

No.	Industry name	Industry code
22	<b>Wholesale of other machinery, equipment and machine spare parts.</b> Details: Wholesale of machinery, equipment and spare parts for mining and construction machinery; Wholesale of electrical machinery and equipment, electrical materials (generators, electric motors, electric wires and other equipment used in electrical circuits)	4659
23	<b>Repair and maintenance of machinery and equipment.</b> Details: Repair of machinery and equipment.	3312
24	<b>Construction of other civil engineering works.</b> Details: Construction of other civil engineering works.	4299
25	<b>Installation of industrial machinery and equipment.</b> Details: Installation of industrial machinery and equipment.	3320
26	<b>Installation of other construction systems.</b> Details: Installation of other construction systems.	4329
27	<b>Coastal and ocean-going freight transport.</b> Details: Coastal freight transport	5012
28	<b>Architectural and related technical consultancy activities.</b> Details: Management of construction investment projects.	7110
29	<b>Treatment and disposal of non-hazardous waste</b> (not operating at the Company's head office)	3821
30	<b>Collection of non-hazardous waste</b> (not operating at the Company's head office)	3811
31	<b>Collection of hazardous waste</b> (not operating at the Company's head office)	3812
32	<b>Treatment and disposal of hazardous waste</b> (not operating at the Company's head office)	3822
33	<b>Recycling of scrap materials</b> (not operating at the Company's head office)	3830
34	<b>Pollution remediation and other waste management activities</b> (not operating at the Company's head office)	3900
35	<b>Electricity production from non-renewable energy sources.</b>	3511
36	<b>Electricity production from renewable energy sources.</b>	3512
37	<b>Transmission and distribution of electricity.</b>	3513
38	<b>Manufacture of basic chemicals.</b> Details: Manufacture of industrial gas products	2011

In addition to the above business sectors and lines, the Company may conduct other business lines not prohibited by law. During its operation, the Company may change or supplement its business lines depending on operational needs and in accordance with the provisions of law. Changes and supplements to business lines (if any) shall be updated in the Charter at the nearest amendment or supplementation in accordance with the registered contents confirmed and approved by the competent state authority as prescribed by the Law on Enterprises.

2. The operational objectives of the Company are to preserve and develop owner's equity; ensure the rights and interests of shareholders and employees; fulfill tax obligations to the State; and develop the Company to become increasingly stronger.

**Article 5. Business scope and operations of the Company**

The Company is permitted to conduct business activities in the business lines prescribed in this Charter that have been registered, for which changes to registration contents have been notified to the business registration authority, and that have been published on the National Business Registration Portal.

**CHAPTER IV. CHARTER CAPITAL, SHARES, FOUNDING SHAREHOLDERS**

**Article 6. Charter capital, shares, founding shareholders**

1. The charter capital of the Company is:

The charter capital at the current time is determined as VND 3,815,899,110,000 (in words: Three trillion eight hundred fifteen billion eight hundred ninety-nine million one hundred ten thousand dong), divided into 381,589,911 shares, each share having a par value of VND 10,000.

2. The Company may change its charter capital when approved by the General Meeting of Shareholders and in accordance with the provisions of Law.

3. The shares of the Company on the date of adoption of this Charter are ordinary shares and preference shares (if any). The rights and obligations of shareholders holding each class of shares are prescribed in Article 12 and Article 13 of this Charter.

4. The Company may issue classes of preference shares after obtaining approval from the General Meeting of Shareholders and in accordance with the provisions of Law.

5. Ordinary shares must be offered with priority to existing shareholders in proportion to their respective ownership ratio of ordinary shares in the Company, unless otherwise decided by the General Meeting of Shareholders. The number of shares that shareholders do not fully subscribe for shall be decided by the Board of Directors of the Company. The Board of Directors may distribute such shares to shareholders and other persons on conditions no more favorable than those offered to existing shareholders, unless otherwise approved by the General Meeting of Shareholders.

6. The Company may purchase shares issued by the Company itself in the manners prescribed in this Charter and current Law.

7. The Company may issue other types of securities as prescribed by Law.

**Article 7. Share certificates**

1. Shareholders of the Company shall be issued share certificates corresponding to the number and class of shares owned.

2. A share certificate is a type of security certifying the lawful rights and interests of its owner in a portion of the share capital of the issuing organization. A share certificate must contain all contents prescribed in Clause 1, Article 121 of the Law on Enterprises.

3. Within 15 days from the date of submission of a complete dossier requesting transfer of share ownership as prescribed by the Company, or within 15 days from the date of full payment for the purchase of shares as prescribed in the Company's share issuance plan, the owner of the shares shall be issued a share certificate. The share owner is not required to pay the Company the cost of the share certificate.

4. In the event a share certificate is lost, damaged, or otherwise destroyed, the shareholder shall be reissued a share certificate by the Company at the request of such shareholder. The shareholder's request must include the following contents:

- a. Information on the share certificate that has been lost, damaged, or otherwise destroyed;
- b. A commitment to be responsible for disputes arising from the reissuance of a new share certificate.

#### **Article 8. Other securities certificates**

Bond certificates or other securities certificates of the Company that are issued shall bear the signature of the legal representative and the seal of the Company.

#### **Article 9. Transfer of shares**

1. All shares are freely transferable unless otherwise provided in this Charter and by Law. Listed shares and shares registered for trading on the Stock Exchange shall be transferred in accordance with the provisions of law on securities and the securities market.

2. Shares that have not been fully paid for may not be transferred and may not enjoy related benefits such as the right to receive dividends, the right to receive shares issued to increase share capital from owner's equity, the right to purchase newly offered shares, and other benefits as prescribed by law.

#### **Article 10. Redemption of shares**

1. In the event a shareholder fails to pay in full and on time the amount payable for the purchase of shares, the Board of Directors shall notify and has the right to request such shareholder to pay the remaining amount and bear responsibility corresponding to the total par value of the shares registered for purchase for the financial obligations of the Company arising from the failure to make full payment.

2. The above payment notice must clearly state the new payment deadline of at least 07 days from the date of sending the notice, the place of payment, and must clearly state that in the event of failure to pay as required, the unpaid shares shall be recovered.

3. The Board of Directors has the right to recover shares that have not been fully and punctually paid for in the event that the requirements in the above notice are not complied with.

4. Recovered shares shall be deemed shares authorized for offering as prescribed in Clause 3, Article 112 of the Law on Enterprises. The Board of Directors may directly or authorize the sale and redistribution under such conditions and methods as the Board of Directors deems appropriate.

5. A shareholder holding recovered shares must relinquish shareholder status with respect to such shares, but shall remain liable in proportion to the total par value of the shares registered for purchase for the financial obligations of the Company arising at the time of recovery under the decision of the Board of Directors from the date of recovery until the date of payment. The

Board of Directors has full authority to decide on the enforcement of payment of the full value of the shares at the time of recovery.

6. A notice of recovery shall be sent to the holder of the recovered shares before the time of recovery. The recovery shall remain effective even in the event of an error or negligence in sending the notice.

#### **CHAPTER V. ORGANIZATIONAL, GOVERNANCE AND CONTROL STRUCTURE**

##### **Article 11. Organizational, governance and control structure**

The management, governance and control structure of the Company includes:

1. The General Meeting of Shareholders;
2. The Board of Directors;
3. The Board of Supervisors;
4. The General Director.

#### **CHAPTER VI. SHAREHOLDERS AND THE GENERAL MEETING OF SHAREHOLDERS**

##### **Article 12. Rights of shareholders**

1. Ordinary shareholders have the following rights:

a. To attend and speak at meetings of the General Meeting of Shareholders and exercise voting rights directly or through an authorized representative or in another form prescribed by the Company's Charter and the Law. Each ordinary share carries one vote;

b. To receive dividends at the rate decided by the General Meeting of Shareholders;

c. To have priority in purchasing new shares in proportion to each shareholder's ownership ratio of ordinary shares in the Company;

d. To freely transfer their shares to others, except in the cases prescribed in Clause 3, Article 120 and Clause 1, Article 127 of the Law on Enterprises and other relevant legal provisions;

e. To review, look up and extract information on names and contact addresses in the list of shareholders entitled to vote; to request correction of their inaccurate information;

f. To review, look up, extract or make copies of the Company's Charter, minutes of meetings of the General Meeting of Shareholders and resolutions of the General Meeting of Shareholders;

g. Upon dissolution or bankruptcy of the Company, to receive a portion of the remaining assets in proportion to their shareholding ratio in the Company;

h. To request the Company to repurchase shares in the cases prescribed in Article 132 of the Law on Enterprises;

i. To be treated equally. Each share of the same class gives the shareholder owning it equal rights, obligations and interests. Where the Company has classes of preference shares, the rights and obligations attached to such classes of preference shares must be approved by the General Meeting of Shareholders and fully disclosed to shareholders;

k. To have full access to periodic information and extraordinary information disclosed by the Company in accordance with the Law;

1. To have their lawful rights and interests protected; to request suspension or cancellation of resolutions and decisions of the General Meeting of Shareholders and the Board of Directors in accordance with the Law on Enterprises;

m. Other rights as prescribed by the Law and this Charter.

2. A shareholder or group of shareholders owning 05% or more of the total ordinary shares has the following rights:

a. To request the Board of Directors to convene a meeting of the General Meeting of Shareholders in accordance with the provisions of Clause 3, Article 115 and Article 140 of the Law on Enterprises;

b. To review, look up and extract the register of minutes and resolutions and decisions of the Board of Directors, semi-annual and annual financial statements, reports of the Board of Supervisors, contracts and transactions subject to approval by the Board of Directors and other documents, except documents related to the Company's trade secrets and business secrets;

c. To request the Board of Supervisors to inspect each specific matter relating to the management and administration of the Company's operations when deemed necessary. The request must be in writing and must include the following contents: full name, contact address, nationality, and legal document number of the individual in the case of an individual shareholder; name, enterprise identification number or legal document number of the organization, and head office address in the case of an institutional shareholder; number of shares and time of share registration of each shareholder, total number of shares of the entire shareholder group and ownership ratio in the total shares of the Company; matter to be inspected and purpose of inspection;

d. To propose matters to be included in the agenda of the General Meeting of Shareholders. The proposal must be in writing and sent to the Company no later than 03 working days before the opening date. The proposal must clearly state the shareholder's name, the number of each class of shares of the shareholder, and the matter proposed to be included in the meeting agenda;

e. Other rights as prescribed by the Law and this Charter.

3. A shareholder or group of shareholders owning 10% or more of the total ordinary shares has the right to nominate persons to the Board of Directors and the Board of Supervisors. The nomination of persons to the Board of Directors and the Board of Supervisors shall be carried out as follows:

a. Ordinary shareholders forming a group to nominate persons to the Board of Directors and the Board of Supervisors must notify the attending shareholders of the group meeting before the opening of the General Meeting of Shareholders;

b. Based on the number of members of the Board of Directors and the Board of Supervisors, the shareholder or group of shareholders specified in this clause is entitled to nominate one or more persons, as decided by the General Meeting of Shareholders, as candidates for the Board of Directors and the Board of Supervisors. Where the number of candidates nominated by the shareholder or group of shareholders is lower than the number of candidates they are entitled to nominate under the decision of the General Meeting of Shareholders, the remaining candidates shall be nominated by the Board of Directors, the Board of Supervisors and other shareholders.

