



**CAI LAY VETERINARY
PHARMACEUTICAL
JOINT STOCK COMPANY**

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Dong Thap, May 09, 2026

RULES OF PROCEDURE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

In order to ensure transparency, fairness, democracy, and facilitate the smooth organization of the Annual General Meeting of Shareholders of Cai Lay Veterinary Pharmaceutical Joint Stock Company, the Organization Board submits the following Rules of Procedure for approval at the meeting:

Article 1: Order of the Meeting

- Shareholders entering the meeting room must sit in the designated seats as ordered by the Organization Board during the meeting.
- Smoking is not allowed in the meeting room. Please turn off mobile phone ringer and maintain order during the meeting.

Article 2: Voting on Issues at the Meeting

- All issues on the meeting agenda will be approved through voting on each item. Each shareholder attending the meeting will be issued a voting card, which includes the shareholder code, the number of shares eligible for voting, and the shares authorized by other shareholders for voting.
- After presenting the report, the Presidium will conduct the vote. Shareholders will vote (agree, disagree, or abstention) by submitting the voting card. The front of the voting card must face the Presidium. Shareholders who do not submit a voting card will be considered as having no opinion on the issue being voted on. The Organizing Committee will count the votes by checking those who disagree with the content being approved.
- All issues requiring a vote at the meeting will be passed if at least 65% of the total voting rights of shareholders attending the meeting are in favor.

Article 3: Speaking at the Meeting



- Shareholders wishing to speak must register with the Organizing Committee and obtain approval from the Presidium.

- Shareholders will summarize their speaking points on the "**Shareholder Contribution Form**" and submit it to the Presidium. The Presidium will review the content and arrange the order of speakers, while also answering shareholder inquiries (each speech should not exceed 10 minutes).

- If a shareholder speaks on an issue not registered for discussion, the Presidium will halt the speech. For issues requiring a longer explanation, shareholders are encouraged to submit them in writing to the Secretariat for compilation. The Board of Directors will study and respond in writing.

Article 4: Responsibilities of the Shareholder Verification Committee

- Verify the number of shareholders or authorized representatives attending the meeting.

- Check the identification cards, invitation letter, and proxy letters (if any) of shareholders or their authorized representatives attending the meeting.

- Distribute voting cards and materials to shareholders or authorized representatives

- Report the results of the shareholder attendance verification to the meeting.

Article 5: Responsibilities of the Presidium

- Conduct the meeting according to the agenda and the approved rules of procedure. The Presidium works on the centralization principle, democracy, and majority decision-making.

- Giải quyết các vấn đề phát sinh (nếu có) trong quá trình diễn ra Đại hội. • Resolve any issues that arise during the meeting (if any).

Article 6: Responsibilities of the Secretariat

- Accurately and fully record the content of the meeting, and all issues approved by the shareholders at the meeting.

- Draft the meeting minutes and resolutions on the issues that have been approved at the meeting.

Article 7: Responsibilities of the Vote Counting Committee

- Accurately determine the voting results and the issues that have been approved at the meeting.

- Notify the results of each vote to the Secretariat.

Điều 8: the Minutes of 2025 Annual General Meeting of Shareholder



- All issues discussed in the meeting will be recorded in the minutes. The minutes and resolutions must be approved before the meeting is adjourned.

This Rules of Procedure is approved in the 2026 Annual General Meeting of Shareholders of Cai Lay Veterinary Pharmaceutical Joint Stock Company.

We respectfully submit it to the meeting for approval.

**ON BE HALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

DAO MANH HOA