

**QUANG NINH PORT
JOINT STOCK COMPANY**

No: 239/2026/CQN-TK
Update of documents for the 2026
Annual General Meeting of
Shareholders

THE SOCIALIST REPUBLIC OF VIET NAM
Independence-Freedom-Happiness

Quang Ninh, April 17, 2026

To: Hanoi Stock Exchange

Company Name : Quang Ninh Port Joint Stock Company
Stock Code : CQN
Headquarters Address : No.1 Cai Lan Street, Bai Chay Ward, Ha Long City, Quang Ninh Province
Phone : 0203 6283288
Website : www.quangninhport.com.vn
Person in charge of information disclosure: Mr. Hoang Trong Tung – General Director
Type of Information Disclosure: Extraordinary

I. Contents of the information disclosed:

- Agenda of the Meeting
- Regulations on Meeting Procedures
- Regulations on nomination, self-nomination, and election of members of the Board of Directors

II. The above information will be disclosed on the website of Quang Ninh Port Joint Stock Company: www.quangninhport.com.vn on April 17, 2026.

We commit that the above information is accurate and take full responsibility before the law for the content of the disclosed information.

Sincerely,

Recipients:

- As addressed above;
- Archive: clerical department,

QUANG NINH PORT JOINT STOCK COMPANY
GENERAL DIRECTOR



Hoang Trong Tung



QUANG NINH PORT JOINT STOCK COMPANY

Add: No. 1, Cai Lan Street, Bai Chay Ward, Quang Ninh Province

Tel: 0203 6283288



AGENDA

2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

No.	TIME	CONTENT	PRESENTER
1	08h00 – 09h00	Reception and shareholder registration, distribution of voting cards, Voting Ballot	Organizing Committee
2	9h00 – 11h00	Opening of the meeting; Report on shareholder eligibility verification	Shareholder Verification Committee
3		Approval of the Presidium and Vote Counting Committee	MC/Presidium
4		Approval of the working regulations and meeting agenda	Chairperson
5		Report from the Board of Directors on 2025 performance and 2026 business plan	Representative of BOD
6		Report on 2025 business performance and 2026 business plan	CEO
7		Report on the performance of duties and powers of the Supervisory Board in 2025; directions and tasks for 2026	Representative of the Supervisory Board
8		Presentation of proposals by the Board of Directors and Supervisory Board	Representative of BOD
9		Discussion and voting on reports from the Board of Directors, CEO, Supervisory Board, and proposals	Shareholders
10		Approval of the regulations on election of Board of Directors members	Representative of BOD
11		Report on the list of nominees and candidates for the Board of Director	Representative of BOD
12		Election of additional member of the Board of Directors	Shareholders
13	11h00 – 11h10	Break	
14	11h10 – 11h30	Announcement of vote counting and election results	Vote Counting Committee
15		Introduction of newly elected Board of Directors member	BOD member
16		Approval of the Meeting Minutes and Resolutions	Secretariat
17	11h30	Closing of the Meeting	MC



QUANG NINH PORT JOINT STOCK COMPANY

Address: No. 1, Cai Lan street, Bai Chay Ward, Quang Ninh province
Tel: 0203 6283288

No: 06/2026/QĐ-HĐQT

Quang Ninh, April 17, 2026

DICISION

(Re: Promulgation of the Working Regulations of the 2026 Annual General Meeting of Shareholders)

THE BOARD OF DIRECTORS OF QUANG NINH PORT JOINT STOCK COMPANY

- Pursuant to 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 guiding, amending and supplementing documents;
- Pursuant to the Charter of Organization and Operation of Quang Ninh Port Joint Stock Company;
- Pursuant to the Internal Corporate Governance Regulations issued together with Decision No. 18/2024/QĐ-HĐQT dated October 03, 2024;
- Based on the requirements for organizing the 2026 Annual General Meeting of Shareholders,

DECIDES:

Article 1: To promulgate together with this Decision the Working Regulations of the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company.

Article 2: This Decision shall take effect from the date of signing and replace Decision No. 04/2026/QĐ-HĐQT dated April 2, 2026 of the Board of Directors of Quang Ninh Port Joint Stock Company.