### **Article 13. Obligations of shareholders**

Ordinary shareholders have the following obligations:

1. To pay in full and on time for the number of shares committed to purchase.

2. Not to withdraw the capital contributed in ordinary shares from the Company in any form, except where the shares are repurchased by the Company or another person. Where a shareholder withdraws part or all of the contributed share capital contrary to this clause, such shareholder and the related person with interests in the Company shall be jointly and severally liable for the debts and other property obligations of the Company within the value of the shares withdrawn and the damages incurred.

3. To comply with the Company's Charter and the Company's Internal Governance Regulations.

4. To comply with resolutions and decisions of the General Meeting of Shareholders and the Board of Directors.

5. To keep confidential the information provided by the Company in accordance with the Company's Charter and the law; to use the information provided only to exercise and protect their lawful rights and interests; dissemination or copying and sending of information provided by the Company to other organizations or individuals is strictly prohibited.

6. To attend meetings of the General Meeting of Shareholders and exercise voting rights through the following forms:

- a. Attending and voting directly at the meeting;
- b. Authorizing another individual or organization to attend and vote at the meeting;
- c. Attending and voting via online conference, electronic voting or another electronic form;
- d. Sending voting ballots to the meeting by mail, fax or email;
- e. Sending voting ballots by other means as prescribed in the Company's Charter.

7. To be personally liable when acting in the name of the Company in any form to commit any of the following acts:

- a. Violating the law;
- b. Conducting business and other transactions for self-interest or to serve the interests of other organizations or individuals;
- c. Paying debts that are not yet due in the face of financial risks to the Company.

8. To fulfill other obligations as prescribed by the current Law.

#### **Article 14. General Meeting of Shareholders**

1. The General Meeting of Shareholders consists of all shareholders entitled to vote and is the highest decision-making body of the Company. The General Meeting of Shareholders shall hold an annual meeting once a year and within four (04) months from the end of the fiscal year. The Board of Directors shall decide to extend the annual General Meeting of Shareholders where necessary, but not beyond 06 months from the end of the fiscal year. In addition to the annual meeting, the General Meeting of Shareholders may hold extraordinary meetings. The venue of a meeting of the General Meeting of Shareholders shall be determined as the place where the chairperson attends the meeting and must be within the territory of Vietnam.

2. The Board of Directors shall convene the annual General Meeting of Shareholders and select an appropriate venue. The annual General Meeting of Shareholders shall decide on matters in accordance with the law and the Company's Charter, especially approving the audited annual financial statements. Where the audit report on the Company's annual financial statements contains material qualified items, an adverse audit opinion or a disclaimer of opinion, the Company must invite a representative of the approved audit organization that

audited the Company's financial statements to attend the annual General Meeting of Shareholders, and the representative of the aforesaid approved audit organization is responsible for attending the Company's annual General Meeting of Shareholders.

3. The Board of Directors must convene an extraordinary meeting of the General Meeting of Shareholders in the following cases:

- a. The Board of Directors deems it necessary for the interests of the Company;
- b. The remaining number of members of the Board of Directors, independent members of the Board of Directors, or members of the Board of Supervisors is less than the minimum number prescribed by the Law, or the number of members of the Board of Directors is reduced by more than one third (1/3) compared with the number of members prescribed in this Charter;
- c. At the request of a shareholder or group of shareholders owning 5% of the total ordinary shares of the Company; the request to convene a meeting of the General Meeting of Shareholders must comply with the provisions of Clauses 3 and 4, Article 115 of the Law on Enterprises;
- d. At the request of the Board of Supervisors;
- e. Other cases as prescribed by law and this Charter.

4. Convening an extraordinary meeting of the General Meeting of Shareholders:

a. The Board of Directors must convene a meeting of the General Meeting of Shareholders within 30 days from the date the number of remaining members of the Board of Directors, independent members of the Board of Directors, and members of the Board of Supervisors is as prescribed at Point b, Clause 3 of this Article, or from the date of receipt of the request specified at Points c and d, Clause 3 of this Article;

b. Where the Board of Directors fails to convene a meeting of the General Meeting of Shareholders as prescribed at Point a, Clause 4 of this Article, within the next 30 days the Board of Supervisors shall replace the Board of Directors in convening a meeting of the General Meeting of Shareholders in accordance with Clause 3, Article 140 of the Law on Enterprises;

c. Where the Board of Supervisors fails to convene a meeting of the General Meeting of Shareholders as prescribed at Point b, Clause 4 of this Article, the shareholder or group of shareholders specified at Point c, Clause 3 of this Article has the right to request the Company's representative to convene a meeting of the General Meeting of Shareholders in accordance with the Law on Enterprises.

In this case, the shareholder or group of shareholders convening the meeting of the General Meeting of Shareholders may request the Business Registration Authority to supervise the order and procedures for convening, conducting the meeting and issuing decisions of the General Meeting of Shareholders. All expenses for convening and conducting the meeting of the General Meeting of Shareholders shall be reimbursed by the Company. These expenses do not include expenses incurred by shareholders when attending the meeting of the General Meeting of Shareholders, including accommodation and travel expenses.

d. Procedures for holding a meeting of the General Meeting of Shareholders in accordance with Clause 5, Article 140 of the Law on Enterprises.

#### **Article 15. Rights and obligations of the General Meeting of Shareholders**

1. The General Meeting of Shareholders has the following rights and obligations:

- a. To approve the development orientation of the Company;
- b. To decide on the class of shares and the total number of shares of each class authorized for offering; to decide on the annual dividend rate for each class of shares;

- c. To elect, relieve from office and dismiss members of the Board of Directors and members of the Board of Supervisors;
  - d. To decide on investment in or sale of assets valued at 35% or more of the total asset value recorded in the Company's most recent financial statements;
  - e. To decide on amendments and supplements to the Company's Charter;
  - f. To approve the annual financial statements;
  - g. To decide on the repurchase of more than 10% of the total shares of each class already sold;
  - h. To consider and handle violations by members of the Board of Directors and members of the Board of Supervisors causing damage to the Company and its shareholders;
  - i. To decide on reorganization and dissolution of the Company;
  - j. To decide on the budget or total remuneration, bonuses and other benefits for the Board of Directors and the Board of Supervisors;
  - k. To approve the internal governance regulations; the operating regulations of the Board of Directors and the Board of Supervisors;
  - l. To approve the list of approved independent audit firms; to decide on the approved audit firm to conduct inspection of the Company's operations, and to remove the approved auditor when deemed necessary;
  - m. Other rights and obligations as prescribed by Law.
2. The General Meeting of Shareholders shall discuss and approve the following matters:
- a. The Company's annual business plan;
  - b. The audited annual financial statements;
  - c. The report of the Board of Directors on governance and the performance results of the Board of Directors and each member of the Board of Directors; the report of the independent member of the Board of Directors on the activities of the independent member of the Board of Directors and the evaluation results of each independent member on the activities of the Board of Directors;
  - d. The report of the Board of Supervisors on the Company's business results, the performance results of the Board of Directors and the General Director;
  - e. The self-assessment report on the performance results of the Board of Supervisors and members of the Board of Supervisors;
  - f. The dividend rate for each share of each class;
  - g. The number of members of the Board of Directors and the Board of Supervisors;
  - h. Election, relief from office and dismissal of members of the Board of Directors and members of the Board of Supervisors;
  - i. Decision on the budget or total remuneration, bonuses and other benefits for the Board of Directors and the Board of Supervisors;
  - j. Approval of the list of approved independent audit firms; decision on the approved audit firm to conduct inspection of the Company's operations when deemed necessary;
  - k. Supplements and amendments to the Company's Charter;

l. The class of shares and the number of new shares to be issued for each class of shares, and the transfer of shares of founding shareholders within the first 03 years from the date of establishment;

m. Division, separation, consolidation, merger or conversion of the Company;

n. Reorganization and dissolution (liquidation) of the Company and appointment of the liquidator;

o. Decision on investment in or sale of assets valued at 35% or more of the total asset value recorded in the Company's most recent financial statements;

p. Decision to repurchase more than 10% of the total sold shares of each class;

q. The Company enters into contracts or transactions with the parties specified in Clause 1, Article 167 of the Enterprise Law with a value equal to or greater than 35% of the total value of the Company's assets recorded in the most recent financial statements;

r. Approval of the transactions specified in Clause 4, Article 293 of Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities;

s. Approval of the Internal Regulations on Corporate Governance, the Operating Regulations of the Board of Directors, and the Operating Regulations of the Board of Supervisors;

t. Other matters as prescribed by law and this Charter.

3. All resolutions and matters included in the meeting agenda must be discussed and voted on at the General Meeting of Shareholders.

#### **Article 16. Authorization to attend the General Meeting of Shareholders**

1. Shareholders and authorized representatives of shareholders that are organizations may attend meetings in person or authorize one or several other individuals or organizations to attend the meeting, or attend the meeting through one of the methods specified in Clause 3, Article 144 of the Enterprise Law.

2. Authorization for an individual or organization to represent and attend the General Meeting of Shareholders as prescribed in Clause 1 of this Article must be made in writing. The authorization document shall be prepared in accordance with civil law and must clearly state the name of the authorizing shareholder, the name of the authorized individual or organization, the number of shares authorized, the authorization contents, scope of authorization, term of authorization, and signatures of the authorizing party and the authorized party.

The person authorized to attend the General Meeting of Shareholders must submit the authorization document upon registration for attendance. In case of sub-authorization, the attendee must additionally present the initial authorization document of the shareholder or the authorized representative of the shareholder that is an organization (if it has not previously been registered with the Company).

3. The voting ballot of the person authorized to attend the meeting within the authorized scope shall remain valid upon the occurrence of one of the following cases, except where:

a. The authorizing person has died, has limited civil act capacity, or has lost civil act capacity;

b. The authorizing person has revoked the authorization appointment;

c. The authorizing person has revoked the authority of the person performing the authorization.

This clause shall not apply where the Company receives notice of any of the above events before the opening time of the General Meeting of Shareholders or before the meeting is reconvened.

**Article 17. Changes to rights**

1. Any change to or cancellation of special rights attached to a class of preferred shares shall take effect when approved by shareholders representing 65% or more of the total voting votes of all shareholders attending the meeting. A resolution of the General Meeting of Shareholders on matters that change the rights and obligations of shareholders owning preferred shares may only be adopted if approved by preferred shareholders of the same class attending the meeting who own 75% or more of the total preferred shares of that class, or approved by preferred shareholders of the same class owning 75% or more of the total preferred shares of that class in the case of adoption of the resolution by written ballot.

2. The organization of a meeting of shareholders holding a class of preferred shares to approve the above-mentioned change of rights shall be valid only when there are at least 02 shareholders (or their authorized representatives) present and holding at least 1/3 of the par value of the issued shares of that class. If the required number of delegates as stated above is not present, the meeting shall be reorganized within the following 30 days, and the holders of shares of that class present in person or through authorized representatives shall be deemed to satisfy the required number of delegates regardless of the number of persons and shares. At the above-mentioned meetings of shareholders holding preferred shares, the holders of shares of that class present in person or through representatives may request a secret ballot. Each share of the same class shall have equal voting rights at the above-mentioned meetings.

