



**CHARTER**  
**DONG SON HOLDINGS JOINT STOCK COMPANY**

Month 04/2026



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*Charter of organization and operation of Dong Son Holdings Joint Stock Company*

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## **PREAMBLE**

This Charter was approved by the General Meeting of Shareholders under Resolution No. 01/2026/NQ/ĐHĐCĐ/DSH dated April 22, 2026.

### **I. DEFINITIONS OF TERMS IN THE CHARTER**

#### **Article 1. Definition of terms**

1. In this Charter, the following terms shall be understood as follows:

- a) *Company means* Dong Son Holdings Joint Stock Company
- b) *Charter Capital* means the total par value of shares sold or registered for purchase upon the establishment of the joint stock company and as prescribed in Article 6 of this Charter;
- c) *Voting Capital* means the share capital under which the owner has the right to vote on issues within the decision-making authority of the General Meeting of Shareholders;
- d) *Law on Enterprises* means the Law on Enterprises No. 59/2020/QH14 approved by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its amending and supplementing documents;
- đ) *Law on Securities* means the Law on Securities No. 54/2019/QH14 approved by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its amending and supplementing documents;
- e) *Vietnam* means the Socialist Republic of Vietnam;
- g) *Date of Establishment* means the date the Company is granted its first Enterprise Registration Certificate (Business Registration Certificate or documents of equivalent value);
- h) *Enterprise Executive* means the General Director, Deputy General Director, Chief Accountant, and other executives as prescribed by the Company's Charter;
- i) *Enterprise Manager* means the person managing the company, including the Chairman of the Board of Directors, members of the Board of Directors, the General Director, and individuals holding other management positions as prescribed by the Company's Charter;
- j) *Related Person* means an individual or organization as prescribed in Clause 46, Article 4 of the Law on Securities;
- k) *Shareholder* means an individual or organization owning at least one share of the joint stock company;
- l) *Founding Shareholder* means a shareholder owning at least one ordinary share and signing the list of founding shareholders of the joint stock company;
- m) *Major Shareholder* means a shareholder as prescribed in Clause 18, Article 4 of the Law on Securities;

n) *Duration of Operation* means the period of operation of the Company as prescribed in Article 2 of this Charter and any extension (if any) approved by the General Meeting of Shareholders of the Company;

o) *Stock Exchange* means the Vietnam Stock Exchange and its subsidiaries.

2. In this Charter, any reference to one or more other regulations or documents shall include their amendments, supplements, or replacement documents.

3. The headings (Sections, Articles of this Charter) are used for convenience of understanding and do not affect the content of this Charter.

## **II. NAME, FORM, HEADQUARTERS, BRANCHES, REPRESENTATIVE OFFICES, BUSINESS LOCATIONS, DURATION OF OPERATION, AND LEGAL REPRESENTATIVE OF THE COMPANY**

### **Article 2. Name, form, headquarters, branches, representative offices, business locations, and duration of operation of the Company**

#### **1. Company Name**

- Company name written in Vietnamese: **CÔNG TY CỔ PHẦN ĐÔNG SƠN HOLDING**
- Company name written in foreign language: **DONG SON HOLDINGS JOINT STOCK COMPANY**
- Abbreviated Company Name: **DONG SON HOLDINGS, JSC**

2. The Company is a joint stock company with legal entity status in accordance with the current laws of Vietnam.

#### **3. Registered Headquarters of the Company:**

- Head office address: No. 2 Nguyen Thi Due Street, Yen Hoa Ward, Hanoi City
- Phone: 04.3556 7799
- Fax: 04.3556 7799
- E-mail: [dsh@htds.vn](mailto:dsh@htds.vn)
- Website: <http://htds.vn>

4. The Company may establish branches and representative offices in business areas to carry out the Company's operational objectives in accordance with the resolutions of the Board of Directors and within the scope permitted by law.

5. Unless terminated before the term specified in Clause 2, Article 54 or extended in accordance with Article 55 of this Charter, the Company's duration of operation shall be indefinite from the date of establishment.



### **Article 3. Legal representative of the Company**

The Company has 01 (one) Legal Representative:

The General Director is the Legal Representative of the Company.

2. The Legal Representative of the Company shall have the following responsibilities:

- a) To exercise assigned rights and perform assigned obligations in an honest, prudent, and best possible manner to ensure the lawful interests of the Company;
- b) To be loyal to the interests of the Company; not to abuse their position or rank, or use information, trade secrets, business opportunities, or other assets of the Company for personal gain or to serve the interests of other organizations or individuals;
- c) To provide the Company with timely, full, and accurate information about enterprises in which they or their related persons are owners or hold shares/contributed capital as prescribed by Law.

3. The Legal Representative of the Company shall be personally liable for damages caused to the Company due to violations of the responsibilities specified in Clause 2 of this Article.

### **III. OBJECTIVES, SCOPE OF BUSINESS, AND ACTIVITIES OF THE COMPANY**

#### **Article 4. Operational objectives of the Company**

1. Business lines of the Company:

<b>No.</b>	<b>Business Line</b>	<b>Code</b>
1.	Manufacture of plastics and synthetic rubber in primary forms	2013
2.	Manufacture of other rubber products Details: Rubber diving suits; Rubber clothing	2219
3.	Manufacture of plastics products	2220
4.	Manufacture of glass and glass products	2310
5.	Manufacture of refractory products	2391
6.	Manufacture of clay building materials	2392
7.	Manufacture of cement, lime, and plaster	2394
8.	Manufacture of basic iron, steel, and ferro-alloys	2410
9.	Manufacture of structural metal products	2511
10.	Wood logging	0220
11.	Mining and collection of hard coal	0510
12.	Mining and collection of lignite (brown coal)	0520



13.	Mining of iron ores	0710
14.	Quarrying of stone, sand, gravel, and clay	0810
15.	Manufacture of feeds for livestock, poultry, and aquaculture	1080
16.	Manufacture of knitted and crocheted fabrics and other non-woven fabrics Details: Manufacture of labor protective fabrics	1391
17.	Manufacture of wearing apparel (except fur apparel)	1410
18.	Manufacture of knitted and crocheted apparel Details: Manufacture of labor protective apparel	1430
19.	Manufacture of footwear Details: Manufacture of labor protective footwear	1520
20.	Sawmilling, planing and preservation of wood	1610
21.	Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board and other panels and boards Details: Manufacture of veneer sheets, plywood, laminboard, particle board and other panels and boards, similar wood-based panels (except for wood types prohibited by the State);	1621
22.	Manufacture of builders' carpentry and joinery	1622
23.	Manufacture of coke oven products	1910
24.	Hotels and similar accommodation services	5510
25.	Other short-term accommodation services	4661
26.	Wholesale of solid, liquid, and gaseous fuels and related products Detail: Wholesale of asphalt; Petroleum business; LPG business;	4671
27.	Wholesale of metals and metal ores Detail: Wholesale of iron and steel;	4672
28.	Wholesale of other construction materials and installation equipment	4673
29.	Other specialized wholesale not elsewhere classified Detail: Wholesale of industrial chemicals;	4679
30.	Retail sale of food, foodstuff, beverages, cigarettes, and rustic tobacco in specialized stores (large proportion)	4711
31.	Retail sale of food	4721

32.	Retail sale of foodstuff	4722
33.	Retail sale of beverages	4723
34.	Retail sale of hardware, paint, glass and other construction materials and installation equipment in specialized stores	4752
35.	<p>Retail sale of electrical household appliances, beds, wardrobes, tables, chairs and similar interior furniture, lighting equipment and other household articles not elsewhere classified</p> <p>Detail:</p> <ul style="list-style-type: none"> <li>- Retail sale of electrical household appliances, lighting equipment;</li> <li>- Retail sale of beds, wardrobes, tables, chairs and similar interior furniture;</li> <li>- Retail sale of household articles made of ceramic, porcelain, glass;</li> <li>- Retail sale of other remaining household articles not elsewhere classified</li> </ul>	4759
36.	Retail sale of sporting equipment and tools	4762
37.	Retail sale of games and toys	4763
38.	<p>Retail sale of medicine, medical equipment, cosmetics and hygiene products</p> <p>Detail: Retail sale of medical equipment;</p>	4772
39.	Manufacture of wooden beds, wardrobes, tables, and chairs	3101
40.	Manufacture of sporting equipment and tools	3230
41.	Manufacture of games and toys	3240
42.	Other manufacturing not elsewhere classified	3290
43.	Construction of residential buildings	4101
44.	Construction of non-residential buildings	4102
45.	Construction of railways	4211
46.	Construction of roads	4212
47.	Construction of utility projects for electricity	4221
48.	Construction of water supply and sewage systems	4222
49.	Construction of telecommunications and communication projects	4223
50.	Construction of other civil engineering projects	4229
51.	Construction of other civil engineering works	4299



	<i>Detail: Construction of industrial projects, waterway projects such as: waterways, wharves and river works, tourist ports, floodgates, dams and dikes, construction of tunnels, outdoor sports facilities;</i>	
52.	Demolition	4311
53.	Site preparation	4312
54.	Electrical installation	4321
55.	Plumbing, heating and air-conditioning installation  Detail: - Installation of water supply and sewage systems; - Installation of heating and air-conditioning systems;	4322
56.	Other building installation  Detail: Installation of professional equipment in the construction and civil engineering industry such as: elevators, escalators, automated doors, lighting systems, vacuum systems, sound systems, and systems for entertainment purposes;	4329
57.	Building completion and finishing	4330
58.	Other specialized construction activities  Detail: Construction of building foundations, including pile driving, moisture testing and water testing, waterproofing of buildings, underground works, construction of outdoor swimming pools, steam cleaning, sandblasting and similar activities for building exteriors;	4390
59.	Wholesale of motor vehicles and other motor vehicles  Detail: Wholesale of motor vehicles, new and used; passenger cars with more than 12 seats, including specialized vehicles such as ambulances; transport trucks, including specialized types such as tank trucks, refrigerated trucks, trailers and semi-trailers; specialized motor vehicles: garbage trucks, street sweepers, water spray trucks, concrete mixers...; transport vehicles with or without lifting and handling equipment, specialized for use in factories, warehouses, airports, seaports, and railway stations;	4661
60.	Retail sale of motor vehicles and other motor vehicles  Detail: Retail sale of small cars (9 seats or less) (Excluding auction activities as prescribed by the Law on Asset Auction);	4781
61.	Agents for motor vehicles and other motor vehicles	4513



62.	Wholesale of parts and accessories of motor vehicles and other motor vehicles Detail: Wholesale of parts and accessories of motor vehicles;	4662
63.	Retail sale of parts and accessories of motor vehicles and other motor vehicles Details: Wholesale of animal feed and raw materials for livestock, poultry, and aquaculture feed	4782
64.	Agents, brokers, auction of goods Detail: - Goods sale agents; - Goods purchase and sale brokers. (Excluding asset auction activities as prescribed by the Law on Asset Auction)	4610
65.	Wholesale of agricultural and forestry raw materials (excluding wood, bamboo, and neohouzeaua) and live animals Detail: Wholesale of feed and raw materials for livestock, poultry, and aquaculture feed;	4620
66.	Wholesale of foodstuff	4632
67.	Wholesale of beverages Detail: Wholesale of spirits, wines, beer, and non-alcoholic beverages	4633
68.	Wholesale of textiles, ready-made garments, footwear Detail: - Wholesale of labor protection fabrics; - Wholesale of labor protection clothing; - Wholesale of labor protection footwear; - Wholesale of labor protection hats, gloves, and masks; - Wholesale of other labor protection goods	4641
69.	Wholesale of other household articles Detail: - Wholesale of sporting equipment and tools; - Wholesale of games and toys (Excluding toys harmful to personality education, children's health, or affecting social security and safety); - Wholesale of beds, wardrobes, tables, chairs, and similar interior furniture	4649
70.	Wholesale of computers, peripheral equipment, and software	4651
71.	Wholesale of electronic and telecommunications equipment and components	4652
72.	Wholesale of agricultural machinery, equipment, and spare parts	4653
73.	Wholesale of other machinery, equipment, and spare parts	4659

	Detail: - Wholesale of machinery and labor protection equipment; - Wholesale of means of transport except for cars, motorbikes, and bicycles; robots belonging to automated production lines; machine tools used for all types of materials; computer-controlled machine tools; measuring equipment and tools; - Wholesale of medical machinery and equipment; - Wholesale of office machinery, equipment, and spare parts; - Wholesale of machinery, equipment, and spare parts for textile, garment, and footwear industries; - Wholesale of electrical machinery, electrical materials (generators, electric motors, wires, and other equipment used in electric circuits); - Wholesale of mining and construction machinery, equipment, and spare parts	
74.	Freight transport by road	4933
75.	Other business support service activities not elsewhere classified Detail: Import and export of commodities traded by the Company	8299
76.	Financial service support activities not elsewhere classified Detail: Investment advisory services (Excluding legal, financial, tax, auditing, accounting, and securities consultancy)	6619
77.	Real estate activities with own or leased land use rights Detail: Real estate business;	6810
78.	Management and brokerage services for real estate activities Detail: Real estate trading floor business;	6821
79.	Architectural activities and related technical consultancy Detail: Structural design of civil and industrial projects; Construction supervision and finishing of civil and industrial projects;	7110
80.	Specialized design activities Detail: Interior decoration services;	7410
81.	Rental of motor vehicles Detail: Car rental;	7710
82.	Rental of machinery, equipment, and other tangible goods without operators Detail: Rental of construction machinery and equipment;	7730
83.	Manufacture of pulp, paper, and paperboard	1701
84.	Manufacture of other articles of paper and paperboard not elsewhere classified	1709
85.	Manufacture of cutlery, hand tools, and general hardware	2593



	Detail: Manufacture of tools for production such as hammers, pliers...; manufacture of various types of handles, hinges...	
86.	Casting of non-ferrous metals (except for the production of gold bullion)	2432
87.	Manufacture of tanks, reservoirs, and containers of metal	2512
88.	Forging, pressing, stamping, and roll-forming of metal; powder metallurgy	2591
89.	Machining; treatment and coating of metals	2592
90.	Manufacture of other fabricated metal products not elsewhere classified Detail: - Manufacture of molds; - Manufacture of various types of stamping dies and jigs;	2599
91.	Manufacture of electronic components	2610
92.	Manufacture of communication equipment (except for transmission and reception equipment);	2630
93.	Manufacture of measuring, testing, navigating and control equipment	2651
94.	Manufacture of metal-forming machinery and machine tools	2822
95.	Manufacture of other special-purpose machinery	2829
96.	Repair of fabricated metal products	3311
97.	Repair of machinery and equipment	3312
98.	Repair of electronic and optical equipment	3313
99.	Repair of other equipment	3319
100.	Installation of industrial machinery and equipment	3320
101.	Materials recovery (Scrap recycling)	3830
102.	Construction of water projects	4291
103.	Construction of mining projects	4292
104.	Construction of processing and manufacturing projects	4293
105.	Retail sale of motorcycles, parts and accessories of motorcycles Detail: Retail sale of motorcycles	4783
106.	Wholesale of motorcycles, parts and accessories of motorcycles Detail: Wholesale of motorcycles	4663
107.	Retail sale of other new goods (except for cars, motorcycles, and parts and accessories)	4773