The Working Regulations of the 2026 Annual General Meeting of Shareholders issued together with this Decision shall take effect from the time it is approved by the General Meeting of Shareholders.

Article 3: The General Director, members of the Organizing Committee, relevant individuals, and shareholders attending the 2026 Annual General Meeting of Shareholders shall be responsible for the implementation of this Decision./.

Recipients:

- As stated in Article 3;
- HNX (for information disclosure)
- Archives: Clerical, Secretary.

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN



Nguyen Ngoc Nghi



QUANG NINH PORT JOINT STOCK COMPANY

Address: No. 1, Cai Lan Street, Bai Chay Ward, Quang Ninh Province
Tel: 0203 6283288

WORKING REGULATIONS OF THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS (Issued under Decision No. 06/2026/QĐ-HĐQT dated April 17, 2026 of the Board of Directors of Quang Ninh Port Joint Stock Company)

CHAPTER I GENERAL PROVISIONS

Article 1. Scope of Application

These Regulations govern the organization of the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company.

Article 2. These Regulation specifically stipulates the rights and obligations of participants in the General Meeting, the conditions and procedures for conducting the General Meeting.

Article 3. Shareholders and other participants in the General Meeting are responsible for complying with the provisions of these Regulations.

CHAPTER II RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE GENERAL MEETING

Article 4. Shareholders attending the General Meeting of Shareholders

1. Conditions for attending the Meeting

All shareholders holding shares of Quang Ninh Port Joint Stock Company as per the finalized shareholder list as of **24/03/2026** or legally authorized representatives are eligible to attend.

2. Rights and obligations of eligible Shareholders attending the meeting.

a) Shareholders or authorized representatives attending the General Meeting must bring the following documents:

- The meeting invitation letter;
- Citizen ID card, passport, or other legally recognized documents (valid as per legal regulations);
- Power of attorney and the meeting invitation notice (if attending as an authorized representative).

b) Meeting Registration: Shareholders or authorized representatives must present the above documents to the Shareholder Eligibility Verification Committee, receive the meeting materials, and:

- Receive **one pink voting card** containing: Shareholder ID, the number of voting shares (owned and/or authorized), and the voting options (Agree, Disagree, No opinion);
- Receive **one blue ballot for the election of members of the Board of Directors**, including the following information: Shareholder ID; number of voting shares (owned and/or proxy-authorized); list of candidates arranged in alphabetical order; voting shall be conducted by secret ballot using the cumulative voting method, whereby the number of shares allocated to each Board member candidate is filled in the "Number of Votes" column;
- c) Shareholders may authorize another individual in writing to attend and vote on their behalf at the General Meeting. The authorized representative **may not** delegate their authority to another person.
- d) Shareholders wishing to speak must obtain approval from the Chairperson. Comments should be brief, focused on key discussion points, and relevant to the approved agenda. Issues already discussed should not be repeated to avoid redundancy. Shareholders may also submit written questions to the Secretariat.
- e) Shareholders vote on matters under the authority of the General Meeting of Shareholders as per the Company's Charter.
- f) After hearing reports on the agenda items, shareholders will discuss and vote on resolutions.
- g) Shareholders must follow the Chairperson's guidance, behave respectfully, and maintain order during the Meeting.
- h) Shareholders or authorized representatives arriving after the meeting has started may still attend and vote on remaining agenda items. Previously conducted votes remain valid.

Article 5. The Presidium and Chairperson of the General Meeting

1. The Presidium is elected by the General Meeting of Shareholders; the Chairman of the Board of Directors shall preside over the meeting or authorize another member of the Board of Directors to do so.
2. Rights and Responsibilities of the Presidium:
 - a) Conduct the meeting as per the approved agenda, ensuring order and meeting the expectations of the majority of attending shareholders.
 - b) Guide discussions among delegates and the General Meeting.
 - c) Present necessary drafts for voting.
 - d) Respond to inquiries from shareholders or delegate responses when necessary..