3. The procedures for conducting such separate meetings shall be carried out similarly to the provisions of Articles 19, 20 and 21 of this Charter.

4. Unless otherwise provided in the share issuance terms, the special rights attached to classes of shares with preferential rights with respect to some or all matters relating to the distribution of the Company's profits or assets shall not be changed when the Company issues additional shares of the same class.

**Article 18. Convening meetings, meeting agenda and notices of invitation to the General Meeting of Shareholders**

1. The Board of Directors shall convene annual and extraordinary General Meetings of Shareholders. The Board of Directors shall convene extraordinary General Meetings of Shareholders in the cases specified in Clause 3, Article 14 of this Charter.

2. The person convening the General Meeting of Shareholders must perform the following tasks:

a. Prepare the list of shareholders eligible to attend and vote at the General Meeting of Shareholders. The list of shareholders entitled to attend the General Meeting of Shareholders shall be prepared no more than 10 days before the date of sending the notice of invitation to the General Meeting of Shareholders. The Company must disclose information on the preparation of the list of shareholders entitled to attend the General Meeting of Shareholders at least 20 days before the final registration date;

b. Prepare the agenda and contents of the meeting;

c. Prepare documents for the meeting;

d. Draft resolutions of the General Meeting of Shareholders according to the expected contents of the meeting;

e. Determine the time and venue for holding the meeting;

f. Notify and send notices of the General Meeting of Shareholders to all shareholders entitled to attend;

g. Other tasks serving the meeting.

3. The notice of invitation to the General Meeting of Shareholders shall be sent to all shareholders by a method ensuring delivery to the shareholders' contact addresses, and concurrently published on the Company's website and those of the State Securities Commission and the Stock Exchange where the Company's shares are listed or registered for trading. The person convening the General Meeting of Shareholders must send the notice of invitation to all shareholders on the List of shareholders entitled to attend the meeting no later than 21 days before the opening date of the meeting (counted from the date on which the notice is duly sent or forwarded). The agenda of the General Meeting of Shareholders and documents related to matters to be voted on at the meeting shall be sent to shareholders and/or posted on the Company's website. Where documents are not enclosed with the notice of the General Meeting of Shareholders, the notice of invitation must clearly state the link to all meeting documents so that shareholders can access them, including:

a. The meeting agenda and documents used at the meeting;

b. The list and detailed information of candidates in the case of election of members of the Board of Directors and members of the Board of Supervisors;

c. Voting ballots;

d. Draft resolutions for each matter in the meeting agenda.

4. A shareholder or group of shareholders as prescribed in Clause 2, Article 12 of this Charter has the right to propose matters to be included in the agenda of the General Meeting of Shareholders. The proposal must be in writing and sent to the Company no later than 03 working days before the opening date of the meeting. The proposal must clearly state the name of the shareholder, the quantity of each class of shares held by the shareholder, and the matter proposed to be included in the meeting agenda.

5. The person convening the General Meeting of Shareholders has the right to refuse the proposal prescribed in Clause 4 of this Article if it falls into one of the following cases:

a. The proposal is not sent in accordance with Clause 4 of this Article;

b. At the time of the proposal, the shareholder or group of shareholders does not hold at least 5% of ordinary shares as prescribed in Clause 2, Article 12 of this Charter;

c. The proposed matter does not fall within the decision-making authority of the General Meeting of Shareholders;

d. Other cases as prescribed by law and this Charter.

6. The person convening the General Meeting of Shareholders must accept and include the proposal prescribed in Clause 4 of this Article in the draft agenda and contents of the meeting, except in the cases specified in Clause 5 of this Article; the proposal shall be officially added to the agenda and contents of the meeting if approved by the General Meeting of Shareholders.

#### **Article 19. Conditions for conducting the General Meeting of Shareholders**

1. The General Meeting of Shareholders shall be conducted when the attending shareholders represent more than 50% of the total voting votes.

2. If the first meeting does not satisfy the conditions for proceeding as prescribed in Clause 1 of this Article, the notice of invitation to the second meeting must be sent within 30 days from the intended date of the first meeting. The second General Meeting of Shareholders

shall be conducted when the attending shareholders represent 33% or more of the total voting votes.

3. If the second meeting does not satisfy the conditions for proceeding as prescribed in Clause 2 of this Article, the notice of invitation to the third meeting must be sent within 20 days from the intended date of the second meeting. The third General Meeting of Shareholders shall be conducted regardless of the total number of voting votes of the attending shareholders.

**Article 20. Procedures for conducting and voting at the General Meeting of Shareholders**

1. Before the opening of the meeting, the Company must carry out shareholder registration procedures and must continue registration until all shareholders entitled to attend who are present have completed registration in the following order:

a. When registering shareholders, the Company shall issue to each shareholder or authorized representative with voting rights a voting card, which states the registration number, full name of the shareholder, full name of the authorized representative, and the number of voting votes of such shareholder. The General Meeting of Shareholders shall discuss and vote on each matter in the agenda. Voting shall be conducted by votes in favor, votes against, and no opinions. At the Meeting, the number of cards in favor of the resolution shall be collected first, the number of cards against the resolution shall be collected afterward, and finally the total number of votes in favor or against shall be counted for decision. The vote-counting results shall be announced by the Chairperson immediately before the meeting closes. The Meeting shall elect persons responsible for vote counting or supervising vote counting at the proposal of the Chairperson. The number of members of the Vote Counting Committee shall be decided by the General Meeting of Shareholders based on the proposal of the Chairperson of the meeting;

b. A shareholder, the authorized representative of a shareholder that is an organization, or an authorized person who arrives after the meeting has opened has the right to register immediately and thereafter has the right to participate and vote at the meeting immediately after registration. The Chairperson is not responsible for stopping the meeting to allow late-arriving shareholders to register, and the validity of the matters previously voted on shall not change.

2. The election of the chairperson, secretary and vote counting committee is prescribed as follows:

a. The Chairperson of the Board of Directors shall act as the chairperson or authorize another member of the Board of Directors to act as the chairperson of the General Meeting of Shareholders convened by the Board of Directors. If the Chairperson is absent or temporarily unable to work, the remaining members of the Board of Directors shall elect one of them to act as the chairperson of the meeting on the majority principle. If no chairperson can be elected, the Head of the Board of Supervisors shall preside over the General Meeting of Shareholders to elect the chairperson of the meeting from among the attendees, and the person with the highest number of votes shall act as the chairperson of the meeting;

b. Except for the case specified at Point a of this Clause, the person signing the notice convening the General Meeting of Shareholders shall preside over the General Meeting of Shareholders to elect the chairperson of the meeting, and the person with the highest number of votes shall act as the chairperson of the meeting;

c. The Chairperson shall appoint one or several persons to act as the secretary of the meeting;

d. The General Meeting of Shareholders shall elect one or several persons to the vote counting committee at the proposal of the chairperson of the meeting.

3. The agenda and contents of the meeting must be approved by the General Meeting of Shareholders at the opening session. The agenda must clearly and specifically determine the time for each matter in the meeting agenda.

4. The chairperson of the meeting has the right to take necessary and reasonable measures to administer the General Meeting of Shareholders in an orderly manner, in accordance with the approved agenda and reflecting the wishes of the majority of attendees.

- a. Arrange seating at the venue of the General Meeting of Shareholders;
- b. Ensure safety for all persons present at the meeting venues;

c. Facilitate shareholders' attendance at, or continued attendance at, the meeting. The person convening the General Meeting of Shareholders has full authority to change the above-mentioned measures and apply all necessary measures. The applied measures may include issuing admission passes or using other selection methods.

5. The General Meeting of Shareholders shall discuss and vote on each matter in the agenda. Voting shall be conducted by votes in favor, votes against, and no opinions. The vote-counting results shall be announced by the chairperson immediately before the meeting closes.

6. Shareholders or authorized persons attending the meeting who arrive after the meeting has opened may still register and have the right to participate in voting immediately after registration; in this case, the validity of the matters previously voted on shall not change.

7. The person convening the meeting or the chairperson of the General Meeting of Shareholders has the following rights:

- a. Require all attendees to be subject to inspection or other lawful and reasonable security measures;
- b. Request the competent authority to maintain order at the meeting; expel from the General Meeting of Shareholders persons who do not comply with the chairperson's right of administration, intentionally disturb order, obstruct the normal progress of the meeting, or fail to comply with security inspection requirements.

8. The chairperson has the right to postpone the General Meeting of Shareholders for which a sufficient number of attendees have registered for a maximum of no more than 03 working days from the intended opening date of the meeting, and may only postpone the meeting or change the meeting venue in the following cases:

- a. The meeting venue does not have sufficient convenient seating for all attendees;
- b. The means of communication at the meeting venue do not ensure that attending shareholders can participate, discuss and vote;
- c. An attendee obstructs or disturbs order, posing a risk that the meeting cannot be conducted fairly and lawfully.

9. If the chairperson postpones or suspends the General Meeting of Shareholders contrary to the provisions of Clause 8 of this Article, the General Meeting of Shareholders shall elect another person from among the attendees to replace the chairperson in administering the meeting until its conclusion; all resolutions adopted at such meeting shall be effective for implementation.

10. Where the Company applies modern technology to organize the General Meeting of Shareholders through an online meeting, the Company is responsible for ensuring that shareholders attend and vote by electronic voting or other electronic methods in accordance with Article 144 of the Enterprise Law, Clause 3, Article 273 of Decree No. 155/ND-CP dated



December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities, and the Company's Internal Regulations.

**Article 21. Conditions for Resolutions of the General Meeting of Shareholders to be adopted**

1. A resolution on the following matters shall be adopted if approved by shareholders representing 65% or more of the total voting votes of all shareholders attending and voting at the meeting, except for the cases specified in Clauses 3, 4, and 6, Article 148 of the Enterprise Law:

- a. Classes of shares and the total number of shares of each class;
- b. Change of business lines, trades and sectors;
- c. Change of the Company's organizational management structure;
- d. Investment project or sale of assets with a value equal to 35% or more of the total asset value recorded in the Company's most recent financial statements;
- e. Reorganization or dissolution of the Company.

2. Resolutions shall be adopted when approved by shareholders owning more than 50% of the total voting votes of all shareholders attending and voting at the meeting, except for the cases specified in Clause 1 of this Article and Clauses 3, 4 and 6, Article 148 of the Enterprise Law.

3. Resolutions of the General Meeting of Shareholders adopted by 100% of the total shares with voting rights shall be lawful and effective even if the order and procedures for convening the meeting and adopting such resolutions violate the provisions of the Enterprise Law and the Company's Charter.

**Article 22. Authority and procedures for collecting shareholders' written opinions to adopt Resolutions of the General Meeting of Shareholders**

The authority and procedures for collecting shareholders' written opinions to adopt Resolutions of the General Meeting of Shareholders shall be carried out in accordance with the following provisions:

1. The Board of Directors has the right to collect shareholders' written opinions to adopt a Resolution of the General Meeting of Shareholders when deemed necessary for the interests of the Company, including the case specified in Clause 2, Article 147 of the Enterprise Law.