	Detail: Retail sale of souvenirs, wickerwork, and handicrafts	
108.	Other passenger land transport	4932
109.	Warehousing and storage Detail: - Warehousing and storage of goods in cold storage (except for bonded warehouses); - Warehousing and storage of goods in other warehouses.	5210
110.	Service activities incidental to rail transportation	5221
111.	Service activities incidental to water transportation (except for liquefied gas for transportation)	5222
112.	Cargo handling Detail: Other support services, including receiving, warehousing, and managing information related to transportation and storage of goods throughout the logistics chain;	5224
113.	Service activities incidental to land transportation	5225
114.	Other service activities incidental to transportation Detail: - Logistics services (excluding air transport services and postal services); - Freight forwarding; - Goods receipt and delivery; - Collection and distribution of transport documents and bills of lading; - Activities of customs clearance agents; - Packaging and crating services; - Activities of air ticket agents; - Activities of bus ticket agents; - Processing of returned goods, inventory, expired, or moldy goods and redistributing those goods.	5229
115.	Computer consultancy and computer facilities management Detail:	6220

	<ul style="list-style-type: none"> <li>- Planning and designing computer systems that integrate computer hardware, software, and communication technologies;</li> <li>- Providing computer system hardware and software components;</li> <li>- System installation, training, guidance, and support for system users;</li> <li>- Management and operation of computer systems and/or data processing facilities;</li> <li>- Specialized activities and other activities related to computers.</li> </ul>	
116.	<p>Data processing, hosting and related activities</p> <p>Detail:</p> <ul style="list-style-type: none"> <li>- Data processing and related activities such as: web hosting activities, streaming services or application hosting;</li> <li>- Providing time-sharing mainframe application services to customers;</li> <li>- Data processing activities including complete processing and reporting of specific outputs from data provided by customers or automated data entry and processing.</li> </ul>	6311
117.	<p>Other information service activities not elsewhere classified</p> <p>(Except for types of information prohibited by the State and investigation services)</p>	6399
118.	Activities of head offices	7010
119.	<p>Business and other management consultancy activities</p> <p>(Excluding tax, accounting, auditing, and legal consultancy activities)</p>	7020
120.	Research and experimental development on natural sciences and engineering	7212
121.	Research and experimental development on medical and pharmaceutical sciences	7213
122.	Research and experimental development on agricultural sciences	7214
123.	Research and experimental development on social sciences	7221
124.	Research and experimental development on humanities	7222
125.	Advertising	7310
126.	Other professional, scientific and technical activities not elsewhere classified	7490



	Detail: Remaining professional, scientific and technical activities not elsewhere classified (excluding activities of independent journalists; copyright brokerage activities; securities consultancy)	
127.	Repair of consumer electronics	9521
128.	Production of electricity from non-renewable energy sources  Detail: Coal-fired thermal power, gas-fired thermal power, production of electricity from other non-renewable energy sources (excluding the activity of "transmission and regulation of the national power system"; construction and operation of multi-purpose hydropower and nuclear power plants with special socio-economic significance)	3511
129.	Production of electricity from renewable energy sources  Detail: Hydropower, wind power, solar power, biomass power, hydrogen power production from renewable energy sources, other renewable energy production.	3512
130.	Transmission and distribution of electricity  Detail: Electricity distribution under Decree 61/2025 detailing articles of the Electricity Law on electricity operation licenses (excluding "transmission and regulation of the national power system; construction and operation of multi-purpose hydropower and nuclear power plants with special socio-economic significance").	3513
131.	Drainage and wastewater treatment  Detail: In accordance with Decree 80/2014 on drainage and wastewater treatment.	3700
132.	Treatment and disposal of non-hazardous waste  Exclusion: Treatment and disposal of wastewater; waste recycling.	3821
133.	Activities of holding companies	6421
134.	Architectural activities and related technical consultancy  Detail: - Structural design of civil and industrial projects; - Construction supervision and finishing of civil and industrial projects; - Design consultancy, supervision, and project management for power plants (only operating when fully meeting capability conditions for construction project management as prescribed by law).	7110



135.	Other real estate activities on a fee or contract basis  Detail: Real estate advisory services; real estate advertising services; real estate management services.	6829
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2. The Company's operational objectives: To optimize shareholders' capital, create jobs for employees, contribute to the State budget, and develop the enterprise.

**Article 5. Scope of business and operations of the Company**

The Company is permitted to conduct business activities in the industries and trades registered in this Charter, notify changes in registration content to the business registration authority, and announce them on the National Business Registration Portal. In the event that the Company conducts business in conditional investment sectors, the Company must meet all business conditions as prescribed by the Law on Investment and relevant specialized laws.

**IV. CHARTER CAPITAL, SHARES, FOUNDING SHAREHOLDERS**

**Article 6. Charter capital, shares, founding shareholders**

1. The Charter Capital of the Company is 350,000,000,000 VND (*In words: Three hundred and fifty billion Vietnamese Dong*)

The total Charter Capital of the Company is divided into 35,000,000 shares with a par value of 10,000 VND/share.

2. The company may change its charter capital when it is approved by the General Meeting of Shareholders and in accordance with the provisions of law.

3. The Company's shares on the date of approval of this Charter include ordinary shares and preferred shares (if any). The rights and obligations of shareholders holding each type of share are prescribed in Article 12 and Article 13 of this Charter.

4. The Company may issue other types of preferred shares upon approval by the General Meeting of Shareholders and in accordance with the provisions of law.

5. Ordinary shares must be offered with priority to existing shareholders in proportion to their ownership of ordinary shares in the Company, unless otherwise decided by the General Meeting of Shareholders. The number of shares that shareholders do not fully subscribe to shall be decided by the Board of Directors of the Company. The Board of Directors may distribute those shares to shareholders or other persons under conditions no more favorable than those offered to existing shareholders, unless otherwise approved by the General Meeting of Shareholders.

6. The Company may repurchase shares issued by the Company itself in the manner prescribed in this Charter and current laws.

7. The Company may issue other types of securities as prescribed by law.

**Article 7. Share Certificates**

1. Shareholders of the Company shall be granted share certificates corresponding to the number of shares and the type of shares owned.
2. A share certificate is a type of security certifying the lawful rights and interests of the owner over a portion of the share capital of the issuer. Share certificates must contain all the contents as prescribed in Clause 1, Article 121 of the Law on Enterprises.
3. Within 07 days from the date of submission of a complete dossier requesting the transfer of share ownership as prescribed by the Company, or within 07 days from the date of full payment for the shares according to the Company's share issuance plan (or such other time limit as prescribed by the terms of issuance), the owner of the shares shall be granted a share certificate. The share owner is not required to pay the Company for the cost of printing share certificates.
4. In case a share certificate is lost, damaged, or otherwise destroyed, the shareholder shall be re-issued a share certificate by the Company upon that shareholder's request. The shareholder's request must include the following contents:
  - a) Information about the lost, damaged, or otherwise destroyed share certificate;
  - b) A commitment to be liable for any disputes arising from the re-issuance of the new share certificate.

**Article 8. Other Securities Certificates**

Bond certificates or other securities certificates issued by the Company shall bear the signature of the Legal Representative and the seal of the Company.

**Article 9. Transfer of Shares**

1. All shares shall be freely transferable unless otherwise prescribed by this Charter and the law. Shares listed or registered for trading on the Stock Exchange shall be transferred in accordance with the provisions of the law on securities and the securities market.
2. Shares that have not been fully paid for shall not be transferred or entitled to related rights such as the right to receive dividends, the right to receive shares issued to increase share capital from owner's equity, the right to purchase new shares offered for sale, and other rights as prescribed by law.

**Article 10. Forfeiture of Shares**

1. In the event that a shareholder fails to make full and timely payment for shares subscribed, the Board of Directors shall notify and have the right to demand such shareholder to pay the unpaid balance and be held liable in proportion to the total par value of the subscribed shares for the Company's financial obligations arising from the failure to pay in full.
2. The aforementioned payment notice must clearly state the new payment deadline (at least 07 days from the date of sending the notice), the place of payment, and must specify that in case of failure to pay as requested, the unpaid shares shall be forfeited.



3. The Board of Directors has the right to forfeit shares that have not been paid in full and on time if the requirements in the aforementioned notice are not fulfilled.
4. Forfeited shares shall be considered authorized shares for sale as prescribed in Clause 3, Article 112 of the Law on Enterprises. The Board of Directors may directly sell or authorize the sale and redistribution of such shares under conditions and in a manner that the Board of Directors deems appropriate.
5. Shareholders holding forfeited shares must surrender their status as a shareholder with respect to those shares, but shall remain liable in proportion to the total par value of the subscribed shares for the Company's financial obligations arising at the time of forfeiture as decided by the Board of Directors from the date of forfeiture until the date of payment. The Board of Directors has full authority to decide on the enforcement of payment for the total value of shares at the time of forfeiture.
6. A forfeiture notice shall be sent to the holder of the forfeited shares prior to the time of forfeiture. The forfeiture remains valid even in the event of an error or negligence in sending the notice.

## **V. ORGANIZATIONAL, GOVERNANCE, AND CONTROL STRUCTURE**

### **Article 11. Organizational, governance, and control structure**

The management, governance, and control structure of the Company includes:

1. The General Meeting of Shareholders.
2. The Board of Directors, the Supervisory Board.
3. The General Director.

## **VI. SHAREHOLDERS AND GENERAL MEETING OF SHAREHOLDERS**

### **Article 12. Rights of Shareholders**

1. Ordinary shareholders shall have the following rights:
  - a) To attend and speak at meetings of the General Meeting of Shareholders and exercise the right to vote directly or through an authorized representative or in other forms prescribed by the Company's Charter and the law. Each ordinary share shall carry one vote;
  - b) To receive dividends at the rate decided by the General Meeting of Shareholders;
  - c) To be offered priority in purchasing new shares in proportion to the ownership ratio of ordinary shares of each shareholder in the Company;
  - d) To freely transfer their shares to others, except for cases prescribed in Clause 3 Article 120, Clause 1 Article 127 of the Law on Enterprises and other relevant provisions of law;
  - d) To review, look up, and extract information regarding the names and contact addresses in the list of shareholders entitled to vote; to request correction of their inaccurate information;

- e) To review, look up, extract, or copy the Company's Charter, minutes of the General Meeting of Shareholders, and Resolutions of the General Meeting of Shareholders;
- g) Upon dissolution or bankruptcy of the Company, to receive a portion of the remaining assets in proportion to their share ownership ratio in the Company;
- h) To request the Company to repurchase shares in cases prescribed in Article 132 of the Law on Enterprises;
- i) To be treated equally. Each share of the same type shall confer upon its holder equal rights, obligations, and interests. In the event that the Company has types of preferred shares, the rights and obligations associated with each type of preferred shares must be approved by the General Meeting of Shareholders and fully disclosed to shareholders;
- k) To have full access to periodic and extraordinary information disclosed by the Company in accordance with the law;
- l) To have their lawful rights and interests protected; to request the suspension or cancellation of resolutions or decisions of the General Meeting of Shareholders or the Board of Directors in accordance with the Law on Enterprises;
- m) Other rights as prescribed by law and this Charter.

2. A shareholder or a group of shareholders owning 05% or more of the total ordinary shares shall have the following rights:

- a) To request the Board of Directors to convene a General Meeting of Shareholders in accordance with the provisions of Clause 3, Article 115 and Article 140 of the Law on Enterprises;
- b) To review, look up, and extract the book of minutes and resolutions and decisions of the Board of Directors, semi-annual and annual financial reports, reports of the Supervisory Board, contracts, and transactions that must be approved by the Board of Directors, and other documents, except for documents related to the Company's trade secrets and business secrets;
- c) To request the Supervisory Board to inspect specific issues related to the management and operation of the Company when deemed necessary. The request must be made in writing and must include the following contents: full name, contact address, nationality, number of personal legal documents for individual shareholders; name, enterprise code or number of legal documents of the organization, head office address for institutional shareholders; the number of shares and the time of share registration of each shareholder, the total number of shares of the group of shareholders and the ownership ratio in the total shares of the Company; the issues to be inspected, and the purpose of the inspection;
- d) To propose issues to be included in the agenda of the General Meeting of Shareholders. The proposal must be made in writing and sent to the Company at least 03 working days before the opening date. The proposal must clearly state the name of the shareholder, the number of each



type of shares held by the shareholder, and the issues proposed to be included in the meeting agenda;

đ) Other rights as prescribed by law and this Charter.

3. A shareholder or a group of shareholders owning 10% or more of the total ordinary shares shall have the right to nominate candidates to the Board of Directors and the Supervisory Board. The nomination of candidates to the Board of Directors and the Supervisory Board shall be carried out as follows:

a) Ordinary shareholders who combine into a group to nominate candidates to the Board of Directors and the Supervisory Board must notify the attending shareholders of the group meeting before the opening of the General Meeting of Shareholders;

b) Based on the number of members of the Board of Directors and the Supervisory Board, the shareholder or group of shareholders specified in this Clause shall be entitled to nominate one or more candidates according to the decision of the General Meeting of Shareholders. In the event that the number of candidates nominated by the shareholder or group of shareholders is lower than the number of candidates they are entitled to nominate according to the decision of the General Meeting of Shareholders, the remaining candidates shall be nominated by the Board of Directors, the Supervisory Board, and other shareholders. The procedures for the incumbent Board of Directors and Supervisory Board to introduce candidates for the Board of Directors and the Supervisory Board must be clearly announced and approved by the General Meeting of Shareholders before proceeding with the nomination as prescribed.

### **Article 13. Obligations of Shareholders**

Ordinary shareholders shall have the following obligations:

1. To pay in full and on time for the shares committed to purchase. To provide accurate and full address information to the Company when registering to purchase shares and/or when there is a change in address information.

2. Not to withdraw contributed capital in the form of ordinary shares from the Company in any form, except where the shares are repurchased by the Company or other persons. In the event that a shareholder withdraws part or all of the contributed share capital contrary to the provisions of this Clause, such shareholder and persons with related interests in the Company must be jointly and severally liable for the debts and other property obligations of the Company within the value of the withdrawn shares and any damages incurred.

3. To comply with the Company's Charter and the Internal Governance Regulations of the Company.

4. To comply with the Resolutions and Decisions of the General Meeting of Shareholders and the Board of Directors.

5. To keep confidential information provided by the Company in accordance with the Company's Charter and the law; to use provided information only to exercise and protect their lawful rights and interests; strictly prohibit the dissemination, copying, or sending of information provided by the Company to other organizations or individuals.
6. To attend meetings of the General Meeting of Shareholders and exercise voting rights through the following forms:
  - a) Attending and voting directly at the meeting;
  - b) Authorizing other individuals or organizations to attend and vote at the meeting;
  - c) Attending and voting via online conferences, electronic voting, or other electronic forms;
  - d) Sending voting ballots to the meeting via mail, fax, or email;
7. To bear personal liability when acting in the name of the Company in any form to perform one of the following acts:
  - a) Violating the law;
  - b) Conducting business and other transactions for personal gain or to serve the interests of other organizations or individuals;
  - c) Paying off debts that are not yet due before financial risks to the Company occur.
8. To fulfill other obligations as prescribed by current law.