Article 6. Shareholder Eligibility Verification Committee

The Shareholder Eligibility Verification Committee is established by the Board of Directors. This committee is responsible for verifying the eligibility of shareholders or authorized representatives attending the meeting, ensuring compliance with legal regulations, and cross-checking with the finalized list of shareholders entitled to attend as of **24/03/2026**. Additionally,

the committee distributes meeting materials and voting ballots; reports to the General Meeting, and is accountable for the verification results before the official commencement of the meeting

Article 7. The Secretariat of the General Meeting

1. The Chairperson appoints one or more individuals as Secretaries of the General Meeting.
2. The Secretariat's Responsibilities:
 - a) Accurately and comprehensively record the meeting proceedings.
 - b) Assist the Presidium in publishing drafts of the meeting minutes, resolutions, and announcements to shareholders as required..
 - c) Collect shareholder question forms.

Article 8. Vote Counting Committee

The Vote Counting Committee consists of 08 members. The Vote Counting Committee is nominated by the Chairperson and approved by the General Meeting of Shareholders at the meeting. The Vote Counting Committee has the following rights and responsibilities:

- a) Supervise the voting process of shareholders or their attending representatives;
- b) Prepare ballot boxes and instruct shareholders on how to vote on matters at the General Meeting;
- c) Disseminate the Election Regulations, present the list of candidates for the Board of Directors, and provide instructions on how to fill out the ballots;
- d) Collect ballots, conduct vote counting, report the voting results for each item and election results to the General Meeting, and notify the results to the Chairperson and the Secretariat;
- e) Be responsible for the honesty and accuracy of the vote counting results;
- f) Hand over the vote counting minutes and all voting ballots to the Secretariat of the General Meeting

CHAPTER III CONDUCTING THE GENERAL MEETING

Article 9. Conditions for Holding the General Meeting

1. The General Meeting of Shareholders shall be conducted when shareholders attending the meeting represent more than 50% of the total voting shares, based on the shareholder list finalized as of March 24, 2026.
2. In case the first meeting does not meet the conditions for proceeding as prescribed in Clause 1 of this Article, a notice for the second meeting shall be sent within 30 days from the intended date of the first meeting. The second General Meeting of Shareholders shall be conducted when shareholders attending the meeting represent at least 33% of the total voting shares.
3. In case the second meeting does not meet the conditions for proceeding as prescribed in Clause 2 of this Article, a notice for the third meeting shall 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 voting shares represented by attending shareholders.

Article 10. Voting Procedures for Issues at the General Meeting.

1. All items on the agenda of the General Meeting must be voted on by all shareholders attending the meeting using Voting Cards based on the number of shares owned and represented.

Voting Methods:

a) Voting by **Raising the Voting Card (Pink)/ Raising Hands**: Certain matters require shareholders to raise their Voting Card or raise hands during the meeting as requested by the Chairperson to vote on the following options: Approve; Disapprove; or No Opinion. Specifically:

- Approval of the composition of the Presidium, the Vote Counting Committee, the Working Regulations, and the Meeting Agenda; the Regulations on nomination, self-nomination, and election of members of the Board of Directors, and the List of candidates for the Board of Directors
- Approval of the Minutes and Resolutions of the General Meeting;
- Other matters arising during the actual proceedings of the meeting.

b) Voting by **Marking the Voting Card**: Detailed items listed on the Voting Card (**Pink**) require shareholders to vote by marking the corresponding box (Approve, Disapprove, No Opinion) for the following matters:

- Report of the Board of Directors on operational results for 2025 and programs, objectives, and tasks for 2026;
- Business performance report for 2025 and business plan for 2026;
- Audit report on the 2025 financial statements, performance report of the Supervisory Board for 2024, and orientations and tasks for 2026;
- Approval of the content of proposals;
- Other matters falling within the authority of the General Meeting of Shareholders

If a shareholder marks incorrectly, they must strike it out and remark in the correct box, signing next to the correction to confirm their final vote.

After voting on all items on the Voting Card, the shareholder/authorized representative must sign and clearly state their full name.

In case of necessity, the Chairperson shall propose for the General Meeting of Shareholders to decide on changes to the voting items in the Meeting Agenda to suit the actual progress of the Meeting..

2. The total number of votes for Approval, Disapproval, and No Opinion for each item will be announced by the Head of the Vote Counting Committee during the meeting..