2. The Board of Directors must prepare opinion collection ballots, draft resolutions of the General Meeting of Shareholders, explanatory documents for the draft resolutions, and send them to all shareholders with voting rights no later than 10 days before the deadline for returning the opinion collection ballots. The requirements and methods for sending opinion collection ballots and accompanying documents shall comply with the provisions of Clause 3, Article 18 of this Charter.

3. The opinion collection ballot must contain the following principal contents:

- a. Name, head office address, enterprise identification number;
- b. Purpose of collecting opinions;
- c. Full name, contact address, nationality, and number of legal documents of the individual for a shareholder that is an individual; name, enterprise identification number or number of legal documents of the organization, and head office address for a shareholder that is an organization, or full name, contact address, nationality, and number of legal documents of

the individual for the representative of a shareholder that is an organization; number of shares of each class and number of voting votes of the shareholder;

- d. Matters on which opinions are to be collected for approval of a decision;
- e. Voting options including approval, disapproval, and no opinion for each matter on which opinions are collected;
- f. Deadline by which the answered opinion collection ballot must be sent to the Company;
- g. Full name and signature of the Chairperson of the Board of Directors.

4. Shareholders may send answered opinion collection ballots to the Company by mail, fax or email in accordance with the following provisions:

a. In the case of mailing, the answered opinion collection ballot must bear the signature of the shareholder if the shareholder is an individual, or of the authorized representative or legal representative of the shareholder if the shareholder is an organization. Opinion collection ballots sent to the Company must be enclosed in sealed envelopes, and no one may open them before vote counting;

b. In the case of sending by fax or email, the opinion collection ballots sent to the Company must be kept confidential until the time of vote counting;

c. Opinion collection ballots sent to the Company after the deadline specified in the contents of the opinion collection ballot, or which have been opened in the case of mailing and disclosed in the case of fax or email, shall be invalid. Opinion collection ballots that are not sent back shall be deemed ballots not participating in the vote.

5. The Board of Directors shall count the votes and prepare minutes of vote counting under the witness of the Board of Supervisors or of shareholders who do not hold managerial positions in the Company. The minutes of vote counting must contain the following principal contents:

- a. Name, head office address, enterprise identification number;
- b. Purpose and matters on which opinions are collected for adoption of the resolution;
- c. Number of shareholders with the total number of voting votes participating in the vote, distinguishing between the number of valid voting votes and invalid voting votes and the method of sending voting ballots, accompanied by an appendix listing the shareholders participating in the vote;
- d. The total number of votes for, against and with no opinion on each matter;
- e. The matters approved and the corresponding approval voting ratio;
- f. Full names and signatures of the Chairman of the Board of Directors, the vote counter and the vote-counting supervisor.

Members of the Board of Directors, the vote counter and the vote-counting supervisor shall be jointly responsible for the truthfulness and accuracy of the vote-counting minutes; and jointly liable for any damage arising from decisions approved due to dishonest or inaccurate vote counting.

6. The vote-counting minutes and resolution must be sent to shareholders within 15 days from the date of completion of the vote counting. Sending the vote-counting minutes and resolution may be replaced by posting them on the Company's website within 24 hours from the time of completion of the vote counting.

7. Opinion ballots that have been answered, the vote-counting minutes, the approved resolution and related documents enclosed with the opinion ballots must all be kept at the Company's head office.

8. A resolution shall be approved in the form of collection of written opinions of shareholders if it is approved by shareholders holding at least 65% of the total voting rights of all shareholders entitled to vote, and shall have the same validity as a resolution approved at a meeting of the General Meeting of Shareholders.

**Article 23. Resolutions and Minutes of Meetings of the General Meeting of Shareholders**

1. A meeting of the General Meeting of Shareholders must be recorded in minutes and may be audio-recorded or recorded and stored in another electronic form. The minutes must be made in Vietnamese, may additionally be made in a foreign language, and must contain the following principal contents:

- a. Name, head office address, enterprise identification number;
- b. Time and venue of the meeting of the General Meeting of Shareholders;
- c. Meeting agenda and contents of the meeting;
- d. Full names of the chairperson and secretary;
- e. Summary of the proceedings of the meeting and opinions expressed at the meeting of the General Meeting of Shareholders on each matter in the meeting agenda;
- f. Number of shareholders and total voting rights of shareholders attending the meeting, appendix of the list of registered shareholders and shareholder representatives attending the meeting with the corresponding number of shares and votes;
- g. Total number of votes on each matter put to a vote, clearly stating the voting method, total number of valid, invalid, affirmative, dissenting and abstention votes; the corresponding ratio to the total number of votes of shareholders attending the meeting;
- h. Matters approved and the corresponding approval voting ratio;
- i. Full names and signatures of the chairperson and secretary. Where the chairperson or secretary refuses to sign the meeting minutes, such minutes shall be valid if signed by all other members of the Board of Directors attending the meeting and contain all contents as prescribed in this clause. The meeting minutes shall clearly state that the chairperson or secretary refused to sign the meeting minutes.

Minutes made in Vietnamese and in a foreign language shall have equal legal validity. In case of any discrepancy in content between the Vietnamese minutes and the foreign-language minutes, the content of the Vietnamese minutes shall apply.

2. The minutes of the meeting of the General Meeting of Shareholders must be completed and approved before the end of the meeting. The chairperson and secretary of the meeting shall be jointly responsible for the truthfulness and accuracy of the contents of the minutes.

3. Resolutions and Minutes of meetings of the General Meeting of Shareholders, appendices to the list of shareholders registered to attend the meeting, powers of attorney for meeting attendance, all documents attached to the Minutes (if any) and related documents enclosed with the meeting invitation notice must be disclosed in accordance with the law on information disclosure on the securities market and must be kept at the Company's head office.

**Article 24. Request for Cancellation of Resolutions of the General Meeting of Shareholders**




Within 90 days from the date of receipt of a resolution or the minutes of a meeting of the General Meeting of Shareholders or the minutes of vote-counting results for collection of opinions of the General Meeting of Shareholders, a shareholder or group of shareholders specified in Clause 2 Article 115 of the Law on Enterprises has the right to request a Court or Arbitration to consider and cancel the resolution or part of the contents of the resolution of the General Meeting of Shareholders in the following cases:

1. The order and procedures for convening the meeting and making decisions of the General Meeting of Shareholders seriously violate the provisions of the Law on Enterprises and the Company's Charter, except for the case specified in Clause 3 Article 21 of this Charter.
2. The contents of the resolution violate the law or this Charter.

## **CHAPTER VII. BOARD OF DIRECTORS**

### **Article 25. Nomination and Candidacy for Members of the Board of Directors**

1. Where candidates for the Board of Directors have been identified, the Company must disclose information relating to such candidates at least 10 days before the opening date of the meeting of the General Meeting of Shareholders on the Company's website so that shareholders can learn about these candidates before voting. A candidate for the Board of Directors must make a written commitment as to the truthfulness and accuracy of the disclosed personal information and must undertake to perform duties honestly, prudently and in the best interests of the Company if elected as a member of the Board of Directors. Disclosed information relating to a candidate for the Board of Directors includes:


- a. Full name, date, month and year of birth;
- b. Professional qualifications;
- c. Working history;
- d. Other managerial positions (including positions on the Board of Directors of another company);
- e. Interests related to the Company and related parties of the Company;
- f. Other information (if any) as prescribed in the Company's Charter;
- g. The Company shall be responsible for disclosing information on companies in which the candidate is holding the position of member of the Board of Directors, other managerial positions and interests related to the company of the candidate for the Board of Directors (if any).

2. A shareholder or group of shareholders owning 10% or more of the total ordinary shares has the right to nominate candidates for the Board of Directors in accordance with the Law on Enterprises and the Company's Charter.

3. Where the number of candidates for the Board of Directors through nomination and candidacy is still insufficient as required under Clause 5 Article 115 of the Law on Enterprises, the incumbent Board of Directors shall introduce additional candidates or organize nominations in accordance with the Company's Charter, the Internal Regulations on Corporate Governance and the Regulations on Operation of the Board of Directors. The incumbent Board of Directors' introduction of additional candidates must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with law.

4. Members of the Board of Directors must satisfy the criteria and conditions prescribed in Clauses 1 and 2 Article 155 of the Law on Enterprises and the Company's Charter.



5. A member of the Company's Board of Directors may concurrently be a member of the Board of Directors or Members' Council at no more than 05 other companies.



**Article 26. Composition and Term of Office of Members of the Board of Directors**

1. The number of members of the Board of Directors is 07 persons.
2. The term of office of a member of the Board of Directors shall not exceed 05 years and may be re-elected for an unlimited number of terms. An individual may only be elected as an independent member of the Company's Board of Directors for no more than 02 consecutive terms. Where all members of the Board of Directors end their terms at the same time, such members shall continue to be members of the Board of Directors until new members are elected to replace them and take over the work.
3. Unless otherwise provided by Law, the structure of members of the Company's Board of Directors shall be as follows:
  - a. There must be at least 02 members of the Board of Directors who are non-executive members;
  - b. There must be at least 02 members of the Board of Directors who are independent members.
4. A member of the Board of Directors shall cease to hold the status of member of the Board of Directors if dismissed, removed or replaced by the General Meeting of Shareholders in accordance with Article 160 of the Law on Enterprises and, specifically, as follows:
  - a. A member of the Board of Directors shall be dismissed in the following cases:
    - Failing to meet all criteria and conditions prescribed in Article 155 of the Law on Enterprises and this Charter or being prohibited by Law from serving as a member of the Board of Directors;
    - Suffering from a mental disorder and other members of the Board of Directors have professional evidence showing that such person no longer has legal capacity;
    - Providing untruthful personal information when submitting it to the Company as a candidate for the Board of Directors;
    - Submitting a written resignation letter to the Company's head office and having it approved by the Board of Directors; or
  - b. A member of the Board of Directors shall be removed if absent from meetings of the Board of Directors for six (6) consecutive months, except in cases of force majeure.
  - c. When deemed necessary, the General Meeting of Shareholders shall decide to replace a member of the Board of Directors; or dismiss or remove a member of the Board of Directors in addition to the cases specified at Points a and b of this clause.
5. The appointment of members of the Board of Directors must be disclosed in accordance with the law on information disclosure on the securities market.
6. A member of the Board of Directors is not necessarily required to be a shareholder of the Company.

