

*Hai Phong, 08<sup>th</sup> April 2026*

**INVITATION ANNOUNCEMENT**  
**To attend the 2026 Annual General Meeting of Shareholders**

**To: The Shareholders**

Hai Duong Water Joint Stock Company hereby wish to invite all the shareholders to the 2026 Annual General Meeting of Shareholders to be held:

1. Time: 8:00 a.m on Tuesday, 28<sup>th</sup> April 2026.
  2. Venue: Meeting Hall on 3rd floor, Hai Duong Water Joint Stock Company Head Office at No. 10 Hong Quang Street, Hai Duong Ward, Hai Phong City.
  3. Meeting Agenda: Approving the dismissal of Mr. Nguyen Van Phung from the Board of Directors; Electing an additional member to the Board of Directors for the 2022-2027 tenure; Proposal for amending and supplementing the Company's Charter of Organization and Operation; Proposal for amending and supplementing the following regulations: Internal Regulations on Governance, Regulations on the Operation of the Board of Directors, Regulations on the Operation of the Supervisory Board; Submission for approval of business performance results, financial statements and profit distribution for the accounting period from 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025; Report on the business plan for 2026 and the profit distribution plan for 2026; Report on the performance of the Board of Directors and its members in 2025 and the orientation and plan for the Board of Directors' activities in 2026; Report from the Board of Supervisors on the Company's business results, the performance of the Board of Directors and the General Director, and a self-assessment report on the performance of the Board of Supervisors and each of its member; Report on the selection criteria and list of organizations to audit the financial statements of 2026; Report on the final settlement of salaries and remuneration for the Board of Directors and Board of Supervisors in 2025 and the salary and remuneration plan for the Board of Directors and Board of Supervisors in 2026; Report on the disclosure of related interests of insiders; and other issues (if any) within the authority of the General Meeting.
  4. Attendees of the General Meeting: All shareholders holding common shares of Hai Duong Water Joint Stock Company whose names are on the list as of 2<sup>nd</sup> April 2026. In case of inability to attend the meeting, shareholders may authorize another person to attend on their behalf using the form attached to the invitation notice.
  5. Meeting Documents: Shareholders are kindly requested to refer to the General Meeting documents and the authorization form on the website: <http://www.hdwaco.com.vn>.
  6. Registration for Attendance: To ensure thorough organization of the Meeting and avoid wastes, shareholders are requested to register their attendance with the Organizing Committee before the meeting date via telephone number: 02203.859103.
- Shareholders attending the General Meeting are kindly requested to bring their National Identity Card (for individual shareholders) or Business Registration Certificate (for corporate shareholders) and a power of attorney (if applicable) to complete the necessary procedures.

Sincerely yours.

**Copies to:**

- Shareholders;
- Filing in Achieves.

**For THE BOARD OF DIRECTORS**





**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**

**AUTHORIZATION LETTER**  
**TO ATTEND THE 2026 ANNUAL GENERAL MEETING OF**  
**SHAREHOLDERS**  
**OF HAI DUONG WATER JOINT STOCK COMPANY**

To: The Organizing Committee of the 2026 Annual General Meeting of  
Shareholders Hai Duong Water Joint Stock Company

My name is: .....  
(Hereinafter referred to as the Authorized Representative)  
ID Card/Citizen Identification Number: ..... Issued on: .....  
Address: .....  
Phone number: .....  
Currently owns: .....shares of Hai Duong Water Joint Stock Company.  
Due to my inability to attend the 2026 Annual General Meeting of Shareholders of  
Hai Duong Water Joint Stock Company in person, I hereby authorize:

Mr./Ms.: .....  
ID Card/Citizen Identification Number: ..... Issued on: .....  
Address: .....  
Telephone: .....

(Hereinafter referred to as the Authorized Person)

To act on my behalf as a representative for all the shares I own:

- Attending, expressing opinions on issues discussed, and voting on issues presented to the 2026 Annual General Meeting of Shareholders.
- Signing necessary documents (if any).

The authorized representative is obligated to strictly adhere to the regulations governing the organization of the 2026 Annual General Meeting of Shareholders, may not re-delegate authority to a third party, and is responsible for reporting the results of the meeting to the authorizing representative.

This power of attorney is only valid for the 2026 Annual General Meeting of Shareholders of Hai Duong Water Joint Stock Company.

I assume full legal responsibility for this authorization and commit to not making any further claims./.