3. Invalid Voting Cards:

- Cards not issued by the Organizing Committee;
- Cards without the company's official red seal;

- Cards that have been erased, altered, or have additional markings beyond the printed content;
- Cards that are torn, damaged, or missing the shareholder's confirmation signature.

If a shareholder does not mark any box or marks more than one box for a single voting item, that vote will be deemed invalid.

Article 11. Procedures for the Supplementary Election of Members of the Board of Directors for the 2024-2029 Term

The election shall be conducted in accordance with the Regulations on nomination, self-nomination and election of members of the Board of Directors at the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company.

Article 12. Vote Counting and Announcement of Results

1. Vote Counting

The vote counting process must be conducted immediately after the voting concludes. Before opening the ballot box, the Vote Counting Committee must compile a report, seal unused Voting Cards, and verify the cards voted on by authorized representatives. The Vote Counting Committee is not allowed to erase or alter the Voting Cards.

2. After completing the vote counting, the Vote Counting Committee shall prepare the minutes of vote counting for voting matters and the minutes of vote counting for the election:

a) Contents of the minutes of vote counting for voting matters include

- The total number of votes for each voting item, clearly specifying the voting method; the total number of valid and invalid votes; votes in favor, against, and abstentions; and the corresponding percentages based on the total voting shares of attending shareholders;
- The matters approved and the corresponding approval voting ratios;

b) Contents of the minutes of vote counting for the election shall comply with the Regulations on nomination, self-nomination, and election of members of the Board of Directors at the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company

The full text of the minutes of vote counting for voting matters and the minutes of vote counting for the election must be announced before the General Meeting of Shareholders and disclosed to competent state authorities in accordance with regulations; the contents must clearly reflect the voting results for each matter and the election results.

Article 13. Adoption of General Meeting Resolutions

1. Except for the cases specified in Clauses 3, 4, and 6 of Article 148 of the Law on Enterprises and the case specified in Clause 2 of this Article. A resolution of the General Meeting of Shareholders on agenda items is adopted when approved by shareholders owning more than 50% of the total voting shares of all shareholders and representatives attending the meeting.

2. Resolutions of the General Meeting of Shareholders on matters specified in Clause 1, Article 23 of the Company's Charter shall be approved at the meeting when shareholders representing at least 65% of the total voting shares of all attending shareholders and their representatives vote in favor.

Article 14. Meeting Minutes and Resolutions of the General Meeting of Shareholders

1. The Meeting Minutes and Resolutions of the General Meeting of Shareholders must be completed and approved before the meeting adjourns.
2. The Meeting Minutes and Resolutions of the General Meeting must be kept by the General Meeting Secretary at the company's registered office.
3. The full text of the Meeting Minutes and Resolutions of the General Meeting of Shareholders shall be published on the company's website at www.quangninhport.com.vn for all shareholders to access and sent to relevant State authorities in accordance with legal regulations on information disclosure.

CHAPTER IV IMPLEMENTATION PROVISIONS

Article 15. These Regulations consist of 15 Articles, promulgated by the Board of Directors of Quang Ninh Port Joint Stock Company in compliance with applicable laws and the Company's Charter.

These Regulations shall take effect upon being approved by the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company and shall remain effective throughout the duration of the Meeting.

Matters not specifically provided for in these Regulations shall be governed in accordance with the Company's Charter, the Internal Corporate Governance Regulations, the Law on Enterprises, and other relevant legal documents.

Shareholders, members of the Supervisory Board, members of the Board of Directors, and members of the Organizing Committee of the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company shall be responsible for the implementation of these Regulations./.

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



[Handwritten signature]
Nguyen Ngoc Nghi



QUANG NINH PORT JOINT STOCK COMPANY

Address: No. 1, Cai Lan street, Bai Chay Ward, Quang Ninh province

Tel: 0203 6283288

No: 07/2026/QĐ-HĐQT

Quang Ninh, April 17, 2026

DICISION

(Re: Promulgation of the Regulations on nomination, self-nomination and election of members of the Board of Directors at the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company)

THE BOARD OF DIRECTORS OF QUANG NINH PORT JOINT STOCK COMPANY

- Pursuant to 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 guiding, amending and supplementing documents;
- Pursuant to the Charter of Organization and Operation of Quang Ninh Port Joint Stock Company;
- Pursuant to the Internal Corporate Governance Regulations issued together with Decision No. 18/2024/QĐ-HĐQT dated October 03, 2024,

DECIDES:

Article 1: To promulgate together with this Decision the Regulations on nomination, self-nomination, and election of members of the Board of Directors at the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company.