**Article 27. Powers and Obligations of the Board of Directors**

1. The Board of Directors is the management body of the Company, with full authority on behalf of the Company to decide and exercise the rights and obligations of the Company, except for rights and obligations falling under the authority of the General Meeting of Shareholders.
  2. The rights and obligations of the Board of Directors shall be prescribed by law, the Company's Charter and the General Meeting of Shareholders. Specifically, the Board of Directors has the following powers and obligations:
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- a. Decide on the strategy, medium-term development plan and annual business plan of the Company;
- b. Propose the types of shares and total number of shares of each type entitled to be offered for sale;
- c. Decide on the sale of unsold shares within the number of shares of each type entitled to be offered for sale; decide on raising additional capital in other forms;
- d. Decide on the selling prices of shares and bonds of the Company;
- e. Decide on the repurchase of shares in accordance with Clauses 1 and 2 Article 133 of the Law on Enterprises;
- f. Decide on investment plans and investment projects within its authority and limits as prescribed by Law;
- g. Decide on market development, marketing and technology solutions;
- h. Approve purchase, sale, borrowing, lending contracts and other contracts and transactions with a value equal to 35% or more of the total asset value recorded in the Company's most recent financial statements, except for contracts and transactions falling under the authority of the General Meeting of Shareholders as prescribed at Point d Clause 2 Article 138, Clauses 1 and 3 Article 167 of the Law on Enterprises;
- i. Elect, dismiss and remove the Chairman of the Board of Directors; appoint, dismiss, enter into contracts with and terminate contracts with the General Director, Deputy General Director and Chief Accountant of the Company; decide on salaries, remuneration, bonuses and other benefits of such managers; appoint authorized representatives to participate in the Members' Council or General Meeting of Shareholders at another company, and decide on the remuneration and other benefits of such persons;
- j. Supervise and direct the General Director and other managers in the management of the Company's daily business operations;
- k. Decide on the organizational structure and internal management regulations of the Company, decide on the establishment of subsidiaries, branches and representative offices, and capital contribution to and purchase of shares of other enterprises;
- l. Approve the agenda and contents of documents for meetings of the General Meeting of Shareholders, convene meetings of the General Meeting of Shareholders or collect opinions for the General Meeting of Shareholders to approve resolutions;
- m. Submit the audited annual financial statements to the General Meeting of Shareholders;
- n. Propose the dividend level to be paid; decide on the time limit and procedures for dividend payment or handling of losses arising in the course of business;
- o. Propose the reorganization or dissolution of the Company; request bankruptcy of the Company;
- p. Decide to issue the Regulations on Operation of the Board of Directors and the Internal Regulations on Corporate Governance after approval by the General Meeting of Shareholders; decide to issue the Regulations on Operation of the Audit Committee under the Board of Directors and the Company's Regulations on Information Disclosure;
- q. Other rights and obligations as prescribed by the Law on Enterprises, the Law on Securities, other provisions of law and the Company's Charter.



3. The Board of Directors must report the results of its activities at the annual meeting of the General Meeting of Shareholders in accordance with Point c Clause 3 Article 139 of the Law on Enterprises. The activity report of the Board of Directors must contain the contents prescribed in Article 280 of Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities. Specifically, the report contents are as follows:

a. Remuneration, operating expenses and other benefits of the Board of Directors and each member of the Board of Directors in accordance with Clause 3 Article 163 of the Law on Enterprises;

b. Summary of meetings of the Board of Directors and decisions of the Board of Directors;

c. Report on transactions between the Company, subsidiaries, and companies in which a public company holds control over 50% or more of the charter capital and members of the Board of Directors and related persons of such members; transactions between the Company and companies in which a member of the Board of Directors is a founding member or enterprise manager during the most recent 03 years prior to the time of the transaction;

d. Activities of independent members of the Board of Directors and the evaluation results of each independent member on the activities of the Board of Directors;

e. Results of supervision of the General Director;

f. Results of supervision of other executives;

i. Future plans.

4. Unless otherwise provided by Law or the Company's Charter, the Board of Directors may delegate, decentralize authority or assign the Chairman of the Board of Directors, a member of the Board of Directors, the General Director or another manager to decide and/or organize the implementation of one or several rights and responsibilities falling under the authority of the Board of Directors in accordance with law and this Charter. The delegation, decentralization of authority and assignment of work specified in this Article shall be specified in the internal management regulations issued by the Board of Directors or in specific Resolutions/Decisions of the Board of Directors.

#### **Article 28. Remuneration, Bonuses and Other Benefits of Members of the Board of Directors**

1. The Company has the right to pay remuneration and bonuses to members of the Board of Directors based on business results and performance.

2. Members of the Board of Directors are entitled to work remuneration and bonuses. Work remuneration shall be calculated based on the number of working days necessary to complete the duties of a member of the Board of Directors and the daily remuneration rate. The Board of Directors shall estimate the remuneration for each member on the principle of unanimity. The total remuneration and bonuses of the Board of Directors shall be decided by the General Meeting of Shareholders at the annual meeting.

3. The remuneration of each member of the Board of Directors shall be included in the Company's business expenses in accordance with the law on corporate income tax, presented as a separate item in the Company's annual financial statements, and reported to the General Meeting of Shareholders at the annual meeting.

4. A member of the Board of Directors holding an executive position or a member of the Board of Directors working on subcommittees of the Board of Directors or performing other work outside the ordinary scope of duties of a member of the Board of Directors may be paid



additional remuneration in the form of a lump-sum fee for each assignment, salary, commission, profit percentage or other form as decided by the Board of Directors.

5. Members of the Board of Directors are entitled to reimbursement of all travel, meal, accommodation and other reasonable expenses that they have incurred in performing their responsibilities as members of the Board of Directors, including expenses arising from attending meetings of the Board of Directors or subcommittees of the Board of Directors.

6. Members of the Board of Directors may have liability insurance purchased by the Company after approval by the General Meeting of Shareholders. This insurance does not cover liabilities of members of the Board of Directors relating to violations of law and this Charter.

**Article 29. Chairman of the Board of Directors**

1. The Chairman of the Board of Directors shall be elected, dismissed and removed by the Board of Directors from among the members of the Board of Directors.

2. The Chairman of the Board of Directors may not concurrently serve as the General Director.

3. The Chairman of the Board of Directors has the following rights and obligations:

- a. Prepare the agenda and operating plan of the Board of Directors;
- b. Prepare the agenda, contents and documents for meetings; convene, preside over and chair meetings of the Board of Directors;
- c. Organize the approval of resolutions and decisions of the Board of Directors;
- d. Supervise the organization and implementation of resolutions and decisions of the Board of Directors;
- e. Chair meetings of the General Meeting of Shareholders;
- f. Other rights and obligations as prescribed by the Law on Enterprises and the Company's Charter.

4. If the Chairperson of the Board of Directors submits a resignation letter or is relieved of duty or dismissed, the Board of Directors must elect a replacement within 10 days from the date of receipt of the resignation letter or the relief from duty or dismissal.

5. If the Chairperson of the Board of Directors is absent or unable to perform his/her duties, he/she must authorize another member in writing to exercise the rights and obligations of the Chairperson of the Board of Directors. If there is no authorized person or the Chairperson of the Board of Directors dies, is missing, is held in temporary detention, is serving a prison sentence, is serving an administrative handling measure at a compulsory detoxification facility or compulsory education facility, flees his/her place of residence, has limited or lost civil act capacity, has difficulty in cognition or behavior control, or is prohibited by a Court from holding a position, practicing a profession or performing certain work, the remaining members shall elect one of the members to hold the position of Chairperson of the Board of Directors on the principle of approval by a majority of the remaining members until a new decision of the Board of Directors is made.

6. Where necessary and not contrary to the law and the Company's Charter, the Chairperson of the Board of Directors may authorize or assign in writing the Vice Chairperson of the Board of Directors (if any) or a member of the Board of Directors to sign documents and materials or perform certain rights and duties within the authority of the Chairperson of the Board of Directors. Such authorization or assignment shall be carried out in accordance with civil law provisions; the authorized or assigned person shall be responsible to the Chairperson of the Board of Directors and before the Law for performing the assigned work.



### Article 30. Meetings of the Board of Directors

1. The Chairperson of the Board of Directors shall be elected at the first meeting of the Board of Directors within 07 working days from the date of completion of the election of such Board of Directors. This meeting shall be convened and chaired by the member with the highest number of votes or the highest voting ratio. If more than one member has the highest and equal number of votes or voting ratio, the members shall elect, by majority rule, one of them to convene the meeting of the Board of Directors.

2. The Board of Directors must meet at least once every quarter and may hold extraordinary meetings.

3. The Chairperson of the Board of Directors shall convene a meeting of the Board of Directors in the following cases:

- a. At the request of the Board of Supervisors or an independent member of the Board of Directors;
- b. At the request of the General Director or at least 05 other managers;
- c. At the request of at least 02 members of the Board of Directors;
- d. Other cases (if any).

4. The requests specified in Clause 3 of this Article must be made in writing, clearly stating the purpose, matters to be discussed, and decisions within the authority of the Board of Directors.

5. The Chairperson of the Board of Directors must convene a meeting of the Board of Directors within 07 working days from the date of receipt of the request specified in Clause 3 of this Article. If the meeting of the Board of Directors is not convened as requested, the Chairperson of the Board of Directors shall be responsible for any damage caused to the Company; the requester has the right to replace the Chairperson of the Board of Directors in convening the meeting of the Board of Directors.

6. The Chairperson of the Board of Directors or the person convening the meeting of the Board of Directors must send the meeting invitation notice no later than 03 working days before the meeting date. The meeting invitation notice must specify the time and location of the meeting, the agenda, and the matters for discussion and decision. The meeting invitation notice must be accompanied by materials to be used at the meeting and the members' voting ballots.

The invitation notice for a meeting of the Board of Directors may be sent by invitation letter, telephone, fax, electronic means, or another method as prescribed by the Company's Charter and must ensure delivery to the contact address of each member of the Board of Directors registered with the Company.

7. The Chairperson of the Board of Directors or the convenor shall send the meeting invitation notice and accompanying materials to members of the Board of Supervisors in the same manner as to members of the Board of Directors.

Members of the Board of Supervisors have the right to attend meetings of the Board of Directors; they have the right to discuss but not to vote.

8. A meeting of the Board of Directors shall be conducted when at least 3/4 of the total number of members attend. If a meeting convened under this Clause does not have the required number of attending members, it shall be convened for a second time within 07 days from the intended date of the first meeting. In this case, the meeting shall be conducted if more than half of the members of the Board of Directors attend.



9. A member of the Board of Directors shall be deemed to attend and vote at the meeting in the following cases:

- a. Attending and voting in person at the meeting;
- b. Authorizing another person to attend and vote as prescribed in Clause 11 of this Article;
- c. Attending and voting via online conference, electronic voting, or another electronic form;
- d. Sending the voting ballot to the meeting by mail, fax, or email;
- e. Sending the voting ballot by other means.

10. In the case of sending the voting ballot to the meeting by mail, the voting ballot must be placed in a sealed envelope and delivered to the Chairperson of the Board of Directors no later than 01 hour before the opening of the meeting. Voting ballots may only be opened in the presence of all attendees.

11. Members must fully attend meetings of the Board of Directors. A member may authorize another person to attend and vote if approved by a majority of the members of the Board of Directors.

12. Resolutions and decisions of the Board of Directors shall be adopted if approved by a majority of the attending members; in the event of a tie, the final decision shall belong to the side with the opinion of the Chairperson of the Board of Directors.

13. The Board of Directors may adopt matters within its authority by collecting written opinions, except where the Law or the Company's Charter requires that they be considered at a meeting of the Board of Directors. Opinion collection shall be conducted through opinion ballots or direct confirmation signatures on the written opinion collection document sent to members of the Board of Directors. Each member of the Board of Directors has one (01) vote. A matter shall be adopted when approved by a majority of the voting members of the Board of Directors and shall be expressed in the form of a resolution or decision of the Board of Directors. Resolutions and decisions adopted in this form shall have the same effect and validity as resolutions and decisions adopted at a meeting of the Board of Directors.