#### **Article 14. General Meeting of Shareholders**

1. The General Meeting of Shareholders consists of all shareholders with voting rights and is the highest decision-making body of the Company. The annual General Meeting of Shareholders shall be held once a year and within four (04) months from the end of the fiscal year. Unless otherwise prescribed by the Company's Charter, the Board of Directors shall decide to extend the annual General Meeting of Shareholders in necessary cases, but not exceeding 06 months from the end of the fiscal year. In addition to the annual meeting, the General Meeting of Shareholders may hold extraordinary meetings. The venue of the General Meeting of Shareholders is determined as the place where the chairperson attends the meeting and must be within the territory of Vietnam.
2. The Board of Directors shall convene the annual General Meeting of Shareholders and select an appropriate venue. The annual General Meeting of Shareholders shall decide on issues as prescribed by law and the Company's Charter, especially approving the audited annual financial statements. In the event that the Company's audited annual financial statements contain material exceptions, adverse opinions, or disclaimers of opinion, the Company must invite a representative of the approved auditing organization that audited the Company's financial statements to attend the annual General Meeting of Shareholders, and such representative shall be responsible for attending the Company's annual General Meeting of Shareholders.



3. The Board of Directors must convene an extraordinary General Meeting of Shareholders in the following cases:

- a) The Board of Directors deems it necessary for the interests of the Company;
- b) The remaining number of members of the Board of Directors or the Supervisory Board is less than the minimum number required by law;
- c) Upon the request of a shareholder or a group of shareholders as prescribed in Clause 2, Article 115 of the Law on Enterprises; the request to convene the General Meeting of Shareholders must be made in writing, clearly stating the reason and purpose of the meeting, and bearing sufficient signatures of the relevant shareholders, or the written request may be made in multiple copies and must collect sufficient signatures of the relevant shareholders;
- d) Upon the request of the Supervisory Board;
- đ) Other cases as prescribed by law and this Charter.

4. Convening an extraordinary General Meeting of Shareholders

- a) The Board of Directors shall convene the General Meeting of Shareholders within 30 days from the date the number of remaining members of the Board of Directors, independent members of the Board of Directors, or members of the Supervisory Board is as prescribed in point b, Clause 3 of this Article, or upon receiving the request specified in point c and point d, Clause 3 of this Article;
- b) In the event that the Board of Directors does not convene the General Meeting of Shareholders as prescribed in point a, Clause 4 of this Article, within the next 30 days, the Supervisory Board shall replace the Board of Directors in convening the General Meeting of Shareholders in accordance with Clause 3, Article 140 of the Law on Enterprises;
- c) In the event that the Supervisory Board does not convene the General Meeting of Shareholders as prescribed in point b, Clause 4 of this Article, the shareholder or group of shareholders specified in point c, Clause 3 of this Article shall have the right to request the Company's representative to convene the General Meeting of Shareholders in accordance with the Law on Enterprises;

In this case, the shareholder or group of shareholders convening the General Meeting of Shareholders may request the Business Registration Authority to supervise the sequence and procedures for convening, conducting the meeting, and issuing decisions of the General Meeting of Shareholders. All expenses for convening and conducting the General Meeting of Shareholders shall be reimbursed by the Company. These expenses do not include costs incurred by shareholders when attending the General Meeting of Shareholders, including accommodation and travel expenses.

- d) Procedures for organizing the General Meeting of Shareholders shall comply with Clause 5, Article 140 of the Law on Enterprises.

**Article 15. Rights and obligations of the General Meeting of Shareholders**

1. The General Meeting of Shareholders shall have the following rights and obligations:

- a) To approve the development orientation of the Company;
- b) To decide on the types of shares and total number of shares of each type authorized for sale; to decide on the annual dividend rate for each type of share;
- c) To elect, dismiss, or remove members of the Board of Directors and members of the Supervisory Board;
- d) To decide on investments or the sale of assets valued at 35% or more of the total value of assets recorded in the Company's most recent financial statements;
- đ) To decide on amendments and supplements to the Company's Charter;
- e) To approve annual financial statements;
- g) To decide on the repurchase of more than 10% of the total sold shares of each type;
- h) To consider and handle violations by members of the Board of Directors and the Supervisory Board that cause damage to the Company and its shareholders;
- i) To decide on the reorganization or dissolution of the Company;
- k) To decide on the budget or total remuneration, bonuses, and other benefits for the Board of Directors and the Supervisory Board;
- l) To approve the Internal Governance Regulations; the Operational Regulations of the Board of Directors and the Supervisory Board;
- m) To approve the list of approved auditing firms; to decide on the approved auditing firm to inspect the Company's operations, and to dismiss approved auditors when deemed necessary;
- n) Other rights and obligations as prescribed by law.

2. The General Meeting of Shareholders shall discuss and approve the following issues:

- a) Annual business plans of the Company;
- b) Audited annual financial statements;
- c) Reports of the Board of Directors on governance and the performance of the Board of Directors and each of its members; Independent members of the Board of Directors are responsible for reporting at the annual General Meeting of Shareholders as prescribed;
- d) Reports of the Supervisory Board on the Company's business results and the performance of the Board of Directors and the General Director;
- đ) Self-assessment reports on the performance of the Supervisory Board and its members;
- e) Dividend rates for each share of each type;



- g) The number of members of the Board of Directors and the Supervisory Board;
  - h) Election, dismissal, or removal of members of the Board of Directors and members of the Supervisory Board;
  - i) Decisions on the budget or total remuneration, bonuses, and other benefits for the Board of Directors and the Supervisory Board;
  - k) Approval of the list of approved auditing firms; decisions on the approved auditing firm to inspect the Company's operations when deemed necessary;
  - l) Amendments and supplements to the Company's Charter;
  - m) Types of shares and the number of new shares to be issued for each type, and the transfer of shares by founding shareholders within the first 03 years from the date of establishment;
  - n) Division, separation, consolidation, merger, or conversion of the Company;
  - o) Reorganization and dissolution (liquidation) of the Company and appointment of a liquidator;
  - p) Decisions on investments or the sale of assets valued at 35% or more of the total value of assets recorded in the Company's most recent financial statements;
  - q) Decisions on the repurchase of more than 10% of the total sold shares of each type;
  - r) The Company entering into contracts or transactions with subjects specified in Clause 1, Article 167 of the Law on Enterprises with a value equal to or greater than 35% of the total value of the Company's assets recorded in the most recent financial statements;
  - s) Approving transactions specified in Clause 4, Article 293 of Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government providing detailed regulations on the implementation of a number of articles of the Law on Securities (as amended and supplemented by Clause 84, Article 1 of Decree No. 245/2024/ND-CP);
  - t) Approving the Internal Regulations on Corporate Governance, the Operational Regulations of the Board of Directors, and the Operational Regulations of the Supervisory Board;
  - u) Other issues as prescribed by law and this Charter.
3. All resolutions and issues included in the meeting agenda must be brought out for discussion and voting at the General Meeting of Shareholders.

#### **Article 16. Authorization to attend the General Meeting of Shareholders**

1. Shareholders and authorized representatives of shareholders that are organizations may participate in the meeting directly or authorize one or more other individuals or organizations to attend the meeting, or attend through one of the forms specified in Clause 3, Article 144 of the Law on Enterprises.



2. The authorization for individuals, organizations to represent [shareholders] to attend the General Meeting of Shareholders according to the provisions in Clause 1 of this Article must be established in writing. The authorization document is established according to the provisions of law on civil matters or according to the form stipulated by the Company and must clearly state the name of the authorizing shareholder, the name of the authorized individual or organization, the number of authorized shares, the content of authorization, the scope of authorization, the duration of authorization, the signatures of the authorizing party and the authorized party.

The authorized person attending the General Meeting of Shareholders must submit the authorization document when registering for the meeting. In case of re-authorization, the participant must further present the initial authorization document of the shareholder, the authorized representative of the shareholder being an organization (if not previously registered with the Company).

3. Voting ballots of the authorized person within the scope of authorization still have effect when one of the following cases occurs, except for the case:

- a) The authorizing person has died, has restricted civil act capacity or has lost civil act capacity;
- b) The authorizing person has canceled the appointment of authorization;
- c) The authorizing person has canceled the authority of the person performing the authorization.

This clause does not apply in the case the Company receives notice of one of the events above before the opening hour of the General Meeting of Shareholders or before the meeting is reconvened.

#### **Article 17. Change of Rights**

1. The change or cancellation of special rights attached to a class of preferred shares shall take effect when approved by shareholders representing 65% or more of the total voting shares of all attending shareholders. A resolution of the General Meeting of Shareholders on content that adversely changes the rights and obligations of shareholders owning preferred shares shall only be approved if it is passed by the number of preferred shareholders of the same class attending the meeting who own 75% or more of the total preferred shares of that class, or is approved by preferred shareholders of the same class owning 75% or more of the total preferred shares of that class in case of passing a resolution in the form of collecting written opinions.

2. The organization of a meeting of shareholders holding a class of preferred shares to approve the change of rights mentioned above is only valid when there are at least 02 shareholders (or their authorized representatives) and they hold at least 1/3 of the par value of the issued shares of that class. In case there is an insufficient number of delegates as mentioned above, the meeting shall be reorganized within the next 30 days and those holding shares of that class (regardless of the number of people and number of shares) present directly or through authorized representatives are all considered as a sufficient number of required delegates. At



the meetings of shareholders holding preferred shares mentioned above, those holding shares of that class present directly or through representatives may request a secret ballot. Each share of the same class has equal voting rights at the aforementioned meetings.

3. The procedures for conducting such separate meetings are performed similarly to the provisions in Article 19, 20 and 21 of this Charter.

4. Unless the terms of share issuance provide otherwise, special rights attached to classes of shares with preferred rights regarding some or all matters related to the distribution of profits or assets of the Company are not changed when the Company issues additional shares of the same class.

**Article 18. Convening, Agenda, and Notice of the General Meeting of Shareholders**

1. The Board of Directors shall convene annual and extraordinary General Meetings of Shareholders. The Board of Directors shall convene extraordinary General Meetings of Shareholders in the cases prescribed in Clause 3, Article 14 of this Charter.

2. The person convening the General Meeting of Shareholders must perform the following tasks:

a) Prepare a list of shareholders eligible to participate and vote at the General Meeting of Shareholders. The list of shareholders entitled to attend the General Meeting of Shareholders shall be established no more than 10 days before the date of sending the notice of invitation to the General Meeting of Shareholders. The Company must disclose information regarding the establishment of the list of shareholders entitled to attend the General Meeting of Shareholders at least 20 days before the last registration date;

b) Prepare the agenda and content of the meeting;

c) Prepare documents for the meeting;

d) Draft the resolution of the General Meeting of Shareholders according to the proposed content of the meeting;

đ) Determine the time and location for holding the meeting;

e) Notify and send the meeting notice of the General Meeting of Shareholders to all shareholders entitled to attend;

g) Other tasks serving the meeting.

3. The notice of invitation to the General Meeting of Shareholders shall be sent to all shareholders by a method that ensures it reaches the contact address of the shareholder, and shall simultaneously be posted on the website of the Company and the State Securities Commission, the Stock Exchange where the Company's shares are listed or registered for trading (if any). The person convening the General Meeting of Shareholders must send the notice of invitation to all shareholders in the List of shareholders entitled to attend at least 21

days before the opening date of the meeting (calculated from the date the notice is validly sent or dispatched). The meeting agenda and documents related to the issues to be voted on at the meeting shall be sent to the shareholders and/or posted on the Company's website. In case documents are not sent together with the notice of invitation to the General Meeting of Shareholders, the notice of invitation must clearly state the link to the entire set of meeting documents so that shareholders can access them, including:

- a) Meeting agenda, documents used in the meeting;
- b) List and detailed information of candidates in case of electing members of the Board of Directors, members of the Supervisory Board;
- c) Voting ballots;
- d) Draft resolution for each issue in the meeting agenda.

4. Shareholders or groups of shareholders as prescribed in Clause 2 Article 12 of this Charter have the right to propose issues to be included in the agenda of the General Meeting of Shareholders. The proposal must be in writing and must be sent to the Company at least 03 working days before the opening date of the meeting. The proposal must clearly state the name of the shareholder, the number of each class of shares of the shareholder, and the issue proposed to be included in the meeting agenda.

5. The person convening the General Meeting of Shareholders has the right to refuse the proposal prescribed in Clause 4 of this Article if it falls into one of the following cases:

- a) The proposal is sent not in accordance with the provisions in Clause 4 of this Article;
- b) At the time of the proposal, the shareholder or group of shareholders does not hold at least 5% of the total ordinary shares as prescribed in Clause 2 Article 12 of this Charter;
- c) The proposed issue does not fall within the deciding competence of the General Meeting of Shareholders;
- d) Other cases as prescribed by law and this Charter.

6. The person convening the General Meeting of Shareholders must accept and include the proposal prescribed in Clause 4 of this Article into the draft agenda and content of the meeting, except for the cases prescribed in Clause 5 of this Article; the proposal is officially added to the agenda and content of the meeting if approved by the General Meeting of Shareholders.

#### **Article 19. Conditions for conducting the General Meeting of Shareholders**

1. A General Meeting of Shareholders shall be conducted when the number of attending shareholders represents over 50% of the total voting shares.

2. In case the first meeting does not meet the conditions to proceed as prescribed in Clause 1 of this Article, the second invitation notice must be sent within 30 days from the initially intended



date of the first meeting. The second General Meeting of Shareholders shall be conducted when the number of attending shareholders represents 33% or more of the total voting shares.

3. In case the second meeting does not meet the conditions to proceed as prescribed in Clause 2 of this Article, the third invitation notice must be sent within 20 days from the initially intended date of the second meeting. The third General Meeting of Shareholders shall be conducted regardless of the total number of voting shares of the attending shareholders.

**Article 20. Procedures for conducting and voting at the General Meeting of Shareholders**

1. Before the opening of the meeting, the Company must carry out shareholder registration procedures and must perform the registration until all shareholders entitled to attend who are present have registered, according to the following order:

a) When conducting shareholder registration, the Company shall issue to each shareholder or authorized representative entitled to vote a voting card, which records the registration number, full name of the shareholder, full name of the authorized representative, and the number of voting shares of that shareholder. The General Meeting of Shareholders shall discuss and vote on each issue in the agenda. Voting shall be conducted by "for" (approval), "against" (disapproval), and "abstention" (no opinion). The results of the vote counting shall be announced by the Chairperson immediately before the closing of the meeting. The General Meeting shall elect persons responsible for counting votes or supervising the vote counting upon the proposal of the Chairperson. The number of members of the vote-counting committee shall be decided by the General Meeting of Shareholders based on the proposal of the Chairperson of the meeting;

b) Shareholders, authorized representatives of shareholders being organizations, or authorized persons arriving after the opening of the meeting have the right to register immediately and subsequently have the right to participate and vote at the General Meeting immediately after registration. The Chairperson is not responsible for pausing the General Meeting to allow latecomers to register, and the validity of contents already voted on previously remains unchanged.