Article 2: This Decision shall take effect from the date of signing. The Regulations on nomination, self-nomination, and election of members of the Board of Directors at the 2026 Annual General Meeting of Shareholders issued together with this Decision shall take effect from the time they are approved by the General Meeting of Shareholders.

Article 3: The General Director, members of the Organizing Committee of the General Meeting, relevant persons, and shareholders attending the 2026 Annual General Meeting of Shareholders shall be responsible for the implementation of this Decision./.

ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN

Recipients:

- As stated in Article 3;
- HNX (for information disclosure)
- Archives: Clerical, Secretary.



Nguyễn Ngọc Nghi



QUANG NINH PORT JOINT STOCK COMPANY

Address: No. 1, Cai Lan Street, Bai Chay Ward, Quang Ninh Province

Tel: 0203 6283288

REGULATIONS ON NOMINATION, SELF-NOMINATION AND ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS AT THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS (AGM) OF QUANG NINH PORT JOINT STOCK COMPANY

(Issued under Decision No. 07/2026/QĐ-HĐQT dated April 17, 2026 of the Board of Directors of Quang Ninh Port Joint Stock Company)

CHAPTER I GENERAL PROVISIONS

Article 1. Purpose, scope and subjects of application

1. This Regulation is applied to the nomination, self-nomination and election of members of the Board of Directors (BOD) of Quang Ninh Port Joint Stock Company at the 2026 Annual General Meeting of Shareholders (AGM), ensuring compliance with the Company's Charter of organization and operation and applicable laws and regulations.
2. This Regulation governs activities related to the nomination, self-nomination and election of members of the BOD, including:
 - Regulations on nomination and self-nomination of BOD members;
 - Regulations on the election of BOD members.
3. Subjects of application: Shareholders holding voting shares and their authorized representatives (according to the shareholder list of Quang Ninh Port Joint Stock Company finalized as of March 24, 2026), members of the Vote Counting Committee, and relevant units involved in organizing the 2026 Annual General Meeting of Shareholders.

Article 2. Rights and obligations of shareholders

1. Rights of shareholders attending the Meeting

Each shareholder or authorized representative attending the General Meeting of Shareholders shall be provided with one (01) ballot for the election of members of the Board of Directors. The ballot shall clearly state the number of shares held by the shareholder and the corresponding number of votes the shareholder is entitled to use for voting.

2. Obligations of shareholders attending the Meeting

- To comply with the conditions and voting procedures prescribed in this Regulation;
- Shareholders and their representatives attending the Meeting must complete registration procedures with the Organizing Committee of the Meeting;

- Upon receiving the ballot, shareholders or their representatives must verify the number of shares stated on the ballot; in case of any discrepancy, they must immediately notify the Organizing Committee at the time of receipt;
- To strictly comply with the Election Regulations at the General Meeting and respect the voting results of the Meeting.

CHAPTER II

REGULATIONS ON NOMINATION AND SELF-NOMINATION OF MEMBERS OF THE BOARD OF DIRECTORS

Article 3. Standards and conditions for members of the Board of Directors

- Having full legal capacity for civil acts and not falling under the categories of persons prohibited from managing enterprises as prescribed in Clause 2, Article 17 of the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Having professional qualifications and experience in business management or in the Company's lines of business; not necessarily being a shareholder of the Company unless otherwise stipulated in the Company's Charter;
- Having good health, good moral qualities, honesty, integrity, and knowledge of the law;
- A member of the Board of Directors of the Company may concurrently serve as a member of the Board of Directors or Members' Council of no more than five (05) other companies;
- Other conditions as prescribed by law.