14. The Chairperson of the Board of Directors is responsible for sending the minutes of meetings of the Board of Directors to the members, and such minutes shall be authentic evidence of the work conducted at the meeting unless there is an objection to the contents of the minutes within ten (10) days from the date of sending. Minutes of meetings of the Board of Directors shall be made in Vietnamese and may be made in a foreign language. The minutes must bear the signatures of the chairperson and the minute-taker.

If the chairperson or the minute-taker refuses to sign the meeting minutes but all other attending members of the Board of Directors sign and agree to approve the meeting minutes, and the minutes contain all contents as prescribed at Points a, b, c, d, dd, e, g and h, Clause 1, Article 158 of the Law on Enterprises, such minutes shall be valid. The meeting minutes shall clearly state that the chairperson or the minute-taker refused to sign the meeting minutes. The persons signing the meeting minutes shall be jointly responsible for the accuracy and truthfulness of the contents of the minutes of the Board of Directors meeting. The chairperson and the minute-taker shall be personally responsible for any damage caused to the enterprise due to refusal to sign the meeting minutes in accordance with the Law on Enterprises.

### **Article 31. Committees under the Board of Directors**

1. The Board of Directors may establish subordinate committees to be in charge of development policy, personnel, remuneration, internal audit, and risk management. The number of committee members shall be decided by the Board of Directors, with a minimum of 03

persons, including members of the Board of Directors and external members. Independent members of the Board of Directors/non-executive members of the Board of Directors should constitute a majority in the committee, and one of these members shall be appointed as Head of the committee pursuant to a decision of the Board of Directors. The activities of the committee must comply with the regulations of the Board of Directors. A resolution of the committee shall only be effective when it is attended and voted for approval by a majority of members at the committee meeting.

2. The implementation of decisions of the Board of Directors, or of a committee under the Board of Directors, or of a person holding membership in a committee of the Board of Directors must comply with current legal regulations and the provisions of the Company's Charter and the Internal Regulations on Company Governance.

**Article 32. Person in charge of Company governance and Company Secretary**

1. The Board of Directors of the Company must appoint at least 01 Person in charge of Company governance to support Company governance at the enterprise. The Person in charge of Company governance may concurrently act as the Company Secretary as prescribed in Clause 5, Article 156 of the Law on Enterprises.

2. The Person in charge of Company governance may not concurrently work for the approved auditing organization currently auditing the Company's financial statements.

3. The Person in charge of Company governance has the following rights and obligations:

a. Advising the Board of Directors on organizing General Meetings of Shareholders in accordance with regulations and related matters between the Company and shareholders;

b. Preparing meetings of the Board of Directors, the Board of Supervisors, and the General Meeting of Shareholders as requested by the Board of Directors or the Board of Supervisors;

c. Advising on meeting procedures;

d. Attending meetings;

e. Advising on procedures for preparing resolutions of the Board of Directors in accordance with the law;

f. Providing financial information, copies of minutes of meetings of the Board of Directors, and other information to members of the Board of Directors and members of the Board of Supervisors;

g. Supervising and reporting to the Board of Directors on the Company's information disclosure activities;

h. Acting as the point of contact with stakeholders;

i. Maintaining confidentiality of information in accordance with the law and the Company's Charter;

k. Other rights and obligations as prescribed by law and the Company's Charter.

4. The Company Secretary has the following rights and obligations:

a. The rights and obligations as prescribed in Clause 5, Article 156 of the Law on Enterprises;

b. Compiling materials and documents for organizing the General Meeting of Shareholders, and submitting the documents of the General Meeting of Shareholders to the Board of Directors for approval;

- c. After the Board of Directors approves the materials for the General Meeting of Shareholders, the Company Secretary must ensure the full-text integrity of these materials;
- d. Being responsible for recording and signing minutes of meetings of the Board of Directors;
- e. Assisting the Chairperson of the Board of Directors in drafting the contents of resolutions and decisions of the Board of Directors in accordance with the current prescribed format;
- f. Being responsible for keeping original documents serving meetings of the Board of Directors and General Meetings of Shareholders from preparation until the end of the meetings;
- g. Coordinating with relevant units in submitting documents, resolutions, and decisions for signature after meetings of the Board of Directors and General Meetings of Shareholders;
- h. Coordinating in disclosing information on the contents of minutes, resolutions, and the full text of internal regulatory documents signed and issued by the Board of Directors or approved by the General Meeting of Shareholders, within the scope prescribed by current regulations on information disclosure;
- i. Receiving remuneration for concurrently acting as Secretary, which is an expense in the operations of the Board of Directors;
- j. Assisting the Board of Directors in developing an operating expense plan for submission to the General Meeting of Shareholders for approval;
- k. Other rights and obligations as decided by the Board of Directors.

### **Chapter VIII. GENERAL DIRECTOR AND OTHER EXECUTIVES**

#### **Article 33. Organization of the management apparatus**

1. The Company's management system must ensure that the management apparatus is responsible to the Board of Directors and subject to the supervision and direction of the Board of Directors in the Company's daily business activities. The Company has a General Director, no more than four (04) Deputy General Directors, and a Chief Accountant appointed by the Board of Directors. The appointment, relief from duty, and dismissal of the above positions must be approved by a resolution or decision of the Board of Directors.

2. The term of appointment of the General Director shall not exceed 05 years and shall be consistent with the term of the Board of Directors; the term of appointment of the Deputy General Director and Chief Accountant of the Company is 05 years; these positions may be reappointed for an unlimited number of terms. The term of positions not under the appointment authority of the Board of Directors shall comply with the Company's management regulations.

#### **Article 34. Company executives**

1. Company executives include the General Director, Deputy General Directors, and Chief Accountant.

2. At the proposal of the General Director and with the approval of the Board of Directors, the Company may recruit other executives in numbers and with standards appropriate to the Company's structure and management regulations as prescribed by the Board of Directors. Enterprise executives must be responsible for supporting the Company in achieving the objectives set out in its operations and organization.

3. The General Director shall be paid salary and bonus. The salary and bonus of the General Director shall be decided by the Board of Directors.



4. Salaries of executives shall be included in the Company's business expenses in accordance with the law on corporate income tax, shall be presented as a separate item in the Company's annual financial statements, and must be reported to the General Meeting of Shareholders at the annual meeting.

**Article 35. Appointment, relief from duty, duties and powers of the General Director**

1. The Board of Directors shall appoint 01 member of the Board of Directors or hire another person to act as General Director.

2. The General Director is the person who manages the daily business operations of the Company; is subject to the supervision of the Board of Directors; and is responsible to the Board of Directors and before the law for the exercise of assigned rights and obligations.

3. The General Director must satisfy the standards and conditions prescribed by law and the Company's Charter.

4. The General Director has the following rights and obligations:

a. Deciding matters related to the Company's daily business activities that are not within the authority of the Board of Directors;

b. Organizing the implementation of resolutions and decisions of the Board of Directors;

c. Organizing the implementation of the Company's business plan and investment plan;

d. Recommending the organizational structure plan and internal management regulations of the Company;

e. Appointing, relieving from duty, and dismissing managerial positions in the Company, except for positions under the authority of the Board of Directors;

f. Deciding salaries and other benefits for employees in the Company, including managers under the appointment authority of the General Director;

g. Recruiting employees;

h. Recommending a plan for dividend payment or handling business losses;

i. Deciding purchase, sale, borrowing, lending contracts and other contracts with a value of less than 35% of the total value of the Company's assets recorded in the most recent audited financial statements, except for contracts and transactions under the decision-making authority of the General Meeting of Shareholders or the Board of Directors as prescribed in Clause 2, Article 138; Clause 2, Article 153; and Clauses 1 and 3, Article 167 of the Law on Enterprises;

k. Other rights and obligations as prescribed by law, the Company's Charter, and resolutions and decisions of the Board of Directors.

5. The Board of Directors may relieve the General Director from duty when approved by a majority of voting members of the Board of Directors attending the meeting and appoint a new General Director as replacement.

6. If the General Director resigns or no longer satisfies the conditions for holding office as prescribed by law or is relieved of duty or dismissed in accordance with regulations, the Board of Directors must appoint or hire another person as replacement as soon as possible. The appointment or hiring of a replacement shall comply with the Company's internal regulations and the law. If the position of General Director has not yet been filled, based on task requirements, the Board of Directors may decide to assign acting authority as General Director to a Deputy General Director or another person holding a leadership or managerial position to manage the Company's daily business operations until the position of General Director is filled.

7. Within the scope of his/her rights and duties as prescribed by Law, the Company's Charter, resolutions and decisions of the Board of Directors, and internal management regulations issued by the Board of Directors, the General Director may authorize or assign in writing an individual within the Company's management apparatus or another individual or organization to sign documents, conduct transactions and/or perform certain work within his/her authority. The authorization shall comply with the law, for the purpose of performing duties and ensuring efficiency for the Company.

## **Chapter IX. BOARD OF SUPERVISORS**

### **Article 36. Candidacy and nomination of members of the Board of Supervisors**

1. Candidacy and nomination of members of the Board of Supervisors shall be carried out similarly to the provisions of Clause 1 and Clause 2, Article 25 and other provisions of this Charter.

2. If the number of candidates for the Board of Supervisors through nomination and candidacy is insufficient, the incumbent Board of Supervisors may nominate additional candidates. The incumbent Board of Supervisors's introduction of additional candidates must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Supervisors in accordance with the law.

### **Article 37. Composition of the Board of Supervisors**

1. The number of members of the Company's Board of Supervisors is 03 persons. The term of members of the Board of Supervisors shall not exceed 05 years and they may be re-elected for an unlimited number of terms. More than half of the members of the Board of Supervisors must permanently reside in Viet Nam.

2. Members of the Board of Supervisors must satisfy the standards and conditions prescribed in Article 169 of the Law on Enterprises and must not fall into the following cases:

a. Working in the accounting or finance department of the Company;

b. Being a member or employee of an independent auditing company that audited the Company's financial statements in the preceding 03 consecutive years.

3. A member of the Board of Supervisors shall be relieved from duty in the following cases:

a. No longer satisfying the standards and conditions for being a member of the Board of Supervisors as prescribed in Clause 2 of this Article;

b. Submitting a resignation letter and having it accepted;

4. A member of the Board of Supervisors shall be dismissed in the following cases:

a. Failure to complete assigned tasks or work;

b. Failure to exercise his/her rights and perform his/her obligations for 06 consecutive months, except in force majeure events;

c. Repeatedly violating, or seriously violating, the obligations of a member of the Board of Supervisors as prescribed by the Law on Enterprises and the Company's Charter;

d. Other cases under a resolution of the General Meeting of Shareholders.

### **Article 38. Head of the Board of Supervisors**

1. The Head of the Board of Supervisors shall be elected by the Board of Supervisors from among the members of the Board of Supervisors; election, relief from duty, and dismissal shall be conducted on the majority principle. The Head of the Board of Supervisors must hold



a university degree or higher in one of the majors of economics, finance, accounting, auditing, law, business administration, or a major related to the Company's business operations.