2. The election of the Chairperson, Secretary, and Vote-counting Committee is stipulated as follows:

a) The Chairperson of the Board of Directors shall act as the Chairperson or authorize another member of the Board of Directors to act as the Chairperson of the General Meeting of Shareholders convened by the Board of Directors. In case the Chairperson is absent or temporarily loses the ability to work, the remaining members of the Board of Directors shall elect one person among them to act as the Chairperson of the meeting according to the majority principle. In case a Chairperson cannot be elected, the Head of the Supervisory Board shall direct the General Meeting of Shareholders to elect a Chairperson for the meeting among the



attendees, and the person with the highest number of votes shall act as the Chairperson of the meeting;

b) Except for the case stipulated in Point a of this Clause, the person who signs the notice to convene the General Meeting of Shareholders shall direct the General Meeting of Shareholders to elect a Chairperson for the meeting, and the person with the highest number of votes shall act as the Chairperson of the meeting;

c) The Chairperson shall appoint one or several persons to act as the Secretary of the meeting;

d) The General Meeting of Shareholders shall elect one or several persons to the Vote-counting Committee upon the proposal of the Chairperson of the meeting.

3. The agenda and content of the meeting must be approved by the General Meeting of Shareholders during the opening session. The agenda must clearly and specifically define the time for each issue in the meeting agenda content.

4. The Chairperson of the General Meeting has the right to implement necessary and reasonable measures to conduct the General Meeting of Shareholders in an orderly manner, in accordance with the approved agenda, and to reflect the wishes of the majority of the attendees.

a) Arrange seating at the location of the General Meeting of Shareholders;

b) Ensure safety for everyone present at the meeting locations;

c) Create conditions for shareholders to attend (or continue to attend) the meeting. The person convening the General Meeting of Shareholders has full authority to change the aforementioned measures and apply all necessary measures. The applied measures may include the issuance of entry passes or the use of other selected forms.

5. The General Meeting of Shareholders shall discuss and vote on each issue in the agenda content. Voting shall be conducted by "for" (approval), "against" (disapproval), and "abstention" (no opinion). The results of the vote counting shall be announced by the Chairperson immediately before the closing of the meeting.

6. Shareholders or authorized persons arriving after the opening of the meeting are still entitled to register and have the right to participate and vote immediately after registration; in this case, the validity of contents already voted on previously remains unchanged.

7. The person convening the meeting or the Chairperson of the General Meeting of Shareholders has the following rights:

a) Require all attendees to undergo inspection or other legal and reasonable security measures;

b) Request competent authorities to maintain order at the meeting; expel from the General Meeting of Shareholders those who do not comply with the Chairperson's conducting authority, intentionally cause disorder, obstruct the normal progress of the meeting, or fail to comply with security inspection requirements.



8. The Chairperson has the right to adjourn a General Meeting of Shareholders for which a sufficient number of attendees have registered for a maximum of no more than 03 working days from the intended opening date, and may only adjourn the meeting or change the meeting location in the following cases:

- a) The meeting location does not have enough convenient seating for all attendees;
- b) Communication devices at the meeting location do not ensure that shareholders can participate, discuss, and vote;
- c) There are attendees who obstruct or cause disorder, posing a risk that the meeting might not be conducted in a fair and lawful manner.

9. In case the Chairperson adjourns or suspends the General Meeting of Shareholders contrary to the provisions in Clause 8 of this Article, the General Meeting of Shareholders shall elect another person from among the attendees to replace the Chairperson in conducting the meeting until its conclusion; all resolutions approved at that meeting shall be valid for execution.

10. In case the Company applies modern technology to organize the General Meeting of Shareholders through online meetings, a combination of online and in-person meetings, or other forms suitable to the actual situation and conditions at each time, the Company is responsible for ensuring that shareholders participate and vote by means of electronic voting or other electronic forms as prescribed in Article 144 of the Law on Enterprises and Clause 3, Article 273 of Decree No. 155/NĐ-CP dated December 31, 2020, of the Government detailing the implementation of a number of articles of the Law on Securities and relevant regulations. The Board of Directors has the right to decide and select the application of modern technology to organize the General Meeting of Shareholders. The content of organizing online meetings or other methods, voting methods, and other relevant contents will be specifically regulated by the Company in the Internal Regulations on Corporate Governance, the Regulations on organizing the General Meeting of Shareholders, or announcements issued by the Company from time to time.

#### **Article 21. Conditions for Resolutions of the General Meeting of Shareholders to be approved**

1. Resolutions on the following contents shall be approved if they are passed by a number of shareholders representing 65% or more of the total voting shares of all attending and voting shareholders at the meeting, except for the cases prescribed in Clauses 3, 4, and 6, Article 148 of the Law on Enterprises:

- a) Classes of shares and the total number of shares of each class;
- b) Change of industries, trades, and business fields;
- c) Change of the Company's management organizational structure;



d) Investment projects or the sale of assets with a value of 35% or more of the total asset value recorded in the most recent financial statements of the Company, unless the Company's Charter stipulates another percentage or value;

đ) Reorganization or dissolution of the Company;

2. Other resolutions shall be approved when passed by a number of shareholders owning over 50% of the total voting shares of all attending and voting shareholders at the meeting, except for the cases prescribed in Clause 1 of this Article and Clauses 3, 4, and 6, Article 148 of the Law on Enterprises.

3. Resolutions of the General Meeting of Shareholders approved by 100% of the total number of voting shares are lawful and effective even when the order and procedures for convening the meeting and approving such resolutions violate the provisions of the Law on Enterprises and the Company's Charter.

4. The election of members of the Board of Directors and the Supervisory Board shall be performed according to the cumulative voting method as prescribed in Clause 3, Article 148 of the Law on Enterprises or another method approved by the General Meeting of Shareholders.

5. Resolutions of the General Meeting of Shareholders on content that adversely changes the rights and obligations of shareholders owning preferred shares shall only be approved if it is passed by the number of preferred shareholders of the same class attending the meeting who own 75% or more of the total preferred shares of that class, or is approved by preferred shareholders of the same class owning 75% or more of the total preferred shares of that class in case of passing a resolution in the form of collecting written opinions.

**Article 22. Competence and procedures for collecting written opinions from shareholders to approve Resolutions of the General Meeting of Shareholders**

The competence and procedures for collecting written opinions from shareholders to approve Resolutions of the General Meeting of Shareholders shall be implemented according to the following provisions:

1. The Board of Directors has the right to collect written opinions from shareholders at any time and on any content within the competence of the General Meeting of Shareholders (including the contents according to Clause 2, Article 147 and Clause 1, Article 148 of the Law on Enterprises) to approve resolutions of the General Meeting of Shareholders when deemed necessary for the interests of the Company.

2. The Board of Directors must prepare opinion forms, draft resolutions of the General Meeting of Shareholders, explanatory documents for the draft resolutions, and send them to all shareholders with voting rights at least 10 days before the deadline for returning the opinion forms. The requirements and method of sending the opinion forms and attached documents shall be implemented according to the provisions in Clause 3, Article 18 of this Charter.

3. The opinion form must contain the following primary contents:



- a) Name, head office address, enterprise code;
- b) Purpose of collecting opinions;
- c) Full name, contact address, nationality, number of legal document of the individual for shareholders being individuals; name, enterprise code or number of legal document of the organization, head office address for shareholders being organizations, or full name, contact address, nationality, number of legal document of the individual for the representative of the shareholder being an organization; the number of shares of each class and the number of voting shares of the shareholder;
- d) The issue for which opinions are collected to approve a decision;
- đ) Voting options including "for" (approval), "against" (disapproval), and "abstention" (no opinion) for each issue for which opinions are collected;
- e) The deadline by which the completed opinion form must be returned to the Company;
- g) Full name and signature of the Chairperson of the Board of Directors.

4. Shareholders may return the completed opinion forms to the Company by mail, fax, or email according to the following provisions:

- a) In case of sending by mail, the returned opinion form must be signed by the shareholder being an individual, by the authorized representative or the legal representative of the shareholder being an organization. The opinion form sent to the Company must be placed in a sealed envelope and no one is permitted to open it before the vote counting;
- b) In case of sending by fax or email, the opinion form sent to the Company must be kept confidential until the time of vote counting;
- c) Opinion forms returned to the Company after the deadline specified in the content of the opinion form, or those that have been opened in the case of mailing, or disclosed in the case of faxing or emailing, are invalid. Opinion forms that are not returned shall be considered as shares not participating in the voting.

5. The Board of Directors shall count the votes and prepare a vote-counting minutes under the supervision of the Supervisory Board or shareholders who do not hold management positions in the Company. The vote-counting minutes must contain the following primary contents:

- a) Name, head office address, enterprise code;
- b) Purpose and issues for which opinions are collected to approve a resolution;
- c) Number of shareholders with the total number of voting shares who participated in the voting, in which valid and invalid voting shares are distinguished, and the method of sending the voting shares, enclosed with an appendix of the list of shareholders participating in the voting;

d) Total number of shares "for" (approval), "against" (disapproval), and "abstention" (no opinion) for each issue;

d) Issues that have been approved and the corresponding ratio of approval;

e) Full name and signature of the Chairperson of the Board of Directors, the vote counters, and the vote-counting supervisors.

Members of the Board of Directors, the vote counters, and the vote-counting supervisors shall be jointly liable for the truthfulness and accuracy of the vote-counting minutes; and jointly liable for damages arising from decisions approved due to untruthful or inaccurate vote counting.

6. The vote-counting minutes and the resolution must be sent to shareholders within 15 days from the date the vote counting ends. The sending of the vote-counting minutes and resolution may be replaced by posting them on the Company's website within 24 hours from the time the vote counting ends.

7. Returned opinion forms, the vote-counting minutes, the approved resolution, and relevant documents enclosed with the opinion forms must be archived at the head office of the Company.

8. A resolution approved in the form of collecting written opinions from shareholders is passed if it is approved by shareholders owning over 50% of the total voting shares of all shareholders with voting rights and shall have the same validity as a resolution approved at a General Meeting of Shareholders.

### **Article 23. Resolutions and Minutes of the General Meeting of Shareholders**

1. The General Meeting of Shareholders must be recorded in the minutes and may be sound-recorded or recorded and stored in other electronic forms. Minutes must be established in Vietnamese, may additionally be established in a foreign language, and must contain the following primary contents:

a) Name, head office address, enterprise code;

b) Time and location of the General Meeting of Shareholders;

c) Meeting agenda and content;

d) Full names of the Chairperson and Secretary;

d) Summary of the meeting progress and opinions expressed at the General Meeting of Shareholders regarding each issue in the meeting agenda;

e) Number of shareholders and total number of voting shares of the attending shareholders, appendix of the list of registered shareholders and representatives of shareholders attending the meeting with the corresponding number of shares and voting shares;

g) Total number of voting shares for each voting issue, clearly stating the voting method, total number of valid and invalid shares, [number of shares] "for" (approval), "against" (disapproval),



and "abstention" (no opinion); the corresponding ratio to the total number of voting shares of the attending shareholders;

h) Issues that have been approved and the corresponding ratio of approval;

i) Full names and signatures of the Chairperson and Secretary. In case the Chairperson or Secretary refuses to sign the minutes, the minutes shall be valid if signed by all other members of the Board of Directors attending the meeting and containing all the contents as prescribed in this Clause. The minutes must clearly state the refusal to sign by the Chairperson or Secretary.

2. Minutes of the General Meeting of Shareholders must be completed and approved before the conclusion of the meeting. The Chairperson, the Secretary of the meeting, or other persons signing the minutes must be jointly liable for the truthfulness and accuracy of the contents of the minutes.

3. Minutes established in Vietnamese and in a foreign language shall have equal legal validity. In case of any discrepancy in content between the Vietnamese version and the foreign language version, the content in the Vietnamese version shall prevail.

4. Resolutions, minutes of the General Meeting of Shareholders, the appendix of the list of shareholders registered for the meeting with shareholders' signatures, authorization documents to attend the meeting, all documents attached to the Minutes (if any), and documents related to the meeting notice must be disclosed in accordance with the law on information disclosure on the securities market and must be archived at the head office of the Company.

#### **Article 24. Request for cancellation of Resolutions of the General Meeting of Shareholders**

Within 90 days from the date of receiving the resolution or minutes of the General Meeting of Shareholders or the minutes of vote-counting results by collecting written opinions, shareholders or groups of shareholders as prescribed in Clause 2, Article 115 of the Law on Enterprises have the right to request a Court or an Arbitration to consider and cancel the resolution or a part of the content of the resolution of the General Meeting of Shareholders in the following cases:

1. The order and procedures for convening the meeting and issuing the resolution of the General Meeting of Shareholders seriously violate the provisions of the Law on Enterprises and the Company's Charter, except for the case prescribed in Clause 3, Article 21 of this Charter.

2. The content of the resolution violates the law or this Charter.

### **VII. BOARD OF DIRECTORS**

#### **Article 25. Nomination and candidacy for members of the Board of Directors**

1. In case candidates for the Board of Directors have been identified, the Company must disclose information related to the candidates at least 10 days before the opening date of the General Meeting of Shareholders on the Company's website so that shareholders can learn about

these candidates before voting. Candidates for the Board of Directors must provide a written commitment regarding the truthfulness and accuracy of the disclosed personal information and must commit to performing their duties honestly, prudently, and for the highest interest of the Company if elected as members of the Board of Directors. Disclosed information related to candidates for the Board of Directors includes:

- a) Full name, date of birth;
- b) Educational qualifications;
- c) Working history;
- d) Other management positions (including positions in the Board of Directors of other companies);
- d) Interests related to the Company and the Company's related parties;
- e) Other information (if any) as prescribed by the Company's Charter;
- g) The public company is responsible for disclosing information about the companies in which the candidate is holding the position of Board member, other management positions, and interests related to the company of the Board candidate (if any).

2. Shareholders or groups of shareholders owning 10% or more of the total ordinary shares have the right to nominate candidates to the Board of Directors in accordance with the Law on Enterprises, Clause 3 Article 12 of the Company's Charter, and the following specific regulations:

- a) Shareholders or groups of shareholders owning from 10% to less than 20% of the total ordinary shares have the right to nominate a maximum of 01 candidate to the Board of Directors;
- b) Shareholders or groups of shareholders owning from 20% to less than 30% of the total ordinary shares have the right to nominate a maximum of 02 candidates to the Board of Directors;
- c) Shareholders or groups of shareholders owning from 30% to less than 40% of the total ordinary shares have the right to nominate a maximum of 03 candidates to the Board of Directors;
- d) Shareholders or groups of shareholders owning from 40% to less than 50% of the total ordinary shares have the right to nominate a maximum of 04 candidates to the Board of Directors;
- e) Shareholders or groups of shareholders owning from 50% or more of the total ordinary shares have the right to nominate a sufficient number of candidates to the Board of Directors.

3. In case the number of candidates for the Board of Directors through nomination and candidacy is still insufficient as required by Clause 5 Article 115 of the Law on Enterprises, the incumbent Board of Directors shall introduce more candidates or organize the nomination



according to the Company's Charter, the Internal Regulations on Corporate Governance, and the Operational Regulations of the Board of Directors. The fact that the incumbent Board of Directors introduces more candidates must be clearly announced before the General Meeting of Shareholders votes to elect Board members in accordance with the law.

4. Members of the Board of Directors must satisfy the standards and conditions prescribed in Clause 1, Clause 2 Article 155 of the Law on Enterprises, Article 275 of Decree No. 155/2020/ND-CP (as amended), and this Charter.