....., date ... month ... year 2026

**AUTHORIZED PERSON**  
(Signature, full name)

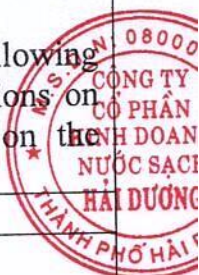
**AUTHORIZED PERSON**  
(Signature, full name)



Hai Phong, 08<sup>th</sup> April 2026

**AGENDA FOR  
2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

No	Time	Agenda
1	7h30-8h00	Welcoming delegates and shareholders registering to attend the General Meeting, verifying shareholder eligibility, and delivering documents.
2	8h00-8h20	Flag Ceremony, Statement of purpose, Introduction of delegates and participants in the General Meeting. - Reports on the results of the shareholder eligibility verification. - Brief presentation of the Regulations for organizing the 2026 Annual General Meeting of Shareholders. - Introduction of the Presiding Committee and the Secretariat, and asking them to conduct the Meeting and the Secretariat to begin working on the Meeting.
3	8h20-8h40	Opening speech for the Meeting. - Approving: + The agenda for the General Meeting of Shareholders + Nomination of the Card and Ballots Counting Committee. - Votes to approve the two items above.
4	8h40-8h50	- Approving the Subission for the dismissal of Mr. Nguyen Van Phung from the Board of Directors.
5	8h50-9h00	- Voting to dismiss a member of the Board of Directors
6	9h00-9h15	Presentation of the following documents: - Proposal for amending and supplementing the Company's Charter of Organization and Operation - Proposal for amending and supplementing the following regulations: Internal Regulations on Governance, Regulations on the Operation of the Board of Directors, Regulations on the Operation of the Supervisory Board
7	9h15-9h20	- Announcing the results of the dismissal votes.
8	9h20-9h30	- Approving the Subission for the election of an additional member to the Board of Directors for the 2022-2027 tenure; - Approving the list of candidates and nominees for the Board of Directors; - Approving the C.V of candidates and nominees for the Board of Directors;
9	9h30-9h35	- Voting to elect an additional member to the Board of Directors
10	9h35-10h10	Presenting reports and presentations: - Document approving the business performance results, financial statements, and profit distribution for the accounting period from 1 <sup>st</sup> January 2025 to 31 <sup>st</sup> December 2025. - Document approving the business plan for 2026 and the profit distribution plan for 2026.





		<ul style="list-style-type: none"> <li>- Report on the performance of the Board of Directors and its members in 2025 and the orientation and operational plan of the Board of Directors in 2026;</li> <li>- Report of the Board of Supervisors on the company's business results, the performance of the Board of Directors and the General Director, and a self-assessment report on the performance of the Board of Supervisors and each of its member;</li> <li>- Proposal for approval of selection criteria and list of auditors to audit the 2026 financial statements;</li> <li>- Approving the Subission for approval of the settlement of salaries and remuneration for the Board of Directors and Board of Supervisors in 2025 and the salary and remuneration plan for the Board of Directors and Board of Supervisors in 2026;</li> </ul>
11	10h10-10h20	- Announcement of the results of the vote count for the election of a member to the Board of Directors in the 2022-2027 tenure.
12	10h20-10h30	- Members of the Board of Directors are introduced to the Meeting.
13	10h30-10h45	- Discussions among shareholders discuss for giving feedback.
14	10h45-10h50	- Voting to approve the contents mentioned in items: 6; 10
15	10h50-11h15	- Tea break
16	11h15-11h20	- Presenting the Minutes and draft Resolution of the Meeting.
17	11h20-11h25	- Voting to approve the Minutes and Resolutions of the Meeting.
18	11h25-11h30	- Conclusion remarks and closing speech for the Meeting

#### THE MEEETING ORGANIZING COMMITTEE





No.: 580/QĐ-HĐQT

*Hai Phong, 08<sup>th</sup> April 2026*

**DECISION**

**To call to the 2026 Annual General Meeting of Shareholders**

**THE BOARD OF DIRECTORS OF  
HAI DUONG WATER JOINT STOCK COMPANY**

Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 17<sup>th</sup> June 2020; and the Enterprise Law No. 76/2025/QH15 effective on 01<sup>st</sup> July 2025, amending and supplementing the Enterprise Law No. 59/2020/QH14;

Pursuant to the Charter on Incorporation and Operation of Hai Duong Water Joint Stock Company approved by the General Meeting of Shareholders on 25<sup>th</sup> June 2021.

Pursuant to Resolution No. 397/NQ-HĐQT dated 11<sup>th</sup> March 2026 of the Board of Directors of Hai Duong Water Joint Stock Company, 2022-2027 tenure on the last registration date and time to hold the Annual General Meeting of Shareholders in 2026.

Pursuant to Notice No. 1122/TB-VSDC dated 12<sup>th</sup> March 2026 of the Vietnam Securities Depository and Clearing Corporation on the last registration date and confirmation of the list of securities owners.

**HEREBY DECIDE**

**Article 1.** To convene the 2026 Annual General Meeting of Shareholders of Hai Duong Water Joint Stock Company as follows:

- Time: From 08:00 a.m on Tuesday, 28<sup>th</sup> April 2026
- Venue: The hall on the 3rd floor in the head office of Hai Duong Water Joint Stock Company at No. 10 Hong Quang Street, Hai Duong Ward, Hai Phong City.
- Content: According to the Agenda of the General Meeting.
- Participants: All the shareholders named in the shareholder list of Hai Duong Water Joint Stock Company as of 02<sup>nd</sup> April 2026.