2. Rights and obligations of the Head of the Board of Supervisors:

- a. Convene meetings of the Board of Supervisors;
- b. Request the Board of Directors, the General Director, and other executives to provide relevant information for reporting to the Board of Supervisors;
- c. Prepare and sign reports of the Board of Supervisors after consulting the Board of Directors for submission to the General Meeting of Shareholders.

**Article 39. Rights and obligations of the Board of Supervisors**

The Board of Supervisors has the rights and obligations prescribed in Articles 170 and 171 of the Law on Enterprises and the following rights and obligations:

1. Propose and recommend that the General Meeting of Shareholders approve the list of approved auditing organizations to audit the Company's financial statements; decide on the approved auditing organization to inspect the Company's operations, and remove approved auditors when deemed necessary.

2. Be responsible to shareholders for its supervisory activities.

3. Supervise the Company's financial situation and compliance with law in the activities of members of the Board of Directors, the General Director, and other managers.

4. Ensure coordination of activities with the Board of Directors, the General Director, and shareholders.

5. In case of detecting any violation of law or violation of the Company's Charter by a member of the Board of Directors, the General Director, or another executive of the enterprise, the Board of Supervisors must notify the Board of Directors in writing within 48 hours, requesting the violator to cease the violation and take measures to remedy the consequences.

6. Develop the Regulation on operation of the Board of Supervisors and submit it to the General Meeting of Shareholders for approval.

7. Report at the General Meeting of Shareholders as prescribed in Article 290 of Government Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the implementation of a number of articles of the Law on Securities.

8. Have the right to access the Company's records and documents kept at the head office, branches, and other locations; have the right to go to the workplaces of the Company's managers and employees during working hours.

9. Have the right to request the Board of Directors, members of the Board of Directors, the General Director, and other managers to fully, accurately, and promptly provide information and documents on the management, administration, and business operations of the Company.

10. Other rights and obligations as prescribed by law and this Charter.

**Article 40. Meetings of the Board of Supervisors**

1. The Board of Supervisors must meet at least 02 times a year, with the number of members attending the meeting being at least 2/3 of the members of the Board of Supervisors. Minutes of meetings of the Board of Supervisors shall be prepared in detail and clearly. The minute taker and the members of the Board of Supervisors attending the meeting must sign the meeting minutes. The minutes of meetings of the Board of Supervisors must be retained to determine the responsibilities of each member of the Board of Supervisors.

2. The Board of Supervisors has the right to request members of the Board of Directors, the General Director, and representatives of the approved auditing organization to attend and answer issues that need clarification.

**Article 41. Salaries, remuneration, bonuses, and other benefits of members of the Board of Supervisors**

Salaries, remuneration, bonuses, and other benefits of members of the Board of Supervisors shall be implemented in accordance with the following provisions:

1. Members of the Board of Supervisors shall be paid salaries, remuneration, bonuses, and other benefits as decided by the General Meeting of Shareholders. The General Meeting of Shareholders shall decide the total amount of salaries, remuneration, bonuses, other benefits, and the annual operating budget of the Board of Supervisors.

2. Members of the Board of Supervisors shall be reimbursed for meals, accommodation, travel expenses, and expenses for using independent consulting services at a reasonable level. The total amount of such remuneration and expenses shall not exceed the total annual operating budget of the Board of Supervisors approved by the General Meeting of Shareholders, unless otherwise decided by the General Meeting of Shareholders.

3. Salaries and operating expenses of the Board of Supervisors shall be included in the Company's business expenses in accordance with the law on corporate income tax and other relevant legal provisions, and must be recorded as a separate item in the Company's annual financial statements.

**Chapter X. RESPONSIBILITIES OF MEMBERS OF THE BOARD OF DIRECTORS, MEMBERS OF THE BOARD OF SUPERVISORS, THE GENERAL DIRECTOR, AND OTHER EXECUTIVES**

Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other executives are responsible for performing their duties, including duties as members of subcommittees of the Board of Directors, honestly and prudently for the benefit of the Company.

**Article 42. Duty of honesty and avoidance of conflicts of interest**

1. Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other managers must disclose related interests in accordance with the Law on Enterprises and relevant legal documents.

2. Members of the Board of Directors, members of the Board of Supervisors, the General Director, other managers, and related persons of these members may only use information obtained by virtue of their positions to serve the interests of the Company.

3. Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other managers are obliged to notify in writing the Board of Directors and the Board of Supervisors of transactions between the Company, subsidiaries, or other companies in which the Company holds control of 50% or more of the charter capital and such persons themselves or their related persons in accordance with law. For the above transactions approved by the General Meeting of Shareholders or the Board of Directors, the Company must disclose information on these resolutions in accordance with the securities law on information disclosure.

4. Members of the Board of Directors may not vote on transactions that bring benefits to such members or their related persons in accordance with the Law on Enterprises and the Company's Charter.

5. Members of the Board of Directors, members of the Board of Supervisors, the General Director, other managers, and related persons of these subjects may not use or disclose internal information to others to carry out related transactions.

6. Transactions between the Company and one or more members of the Board of Directors, members of the Board of Supervisors, the General Director, other executives, and individuals or organizations related to these subjects shall not be invalidated in the following cases:

a. For transactions with a value less than or equal to 20% of the total asset value recorded in the most recent financial statements, the material contents of the contract or transaction as well as the relationships and interests of the members of the Board of Directors, members of the Board of Supervisors, the General Director, and other executives have been reported to the Board of Directors and approved by the Board of Directors by a majority of affirmative votes of members of the Board of Directors who have no related interests;

b. For transactions with a value greater than 20% or transactions resulting in the value of transactions arising within 12 months from the date of the first transaction reaching 20% or more of the total asset value recorded in the most recent financial statements, the material contents of such transactions as well as the relationships and interests of the members of the Board of Directors, members of the Board of Supervisors, the General Director, and other executives have been disclosed to shareholders and approved by the General Meeting of Shareholders by votes of shareholders who have no related interests.

#### **Article 43. Liability for damage and compensation**

1. Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other executives who violate their obligations and responsibilities of honesty and prudence, and fail to fulfill their obligations, shall be liable for damage caused by their violations.

2. The Company shall compensate persons who have been, are, or may become a related party in complaints, lawsuits, or prosecutions (including civil and administrative matters and excluding lawsuits in which the Company is the plaintiff) if such person has been or is a member of the Board of Directors, a member of the Board of Supervisors, the General Director, another executive, an employee, or an authorized representative of the Company who has performed or is performing duties as authorized by the Company, acting honestly and prudently for the benefit of the Company on the basis of compliance with the law, and there is no evidence confirming that such person has violated his/her responsibilities.

3. Compensation expenses include judgment costs, fines, and payments actually arising (including attorney's fees) when resolving these matters within the framework permitted by law. The Company may purchase insurance for these persons to avoid the above compensation liabilities.

### **CHAPTER XI. RIGHT TO INSPECT COMPANY BOOKS AND RECORDS**

#### **Article 44. Right to inspect books and records**

1. Ordinary shareholders have the right to inspect books and records, specifically as follows:

a. Ordinary shareholders have the right to review, inspect, and extract information on names and contact addresses in the list of shareholders with voting rights; request correction of their inaccurate information; review, inspect, extract, or copy the Company's Charter, minutes of meetings of the General Meeting of Shareholders, and resolutions of the General Meeting of Shareholders;

b. A shareholder or group of shareholders owning 05% or more of the total ordinary shares has the right to review, inspect, and extract the minutes and resolutions and decisions of the Board of Directors, semi-annual and annual financial statements, reports of the Board of Supervisors, contracts and transactions subject to approval by the Board of Directors, and other documents, except documents related to the Company's trade secrets and business secrets.

2. Where an authorized representative of a shareholder or group of shareholders requests to inspect books and records, the power of attorney of the shareholder or group of shareholders represented by such person, or a notarized copy of such power of attorney, must be enclosed.

3. Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other executives have the right to inspect the Company's shareholder register, list of shareholders, and other books and records of the Company for purposes related to their positions, provided that such information must be kept confidential.

4. The Company must retain this Charter and amendments and supplements to the Charter, the Enterprise Registration Certificate, regulations, documents evidencing ownership of assets, resolutions of the General Meeting of Shareholders and the Board of Directors, minutes of meetings of the General Meeting of Shareholders and the Board of Directors, reports of the Board of Directors, reports of the Board of Supervisors, annual financial statements, accounting books, and other documents as prescribed by law at the head office or another place, provided that shareholders and the Business Registration Authority are notified of the place where these documents are kept.

5. The Company's Charter must be published on the Company's website.

## **CHAPTER XII. EMPLOYEES AND TRADE UNION**

### **Article 45. Employees and trade union**

1. The General Director must prepare plans for the Board of Directors to approve matters related to recruitment, termination of employees, salaries, social insurance, benefits, commendation, and discipline for employees and executives of the enterprise.

2. The General Director must prepare plans for the Board of Directors to approve matters related to the Company's relations with trade union organizations in accordance with the best management standards, practices, and policies, the practices and policies prescribed in this Charter, the Company's regulations, and current legal provisions.

## **CHAPTER XIII. PROFIT DISTRIBUTION**

### **Article 46. Profit distribution**

1. The plan for distribution of dividends and annual after-tax profits shall be distributed in the following order:

a. Distribution of profits to parties contributing capital for joint ventures in accordance with the signed economic contracts (if any);

b. Offset losses from previous years for which the period for deduction from pre-tax profits has expired as prescribed;

c. Allocate up to 30% to the enterprise development investment fund;

d. Allocate to the reward fund, welfare fund for employees in the enterprise, and reward fund for enterprise managers in accordance with Government regulations on labor, salaries, remuneration, and bonuses for companies with controlling shares or contributed capital held by the State;

e. The remaining profits shall be fully distributed in cash or shares to shareholders and capital-contributing members. The distribution of dividends in shares shall only apply and be

implemented when the Company implements Group A projects approved by competent authorities.

2. The General Meeting of Shareholders shall decide the annual dividend payment rate and form of dividend payment from the Company's retained profits.

3. The Company shall not pay interest on dividend payments or payments related to a class of shares.

4. The Board of Directors may recommend that the General Meeting of Shareholders approve the payment of all or part of dividends in shares, and the Board of Directors shall be the body implementing this decision.

5. Where dividends or other payments related to a class of shares are paid in cash, the Company must pay in Vietnamese dong. Payment may be made directly or through banks on the basis of detailed bank account information provided by shareholders. Where the Company has made a transfer in accordance with the detailed bank information provided by a shareholder but such shareholder does not receive the money, the Company shall not be responsible for the amount transferred by the Company to such shareholder. Payment of dividends for shares listed/registered for trading on the Stock Exchange shall be made through a securities company or the Vietnam Securities Depository and Clearing Corporation.

6. Pursuant to the Law on Enterprises and the Law on Securities, the Board of Directors shall adopt a resolution or decision determining a specific date for closing the list of shareholders. Based on that date, persons registered as shareholders or owning other securities shall be entitled to receive dividends in cash or shares, and receive notices or other documents.