**Article 26. Composition and Term of Office of members of the Board of Directors**

1. The number of members of the Board of Directors is 05 (five) persons.

2. The term of office of members of the Board of Directors shall not exceed 05 years and they may be re-elected for an unlimited number of terms. An individual shall only be elected as an independent member of the Board of Directors of the Company for no more than 02 consecutive terms. In case all members of the Board of Directors end their term of office at the same time, those members shall continue to be members of the Board of Directors until new members are elected as replacements and take over the work.

3. The composition of members of the Board of Directors is as follows:

The composition of the Company's Board of Directors must ensure the number of non-executive members in accordance with the provisions of securities law, specifically as follows:

- a) At least 01 non-executive member in case the Company has from 03 to 05 members of the Board of Directors;
- b) At least 02 non-executive members in case the Company has from 06 to 08 members of the Board of Directors;
- c) At least 03 non-executive members in case the Company has from 09 to 11 members of the Board of Directors.

In case the Company becomes an unlisted public company operating under the model prescribed in Point b, Clause 1, Article 137 of the Law on Enterprises, the composition of the Board of Directors of the Company must ensure that at least 1/5 of the total number of members of the Board of Directors are independent members. In case the number of members of the Board of Directors of an unlisted public company operating under the aforementioned model is fewer than 05 persons, the Company must ensure there is 01 member of the Board of Directors who is an independent member.

In case the Company becomes a listed company, the total number of independent members of the Board of Directors must ensure the following regulations:

- a) At least 01 independent member in case the Company has from 03 to 05 members of the Board of Directors;

b) At least 02 independent members in case the Company has from 06 to 08 members of the Board of Directors;

c) At least 03 independent members in case the Company has from 09 to 11 members of the Board of Directors.

4. A member of the Board of Directors shall no longer have the status of a member of the Board of Directors in case of being dismissed, discharged, or replaced by the General Meeting of Shareholders as prescribed in Article 160 of the Law on Enterprises.

5. The appointment of members of the Board of Directors must be disclosed in accordance with the provisions of law.

6. A member of the Board of Directors is not necessarily a shareholder of the Company.

#### **Article 27. Rights and Obligations of the Board of Directors**

1. The Board of Directors is the management body of the Company, having full authority on behalf of the Company to decide and exercise the rights and obligations of the Company, except for rights and obligations within the competence of the General Meeting of Shareholders.

2. The rights and obligations of the Board of Directors are prescribed by law, the Company's Charter, and the General Meeting of Shareholders. Specifically, the Board of Directors has the following rights and obligations:

a) Decide on the strategy, medium-term development plan, and annual business plan of the Company;

b) Recommend the classes of shares and the total number of authorized shares of each class;

c) Decide on the sale of unsold shares within the scope of authorized shares of each class; decide on raising additional capital in other forms;

d) Decide on the selling price of shares and bonds of the Company;

đ) Decide on the repurchase of shares in accordance with the provisions in Clause 1 and Clause 2, Article 133 of the Law on Enterprises;

e) Decide on investment plans and investment projects within its competence and limits as prescribed by law;

g) Decide on solutions for market development, marketing, and technology;

h) Approve contracts for purchase, sale, borrowing, lending, and other contracts or transactions with a value of 35% or more of the total asset value recorded in the most recent financial statements of the Company, except for contracts and transactions within the deciding competence of the General Meeting of Shareholders as prescribed in Point d, Clause 2, Article 138, Clause 1 and Clause 3, Article 167 of the Law on Enterprises;



The approval of transactions of a public company with related parties shall be implemented in accordance with the provisions in Clause 5, Article 293 of Decree No. 155/2020/ND-CP and its amending and supplementing documents (if any).

- i) Elect, dismiss, and discharge the Chairperson of the Board of Directors; appoint, dismiss, sign contracts, and terminate contracts with the General Director and other important managers as prescribed by the Company's Charter; decide on salaries, remuneration, bonuses, and other benefits for those managers; appoint authorized representatives to participate in the Board of Members or the General Meeting of Shareholders in other companies, and decide on the level of remuneration and other benefits for those persons;
- k) Supervise and direct the General Director and other managers in the day-to-day operation of the Company's business;
- l) Decide on the organizational structure, internal management regulations of the Company, decide on the establishment of subsidiaries, branches, representative offices, and the contribution of capital or purchase of shares in other enterprises;
- m) Approve the agenda and documents serving the General Meeting of Shareholders; convene the General Meeting of Shareholders or collect written opinions for the General Meeting of Shareholders to approve resolutions;
- n) Submit annual audited financial statements to the General Meeting of Shareholders;
- o) Recommend the dividend rate to be paid; decide on the time and procedures for dividend payment or handling losses arising during the business process;
- p) Recommend the reorganization or dissolution of the Company; request for bankruptcy of the Company;
- q) Decide on the issuance of the Operational Regulations of the Board of Directors and the Internal Regulations on Corporate Governance after they are approved by the General Meeting of Shareholders; decide on the issuance of the Regulations on Information Disclosure of the Company;
- s) Other rights and obligations as prescribed by the Law on Enterprises, the Law on Securities, other provisions of law, and the Company's Charter.

3. The Board of Directors must report the results of its activities to the General Meeting of Shareholders in accordance with the provisions of Article 280 of Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government detailing the implementation of a number of articles of the Law on Securities.

#### **Article 28. Remuneration, Bonuses, and Other Benefits of members of the Board of Directors**

1. The Company has the right to pay remuneration and bonuses to members of the Board of Directors based on business results and efficiency.



2. Members of the Board of Directors are entitled to remuneration for their work and bonuses. Remuneration for work is calculated based on the number of working days necessary to complete the duties of a member of the Board of Directors and the daily remuneration rate. The Board of Directors shall estimate the remuneration level for each member according to the principle of consensus. The total level of remuneration and bonuses of the Board of Directors shall be decided by the General Meeting of Shareholders at the annual meeting.
3. The remuneration of each member of the Board of Directors shall be accounted for as business expenses of the Company in accordance with the provisions of law on corporate income tax, shall be presented as a separate item in the annual financial statements of the Company, and must be reported to the General Meeting of Shareholders at the annual meeting.
4. Members of the Board of Directors holding executive positions, or members of the Board of Directors working in sub-committees of the Board of Directors, or performing other tasks beyond the scope of the normal duties of a member of the Board of Directors, may be paid additional remuneration in the form of a lump-sum service fee per instance, salary, commission, percentage of profit, or in other forms as decided by the Board of Directors.
5. Members of the Board of Directors are entitled to reimbursement for all travel, accommodation, meals, and other reasonable expenses that they have incurred while performing their responsibilities as members of the Board of Directors, including expenses arising from attending meetings of the General Meeting of Shareholders, the Board of Directors, or sub-committees of the Board of Directors.
6. Members of the Board of Directors may have liability insurance purchased for them by the Company after obtaining approval from the General Meeting of Shareholders. This insurance does not cover insurance for the liabilities of members of the Board of Directors related to violations of the law and the Company's Charter.

**Article 29. Chairperson of the Board of Directors**

1. The Chairperson of the Board of Directors shall be elected, dismissed, or discharged by the Board of Directors from among the members of the Board of Directors.
2. The Chairperson of the Board of Directors shall not concurrently hold the position of General Director.
3. The Chairperson of the Board of Directors has the following rights and obligations:
  - a) Establish the program and operational plan of the Board of Directors;
  - b) Prepare the agenda, content, and documents serving the meetings; convene, preside over, and act as the Chairperson of the meetings of the Board of Directors;
  - c) Organize the approval of resolutions and decisions of the Board of Directors;
  - d) Supervise the process of organizing the implementation of resolutions and decisions of the Board of Directors;



- d) Act as the Chairperson of the General Meeting of Shareholders;
  - e) Other rights and obligations as prescribed by the Law on Enterprises and the Company's Charter.
4. In case the Chairperson of the Board of Directors submits a resignation letter or is dismissed or discharged, the Board of Directors must elect a replacement within 10 days from the date of receiving the resignation letter or the date of dismissal or discharge.
5. In case the Chairperson of the Board of Directors is absent or unable to perform his/her duties, he/she must authorize in writing another member to exercise the rights and obligations of the Chairperson of the Board of Directors according to the principles prescribed in the Company's Charter. In case no person is authorized or the Chairperson of the Board of Directors has deceased, is missing, is detained, is serving an imprisonment sentence, is serving administrative handling measures at a compulsory detoxification center or compulsory educational institution, has absconded from his/her place of residence, has restricted or lost civil act capacity, has difficulties in perceiving or controlling his/her acts, or is prohibited by the Court from holding certain positions, practicing certain occupations or doing certain jobs, then the remaining members shall elect one person among them to hold the position of Chairperson of the Board of Directors according to the principle that a majority of the remaining members agree until there is a new decision from the Board of Directors.

#### **Article 30. Meetings of the Board of Directors**

1. The Chairperson of the Board of Directors shall be elected in the first meeting of the Board of Directors within 07 working days from the date of concluding the election of that Board of Directors. This meeting shall be convened and presided over by the member who received the highest number of votes or the highest voting ratio. In case there is more than one member with the same highest number of votes or highest voting ratio, the members shall elect by majority principle to choose 01 person among them to convene the Board of Directors meeting.
2. The Board of Directors must meet at least once every quarter and may hold extraordinary meetings.
3. The Chairperson of the Board of Directors shall convene a meeting of the Board of Directors in the following cases:
  - a) There is a proposal from the Supervisory Board or an independent member of the Board of Directors;
  - b) There is a proposal from the General Director or at least 05 other managers;
  - c) There is a proposal from at least 02 members of the Board of Directors;
4. Proposals prescribed in Clause 3 of this Article must be made in writing, clearly stating the purpose and issues to be discussed and decided within the competence of the Board of Directors.



5. The Chairperson of the Board of Directors must convene a meeting of the Board of Directors within 07 working days from the date of receiving the proposal prescribed in Clause 3 of this Article. In case the Chairperson does not convene a meeting of the Board of Directors upon proposal, the Chairperson shall be liable for damages occurring to the Company; the proposer has the right to replace the Chairperson in convening the Board of Directors meeting.

6. The Chairperson of the Board of Directors or the person convening the meeting of the Board of Directors must send a meeting invitation notice at least 03 working days before the meeting date. The invitation notice must specifically identify the time and location of the meeting, the agenda, the issues to be discussed and decided. The invitation notice must be enclosed with documents to be used at the meeting and voting ballots for the members.

The meeting invitation notice of the Board of Directors may be sent by invitation letter, telephone, fax, electronic means, or other methods prescribed by the Company's Charter and must ensure it reaches the contact address of each member of the Board of Directors registered with the Company.

7. The Chairperson of the Board of Directors or the person convening the meeting shall send the meeting invitation notice and attached documents to the members of the Supervisory Board in the same manner as to the members of the Board of Directors.

Members of the Supervisory Board have the right to attend meetings of the Board of Directors; they have the right to discuss but not to vote.

8. A meeting of the Board of Directors shall be conducted when  $\frac{3}{4}$  or more of the total number of members are present. In case a meeting convened in accordance with this Clause does not have a sufficient number of attending members as prescribed, it shall be convened for a second time within 07 days from the initially intended date of the first meeting. In this case, the meeting shall be conducted if more than half of the members of the Board of Directors attend.

9. A member of the Board of Directors is considered to have attended and voted at the meeting in the following cases:

- a) Attending and voting directly at the meeting;
- b) Authorizing another person to attend and vote in accordance with the provisions in Clause 11 of this Article;
- c) Attending and voting through an online conference, electronic voting, or other electronic forms;
- d) Sending voting ballots to the meeting via mail, fax, or email;

10. In case of sending voting ballots to the meeting via mail, the voting ballots must be placed in a sealed envelope and must be delivered to the Chairperson of the Board of Directors at least 01 hour before the opening. Voting ballots shall only be opened in the presence of all attendees.



11. Members must fully attend meetings of the Board of Directors. A member may authorize another person to attend and vote if approved by a majority of the members of the Board of Directors.

12. Resolutions and decisions of the Board of Directors shall be approved if passed by a majority of attending members; in case of an equal number of votes, the final decision shall belong to the side with the opinion of the Chairperson of the Board of Directors.

13. The Chairperson of the Board of Directors has the right to decide on collecting written opinions from members of the Board of Directors to approve issues within the competence of the Board of Directors. The opinion form must contain the following primary contents: issues for which opinions are collected, full names of the Board members, voting method, and the deadline for returning the opinion form. The time limit for Board members to respond to the written opinion form is 03 working days from the time the Board members receive the opinion form along with related documents via email, fax, or post at the registered address of the Board members. A resolution in the form of collecting written opinions shall be approved based on the consensus of a majority of the Board members with voting rights. Such resolution shall have the same effect and validity as a resolution approved at a meeting.

#### **Article 31. Sub-committees of the Board of Directors**

1. The Board of Directors may establish sub-committees to be in charge of development policy, human resources, remuneration, internal audit, and risk management. The number of members of a sub-committee shall be decided by the Board of Directors, with a minimum of 03 persons including members of the Board of Directors and external members. Independent members of the Board of Directors/non-executive members of the Board of Directors should account for a majority in the sub-committee, and one of these members shall be appointed as the Head of the sub-committee according to a decision of the Board of Directors. The operations of the sub-committee must comply with the regulations of the Board of Directors. A resolution of a sub-committee shall only take effect when a majority of members attend and vote in favor at the sub-committee meeting.

2. The implementation of decisions of the Board of Directors, or of sub-committees under the Board of Directors, must be consistent with the provisions of current law and the provisions of the Company's Charter and the Internal Regulations on Corporate Governance.

#### **Article 32. Person in charge of Corporate Governance**

1. The Board of Directors of the Company shall appoint at least one (01) person in charge of corporate governance to support corporate governance activities at the enterprise. The person in charge of corporate governance may concurrently serve as the Company Secretary in accordance with Clause 5, Article 156 of the Law on Enterprises.

2. The person in charge of corporate governance must not concurrently work for the approved auditing firm that is currently auditing the Company's financial statements.



3. The person in charge of corporate governance shall have the following rights and obligations:

- a) To advise the Board of Directors on the organization of General Meetings of Shareholders and related tasks between the Company and shareholders;
- b) To prepare for meetings of the Board of Directors, the Supervisory Board, and the General Meeting of Shareholders upon the request of the Board of Directors or the Supervisory Board;
- c) To advise on meeting procedures;
- d) To attend meetings;
- đ) To advise on procedures for drafting resolutions of the Board of Directors in compliance with the law;
- e) To provide financial information, copies of minutes of Board of Directors meetings, and other information to members of the Board of Directors and members of the Supervisory Board;
- g) To monitor and report to the Board of Directors on the Company's information disclosure activities;
- h) To serve as a point of contact with stakeholders;
- i) To maintain information confidentiality in accordance with the law and the Company's Charter;

## **VIII. GENERAL DIRECTOR AND OTHER MANAGERS**

### **Article 33. Organization of the Management Apparatus**

The Company's management system must ensure that the management apparatus is accountable to the Board of Directors and subject to the supervision and direction of the Board of Directors in the daily business operations of the Company. The Company shall have a General Director, Deputy General Directors, a Chief Accountant, and other management positions appointed by the Board of Directors. The appointment, dismissal, or removal of the aforementioned positions must be approved by a resolution or decision of the Board of Directors.