**Article 2.** Members of the Board of Directors, Board of Supervisors, Board of General Directors, Heads of departments and branches under the Company and al the shareholders are required to implement this decision.

This decision comes into effect from the signing date./.

**Copies to:**

- As listed in Article 2;
- Filing in Achieves.

**For THE BOARD OF DIRECTORS  
CHAIRMAN**



**Vu Manh Dung**



No.: 581/QĐ-HĐQT

Hai Phong, 08<sup>th</sup> April 2026

**DECISION**

**To promulgate Regulations on holding 2026 Annual General Meeting of Shareholders**

**THE BOARD OF DIRECTORS OF  
HAI DUONG WATER JOINT STOCK COMPANY**

Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 17<sup>th</sup> June 2020; and the Enterprise Law No. 76/2025/QH15 effective on 01<sup>st</sup> July 2025, amending and supplementing the Enterprise Law No. 59/2020/QH14;

Pursuant to the Charter on Incorporation and Operation of Hai Duong Water Joint Stock Company approved by the General Meeting of Shareholders on 25<sup>th</sup> June 2021.

Pursuant to Resolution No. 397/NQ-HĐQT dated 11<sup>th</sup> March 2026 of the Board of Directors of Hai Duong Water Joint Stock Company, 2022-2027 tenure on the last registration date and time to hold the Annual General Meeting of Shareholders in 2026.

Pursuant to Notice No. 1122/TB-VSDC dated 12<sup>th</sup> March 2026 of the Vietnam Securities Depository and Clearing Corporation (VSDC) on the last registration date and confirmation of the list of securities owners.

Pursuant to Decision No. 580/QĐ-HĐQT dated 08<sup>th</sup> April 2026 of the Chairman of the Board of Directors of Hai Duong Water Joint Stock Company on convening the 2026 Annual General Meeting of Shareholders,

**HEREBY DECIDE**

**Article 1.** To promulgate the Regulations on holding the 2026 Annual General Meeting (Regulations herewith attached).

**Article 2.** The members of the Board of Directors, the Meeting Organizing Board, the Shareholders' Qualification Examination Committee, the shareholders, and authorized proxy to attend the 2026 Annual General Meeting of Shareholders of Hai Duong Water Joint Stock Company are required to implement this decision.

The Decision comes into effect from the date of signing./.

**Copies to:**

- As listed in Article 2;
- On file in Achieves.

For THE BOARD OF DIRECTORS



Vu Manh Dung



*Hai Phong, 08<sup>th</sup> April 2026*

**REGULATIONS ON HOLDING THE 2025 ANNUAL  
GENERAL MEETING OF SHAREHOLDERS**

*(Issued in attachment to Decision No.: 581/QD-HDQT 08<sup>th</sup> April 2026)*

Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 17<sup>th</sup> June 2020; and the Enterprise Law No. 76/2025/QH15 effective on 01<sup>st</sup> July 2025, amending and supplementing the Enterprise Law No. 59/2020/QH14;

Pursuant to the Charter on Incorporation and Operation of Hai Duong Water Joint Stock Company approved by the General Meeting of Shareholders on 25<sup>th</sup> June 2021.

Based on the Internal Regulations on Corporate Governance issued together with Decision No. 1065/QD-HDQT dated 29<sup>th</sup> June 2021.

Pursuant to Resolution No. 397/NQ-HDQT dated 11<sup>th</sup> March 2026 of the Board of Directors of Hai Duong Water Joint Stock Company, 2022-2027 tenure on the last registration date and time to hold the Annual General Meeting of Shareholders in 2026.

Pursuant to Notice No. 1122/TB-VSDC dated 12<sup>th</sup> March 2026 of the Vietnam Securities Depository and Clearing Corporation (VSDC) on the last registration date and confirmation of the list of securities owners.

Basing on the contents of the 2026 Annual General Meeting of Shareholders of Hai Duong Water Joint Stock Company, in order facilitate the 2026 Annual General Meeting of Shareholders of the Company to be conducted quickly, smoothly, and to achieve great success, ensuring the rights of shareholders and complying with the provisions of the Enterprise Law and the Company's Charter, the Board of Directors of Hai Duong Water Joint Stock Company hereby promulgate the Regulations on holding and voting at the 2026 Annual General Meeting of Hai Duong Water Joint Stock Company as follows:



## CHAPTER I: GENERAL PROVISIONS

### Article 1. Scope and subjects of application

- These Regulations are applied to (holding the 2026 Annual General Meeting of Shareholders), voting on the contents of the meeting agenda at the 2026 Annual General Meeting of Shareholders of Hai Duong Water Joint Stock Company.