Article 4. Election Rules

a. Principles for nomination and self-nomination of members of the Board of Directors (BOD)

- Shareholders meeting the conditions set out in Article 3 of this Regulation may self-nominate to be included in the list of candidates for election to the Board of Directors of Quang Ninh Port;
- A shareholder or group of shareholders meeting the conditions stipulated in the Charter of Quang Ninh Port has the right to nominate other individuals who satisfy the conditions specified in Article 3 of this Regulation to be included in the list of candidates for election to the Board of Directors of Quang Ninh Port.

Rights to nominate candidates to the Board of Directors

- A shareholder or group of shareholders holding 10% or more of the total number of ordinary shares shall have the right to nominate candidates to the Board of Directors in accordance with the Law on Enterprises and the Company's Charter;
- Shareholders holding voting shares have the right to aggregate their voting rights to nominate candidates to the Board of Directors:
 - From 10% to under 20%: nominate one (01) candidate;
 - From 20% to under 30%: nominate up to two (02) candidates;

- From 30% to under 40%: nominate up to three (03) candidates;
- From 40% to under 50%: nominate up to four (04) candidates;
- From 50% to under 60%: nominate up to five (05) candidates;
- From 60% to under 70%: nominate up to six (06) candidates;
- From 70% or more: nominate the full number of members..

b. Principles of election:

- The election of members of the Board of Directors shall be conducted by secret ballot using the cumulative voting method;
- The total number of votes of each shareholder shall be equal to the total number of voting shares (including shares personally owned and shares represented by proxy) multiplied by the number of Board members to be elected. Shareholders may use all or part of their total votes or allocate all their votes to one or more candidates at their discretion;
- **Ballots:** Issued by the Organizing Committee and bearing the seal of Quang Ninh Port (CQN). Each ballot shall contain the full names of candidates arranged in alphabetical order, as well as the shareholder's name and the total number of votes;
- **Voting:** Shareholders or their authorized representatives, together with members of the Organizing Committee and the Vote Counting Committee, shall carry out voting in accordance with the detailed instructions provided in the Appendix attached to this Regulation.

Shareholders or their authorized representatives shall receive the BOD election ballot issued by the Organizing Committee upon registration for attendance at the Meeting. After completing the voting (by allocating votes to each candidate), shareholders shall sign the ballot and submit it (by placing it into the ballot box) to the Organizing Committee in accordance with the instructions.

In case of incorrect entries, if a shareholder wishes to make corrections, they must cross out the incorrect number of votes, sign next to the correction, and write the correct number of votes.

c. Vote Counting Committee

- The Vote Counting Committee shall consist of 08 members nominated by the Chairperson and approved by the AGM. Members must not be included in the list of nominees or candidates for the BOD;
- The Committee shall carry out all necessary procedures for the election, including announcing the list of candidates, disseminating election rules and procedures, guiding ballot completion, preparing ballot boxes, supervising voting, and conducting vote counting;
- The Committee shall prepare the vote-counting minutes, be responsible for the accuracy and integrity of the results, announce the election results before the AGM, and hand over the minutes and all ballots to the Meeting Secretariat..

d. Principles of voting and vote counting

- The Vote Counting Committee shall inspect the ballot box in the presence of shareholders;

- Voting shall commence after the Vote Counting Committee announces the election rules and invites shareholders to cast their votes, and shall end when the last attending shareholder has cast their ballot into the ballot box (or when the Organizing Committee collects all ballots);
- Vote counting must be conducted immediately after the voting ends; the Vote Counting Committee shall not erase or make any corrections on the ballots;
- The vote-counting results shall be recorded in writing and announced before the General Meeting by the Head (or a member) of the Vote Counting Committee.

e. Cases of invalid ballots

- Ballots not issued by the Organizing Committee or without the Company's seal;
- Ballots that are erased, altered, or contain additional candidates not included in the list approved by the General Meeting prior to voting;
- Ballots with corrections to the number of votes without the shareholder's signature next to such corrections;
- Ballots where the total number of votes allocated to candidates exceeds the total number of votes the shareholder is entitled to use.

f. Principles for determining elected members of the Board of Directors

- Elected members of the Board of Directors shall be determined based on the number of votes received, ranked from highest to lowest, starting from the candidate with the highest number of votes until the required number of members is reached;
- In case multiple candidates receive an equal number of votes and it is necessary to select among them, the candidate who owns or represents ownership of a larger number of shares shall be selected. If the number of shares is also equal, a re-election shall be conducted among those candidates.