7. Other matters related to profit distribution shall be implemented in accordance with law.

#### **CHAPTER XIV. BANK ACCOUNTS, FISCAL YEAR, AND ACCOUNTING REGIME**

##### **Article 47. Bank accounts**

1. The Company shall open accounts at Vietnamese banks or at foreign banks licensed to operate in Vietnam.

2. With prior approval of the competent authority, where necessary, the Company may open bank accounts abroad in accordance with the provisions of law.

3. The Company shall conduct all payments and financial transactions through Vietnamese dong or foreign currency accounts at the banks where the Company opens accounts.

##### **Article 48. Fiscal year**

The Company's fiscal year begins on the first day of January each year and ends on the 31st day of December. The first fiscal year begins on the date of issuance of the Enterprise Registration Certificate and ends on the 31st day of December immediately following the date of issuance of the Enterprise Registration Certificate.

##### **Article 49. Accounting regime**

1. The accounting regime used by the Company is the enterprise accounting regime or a specific accounting regime issued and approved by the competent authority.

2. The Company shall prepare accounting books in Vietnamese and retain accounting records in accordance with the law on accounting and relevant laws. These records must be accurate, updated, systematic, and sufficient to prove and explain the Company's transactions.

3. The Company uses Vietnamese dong as the accounting currency. Where the Company has economic transactions arising mainly in a foreign currency, it may choose such foreign currency as the accounting currency, be responsible before the law for such choice, and notify the directly managing tax authority.

#### **CHAPTER XV. FINANCIAL STATEMENTS, ANNUAL REPORTS, AND INFORMATION DISCLOSURE RESPONSIBILITIES**

##### **Article 50. Annual, semi-annual, and quarterly financial statements**

1. The Company must prepare annual financial statements, and the annual financial statements must be audited in accordance with law. The Company shall disclose the audited annual financial statements in accordance with the law on information disclosure on the securities market and submit them to the competent state authority.

2. The annual financial statements must fully include reports, appendices, and notes as prescribed by the law on enterprise accounting. The annual financial statements must truthfully and objectively reflect the Company's operating situation.

3. The Company must prepare and disclose reviewed semi-annual financial statements and quarterly financial statements in accordance with the law on information disclosure on the securities market and submit them to the competent state authority.

##### **Article 51. Annual reports**

The Company must prepare and disclose the Annual Report in accordance with the provisions of the law on securities and the securities market.

#### **CHAPTER XVI. COMPANY AUDIT**

##### **Article 52. Audit**

1. The General Meeting of Shareholders shall appoint an independent auditing company or approve a list of independent auditing companies and authorize the Board of Directors to decide to select one of these entities to audit the Company's financial statements for the following fiscal year based on the terms and conditions agreed with the Board of Directors.

2. The audit report shall be attached to the Company's annual financial statements.

3. The independent auditor auditing the Company's financial statements may attend meetings of the General Meeting of Shareholders and has the right to receive notices and other information related to meetings of the General Meeting of Shareholders and to express opinions at the meeting on matters related to the audit of the Company's financial statements.

#### **CHAPTER XVII. COMPANY SEAL**

##### **Article 53. Company Seal**

1. The seal includes a seal made at a seal engraving establishment or a seal in the form of a digital signature in accordance with the law on electronic transactions.

2. The Company shall use and manage the seal in accordance with the Law and the Company's internal regulations.

#### **CHAPTER XVIII. DISSOLUTION OF THE COMPANY**

##### **Article 54. Dissolution of the Company**

1. The Company may be dissolved in the following cases:

a. Upon expiry of the operating term stated in the Company's Charter without a decision on extension;

b. Pursuant to a resolution or decision of the General Meeting of Shareholders;

- c. Its Enterprise Registration Certificate is revoked, except where otherwise provided by the Law on Tax Administration;
- d. Other cases as prescribed by law.

2. The dissolution of the Company before the expiry of its term (including any extended term) shall be decided by the General Meeting of Shareholders and implemented by the Board of Directors. This dissolution decision must be notified to or approved by the competent authority (if mandatory) as prescribed.

#### **Article 55. Extension of operations**

1. The Board of Directors shall convene the General Meeting of Shareholders at least 7 months before the expiry of the operating term so that shareholders may vote on the extension of the Company's operations as proposed by the Board of Directors.

2. The operating term shall be extended when shareholders representing 65% or more of the total voting shares of all shareholders attending the General Meeting of Shareholders approve it.

#### **Article 56. Liquidation**

1. At least 06 months before the expiry of the Company's operating term or after a decision on dissolution of the Company is issued, the Board of Directors must establish a Liquidation Committee consisting of 03 members, of whom 02 members are appointed by the General Meeting of Shareholders and 01 member is appointed by the Board of Directors from an independent auditing company. The Liquidation Committee shall prepare its operating regulations. Members of the Liquidation Committee may be selected from among the Company's employees or independent experts. All expenses related to liquidation shall be given priority by the Company for payment before other debts of the Company.

2. The Liquidation Committee shall be responsible for reporting to the Business Registration Authority on the date of establishment and the date of commencement of operations. From that time, the Liquidation Committee shall represent the Company in all matters related to the liquidation of the Company before courts and administrative authorities.

3. Proceeds from liquidation shall be paid in the following order:

- a. Liquidation expenses;
- b. Salary debts, severance allowances, social insurance and other benefits of employees under the collective labor agreement and signed labor contracts;
- c. Tax debts;
- d. Other debts of the Company;
- e. The remainder after payment of all debts from items (a) to (d) above shall be distributed to the shareholders. Preferred shares shall be given priority for payment.

### **CHAPTER XIX. SETTLEMENT OF INTERNAL DISPUTES**

#### **Article 57. Settlement of internal disputes**

1. In the event of any dispute or complaint arising in relation to the Company's operations, or the rights and obligations of shareholders as prescribed in the Law on Enterprises, the Company's Charter, other legal regulations or agreements between:

- a. Shareholders and the Company;
- b. Shareholders and the Board of Directors, the Board of Supervisors, the General Director or other executives;

The relevant parties shall endeavor to resolve such dispute through negotiation and mediation. Except where the dispute relates to the Board of Directors or the Chairman of the Board of Directors, the Chairman of the Board of Directors shall preside over the settlement of the dispute and request each party to present information related to the dispute within 30 working days from the date the dispute arises. Where the dispute relates to the Board of Directors or the Chairman of the Board of Directors, any party may request the appointment of an independent expert to act as mediator for the dispute settlement process.

2. If no mediation decision is reached within 06 weeks from the commencement of the mediation process, or if the mediator's decision is not accepted by the parties, either party may bring such dispute to Arbitration or Court.

3. The parties shall bear their own expenses related to the negotiation and mediation procedures. Payment of court costs shall be made in accordance with the Court's judgment.

## **CHAPTER XX. ADDITIONS AND AMENDMENTS TO THE CHARTER**

### **Article 58. Company's Charter**

1. Any amendment or addition to this Charter must be considered and decided by the General Meeting of Shareholders.

2. Where the law contains provisions related to the Company's operations that are not mentioned in this Charter, or where new legal provisions differ from the provisions of this Charter, such legal provisions shall apply to govern the Company's operations.

## **CHAPTER XXI. EFFECTIVE DATE**

### **Article 59. Effective date**

1. This Charter consists of 21 chapters and 59 articles and was unanimously approved by the General Meeting of Shareholders of VICEM Ha Tien Cement Joint Stock Company on April 22, 2026, and the full text of this Charter was jointly accepted as effective, replacing the Charter approved and signed for promulgation pursuant to Resolution of the General Meeting of Shareholders No. 01/NQ-DHDCD dated April 25, 2025.

2. The Charter is made in 03 copies of equal validity and must be kept at the Company's head office.

3. This Charter is the sole and official Charter of the Company.

4. Certified copies and extracts of the Charter shall be made in accordance with the Company's internal regulations. Copies or extracts of the Company's Charter shall be valid when bearing the signature of the Legal Representative or the Chairman of the Board of Directors./.

### **Recipients:**

- Shareholders;
- State Securities Commission of Vietnam;
- Ho Chi Minh Stock Exchange (HOSE);
- Board of Directors;
- Board of Supervisors;
- Executive Board;
- Units under the Company;
- Party Delegation Office;
- Filed at: Administration and HR Department, Legal and Compliance Department, Company Secretary.

**LEGAL REPRESENTATIVE**  
**GENERAL DIRECTOR**  
 (Signed and sealed)  
 Nguyen Quoc Thang



I, **Tran Le Quynh**, Citizen Identity Card No. 054184012906, undertake that I have translated accurately the Vietnamese document attached hereto into English.

Tôi, **Trần Lê Quỳnh**, Căn cước công dân số: 054184012906, cam đoan đã dịch chính xác nội dung của giấy tờ / văn bản này từ tiếng Việt sang tiếng Anh.

Ngày 11 tháng 05 năm 2026

**Translator/ Người dịch**

**Trần Lê Quỳnh**

Date: May 11<sup>th</sup> 2026

At the Public Administration Service Center of the People's Committee of Cau Ong Lanh Ward

I, Nguyen Thanh Thuy, the Official of People's Council and People's Committee Office of Cau Ong Lanh Ward

Hereby certifies that Ms. Tran Le Quynh has signed each page of this translation. The certifying officer has compared the translator's signature on this translated document and found it to be consistent with the sample signature of the translation collaborator registered at the People's Committee of Cau Ong Lanh Ward.

This certification document is made in ... original copies (each original consists of ... sheets, ... pages), one (01) original copy is archived at the People's Committee of Cau Ong Lanh Ward

Certification number:

Book No. 05/2026-SCT/CKND

**FOR THE CHAIRMAN**

**OFFICIAL OF PEOPLE'S COUNCIL AND  
PEOPLE'S COMMITTEE OFFICE OF CAU  
ONG LANH WARD**

Ngày 11 tháng 05 năm 2026

(Bằng chữ: Ngày mười một tháng năm năm hai nghìn không trăm hai mươi sáu).

Tại Trung tâm Phục vụ Hành chính công thuộc Ủy ban nhân dân Phường Cầu Ông Lãnh

Tôi, Nguyễn Thanh Thủy, là Công chức Văn phòng Hội đồng nhân dân và Ủy ban nhân dân Phường Cầu Ông Lãnh

Chứng thực

Bà Trần Lê Quỳnh là người đã ký vào từng trang bản dịch này. Người thực hiện chứng thực đã đối chiếu chữ ký của người dịch trên bản dịch và nhận thấy phù hợp với chữ ký mẫu của cộng tác viên dịch thuật đã đăng ký tại Ủy ban nhân dân phường Cầu Ông Lãnh

Văn bản chứng thực này được lập thành...<sup>2</sup>...bản gốc (mỗi bản gốc gồm...<sup>8.5</sup>...tờ, ...<sup>8.5</sup>...trang), lưu 01 (một) bản gốc tại Ủy ban nhân dân phường Cầu Ông Lãnh

Số chứng thực..... **0 2 2 2 9 6**

Quyển số: 05/2026-SCT/CKND

**TUQ. CHỦ TỊCH**

**CÔNG CHỨC VĂN PHÒNG HĐND VÀ UBND  
PHƯỜNG CẦU ÔNG LÃNH**



**Nguyễn Thanh Thủy**

PHÓ CHỦ TỊCH