

**REGULATION
ON ORGANIZING ONLINE GENERAL SHAREHOLDERS'
MEETING AND COMBINING ONLINE AND OFFLINE
METHOD**

*(promulgated with the Internal Regulation On Corporate Governance,
ratified by the General Shareholders' Meeting on April, 15th, 2022)*

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CHAPTER I GENERAL REGULATIONS

Article 1. Scope and regulated entity

This regulation regulates about the attendance at the Online General Shareholders' Meeting and the online voting, online election of shareholders who attend the annual General Shareholders' Meeting or the extraordinary General Shareholders' Meeting.

Article 2. Definitions

- a. "Offline General Shareholders' Meeting" is an annual or extraordinary general shareholders' meeting (hereinafter referred to as GSM) which is organized in traditional procedure and meanwhile, the Organizing Committee and shareholders present at the same time in a venue announced in advance in order to conduct the entire meeting agenda.
- b. "Online General Shareholders' Meeting" is an annual or extraordinary GSM that is organized through the attendance method using the internet to conduct voting right or electing right of shareholders.
- c. "General Shareholders' Meeting Combining Online and Offline Method" is a GSM that organized in both online and offline method concurrently, stipulated by this Regulation, the Internal Regulation on Corporate Governance, and the Company Charter.
- d. "Online Voting" means that shareholders attending the Online GSM votes or elects concurrently with the process of the GSM through the Online Voting System prescribed by the Company and its announcement.
- e. "Online Voting System" is a system that provides shareholder attending the Online GSM with tools to conduct related rights when attending the Online GSM.
- f. "Identifiers" means necessary information to accurately identify a shareholder or his authorized representative who has the right to attend the Online GSM.

CHAPTER II THE ONLINE GSM

Article 3. Convening and announcement of the Online GSM

The convening and announcement of the Online GSM are conducted in accordance with the Company Charter and the Internal Regulation on Corporate Governance likewise as the Offline GSM.

Article 4. Condition and method for shareholder to attend the Online GSM and voting online

1. Condition of attendance:
 - Shareholder is named in the list of shareholders having the right to attend the GSM which is prepared pursuant to the Company's announcement of conduct of right.

- Legitimate representative of the shareholder, including legal representative and authorized representative, is eligible to attend in accordance with the law and the Company Charter.
2. Technical requirement:
- Shareholder, legitimate representative of shareholder attending the Online GSM needs to have an electronic device connected to the internet (for example, a computer, tablet, mobile phone, other electronic devices with internet connection...) and ensure a stable internet connection during the Online GSM.
 - Shareholder, legitimate representative of shareholder attending the Online GSM provides the correct email address, and mobile phone number to receive registration and login information for the Online GSM from the Online Voting System. Shareholder, legitimate representative of the shareholder is solely responsible for the accuracy of the information provided.
3. The method of conduct:
- Shareholder, legitimate representative of shareholder attending the Online GSM accesses the link and logs in according to the information provided in accordance with Article 5 of this Regulation to attend the Online GSM, vote and elect online on the Online Voting System.

Article 5. Provision of login information and conduct of Online Voting

1. Information about the link to access the Online Voting System, method to register, receive username, login password and other identifiers (if any) to enable shareholder to attend the Online GSM will be provided in the announcement or invitation to the GSM (or another form of announcement decided by the Board of Directors, depending on the time of the announcement of the meeting, but must ensure the obligation to notify the GSM in accordance with the law and Company Charter). Shareholders, legitimate representative of shareholders attending the Online GSM must be responsible for keeping the login information and other identifiers provided to them to ensure that only those that have the right to vote and elect on the Online Voting System and take full responsibility for this registered information.
2. When shareholder, legitimate representative of the shareholder attending the Online GSM requests to provide login information again, the Organizing Committee of the GSM will provide login information again via email. The email address to receive login information is determined based on shareholder's information in the list of shareholders entitled to attend the meeting prepared by the Vietnam Securities Depository and Clearing Corporation according to the Company's announcement of conduct of right or email address of the legal representative at the time of request for re-issuance or the email address of the authorized representative of the shareholder attending the Online GSM shown in the valid Authorization Letter to attend the GSM sent to the Company.
3. Shareholder, legitimate representative of shareholder attending the Online GSM uses his login name, password or other identifiers (if any) to access the Online Voting System to

monitor the Online GSM and conduct Online Voting according to the content of the Online GSM's agenda.