### **Article 34. Company Executives**

- 1. Company Executives include the General Director, Deputy General Directors, and the Chief Accountant.
- 2. Upon the proposal of the General Director and with the approval of the Board of Directors, the Company may recruit other executives with a quantity and standards consistent with the Company's organizational structure and management regulations as determined by the Board of Directors. Corporate executives are responsible for supporting the Company in achieving the goals set out in its operations and organization.
- 3. The General Director shall be paid a salary and bonus. The salary and bonus of the General Director shall be decided by the Board of Directors.



4. Salaries of executives shall be recorded as business expenses of the Company in accordance with the law on corporate income tax, presented as a separate item in the Company's annual financial statements, and must be reported to the General Meeting of Shareholders at the annual meeting.

**Article 35. Appointment, Dismissal, Duties, and Powers of the General Director**

1. The Board of Directors shall appoint one (01) member of the Board of Directors or hire another person to serve as the General Director.
2. The General Director is the person who manages the daily business operations of the Company; is subject to the supervision of the Board of Directors; and is accountable to the Board of Directors and the law for the exercise of delegated powers and performance of assigned duties.
3. The term of office of the General Director shall not exceed five (05) years and may be re-appointed for an unlimited number of terms. The General Director must meet the standards and conditions prescribed by law and the Company's Charter.
4. The General Director has the following rights and obligations:
  - a) To decide on matters related to the daily business operations of the Company that do not fall under the authority of the Board of Directors;
  - b) To organize the implementation of resolutions and decisions of the Board of Directors;
  - c) To organize the implementation of the business plan and investment plan of the Company;
  - d) To propose the organizational structure and internal management regulations of the Company;
  - d) To appoint, dismiss, or remove management positions in the Company, except for those under the authority of the Board of Directors;
  - e) To decide on salaries and other benefits for employees of the Company, including managers under the General Director's appointment authority;
  - g) To recruit labor;
  - h) To propose plans for dividend payments or handling business losses;
  - i) Other rights and obligations in accordance with the law, the Company's Charter, and resolutions or decisions of the Board of Directors.
5. The Board of Directors may dismiss the General Director when a majority of the Board members with voting rights attending the meeting approve and appoint a new General Director as a replacement.

## **IX. THE SUPERVISORY BOARD**

### **Article 36. Nomination and Candidacy for Members of the Supervisory Board (Supervisors)**

1. The nomination and candidacy for members of the Supervisory Board shall be carried out similarly to the provisions in Clause 1 and Clause 2, Article 25 of this Charter.
2. In the event that the number of candidates for the Supervisory Board through nomination and candidacy is insufficient, the incumbent Supervisory Board may nominate additional candidates or organize the nomination in accordance with the Company's Charter, Internal Regulations on Corporate Governance, and the Operational Regulations of the Supervisory Board. The introduction of additional candidates by the incumbent Supervisory Board must be clearly announced before the General Meeting of Shareholders votes to elect members of the Supervisory Board as prescribed by law.

### **Article 37. Composition of the Supervisory Board**

1. The number of Supervisory Board members of the Company is three (03) persons. The term of office of a Supervisory Board member shall not exceed five (05) years and they may be re-elected for an unlimited number of terms.
2. Members of the Supervisory Board must meet the standards and conditions prescribed in Article 169 of the Law on Enterprises and must not fall into the following cases:
  - a) Working in the accounting or finance department of the Company;
  - b) Being a member or employee of the independent auditing firm that performed the audit of the Company's financial statements in the three (03) preceding years.
3. A member of the Supervisory Board shall be dismissed in the following cases:
  - a) No longer meeting the standards and conditions to be a member of the Supervisory Board as prescribed in Clause 2 of this Article;
  - b) Submitting a resignation letter which is subsequently approved;
4. A member of the Supervisory Board shall be removed in the following cases:
  - a) Failing to complete assigned duties and tasks;
  - b) Failing to exercise their rights and obligations for six (06) consecutive months, except in cases of force majeure;
  - c) Committing multiple or serious violations of the obligations of a Supervisory Board member as prescribed by the Law on Enterprises and the Company's Charter;
  - d) Other cases as decided by a resolution of the General Meeting of Shareholders.

### **Article 38. Head of the Supervisory Board**

1. The Head of the Supervisory Board shall be elected by the Supervisory Board from among its members; the election, dismissal, or removal shall be based on the majority principle. The



Supervisory Board must have more than half of its members residing in Vietnam. The Head of the Supervisory Board must possess a university degree or higher in one of the following majors: economics, finance, accounting, auditing, law, business administration, or a major related to the business operations of the enterprise.

2. Rights and obligations of the Head of the Supervisory Board:

- a) To convene meetings of the Supervisory Board;
- b) To request the Board of Directors, the General Director, and other executives to provide relevant information for reporting to the Supervisory Board;
- c) To prepare and sign reports of the Supervisory Board after consulting with the Board of Directors for submission to the General Meeting of Shareholders.

**Article 39. Rights and Obligations of the Supervisory Board**

The Supervisory Board shall have the rights and obligations as prescribed in Article 170 of the Law on Enterprises and the following rights and obligations:

- 1. To propose and recommend the General Meeting of Shareholders to approve the list of approved auditing organizations to audit the Company's Financial Statements; to decide on the approved auditing organization to inspect the Company's operations; and to dismiss approved auditors when deemed necessary.
- 2. To be accountable to shareholders for its supervisory activities.
- 3. To monitor the Company's financial situation and the compliance with the law by members of the Board of Directors, the General Director, and other managers.
- 4. To ensure coordination of activities with the Board of Directors, the General Director, and shareholders.
- 5. In the event of detecting a violation of the law or the Company's Charter by a member of the Board of Directors, the General Director, or other executives of the enterprise, the Supervisory Board must provide written notice to the Board of Directors within 48 hours, requiring the violator to cease the violation and provide solutions to remedy the consequences.
- 6. To develop the Operational Regulations of the Supervisory Board and submit them to the General Meeting of Shareholders for approval.
- 7. To report at the General Meeting of Shareholders in accordance with Article 290 of Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government detailing the implementation of several articles of the Law on Securities.
- 8. To have the right to access files and documents of the Company stored at the head office, branches, and other locations; and the right to visit the working locations of managers and employees of the Company during working hours.

9. To have the right to request the Board of Directors, members of the Board of Directors, the General Director, and other managers to fully, accurately, and promptly provide information and documents regarding the management, administration, and business operations of the Company.

10. Other rights and obligations as prescribed by law and this Charter.

**Article 40. Meetings of the Supervisory Board**

1. The Supervisory Board must meet at least two (02) times per year; the quorum for a meeting shall be at least two-thirds (2/3) of the total number of Supervisory Board members. Minutes of Supervisory Board meetings shall be prepared in a detailed and clear manner. The person recording the minutes and the members of the Supervisory Board attending the meeting must sign the minutes. All minutes of the Supervisory Board must be archived to determine the responsibility of each member.

2. The Supervisory Board has the right to request members of the Board of Directors, the General Director, and representatives of the approved auditing organization to attend and answer matters that need clarification.

**Article 41. Salaries, Remuneration, Bonuses, and Other Benefits of Supervisory Board Members**

Salaries, remuneration, bonuses, and other benefits of Supervisory Board members shall be implemented according to the following provisions:

1. Members of the Supervisory Board shall be paid salaries, remuneration, bonuses, and other benefits as decided by the General Meeting of Shareholders. The General Meeting of Shareholders shall decide on the total amount of salaries, remuneration, bonuses, other benefits, and the annual operating budget of the Supervisory Board.

2. Members of the Supervisory Board shall be reimbursed for reasonable expenses for meals, accommodation, travel, and the use of independent advisory services. The total amount of such remuneration and expenses shall not exceed the total annual operating budget of the Supervisory Board approved by the General Meeting of Shareholders, unless otherwise decided by the General Meeting of Shareholders.

3. Salaries and operating expenses of the Supervisory Board shall be recorded as business expenses of the Company in accordance with the law on corporate income tax and other relevant legal provisions, and must be presented as a separate item in the Company's annual financial statements.

**X. RESPONSIBILITIES OF MEMBERS OF THE BOARD OF DIRECTORS, MEMBERS OF THE SUPERVISORY BOARD, THE GENERAL DIRECTOR, AND OTHER EXECUTIVES**

Members of the Board of Directors, members of the Supervisory Board, the General Director, and other executives are responsible for performing their duties, including duties as members



of sub-committees of the Board of Directors, in an honest and prudent manner for the best interests of the Company.

**Article 42. Responsibility to be Honest and Avoid Conflicts of Interest**

1. Members of the Board of Directors, members of the Supervisory Board, the General Director, and other managers must disclose their related interests in accordance with the Law on Enterprises and relevant legal documents.
2. Members of the Board of Directors, members of the Supervisory Board, the General Director, other managers, and their related persons may only use information obtained through their positions to serve the interests of the Company.
3. Members of the Board of Directors, members of the Supervisory Board, the General Director, and other managers have the obligation to provide written notice to the Board of Directors and the Supervisory Board regarding transactions between the Company, its subsidiaries, or other companies in which the public company holds control of over 50% of the charter capital with such subjects or their related persons as prescribed by law. For the aforementioned transactions approved by the General Meeting of Shareholders or the Board of Directors, the Company must perform information disclosure regarding these resolutions in accordance with securities laws on information disclosure.
4. A member of the Board of Directors shall not vote on transactions that bring benefits to that member or their related persons as prescribed by the Law on Enterprises and the Company's Charter.
5. Members of the Board of Directors, members of the Supervisory Board, the General Director, other managers, and their related persons must not use or disclose internal information to others for the purpose of carrying out related transactions.
6. Transactions between the Company and one or more members of the Board of Directors, members of the Supervisory Board, the General Director, other executives, and their related individuals or organizations shall not be invalidated in the following cases:
  - a) For transactions with a value of less than 35% of the total asset value recorded in the most recent financial statements, the important contents of the contract or transaction, as well as the relationships and interests of the members of the Board of Directors, members of the Supervisory Board, the General Director, and other executives, have been reported to the Board of Directors and approved by a majority vote of the Board members who do not have related interests;
  - b) For transactions with a value of 35% or more, or transactions resulting in a total transaction value arising within 12 months from the date of the first transaction of 35% or more of the total asset value recorded in the most recent financial statements, the important contents of such transaction, as well as the relationships and interests of the members of the Board of Directors, members of the Supervisory Board, the General Director, and other executives, have been



disclosed to shareholders and approved by a vote of the shareholders who do not have related interests.

**Article 43. Liability for Damages and Compensation**

1. Members of the Board of Directors, members of the Supervisory Board, the General Director, and other executives who violate their obligations, the responsibilities of honesty and prudence, or fail to fulfill their duties shall be liable for damages caused by their violations.
2. The Company shall compensate those who were, are, or may become a related party in complaints, lawsuits, or prosecutions (including civil and administrative cases, and excluding lawsuits initiated by the Company) if such person was or is a member of the Board of Directors, a member of the Supervisory Board, the General Director, another executive, an employee, or an authorized representative of the Company who performed duties under the Company's authorization; acted honestly and prudently for the best interests of the Company based on compliance with the law, and there is no evidence confirming that such person violated their responsibilities.
3. Compensation costs include judgment expenses, fines, and actual payment obligations arising (including legal fees) when resolving these cases within the framework permitted by law. The Company may purchase insurance for these individuals to cover the aforementioned compensation liabilities.

**XI. RIGHT TO ACCESS COMPANY BOOKS AND RECORDS**

**Article 44. Right to Access Books and Records**

1. Ordinary shareholders have the right to access books and records, specifically as follows:
  - a) Ordinary shareholders have the right to examine, search, and extract information regarding names and contact addresses in the list of shareholders with voting rights; request correction of their own inaccurate information; examine, search, extract, or photocopy the Company's Charter, minutes of the General Meeting of Shareholders, and resolutions of the General Meeting of Shareholders;
  - b) A shareholder or group of shareholders owning 05% or more of the total ordinary shares has the right to examine, search, and extract the minutes book, resolutions, and decisions of the Board of Directors, semi-annual and annual financial statements, reports of the Supervisory Board, contracts, and transactions that must be approved by the Board of Directors and other documents, except for documents related to the Company's trade secrets and business secrets.
2. In the event that an authorized representative of a shareholder or group of shareholders requests access to books and records, the request must be accompanied by a power of attorney from the shareholder or group of shareholders whom that person represents, or a notarized copy of such power of attorney.
3. Members of the Board of Directors, members of the Supervisory Board, the General Director, and other executives have the right to access the Company's shareholder register, list of



shareholders, and other books and records of the Company for purposes related to their positions, provided that this information must be kept confidential.

4. The Company must archive this Charter and any amendments or supplements thereto, the Enterprise Registration Certificate, regulations, documents proving ownership of assets, resolutions and minutes of the General Meeting of Shareholders and the Board of Directors, reports of the Board of Directors and the Supervisory Board, annual financial statements, accounting books, and other documents as prescribed by law at the head office or another location, provided that shareholders and the Business Registration Authority are notified of the location where these documents are stored.

5. The Company's Charter must be disclosed on the Company's website.

## **XII. EMPLOYEES AND TRADE UNION**

### **Article 45. Employees and Trade Union**

1. The General Director must prepare plans for the Board of Directors to approve matters related to recruitment, labor termination, salaries, social insurance, benefits, rewards, and discipline for employees and corporate executives.

2. The General Director must prepare plans for the Board of Directors to approve matters related to the Company's relationship with trade union organizations in accordance with best management standards, practices, and policies, as well as the practices and policies prescribed in this Charter, the Company's regulations, and current legal provisions.

## **XIII. PROFIT DISTRIBUTION**

### **Article 46. Profit Distribution**

1. The General Meeting of Shareholders shall decide the annual dividend payout ratio and the form of dividend payment from the Company's retained earnings.

2. The Company shall not pay interest on dividend payments or payments related to any class of shares.

3. The Board of Directors may recommend to the General Meeting of Shareholders the payment of all or part of the dividends in the form of shares, and the Board of Directors shall be the executive body for such a decision.

4. In cases where dividends or other amounts related to a class of shares are paid in cash, the Company must pay in Vietnam Dong (VND). Payments can be made directly or through banks based on the bank account details provided by shareholders. If the Company has transferred funds according to the correct bank details provided by a shareholder but that shareholder does not receive the money, the Company shall not be held liable for the transferred amount. Dividend payments for shares listed/registered for trading at the Stock Exchange may be conducted through securities companies or the Vietnam Securities Depository and Clearing Corporation.

5. Based on the Law on Enterprises, the Law on Securities, and resolutions or decisions of the Board of Directors, a specific date shall be determined to finalize the list of shareholders (record date). Based on that date, persons registered as shareholders or owners of other securities are entitled to receive dividends in cash or shares, and to receive notices or other documents.