- These Regulations specifically stipulate the rights and obligations of shareholders, authorized proxy attending the meeting and parties participating in the General Meeting, conditions and procedures for conducting the General Meeting.

- Shareholders, authorized proxy attending the meeting and parties participating in the meeting are responsible for implementing the provisions of these Regulations.

### Article 2. Interpretation of words

In These Regulations, the following words and phrases are construed as follows:

**1. Voting:** Is the exercise of the rights of Shareholders to give opinions on specific contents and issues to determine whether such contents and issues are eligible for approval by the General Meeting of Shareholders.

**2. Charter:** Is the Charter of Hai Duong Water Joint Stock Company approved by the General Meeting of Shareholders on 25<sup>th</sup> June 2021.

## CHAPTER II: CONDUCTING THE ANNUAL GENERAL MEETING

### Article 3. Conditions for holding the General Meeting of Shareholders

The General Meeting of Shareholders shall be held when the number of shareholders attending the meeting represents at least [51%] (fifty one percent) of the total number of voting shares.

### Article 4. Duties of the General Meeting

The 2025 Annual General Meeting shall discuss and make decisions, approving the following contents:

- Submission for approving the dismissal Mr. Nguyen Van Phung from the Board of Directors.

- Voting for an additional member to the Board of Directors from 2022- 2027 tenure.



- The Proposal to amend and supplement certain articles of the Charter on Organization and Operation of Hai Duong Clean Water Business Joint Stock Company was approved by the General Meeting of Shareholders on June 25, 2021.

- The Proposal to amend and supplement certain articles of the Internal Governance Regulations, the Regulations on the Operation of the Board of Directors; and the Regulations on the Operation of the Supervisory Board were approved by the General Meeting of Shareholders on June 25, 2021.

- Submission for approving the results of production and business activities, Financial Statement and Profit Distribution for the accounting period from 01<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025.

- Submission for approving the production and business plan for 2026 and the profit distribution plan for 2025.

- Report on the performance of the Board of Directors (BoD) and members of the Board of Directors in 2025 and the orientation and operational plan of the Board of Directors in 2026;

- Report of the Board of Supervisors (BoS) on the Company's business results, on the performance of the Board of Directors, the General Director and the Self-assessment Report on the performance of the BoS and performance of each member of the BoS;

- Submission for approving the selection criteria and list of auditing organizations to audit the Financial Statements in 2026;

- Submission for approving the final settlement of salaries and remuneration of the Board of Directors and BoS in 2025 and the salary and remuneration plan of the Board of Directors and BoS in 2026;

- Public report on related interests of the Company Insiders.

#### **Article 5. Shareholders attending the General Meeting**

1. Shareholders attending the 2026 Annual General Meeting of Shareholders are shareholders or proxy authorized in writing (under the Company's form) of one or more shareholders whose names are on the Company's shareholder list at the time of closing the list on 02<sup>nd</sup> April 2026, confirmed by the Vietnam Securities Depository and Clearing Corporation (VSDC), are entitled to attend the General Meeting of Shareholders of Hai Duong Water Joint Stock Company.

2. Shareholders or authorized proxy attending the 2026 Annual General Meeting are required to bring their National Identity Card/Citizen ID or Passport,



Power of Attorney (for authorized proxy) and register with the Shareholder Qualification Examination Committee to receive a Voting Card, Voting Form bearing the name of the shareholders or authorized persons, voting code and the number of shares with voting rights of the shareholder.

3. Shareholders/or authorized proxy attending the 2026 Annual General Meeting are required to show up at the prescribed time, to sit in the assigned position (or area) arranged by the Meeting Organizing Committee.

4. During the 2026 Annual General Meeting of Shareholders, shareholders are required to comply with the instructions of the Presidium of the General Meeting, not to cause disturbances, prevent the progress of the General Meeting and to maintain order throughout the General Meeting;

5. Smoking is not allowed in the General Meeting Hall;

6. Do not talk privately, do not use cell phones during the General Meeting. All mobile phones must be turned off or set to airplane mode.

7. Do not film, take photos, or record anything at the General Meeting without the permission of the Chairman.

#### **Article 6. Presidium**

1. The Presidium consists of 03 people: 01 Chairman and 02 members.

The Chairman of the Board of Directors will be the Chairman of the 2026 Annual General Meeting of Shareholders. The Chairman of the Presidium conducts the work of the General Meeting according to the tentative content and agenda that the Board of Directors (BoD) has planned to approve in the General Meeting.

2. Duties of the Presidium:

a. To conduct the activities of the 2026 Annual General Meeting of Shareholders according to the agenda approved by the General Meeting;

b. To give guidance to the delegates attending the Meeting to discuss the contents of the Agenda;

c. To submit drafts and conclusions on necessary issues for the Meeting to vote on;

d. To reply to issues requested at the Meeting.

e. To resolve issues arising throughout the Meeting.

3. Working principles of the Presidium: The Presidium works under the principles of collective, democratic centralism, and decision by majority.