Article 6. Method to recognize the attendance of shareholders in the Online GSM:

The shareholder is recognized by the Online Voting System as attending the Online GSM when that shareholder or the legitimate representative of the shareholder successfully accesses the system using the login information provided in accordance with Article 5 of this Regulation.

Article 7. Regulation on online authorization

1. The authorization to attend the Online GSM shall comply with the provisions of the Company Charter likewise as the authorization to attend the Offline GSM. At the same time, the shareholder who has the right to attend the Online GSM shall register on the Online Voting System for authorization to the authorized person to attend. The authorized representative of a shareholder can only register to attend the Online GSM after the individual shareholder or the legal representative of an organization shareholder has completed the registration for authorization on the Voting System and the Company has received a valid Authorization Letter.
2. Shareholder needs to provide sufficient information to conduct the authorization, especially provide information of the authorized party: ID card number or citizen identification number, phone number, contact address, and email address. This is the basis for granting the login username, login password, and other identifiers (if any) to the authorized party.
3. Validity of authorization: the authorization is only legally valid when the following conditions are satisfied:
 - When shareholder sufficiently provides the online authorization registration information and completes the authorization process on the Online Voting System.
 - The format of the Authorization Letter complies with the Company Charter and Civil legislation.
 - The Company receives the original Authorization Letter before the opening of the GSM.
4. Cancellation of authorization for a shareholder who has authorized online: Shareholder sends the original written request for cancellation of online authorization to the headquarters of the Company before the official opening of the GSM. The validity of the cancellation of authorization takes effect from the time the Company receives the original request for cancellation of online authorization.
5. Any online cancellation of authorization that does not meet the provisions of Clause 4 of this Article is not recognized and has no legal value.

Article 8. Online voting period

The Online voting period is specified in the GSM's Regulation and is subjected to the coordination of the Chairman. Right after the end of the online voting period, the system does not record any arising voting results.

Article 9. Method of online voting

1. Method of voting:

Shareholder, legitimate representative of shareholder attending the Online GSM shall conduct the right to vote according to the instructions in the GSM's Regulation approved by the GSM. Shareholder, legitimate representative of shareholder attending the Online GSM chooses one of three voting options: (i) Agree, (ii) Disagree, or (iii) Abstention on each discussed issue given at the GSM which has been installed on the voting system. After that, shareholder, legitimate representative of shareholder attending the Online GSM conducts voting confirmation so that the voting system records the result.

2. Method of electing for members of the Board of Directors:

Shareholder, legitimate representative of shareholder attending the Online GSM shall elect members of the Board of Directors according to the method of cumulative voting specified in the Company Charter and the Law on Enterprise. The election shall be conducted in accordance with the Election Regulation approved by the GSM. Shareholder, legitimate representative of shareholder attending the Online GSM elects online by filling in the number of votes they want to vote for each selected candidate on the list of candidates installed on the system. After that, shareholder, legitimate representative of shareholder attending the Online GSM conducts election confirmation so that the voting system records the results.

Article 10. Method of vote check

1. When shareholder, legitimate representative of shareholder attending the Online GSM votes, elects, the number of vote is recorded on the Online Voting System. The Online Voting System counts the number of votes for each of contents voted through the Online Voting System and synthesizes these results to send them to the Vote Checking Committee.
2. The Vote Checking Committee shall make a Vote Checking Minutes based on the voting results extracted from the system combined with the absentee voting results, the electronic voting results through the V-Vote system of the Vietnam Securities Depository and Clearing Corporation (if any), and results of direct voting at the GSM in case of organizing the General Shareholders' Meeting Combining Online and Offline Method.
3. The third party that supplies and manages the Online Voting System is responsible for the accuracy of the online voting result extracted from the Online Voting System on the basis of the service contract of organizing the Online GSM signed with the Company. In case the Company solely builds an Online Voting System to serve the organization of the Online GSM, the Company is solely responsible to the GSM for the accuracy of the voting result extracted from the system.