6. Other matters related to profit distribution shall be implemented in accordance with the provisions of the law.

#### **XIV. BANK ACCOUNTS, FISCAL YEAR, AND ACCOUNTING SYSTEM**

##### **Article 47. Bank Accounts**

1. The Company shall open accounts at Vietnamese banks or at branches of foreign banks permitted to operate in Vietnam.

2. Subject to prior approval from the competent authority, the Company may open bank accounts abroad in accordance with legal regulations, where necessary.

3. The Company shall conduct all payments and accounting transactions through Vietnam Dong or foreign currency accounts at the banks where the Company opens its accounts.

##### **Article 48. Fiscal Year**

The Company's fiscal year begins on January 1st and ends on December 31st each year. The first fiscal year began on the date of issuance of the Enterprise Registration Certificate and ended on December 31st, 2009.

##### **Article 49. Accounting System**

1. The accounting system used by the Company is the corporate accounting system or a specific accounting system issued and approved by the competent authority.

2. The Company shall prepare accounting books in Vietnamese and archive accounting records in accordance with the law on accounting and relevant legal provisions. These records must be accurate, updated, systematic, and sufficient to prove and explain the Company's transactions.

3. The Company uses Vietnam Dong as the currency unit in accounting. In the event that the Company's economic transactions arise primarily in a foreign currency, that foreign currency may be chosen as the accounting currency unit, subject to legal responsibility for such choice and notification to the direct supervisory tax authority.

#### **XV. FINANCIAL STATEMENTS, ANNUAL REPORTS, AND RESPONSIBILITY FOR INFORMATION DISCLOSURE**

##### **Article 50. Annual, Semi-annual, and Quarterly Financial Statements**

1. The Company must prepare annual financial statements, which must be audited in accordance with the law. The Company shall disclose audited annual financial statements as prescribed by the law on information disclosure in the securities market (if any) and submit them to the competent State authorities.



2. The annual financial statements must include all reports, appendices, and notes as prescribed by the law on corporate accounting. The annual financial statements must honestly and objectively reflect the Company's operational situation.

3. The Company must prepare and disclose reviewed semi-annual financial statements and quarterly financial statements in accordance with the law on information disclosure in the securities market (if any) and submit them to the competent State authorities.

#### **Article 51. Annual Reports**

The Company must prepare and disclose an Annual Report in accordance with the law on securities and the securities market (if any).

### **XVI. COMPANY AUDIT**

#### **Article 52. Audit**

1. The General Meeting of Shareholders shall designate an independent auditing firm or approve a list of independent auditing firms and authorize the Board of Directors to decide on the selection of one of these units to conduct the audit of the Company's financial statements for the next fiscal year based on the terms and conditions agreed upon with the Board of Directors.

2. The audit report shall be attached to the Company's annual financial statements.

3. Independent auditors performing the audit of the Company's financial statements are entitled to attend General Meetings of Shareholders and are entitled to receive notices and other information related to the General Meeting of Shareholders, and to express their opinions at the meeting on matters related to the audit of the Company's financial statements.

### **XVII. CORPORATE SEAL**

#### **Article 53. Corporate Seal**

1. The seal includes a seal made at a seal-engraving establishment or a seal in the form of a digital signature in accordance with the law on electronic transactions.

2. The Board of Directors shall decide on the type, quantity, form, and content of the seal of the Company, its branches, and representative offices (if any).

3. The Board of Directors and the General Director shall use and manage the seal in accordance with current legal provisions.

### **XVIII. DISSOLUTION OF THE COMPANY**

#### **Article 54. Dissolution of the Company**

1. The Company may be dissolved in the following cases:

a) The expiration of the operating period stated in the Company's Charter without a decision for extension;

b) Pursuant to a resolution or decision of the General Meeting of Shareholders;

c) Revocation of the Enterprise Registration Certificate, unless otherwise prescribed by the Law on Tax Administration;

d) Other cases as prescribed by law.

2. The early dissolution of the Company (including any extended terms) shall be decided by the General Meeting of Shareholders and implemented by the Board of Directors. This dissolution decision must be notified to or approved by the competent authority (if mandatory) as prescribed by regulations.

#### **Article 55. Extension of Operation**

1. The Board of Directors shall convene the General Meeting of Shareholders at least seven (07) months before the expiration of the operating period so that shareholders may vote on the extension of the Company's operation upon the proposal of the Board of Directors.

2. The operating period shall be extended when approved by a number of shareholders representing 65% or more of the total votes of all attending shareholders at the General Meeting of Shareholders.

#### **Article 56. Liquidation**

1. At least six (06) months before the expiration of the Company's operating period or after a decision to dissolve the Company is issued, the Board of Directors must establish a Liquidation Committee consisting of three (03) members. Among them, two (02) members are designated by the General Meeting of Shareholders and one (01) member is designated by the Board of Directors from an independent auditing firm. The Liquidation Committee shall prepare its own operational regulations. Members of the Liquidation Committee may be selected from the Company's employees or independent experts. All expenses related to liquidation shall be prioritized for payment by the Company before other debts.

2. The Liquidation Committee is responsible for reporting to the Business Registration Authority on the date of establishment and the date of commencement of operations. From that point, the Liquidation Committee shall represent the Company in all matters related to the liquidation before Courts and administrative authorities.

3. Proceeds from the liquidation shall be paid in the following order:

a) Liquidation expenses;

b) Debts related to wages, severance allowances, social insurance, and other benefits of employees in accordance with the collective labor agreement and signed labor contracts;

c) Tax debts;

d) Other debts of the Company;

d) The remainder, after paying all debts from items (a) to (d) above, shall be distributed to shareholders. Preferred shares shall be prioritized for payment.



## **XIX. INTERNAL DISPUTE RESOLUTION**

### **Article 57. Internal Dispute Resolution**

1. In the event of a dispute or complaint arising in connection with the Company's operations, the rights and obligations of shareholders as prescribed by the Law on Enterprises, the Company's Charter, other legal provisions, or agreements between:

- a) Shareholders and the Company;
- b) Shareholders and the Board of Directors, the Supervisory Board, the General Director, or other executives;

The related parties shall attempt to resolve such dispute through negotiation and conciliation. Except for disputes related to the Board of Directors or the Chairman of the Board of Directors, the Chairman of the Board of Directors shall preside over the dispute resolution and require each party to present information related to the dispute within thirty (30) working days from the date the dispute arises. In cases where the dispute involves the Board of Directors or the Chairman of the Board of Directors, any party may request the Board of Directors to appoint an independent expert to act as a mediator for the dispute resolution process.

2. In the event that a conciliation decision is not reached within six (06) weeks from the start of the conciliation process, or if the mediator's decision is not accepted by the parties, either party may refer the dispute to Arbitration or the Court.

3. The parties shall bear their own costs related to negotiation and conciliation procedures. The payment of Court costs shall be implemented in accordance with the Court's judgment.

## **XX. SUPPLEMENTS AND AMENDMENTS TO THE CHARTER**

### **Article 58. Company Charter**

1. Any amendment or supplement to this Charter must be considered and decided by the General Meeting of Shareholders.

2. In cases where legal provisions related to the Company's operations are not mentioned in this Charter, or in cases where new legal provisions differ from the terms of this Charter, such legal provisions shall apply to regulate the Company's operations.

## **XXI. EFFECTIVE DATE**

### **Article 59. Effective Date**

1. This Charter consists of 21 sections and 59 articles, which were unanimously approved by the General Meeting of Shareholders of Dong Son Holdings Joint Stock Company on April 22, 2026, at the 2026 Annual General Meeting of Shareholders, with the entire text of this Charter agreed to be effective.

2. This Charter is made in six (06) originals of equal validity, which shall be archived at the head office of the Company.

3. This Charter is the unique and official Charter of the Company.

4. Copies or extracts of the Company's Charter are valid when signed by the Chairman of the Board of Directors or at least one-half (1/2) of the total members of the Board of Directors.

**LEGAL REPRESENTATIVE**

**GENERAL DIRECTOR**



**NGUYỄN TIẾN HUNG**







**INTERNAL REGULATIONS ON CORPORATE  
GOVERNANCE  
DONG SON HOLDINGS JOINT STOCK COMPANY**

**April 2026**

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## **CHAPTER I: GENERAL PROVISIONS**

### **Article 1. Scope of Regulation**

1. Scope of regulation: These Internal Regulations on Corporate Governance prescribe the roles, rights, and obligations of the General Meeting of Shareholders, the Board of Directors, and the General Director; the order and procedures for convening the General Meeting of Shareholders; the nomination, candidacy, election, dismissal, and removal of members of the Board of Directors and the Supervisory Board; the General Director, and other activities in accordance with the Company's Charter and other current legal provisions.
2. Subjects of application: These Regulations apply to members of the Board of Directors, the Supervisory Board, the General Director, and related persons.

### **Article 2. Interpretation of terms**

1. The following terms shall be understood as follows:
  - a. "Corporate Governance" is a system of principles established to serve the management and operation of the Company's activities to achieve goals including:
    - Ensuring a reasonable governance structure;
    - Ensuring the effective operation of the Board of Directors, the Supervisory Board, the General Director, and related persons;
    - Ensuring the interests of shareholders and related persons;
    - Ensuring equitable treatment among shareholders;
    - Maintaining transparency and disclosure of all Company activities.
  - b. "Company" refers to Dong Son Holdings Joint Stock Company;
  - c. "Shareholder" is an individual or organization that owns at least one share of the Company;
  - d. "Major Shareholder" is a shareholder owning 5% or more of the total voting shares of the Company.
  - e. "Corporate Executives" include the General Director, Deputy General Directors, Chief Financial Officer, and the Chief Accountant of the Company.
  - f. "Corporate Managers" are persons managing the company as prescribed by the Law on Enterprises, including the Chairman of the Board of Directors, members of the Board of Directors, the General Director of the Company.
  - g. "Related persons" are individuals or organizations as prescribed in Clause 46, Article 4 of the Law on Securities.
  - h. "Online General Meeting of Shareholders" is a form of organizing the General Meeting of Shareholders using electronic means to transmit images and sound via the Internet environment,



allowing shareholders in different locations to follow the proceedings, discuss, and vote on meeting issues.

i. "Electronic voting" refers to the act of a shareholder casting a vote through an Electronic Voting System as prescribed in these Regulations.

j. "Electronic means" refer to means operating based on electrical, electronic, digital, magnetic, wireless transmission, optical, electromagnetic technology, or similar technologies.

2. In these Regulations, any references to one or more articles of legal documents, the Charter, other regulations, or internal rules shall include any amendments, supplements, or documents replacing such original documents.

### **Article 3. Formulation and principles for applying the internal regulations on corporate governance**

1. The Board of Directors is responsible for formulating and submitting the Internal Regulations on Corporate Governance to the General Meeting of Shareholders for approval.

2. The Internal Regulations on Corporate Governance shall be disclosed on the Company's website.

3. The Internal Regulations on Corporate Governance include the following primary contents:

a. The General Meeting of Shareholders:

- Rights and obligations of the General Meeting of Shareholders;
- Order and procedures for convening the General Meeting of Shareholders to adopt resolutions via voting at the meeting;
- Order and procedures for convening the General Meeting of Shareholders to adopt resolutions via collecting written opinions;
- Order and procedures for convening the General Meeting of Shareholders to adopt resolutions via online meeting format;
- Order and procedures for convening the General Meeting of Shareholders to adopt resolutions via a combination of in-person and online formats.

b. Board of Directors:

- Rights and obligations of the Board of Directors; responsibilities of members of the Board of Directors;
- Nomination, candidacy, election, dismissal, and removal of members of the Board of Directors;
- Remuneration and other benefits of members of the Board of Directors;
- Order and procedures for organizing meetings of the Board of Directors;
- Selection, appointment, and dismissal of the Person in charge of corporate governance.

c. Supervisory Board:

- Rights and obligations of the Supervisory Board; responsibilities of members of the Supervisory Board;
- Term of office, number, composition, and structure of Supervisory Board members.

d. General Director:

- Rights and obligations of the General Director;
- Appointment, dismissal, signing, and termination of labor contracts with the General Director.

e. Operational coordination between the Board of Directors, the Supervisory Board, and the General Director;

f. Regulations on annual performance evaluation, rewards, and discipline for members of the Board of Directors, members of the Supervisory Board, the General Director, and other corporate executives.

4. In the event that specialized laws contain different provisions on corporate governance than those in these Regulations, the provisions of such specialized laws shall apply.

## **CHAPTER II: GENERAL MEETING OF SHAREHOLDERS**

### **Section 1. Roles, rights and obligations of the General Meeting of Shareholders**

#### **Article 4. Roles, rights and obligations of the General Meeting of Shareholders**

1. The General Meeting of Shareholders consists of all shareholders with voting rights and is the highest decision-making body of the Company.
2. The General Meeting of Shareholders has the rights and obligations as prescribed by the Law on Enterprises and Article 14, Article 15 of the Company's Charter.

#### **Article 5. Exercising the right to attend the General Meeting of Shareholders**

Shareholders attend the General Meeting of Shareholders and exercise their voting rights through the following forms:

- a. Attending and voting in person at the meeting;
- b. Authorizing another individual or organization to attend and vote at the meeting;
- c. Attending and voting via online conferences, electronic voting, or other electronic forms;
- d. Sending votes to the meeting via mail, fax, or email;



**Section 2. Order and procedures for the General Meeting of Shareholders to adopt resolutions via direct voting at the meeting**

**Article 6. Authority to convene the General Meeting of Shareholders**

1. The Board of Directors shall convene annual and extraordinary General Meetings of Shareholders. The Annual General Meeting of Shareholders shall be held once a year and within four (04) months from the end of the fiscal year. In case of necessity, the Board of Directors may decide to extend the Annual General Meeting of Shareholders, but not exceeding 06 months from the end of the fiscal year. In addition to the annual meeting, the General Meeting of Shareholders may hold extraordinary meetings. The venue of the General Meeting of Shareholders is determined as the location where the chairperson attends and must be within the territory of Vietnam. The Board of Directors shall convene extraordinary General Meetings of Shareholders in cases prescribed in Clause 3, Clause 4, Article 14 of the Company's Charter.
2. The Annual General Meeting of Shareholders shall not be organized in the form of collecting shareholders' written opinions.
3. The person convening the General Meeting of Shareholders must perform the tasks as prescribed in Clause 2, Article 18 of the Company's Charter.

**Article 7. Establishing the list of shareholders entitled to attend the meeting**

1. The person convening the General Meeting of Shareholders must prepare a list of shareholders eligible to attend and vote at the General Meeting of Shareholders. The list of shareholders entitled to attend the General Meeting of Shareholders shall be established based on the Company's register of shareholders as prescribed in Clause 1, Article 141 of the Law on Enterprises 2020 (amended and supplemented in 2025). This list must be established no more than ten (10) days before the date of sending the first meeting invitation.
2. The list of shareholders entitled to attend the General Meeting of Shareholders must include: full name, contact address, nationality, and number of personal legal documents for shareholders who are individuals; name, enterprise identification number or number of organizational legal documents, and head office address for shareholders who are organizations; and the number of shares of each type.

**Article 8. Notification of the record date for the list of shareholders entitled to attend the General Meeting of Shareholders**

The Board of Directors shall organize and issue a Board Resolution to approve the final registration date (record date) for establishing the list of shareholders entitled to attend the meeting. The Company must disclose information regarding the establishment of this list at least twenty (20) days before the final registration date.