## **Article 7. The Secretariat**

1. The meeting secretariat consists of 02 people appointed by the Chairman and is responsible before the Presidium and the 2026 Annual General Meeting of Shareholders for their duties and works under the guidance of the Presidium.

### **2. Duties of the Secretariat:**

a. To assist the Presidium in announcing draft documents, conclusions, Resolutions of the General Meeting and notices of the Presidium to shareholders when requested;

b. To receive and review registration forms for shareholders' opinions, and submit them to the Presidium for final decision.

c. To fully and honestly record the entire contents of the General Meeting and the issues approved by shareholders or noted in the Minutes of the General Meeting;

d. To prepare Resolutions on the issues approved at the General Meeting;

## **Article 8. Shareholders' Qualification Examination Committee**

1. The Shareholders' Qualification Examination Committee for the General Meeting shall consist of 01 Head and several members decided by the Board of Directors to perform the following functions and tasks:

- Verifying the qualifications of shareholders or authorized proxy attending the General Meeting: Requesting the shareholders attending the General Meeting to present their national ID, Passport, Power of Attorney (for authorized proxy);

- Issuing to shareholders or authorized persons attending the meeting: Voting cards, Voting forms, documents of the General Meeting and other relevant documents;

- Reporting to the Chairman at the General Meeting of Shareholders the situation of shareholders attending the General Meeting.

If there are enough shareholders entitled to attend the General Meeting, representing at least 51% of the shares with voting rights, the Chairman of the General Meeting can proceed with the General Meeting.

In case the number of shareholders entitled to attend the General Meeting is not enough, based on the provisions of the Company's Charter and the provisions of law, the Chairman shall notify the shareholders that the General Meeting shall not be held.



- Preparing a Minutes of the Shareholders' Qualifications Examination, reporting and assuming responsibilities to the 2026 Annual General Meeting of Shareholders when performing its duties.

- Performing other tasks assigned by the Organizing Committee of the General Meeting or by the Chairman of the General Meeting.

#### **Article 9. Election, Card and Ballot Counting Committee**

1. The Election, Card and Ballot Counting Committee of the General Meeting consists of 01 Head and members introduced by the Chairman and approved by the Shareholders' General Meeting.

##### **2. Duties of the Election, Card and Ballot Counting Committee**

- Guiding the voting process, the use of Voting Cards and Voting Ballot; Conducting card and ballot counting, calculating and excluding relevant shareholders who do not have the right to vote (if any) for each voting issue.

- Accurately determining the election and voting results for each issue to be voted on at the General Meeting. The Head of the Election, Card and Ballot Counting Committee has to report to the Presidium to announce the election and card and ballot counting results to the Meeting;

- Reviewing and reporting to the Meeting any violations of the election and voting rules or complaints about the election and voting results.

- Preparing the Minutes of the Election, Card and Ballot Counting; reporting and taking responsibilities before the Presidium of the 2026 Annual General Meeting when performing its duties.

- Keeping, preserving and handing over all the Election cards, Voting ballots and Minutes of the Ballot Counting to the Board of Directors immediately after the end of the General Meeting.

#### **Article 10. Discussion at the General Meeting**

##### **1. Principles:**

- Discussions can only be conducted within the prescribed time and within the scope of issues presented in the agenda of the 2026 Annual General Meeting of Shareholders. In case the General Meeting needs more time for discussion than expected, the Presidium will have the authority to decide on this issue.



- Shareholders who have comments must register their contents on the Discussion Registration Form that has been distributed and transferred to the General Meeting Secretariat;

- The General Meeting Secretariat will arrange the Discussion Forms of shareholders in the order of registration and transfer them to the Presidium;

- When shareholders need to speak or debate, they must raise their Voting Cards and comply with the following regulations:

+ Getting the approval of the Chairman;

+ Stating their name, ID card number or citizen ID number of shares owned before speaking;

+ The contents of the opinions must be concise and consistent with the General Meeting Agenda;

+ The contents of the opinions must be constructive to the development of the Company;

## **2. Answering the shareholders' questions:**

- Basing on the shareholders' discussion ballots, the Chairman or a member designated by the Chairman will respond to the shareholders' opinions;

- In case of time constraints, questions that have not been answered directly at the General Meeting will be answered directly in writing by the Presidium.

## **CHAPTER III**

### **CANDIDACY, NOMINATION OF MEMBERS TO BOARD OF DIRECTORS**

#### **Article 11. Conditions and Standards for Board of Directors Members**

Board of Directors members must meet the following standards and conditions:

a) Not be subject to prohibitions as stipulated in the Enterprise Law No. 59/2020/QH14; and the Enterprise Law No. 76/2025/QH15 effective on 01<sup>st</sup> July 2025, amending and supplementing Enterprise Law No. 59/2020/QH14;

b) Possess professional qualifications and experience in business administration or in the company's business field, industry, or profession, and are not necessarily shareholders of the company;

c) A member of the Company's Board of Directors may also be a member of the Board of Directors of another company;



d) A member must not be related to the General Director or other managers of the Company; or to any manager or person authorized to appoint Company Managers.

