

WORKING REGULATIONS OF THE ANNUAL GENERAL MEETING OF SHAREHOLDERS – 2025

Article 1. General Provisions:

1.1. The working regulations of the Annual General Meeting of Shareholders (AGM) apply to the organization of the 2025 AGM of Sonadezi Chau Duc Shareholding Company.

1.2. This Charter specifies the rights and obligations of the parties participating in the meeting, the conditions, and the procedures for conducting the meeting.

1.3. Shareholders and participating parties are responsible for complying with the provisions of this Charter.

Article 2. The Presidium, Chairperson, Rights and Obligations of the Presidium:

2.1. The Presidium comprises the Chairman of the Board of Directors and a member of the Board of Directors. The Chairman of the Board of Directors of the Company is the Chairperson of the AGM. The Chairperson presides over the meeting.

2.2. Tasks of The Presiding and the Chairperson:

- Preside over the 2025 Annual General Meeting of Shareholders (AGM).
- Guide Shareholders in discussions.
- Submit draft, verdict of issues for the General Meeting of Shareholders (GMS) to vote.
- Respond to matters raised by GMS.
- Work according to the principle of democratic centralism, conduct the AGM meeting in a lawful and orderly manner, and reflect the wishes of the majority of Shareholders and Shareholder representatives present.

Article 3. Secretary, Rights and Obligations of the Secretary:

3.1. The secretary, introduced by the Chairperson, is responsible to the Chairperson and the GMS for their duties.

3.2. Tasks of the secretary of the Meeting:

- Fully, accurately and truthfully recorded the documents at the meeting.
- Assist the Chairperson in announcing draft documents, conclusions, resolutions of the GMS, and notices from the Chairperson to Shareholders upon request.
- Receipt of comment registration forms of shareholders.

Article 4. Vote Counting Committee, Rights and Obligations of the Vote Counting Committee:

4.1. The Vote Counting Committee is nominated by the Chairperson and approved by the GMS. Members of the Vote Counting Committee may be Shareholders.

4.2. The Vote Counting Committee has the following tasks:

- Check and supervise the voting of Shareholders and Shareholder representatives.
- Organize vote counting.

- Prepare the voting minutes report and announce it to the GMS.
- Submit the voting minutes report to the Chairperson and the Secretariat to update into the minutes of the AGM.

Article 5. Verification of Meeting Conditions:

5.1. Personnel to verify the conditions for conducting the GMS are nominated by the Board of Directors.

5.2. The person verifying the conditions for conducting the meeting checks the attendance conditions of the attending Shareholders; the conditions for conducting the meeting; distributes documents related to the meeting; reports to the GMS on the results of verifying the conditions for conducting the meeting.

Article 6. Rights and Obligations of Shareholders/ Shareholder Representatives Attending the AGM:

6.1. Conditions for participation:

Shareholders or Shareholder representatives who own voting shares of the Company on the record dated (14/03/2025) are entitled to attend the 2025 AGM.

6.2. Rights and obligations of eligible Shareholders attending the meeting:

- Each Shareholder or Shareholder representative attending the meeting must bring personal identification documents (ID or Passport, etc.), Registration/Power of Attorney form (original) to submit to the Organizing Committee for verification of eligibility.

- Each attending Shareholder will receive meeting materials including: reading materials, voting slips, voting cards, blank paper, and pens. The slips will be coded (to facilitate the recording of Shareholders' opinions and vote counting) and indicate the number of shares owned/represented; Shareholders are responsible for immediately informing the Eligibility Verification Board about any errors related to their information.

- During the meeting, if a Shareholder needs to leave the hall for personal reasons, they must maintain order to avoid disturbing other Shareholders and interrupting the meeting's proceedings and the Chairperson's work.

- During the meeting, Shareholders must comply with the Chairperson's instructions, behave civilly and politely, and refrain from causing disorder.

- Shareholders must maintain confidentiality, speaking discipline, and adhere to regulations for document use and preservation.

- Shareholders and authorized representatives attending the meeting must strictly comply with the working regulations of the GMS. Shareholders violating these regulations will be subject to review by the Chairperson and may face disciplinary actions according to the Law on Enterprises, depending on the severity of the violation.

- Shareholders arriving late have the right to register immediately and participate in voting at the meeting; however, the Chairperson is not obligated to pause the meeting for their registration, and the validity of previously conducted voting rounds shall not be affected.

Article 7. Conduct of the Meeting:

The AGM may proceed when the attending Shareholders represent at least 50% of the total voting shares according to the list of Shareholders finalized on 14/03/2025.

Article 8. Expressing Opinions During the Meeting:

Shareholders wishing to contribute, discuss, or debate should raise their hands. Only when invited by the Chairperson may they begin speaking. Each Shareholder's speaking time is limited to 03 minutes; content should be concise, succinct, and avoid repetition.

Article 9. Voting Procedures:

9.1. Shareholders and authorized representatives shall vote on matters at the meeting by raising their Voting Cards and completing the Voting Slips.

9.2. All Shareholders and representatives of Shareholder groups attending the meeting have the right to vote on matters within the GMS's authority. Voting rights correspond to the number of shares owned and the number of shares authorized.

9.3. Matters voted on during the 2025 GMS are approved as follows:

- Approval of business line adjustments requires at least 65% of the total votes of all Shareholders or Shareholder representatives present and voting at the meeting.
- Approval of other matters (excluding the election of members of the Board of Directors) requires more than 50% of the total votes of all Shareholders or Shareholder representatives present and voting at the meeting.

Article 10. Minutes of the General Meeting of Shareholders:

10.1. The Secretariat will record the contents of the Minutes of the AGM.

10.2. The Minutes of the AGM must be read and approved before the meeting adjourns.

Article 11. Cases where the organization of the General Meeting of Shareholders is unsuccessful:

11.1. In case the first meeting does not meet the conditions for proceeding as prescribed in Article 7 of This Charter, the convening of the second meeting must be conducted within 30 days from the date the first meeting was scheduled.

11.2. The second meeting of the General Meeting of Shareholders is conducted when the number of shareholders or shareholder representatives attending the meeting represents at least 33% of the total voting shares of the Company.

11.3. If the second meeting does not satisfy the conditions stipulated in this Article, a third meeting shall be convened within 20 days of the date the second meeting was planned. In this instance, the convening of the AGM will take place irrespective of the number of attending shareholders.

Article 12. Implementation Clause:

12.1. Above is the Working Regulation of the 2025 AGM of Sonadezi Chau Duc Shareholding Company, consisting of 12 articles.

12.2. All shareholders and their authorized representatives attending the 2025 AGM are responsible for complying with this regulation.

**ON THE BEHALF OF ORGANIZING COMMITTEE
CHAIRPERSON**

**Dinh Ngoc Thuan
CHAIRMAN OF THE BOARD OF DIRECTORS**