Article 11. Minutes and Resolution of the Online GSM:

The recording and making of Minutes of the Online GSM is executed likewise as the Offline GSM pursuant to the provisions of the Company Charter and the Law on Enterprise.

Article 12. Right and obligation of the shareholder attending Online Voting

1. Shareholder attending the Online GSM has full rights and obligations as those attending the Offline GSM pursuant to the provisions of the Company Charter and relevant laws.
2. All voting result of shareholder, legitimate representative of shareholder attending the Online GSM via the Online Voting System after successful login will be automatically considered as final decision of that person. Shareholder, legitimate representative of shareholder attending the Online GSM are responsible to the law and the Company for the result of their Online Voting action performed on the Online Voting System, unless the shareholder, the legitimate representative of shareholder can prove that there is an error of the Company or any third party that changes the voting result of the shareholder.
3. Shareholder, legitimate representative of shareholder attending the Online GSM must immediately notify the Company for timely handling when detecting any lost, theft, or non-intentional disclosure of username, password and other identifiers by contacting the Company to lock the account or take other necessary preventive measures to prevent unauthorized access. Shareholder, legitimate representative of shareholder attending the Online GSM must be responsible for any damage, loss and other risks that occur before the time when the Company closes the login account, except in case the disclosure of information specified in this article is not the fault of the shareholder, legitimate representative of shareholder attending the Online GSM.

Article 13. Discussion at the Online GSM

1. Discussion at the Online GSM is subjected to the coordination of the Chairman and the GSM's Regulation approved by the GSM.
2. Shareholder attending the discussion fills the discussion content in the corresponding section on the Online Voting System. The Online Voting System will record and send shareholders' opinions to the GSM's Secretariat.
3. The Secretariat is responsible for synthesizing shareholders' opinions and sending them to the Chairman for consideration and response within the content and discussion time frame of the meeting.

**CHAPTER III
GENERAL SHAREHOLDERS' MEETING
COMBINING ONLINE AND OFFLINE METHOD**

Article 14. Announcement of convening the GSM

1. Shareholder can attend the GSM directly at the venue of the meeting or attend the meeting through an online conference. Shareholder shall only choose one of two methods of attendance: offline or online.
2. Registration to attend the GSM Combining Online and Offline Method is executed as follows:

- a. For shareholder attending the Offline GSM: to register pursuant to the provisions of the Internal Regulation on Corporate Governance.
- b. For shareholder attending the Online GSM: to register pursuant to the provisions of this Regulation.

Article 15. Condition to conduct

1. The GSM organized via the combining method is conducted when the total number of shareholder/authorized person attending the meeting online and offline meets the ratio specified in the Company Charter.
2. The method of voting, counting votes, announcing vote counting result, making Minutes of the GSM and announcing the Resolution of the GSM will be applied as prescribed in the Company Charter and the Internal Regulation on Corporate Governance.

**CHAPTER IV
OTHER PROVISIONS**

Article 16. Other provisions

1. Other relevant issues not mentioned in this Regulation automatically comply with the provisions of the Company Charter and the Internal Regulation on Corporate Governance and relevant laws.
2. This Regulation is an appendix attached to the Internal Regulation on Corporate Governance.

Article 17. The validity

1. This Regulation consists of 4 Chapters, 17 Articles and takes effect from the date of promulgation. This Regulation might be translated into various languages for reference, however the Vietnamese version is the official one and prevail regardless any cases.
2. Shareholder, legitimate representative of shareholder, and individuals, organizations, departments related to the Company's Online GSM are responsible for complying with this Regulation.

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

TRAN NHU TUNG