### **Article 12. Number and Rights for Candidacy and Nomination**

1. Number of additional Board of Directors members to be elected: 01 member.

2. Right to nominate and consecutive candidates:

Shareholders or groups of shareholders holding 10% to less than 20% of the total shares have the right to nominate one candidate; from 20% to less than 35% have the right to nominate two candidates; from 35% to less than 50% have the right to nominate three candidates; from 50% to less than 65% have the right to nominate four candidates; and from 65% or more have the right to nominate the full number of candidates.

3. If the number of candidates for the Board of Directors nominated via candidacy and application is still insufficient to meet the requirements stipulated in Clause 5, Article 115 of the Enterprise Law, the incumbent Board of Directors and Board of Supervisors shall nominate additional candidates or organize nominations in accordance with the Company's Charter, Internal Regulations on corporate governance, and the operating regulations of the Board of Directors.

### **Article 13. Nomination and Candidacy Procedures for BoD Members**

- Shareholders who meet the eligibility criteria for candidacy to nominate members of the Board of Directors shall submit their candidacy applications to the General Meeting Organizing Committee before 18<sup>th</sup> April 2026.

- The candidacy application documents include:

+ Notice of candidacy and nomination of candidates for Board of Directors members (filling out the form).

+ Curriculum vitae completed by the candidate (filling out the form).

+ Declaration of related persons and information provision as prescribed in Appendix III of Circular No. 96/2020/TT-BTC dated 16<sup>th</sup> November 2020 of the Ministry of Finance (filling out the form).

+ Notarized copies of National ID/Citizen ID, degrees, diplomas, certificates of educational and professional qualifications.



## CHAPTER IV

### ELECTION OF ADDITIONAL MEMBERS FOR THE BOARD OF DIRECTORS

#### Article 14. Election of Additional Members for the Board of Directors

##### 1. Method of Electing Members for the Board of Directors

- The voting for members of the Board of Directors shall be conducted using the cumulative voting method, whereby each shareholder has a total number of votes corresponding to the total number of shares owned multiplied by the number of members to be elected to the Board of Directors, and shareholders have the right to allocate all or part of their total votes to one or more candidates. The elected members of the Board of Directors shall be determined by the number of votes received, from highest to lowest, starting with the candidate with the highest number of votes until the number of members stipulated in the Company's Charter is reached. In the event that two or more candidates receive the same number of votes for the last remaining member of the Board of Directors, a re-election will be held among the candidates with the equal number of votes, or a selection will be made according to the criteria of the election regulations or the Company's Charter.

- In the event that there is only one candidate nominated for the election of an additional member of the Board of Directors, the voting will be conducted by secret ballot. The shareholder representative will tick (X) the box for "agree/disagree/no opinion" on the issue to be voted on as indicated on the Voting Form; and sign and clearly write their full name on the Voting Form.

2. The election of members of the Board of Directors of Hai Duong Water Joint Stock Company shall be conducted according to the following regulations:

- The election organizing work shall be assigned by the Presiding Committee to the Election Committee.

- The election organizing work includes:

+ Checking and announcing the list of nominees for the Board of Directors.

+ Distributing ballots, supervising voting, and conducting vote counting.

+ Preparing the vote counting minutes and announcing the results before the Shareholders' General Meeting.

+ Together with the Chairman of the General Meeting, reviewing and resolving complaints and denunciations (if any) regarding the nominees and the election results, and reporting to the Annual General Meeting of Shareholders for decision.

- Election principles:



+ Ensuring compliance with legal regulations and the Company Charter, guaranteeing democracy and fairness.

+ Direct election using cumulative voting

- The number of Board of Directors members to be elected is in accordance with Article 13 of these Regulations.

The Election Committee will publish a summary of the candidates' biographies and review the list before conducting the election to ensure compliance with the law and the Company Charter.

- The ballot issued by Hai Duong Water Joint Stock Company clearly states the number of voting shares owned or represented by the shareholder. Shareholders and their representatives, upon receiving the ballot, must check the number of voting shares recorded on the ballot. If there are any errors, they must immediately notify the Chairperson or the Election Committee.

- The following ballots are considered invalid and have no voting value:

+ Ballots that do not conform to the prescribed form and lack the Company's seal.

+ Ballots exceeding the maximum number stipulated in these Regulations.

+ Ballots with all candidate names crossed out (blank ballots).

+ Ballots with erasures or corrections (in case of errors, a new ballot must be issued).

+ Ballots that include names of individuals not on the list of nominees approved at the 2026 Annual General Meeting of Shareholders.

+ The total number of votes exceeds the total number of votes printed on the ballot.