g. Preparation and announcement of the vote-counting minutes

- After vote counting, the Vote Counting Committee shall prepare the vote-counting minutes, which shall include:
 - Total number of shareholders attending and having voting rights at the Meeting; attendance ratio; total number of votes;
 - Number of ballots issued and collected, including the number and percentage of valid, invalid, and blank ballots;
 - Number and percentage of votes received by each BOD candidate;
 - List of elected BOD members arranged in descending order of votes received;
- The full text of the vote-counting minutes must be announced before the General Meeting, clearly reflecting the election results and ranking candidates from the highest to the lowest number of votes.

Article 5. Any complaints relating to the election and vote counting shall be resolved by the Chairperson of the General Meeting and recorded in the minutes of the General Meeting of Shareholders.

Article 6. This Regulation consists of 6 Articles and is promulgated by the Board of Directors of Quang Ninh Port Joint Stock Company in compliance with applicable laws and the Company's Charter.

This Regulation shall take effect from the time it is approved by the 2026 Annual General Meeting of Shareholders and shall apply to the nomination, self-nomination and election of members of the Board of Directors at the Meeting.

Shareholders, members of the Supervisory Board, members of the Board of Directors, and members of the Organizing Committee of the 2026 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company shall be responsible for the implementation of this Regulation./.

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



Nguyen Ngoc Nghi

APPENDIX
INSTRUCTIONS FOR COMPLETING THE BOD ELECTION BALLOT
(Cumulative voting method)

1. Type of ballot:

- Blue A4 ballot: for election of the Board of Directors (BOD).

2. Voting:

- Place the BOD election ballot into the ballot box (or the Organizing Committee will collect the ballots).

3. How to complete the ballot:

- Each shareholder has a **total number of votes** equal to the total number of voting shares (including owned and proxy shares) multiplied by the number of BOD members to be elected;
- The total number of votes of each shareholder is already stated on the ballot;
- Shareholders may allocate their total votes among all candidates or concentrate all votes on one or several candidates, provided that the total number of votes allocated does not exceed the total number of votes indicated on the ballot.

Example:

Assume that the General Meeting elects 5 members of the BOD out of a total of 9 candidates. Shareholder Nguyen Van A holds (including owned and proxy shares) 1,000 voting shares.

Accordingly, the total number of votes of shareholder Nguyen Van A is:

$(1,000 \times 5) = 5,000$ votes

Shareholder Nguyen Van A may vote using one of the following methods:

Case 1: Distribute votes equally among 5 candidates → each candidate receives 1,000 votes

Candidate	Number of Votes
1. Candidate 1	1.000
2. Candidate 2	1.000
3. Candidate 3	1.000
4. Candidate 4	1.000
5. Candidate 5	1.000
6. Candidate 6	0
7. Candidate 7	0
8. Candidate 8	0
9. Candidate 9	0
Total votes	5.000

Case 2: Allocate all votes to one candidate (e.g., Candidate 2)

Candidate	Number of Votes
1. Candidate 1	0
2. Candidate 2	5.000
3. Candidate 3	0
4. Candidate 4	0
5. Candidate 5	0
6. Candidate 6	0

7. Candidate 7	0
8. Candidate 8	0
9. Candidate 9	0
Total votes	5.000

Case 3: Allocate votes to all 9 candidates with different amounts

Candidate	Number of Votes
1. Candidate 1	2.000
2. Candidate 2	1.000
3. Candidate 3	500
4. Candidate 4	500
5. Candidate 5	100
6. Candidate 6	300
7. Candidate 7	200
8. Candidate 8	300
9. Candidate 9	100
Total votes	5.000

Case 4: Allocate votes to a few candidates (e.g., Candidates 2 and 3)

Candidate	Number of Votes
1. Candidate 1	0
2. Candidate 2	3.000
3. Candidate 3	2.000
4. Candidate 4	0
5. Candidate 5	0
6. Candidate 6	0
7. Candidate 7	0
8. Candidate 8	0
9. Candidate 9	0
Total votes	5.000