- The Election Committee shall conduct the vote counting honestly, accurately, and completely and shall be accountable to the Chairman and the entire General Meeting of Shareholders. Vote counting must be conducted immediately after the voting ends in the vote counting room. Before opening the ballot box, the Election Committee must count, record, and seal the unused ballots. The Election Committee is not allowed to cross out or correct any ballots.

- The Election Committee is responsible for preparing minutes of the vote count and announcing the results before the 2026 Annual General Meeting of Shareholders. The Minutes and all ballots will be returned to the Chairman.



- The candidates elected as members of the Board of Directors are determined by the number of the votes received, from highest to lowest, based on the number of valid votes, starting with the candidate with the highest number of votes until the number of members as stipulated in the Company's Charter is reached.

- If any fraudulent acts or violations of the law, or violations of the Company Charter related to this election are found, all shareholders have the right to question the Chairman of the General Meeting and the Election Committee. The Chairman of the General Meeting and the Election Committee are responsible for explaining and clarifying all issues raised by shareholders and will be held accountable before the 2026 Annual General Meeting of Shareholders.

## **CHAPTER V: VOTING**

### **Article 15. Voting to approve issues at the General Meeting**

#### **1. Principles:**

- All issues in the General Meeting's agenda must be publicly discussed and voted on by the General Meeting by raising voting cards or by secret voting ballots (depending on the voting contents) for all shareholders and/or authorized proxy.

- Voting cards/Voting ballots are printed and stamped by the Organizing Committee of the General Meeting and stamped by Hai Duong Water Joint Stock Company, and distributed by the Shareholders' Qualification Examination Committee to Shareholders/Shareholder's proxy attending the General Meeting.

- Each shareholder/shareholder's proxy is given 01 (one) Voting card and Voting ballot. The Voting card clearly states the full name, ID card number or citizen ID number, and the number of shares with voting rights of that shareholder. The voting contents are pre-printed in the **Voting ballots** according to the General Meeting Agenda.

#### **2. Voting methods:**

##### **2.1. Voting card raising method**

*\* Contents to be voted by raising the Voting card:*

**- The following contents are voted for approval:**

+ Approving the agenda of the General Meeting;

+ Approving the delegation of the Presidium, the Secretariat of the General Meeting.

+ Approving the members of the Election, Card and Ballot Counting Committee;



+ Approving the Minutes of the Meeting, the Resolution of the General Meeting;

\* *How to vote by raising the Voting Card:*

- Shareholders and/or Shareholders' proxy's vote (agree, disagree, no opinion) on an issue by directly raising the Voting Card at the General Meeting. Shareholders shall choose to vote: **agree; disagree; no opinion** and can only raise the voting card once when the Presidium asks for voting opinions.

- When voting at the General Meeting, shareholders who agree to approve will raise their Voting Cards high. Members of the Vote Counting Committee will mark and record the **agree, disagree, no opinion** of the shareholders' Voting Cards and the number of shares with voting rights under the direction of the Presidium.

- Immediately after completing the voting to approve the contents presented at the General Meeting, the Election Committee is responsible for reporting the results to the Presidium for public announcement in the General Meeting.

## **2.2. Secret ballot voting method**

2.2.1. The contents to be voted by secret voting method are pre-printed on the secrete ballots:

\* *The following contents are to be secretely voted for approval:*

- Submission for the approval of the dismissal of Mr. Nguyen Van Phung from the Board of Directors;

- The Proposal to amend and supplement certain articles of the Charter on Organization and Operation of Hai Duong Clean Water Business Joint Stock Company was approved by the General Meeting of Shareholders on June 25, 2021.

- The Proposal to amend and supplement certain articles of the Internal Governance Regulations, the Regulations on the Operation of the Board of Directors; and the Regulations on the Operation of the Supervisory Board were approved by the General Meeting of Shareholders on June 25, 2021.

- Submission for the approval of the business performance results, financial statements, and profit distribution for the accounting period from 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025;

- Submission for the approval of the business performance plan for 2026 and the profit distribution plan for 2026;

- Report on the performance of the Board of Directors and its members in 2025 and the orientation and plan for the Board of Directors' activities in 2026;



- Report of the Board of Supervisors on the Company's business results, the performance of the Board of Directors and the General Director, and a self-assessment report on the performance of the Board of Supervisors and each of its member;

- Submission for the approval of the selection criteria and list of organizations to audit the Company's financial statements for 2026;

- Submission for approval of the salary and remuneration settlement for the Board of Directors and Board of Supervisors for 2025 and the salary and remuneration plan for the Board of Directors and Board of Supervisors for 2026;

- Report on the public disclosure of related interests of insiders.

- Submission for approval of the business performance results, Financial Statement and Profit Distribution of the accounting period from 01<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025.

- Submission for approval of the business operation plan for 2026 and profit distribution plan for 2026.

- Report on the performance of the Board of Directors, members of the BoD in 2025 and the orientation and action plan of the BoD in 2026;

- Report of the Board of Supervisors (BoS) on the Company's business performance, on the performance results of the BoD, General Director and the self-assessment report on the performance results of the BoS and each member of the BoS;

- Submission for approval of the selection criteria and list of organizations to audit the financial statements for 2025;

- Submission for approval of the finalization of salary and remuneration for the BoD and the BoS in 2025 and the salary and remuneration plan for them in 2026;

- Public report on related interests of the Company insiders.

\* *How to vote by secret ballot:*

- Shareholders and/or Shareholders' proxy shall tick (X) into the box for approval/disapproval/no opinion on the issue to be voted on as stated in the voting ballot; sign and write their full name on the voting ballot.

After completion, shareholders and/or Shareholders' proxy shall put the ballot in one of the ballot boxes available in the meeting hall.

After ensuring that all shareholders and/or their representatives attending the General Meeting have finished voting, the Election Committee will proceed to count



the votes and report the results to the Presidium for announcement before the General Meeting.

### **2.3. Cumulative Voting Method:**

The ballot paper for cumulative voting is pre-printed with voting contents and voting is conducted using the cumulative voting method (*according to the agenda of the General Meeting*).

- Submission for the election of additional members of the Board of Directors for the 2022-2027 tenure;

#### **\* *How to vote using cumulative voting:***

- Accordingly, each delegate has a total number of votes corresponding to the total number of shares owned or represented multiplied by the number of members to be elected;

- Delegates attending the Meeting have the right to allocate all of their votes to one or more candidates;

- In case additional candidates appear on the day of the Meeting, delegates may contact the Vote Counting Committee to request a new ballot and must return the old ballot (before placing it in the ballot box);

- In case of an incorrect selection, delegates must contact the Vote Counting Committee to obtain a new ballot and must return the old one;

- How to fill out the ballot: Each delegate will be given ballots. The instructions for filling out the ballot are as follows:

- \* Delegates can vote for a maximum number of candidates equal to the number of elected candidates;

- \* If all votes are allocated to one or more candidates, delegates should mark the "Cumulative Voting" box for the corresponding candidates;

- \* If the votes are not unequally distributed among multiple candidates, delegates should clearly indicate the number of votes cast in the "Number of Votes" box for each candidate.

If a delegate checks both the "Cumulative Voting" box and enters the number in the "Number of Votes" box, the result will be based on the number of votes in the "Number of Votes" box.

- \* To facilitate shareholder participation in the election, shareholders can vote in one of the following two ways:**



- **Method 1:** Shareholders directly write down the number of votes for each candidate according to their confidence. The number of votes for each candidate may vary, but the total number of votes for all candidates must not exceed the total number of votes a shareholder is entitled to.

- **Method 2:** Shareholders simply mark "X" for each candidate in the "Equal Voting" column next to the name of the chosen candidate. The total number of votes for each shareholder equals (=) the total number of shares owned by that shareholder multiplied by (x) the number of members elected to the Board of Directors, and will be divided equally among the candidates marked "X" in the "Equal Voting" column.

*Example: The Board of Directors has 2 members. Shareholder A owns 1,000 shares.*

*Thus, when electing members of the Supervisory Board, Shareholder A's total number of votes is 1,000 shares x 2 people = 2,000 votes. If Shareholder A chooses the "Equal Voting" method, simply marking an "X" next to their chosen candidate, the results will be as follows:*

*- If choosing 1 person => the number of votes for that person is:  $(1,000 \times 2) / 1 = 2,000$  votes.*

*- If choosing 2 people => the number of votes for each person is:  $(1,000 \times 2) / 2 = 1,000$  votes.*

### **3. Approved contents:**

Pursuant to the Enterprise Law, the Charter of Hai Duong Water Joint Stock Company, all voting contents at the General Meeting are approved when reaching the voting rate of at least 51% of the voting shares attending the General Meeting.

### **Article 12. Minutes and Resolutions of the General Meeting**

Minutes and Resolutions of the 2026 Annual General Meeting of Shareholders must be prepared and approved by the Secretariat before the closing of the General Meeting.

### **Article 13. Implementation provisions**

Shareholders and authorized proxy attending the General Meeting must strictly comply with the Regulations on organization, election and voting at the 2025 Annual General Meeting of Hai Duong Water Joint Stock Company. Shareholders who violate these Regulations will be considered and handled by the Presidium,



depending on the specific level of violation, in accordance with the provisions of the law and the Charter of the Company.

During the course of the General Meeting, any issues arising that are not specified in these regulations will be considered and decided by the Presidium in accordance with current legal regulations. These regulations will be valid from the signing date until the end of the 2026 Annual General Meeting of Shareholders./.

**Copies to:**

- As listed above;
- On file in Achieves, Secretary

For **THE BOARD OF DIRECTORS**

**CHAIRMAN**



**Vu Manh Dung**