#### **Article 9. Notification of convening the General Meeting of Shareholders**

The notification of convening the General Meeting of Shareholders shall be carried out in accordance with the Law on Enterprises and Clause 3, Article 18 of the Company's Charter. Meeting documents of the General Meeting of Shareholders must be posted and updated with amendments and supplements (if any) until the conclusion of the General Meeting of Shareholders.

#### **Article 10. Agenda and content of the General Meeting of Shareholders**

1. The person convening the General Meeting of Shareholders must prepare the agenda and content of the meeting.
2. Recommendations from shareholders for issues to be included in the meeting agenda shall be carried out in accordance with Clause 4, Clause 5, and Clause 6, Article 18 of the Company's Charter.

#### **Article 11. Authorization for representatives to attend the General Meeting of Shareholders**

Shareholders entitled to attend the General Meeting of Shareholders under the law may authorize an individual or organization as a representative to attend. The authorization for representatives to attend the General Meeting of Shareholders shall be carried out in accordance with Article 16 of the Company's Charter. A shareholder being an organization that owns at least ten percent (10%) of the total ordinary shares may authorize up to three (03) authorized representatives.

#### **Article 12. Procedures for registration to attend the General Meeting of Shareholders**

1. Procedures for registration to attend the General Meeting of Shareholders before the opening date:
  - a. Shareholders or their authorized representatives may register to attend the meeting via mail, fax, email, or other electronic forms. Specific registration methods are prescribed in the Meeting Invitation of the General Meeting of Shareholders.
  - b. Shareholders shall register and choose the form of attendance according to the instructions in the Meeting Invitation and the provisions of Article 5 of these Regulations.
2. Procedures for registration and verification of delegate status on the meeting date:
  - a. When attending the meeting, shareholders or their authorized representatives must bring legal identification/verification documents as prescribed in the Meeting Invitation to confirm their delegate status.
  - b. Before the meeting opens, the Company must conduct registration procedures for shareholders and continue until all shareholders entitled to attend and present have completed registration.



c. Upon registration, the Company shall provide each shareholder or authorized representative with a voting card and/or voting ballots, which specify the registration number, full name of the shareholder or authorized representative, and the number of votes/ballots held by that shareholder or representative.

d. Shareholders or authorized representatives who arrive after the meeting has opened have the right to register immediately and subsequently participate and vote at the meeting right after registration. The Chairperson is not responsible for stopping the meeting to allow latecomers to register, and the validity of contents already voted upon previously shall remain unchanged.

#### **Article 13. Conditions for conducting the General Meeting of Shareholders**

The General Meeting of Shareholders shall be conducted when it satisfies the provisions set forth in Article 19 of the Company's Charter.

#### **Article 14. Methods of adopting Resolutions of the General Meeting of Shareholders**

##### **1. General principles:**

a. The procedures for conducting the meeting and voting at the General Meeting of Shareholders shall follow the provisions in Article 20 of the Company's Charter.

b. All resolutions and issues included in the meeting agenda must be discussed and voted upon at the General Meeting of Shareholders. The General Meeting of Shareholders shall discuss and vote on each issue within the meeting agenda.

c. Voting cards and/or voting ballots and/or election ballots are printed and stamped with a hanging seal by the Company and sent directly to the delegates at the meeting (included in the set of documents for attending the General Meeting of Shareholders), which clearly state the registration number, delegate ID, full name, and the number of shares owned and authorized for voting by that delegate.

d. Voting shall be conducted by "for" (approval), "against" (disapproval), and "abstain" (no opinion) by raising the Voting Card or filling in selected options on the Voting Ballots and casting them into the ballot box, or other methods prescribed in detail in the Regulations on Organizing the General Meeting of Shareholders for each specific meeting. The Chairperson shall propose the voting method for each issue in the meeting agenda.

e. The General Meeting shall elect persons responsible for counting votes or supervising the counting of votes at the proposal of the Chairperson. The number of members of the Vote Counting Committee shall be decided by the General Meeting of Shareholders based on the proposal of the Meeting Chairperson.

##### **2. Regulations on the validity of Voting Cards and Voting Ballots**

a. A valid Voting Card is a card following the pre-printed form issued by the Organizing Committee, without erasure, modification, tearing, or crushing.

b. A valid Voting Ballot is a ballot following the pre-printed form issued by the Organizing Committee, without erasure, modification, tearing, crushing, etc.; no additional content outside the regulations for the ballot is written; and it must contain a signature with the full name of the attending delegate handwritten below the signature.

On the Voting Ballot, the voting content is valid when the delegate ticks one (01) out of three (03) voting boxes.

c. Invalid Voting Ballots:

- Ballots with additional content written on them;
- Ballots that do not follow the pre-printed form issued by the Organizing Committee, lack the Company's red seal, or have been erased, modified, or contain additional content outside the regulations for the Voting Ballot. In such cases, all voting contents on the ballot shall be considered invalid.

### 3. Voting methods

a. Voting by raising the Voting Card: When voting by raising the Voting Card, the front of the Voting Card must be raised high toward the Chairperson. In the event that a delegate does not raise the Voting Card in all three calls for "For" (Approval), "Against" (Disapproval), or "Abstain" (No opinion) for an issue, they shall be considered as not participating in the voting for that issue. In the event that a delegate raises the Voting Card more than one (01) time during the voting for "For", "Against", or "Abstain" for an issue, the final raise of the card shall be considered the shareholder's voting opinion on that issue.

b. Voting by ballot: When voting by ballot, for each content, the attending delegate shall choose one of the three options: "For", "Against", or "Abstain" pre-printed on the Voting Ballot by marking an "X" or "V" in the selected box. Upon completing all voting contents of the General Meeting, the delegate shall cast the Voting Ballot into the sealed ballot box at the Meeting under the guidance of the Vote Counting Committee. The Voting Ballot must contain the signature and full name of the delegate.

## Article 15. How to vote in the election

### 1. General principles

- Implementation must strictly comply with the provisions of the law and the Company's Charter;
- Members of the Vote Counting Committee must not be on the list of nominees or candidates for the Board of Directors and the Supervisory Board.

### 2. Forms of casting election ballots

Election shall be conducted via the cumulative voting method



- 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 to the Board of Directors or the Supervisory Board;
- Attending delegates have the right to accumulate all or part of their total votes for one or several candidates;
- In the event that additional candidates arise on the day of the General Meeting, delegates may contact the Vote Counting Committee to request a new election ballot and must return the old ballot (before casting it into the ballot box);
- In the event of a mistaken selection, the delegate shall contact the Vote Counting Committee to be issued a new ballot and must return the old ballot;
- The specific instructions for filling out the election ballot are as follows:

Delegates may vote for a maximum number of candidates equal to the maximum number of candidates who can be elected;

Delegates shall clearly write the number of votes in the "Number of Votes" column for the corresponding candidates.

### 3. Principles for winning the election:

Elected members of the Board of Directors or Supervisors are determined by the number of votes counted from high to low, starting from the candidate with the highest number of votes until the required number of members as prescribed in the Company's Charter is reached.

In the event that 02 or more candidates for the final position of the Board of Directors or the Supervisory Board receive the same number of votes, a re-election shall be held among the candidates with equal votes, or a selection shall be made according to the criteria prescribed in the election regulations or the Company's Charter.

If the results of the first election do not yield the required number of members for the Board of Directors or the Supervisory Board, further elections shall be conducted until the required number of members is reached.

### Article 16. Vote counting methods

1. In the form of voting by raising the Voting Card, the Vote Counting Committee shall record the delegate ID and the corresponding number of voting shares for each shareholder who is "For", "Against", "Abstain", or "Invalid".

2. When conducting voting/election by ballot, shareholders or their authorized representatives shall cast the voting/election ballots into the sealed ballot boxes for the Vote Counting Committee to perform the count. The Vote Counting Committee is responsible for re-checking the number of voting/election ballots collected against the number of ballots issued and verifying the validity of the collected ballots. For each voting content, the number of "For", "Against", "Abstain" votes and

the number of invalid ballots for each content shall be separately summarized and clearly recorded in the vote counting minutes.

3. In case of necessity and upon the request of shareholders, the Company may appoint an independent organization to perform the collection and counting of votes.

#### **Article 17. Notification of vote counting results**

The Vote Counting Committee shall inspect, summarize, and report the vote counting results for each issue to the Chairperson. The results shall be announced by the Chairperson immediately before the closing of the meeting.

#### **Article 18. Forms of adopting Resolutions of the General Meeting of Shareholders**

The General Meeting of Shareholders shall adopt decisions within its authority via voting at the meeting or by collecting written opinions for:

- Amending or supplementing the contents of the Company's Charter;
- Development orientation of the Company;
- Types of shares and the total number of shares of each type;
- Election, dismissal, and removal of members of the Board of Directors and the Supervisory Board;
- Decisions on investment or sale of assets with a value equal to or greater than 35% of the total asset value recorded in the Company's most recent financial statements, or another percentage or value as prescribed by the Company's Charter;
- Approval of annual financial statements;
- Reorganization or dissolution of the Company.

#### **Article 19. Conditions for resolutions to be adopted at the General Meeting of Shareholders**

Conditions for resolutions to be adopted at the General Meeting of Shareholders are prescribed in Article 21 of the Company's Charter.

#### **Article 20. Methods for challenging Resolutions of the General Meeting of Shareholders**

Within 90 (ninety) days from the date of receiving the resolution or meeting minutes of the General Meeting of Shareholders, or the minutes of vote counting results from collecting written opinions, a shareholder or a group of shareholders as prescribed in Clause 2, Article 12 of the Charter has the right to request a Court or Arbitration to consider and annul the resolution or part of the content of the resolution of the General Meeting of Shareholders in the following cases:



1. The order and procedures for convening the General Meeting of Shareholders seriously violate the provisions of the Law on Enterprises and the Company's Charter, except for the case prescribed in Clause 2, Article 152 of the Law on Enterprises;

2. The order and procedures for issuing decisions and the content of the decision violate the law or the Company's Charter.

In the event that a resolution of the General Meeting of Shareholders is annulled according to a decision of a Court or Arbitration, the person who convened the annulled meeting may consider reorganizing the General Meeting of Shareholders within 60 (sixty) days according to the order and procedures prescribed in the Law on Enterprises and the Company's Charter

#### **Article 21. Resolutions and Minutes of the General Meeting of Shareholders**

1. The General Meeting of Shareholders must be recorded in minutes and may be tape-recorded or recorded and stored in other electronic forms. Minutes must be prepared in Vietnamese and may additionally be prepared in English, including the following primary contents:

a) Name, head office address, enterprise identification number;

b) Time and venue of the General Meeting of Shareholders;

c) Meeting agenda and contents;

d) Full names of the chairperson and the secretary;

e) Summary of the meeting proceedings and opinions expressed at the meeting on each issue in the agenda;

f) Number of shareholders and the total number of votes of attending shareholders; appendix of the list of registered shareholders and representatives of shareholders attending the meeting with their corresponding number of shares and votes;

g) Total number of votes for each issue voted upon, clearly specifying the voting method, total number of valid and invalid votes, and the number of "For", "Against", and "Abstain" votes; the corresponding ratio to the total number of votes of attending shareholders;

h) Issues already adopted and the corresponding ratio of approving votes;

i) Full names and signatures of the chairperson and the secretary. In case the chairperson or secretary refuses to sign the minutes, the minutes shall be valid if signed by all other members of the Board of Directors attending the meeting and containing all the contents as prescribed in this Clause. The minutes must clearly state the refusal of the chairperson or secretary to sign.

2. Minutes of the General Meeting of Shareholders must be completed and approved before the conclusion of the meeting. The chairperson and the meeting secretary or other persons signing the minutes shall be jointly responsible for the truthfulness and accuracy of the contents of the minutes.

3. Minutes prepared in Vietnamese and in a foreign language shall have equal legal validity. In the event of any discrepancy between the Vietnamese version and the foreign language version, the Vietnamese version shall prevail.

4. Resolutions, Minutes of the General Meeting of Shareholders, the appendix of the list of registered shareholders with their signatures, authorized documents for attending the meeting, and all documents attached to the Minutes (if any) and relevant documents attached to the meeting invitation must be disclosed in accordance with the law on information disclosure on the securities market and must be archived at the Company's head office.

#### **Article 22. Disclosure of Minutes and Resolutions of the General Meeting of Shareholders**

1. Resolutions and Minutes of the General Meeting of Shareholders must be fully disclosed on the Company's website. In the event that the Company is eligible to become a public company/listed organization, the Resolutions and Minutes of the General Meeting of Shareholders must also be disclosed in accordance with the law within twenty-four (24) hours from the time the General Meeting of Shareholders approves them and in accordance with the Law on Enterprises.

2. Resolutions and Minutes of the General Meeting of Shareholders, along with other attached appendices (if any) that have been publicly disclosed in accordance with the law, shall be considered authentic evidence of the tasks performed at the General Meeting of Shareholders, unless there is an objection to the contents of the minutes raised in accordance with the procedures prescribed within ten (10) days from the date the minutes are sent as prescribed in Article 20 of these Regulations.

3. Resolutions, Minutes of the General Meeting of Shareholders, the appendix of the list of registered shareholders, and relevant documents attached to the meeting invitation must be archived at the Company's head office.

#### **Section 3. Order and procedures for the General Meeting of Shareholders to adopt Resolutions via collecting written opinions**

#### **Article 23. Authority and procedures for collecting shareholders' written opinions to adopt Resolutions of the General Meeting of Shareholders**

The authority and procedures for collecting shareholders' written opinions to adopt decisions of the General Meeting of Shareholders shall be implemented according to the following provisions:

1. The Board of Directors has the right to collect shareholders' written opinions to adopt decisions of the General Meeting of Shareholders when deemed necessary for the interests of the Company.
2. The Board of Directors must prepare opinion forms, draft resolutions of the General Meeting of Shareholders, and explanatory documents for the draft resolutions. The Board of Directors must ensure the delivery and disclosure of documents to shareholders within a reasonable time for consideration and voting, and must send them at least 10 days before the deadline for receiving



back the opinion forms. The request and methods for sending the opinion forms and accompanying documents shall be implemented as prescribed in Clause 3, Article 18 of the Company's Charter.

3. An opinion form must include the following primary contents:

- a) Name, head office address, enterprise identification number;
- b) Purpose of collecting opinions;
- c) Full name, permanent address, nationality, number of Citizen Identity Card, People's Identity Card, Passport or other legal personal identification of a shareholder who is an individual; name, enterprise identification number or number of establishment decision, head office address of a shareholder that is an organization, or the full name, permanent address, nationality, number of Citizen Identity Card, People's Identity Card, Passport or other legal personal identification of the authorized representative of a shareholder that is an organization; the number of shares of each type and the number of votes of the shareholder;
- d) Issues for which opinions are collected to adopt a decision;
- e) Voting options including "For" (approval), "Against" (disapproval), and "Abstain" (no opinion) for each issue;
- f) Deadline for returning the completed opinion form to the Company;
- g) Full name and signature of the Chairman of the Board of Directors.

4. Opinion forms may be sent back to the Company in the following forms:

- a) In the case of sending by mail, the completed opinion form must bear the signature of the shareholder who is an individual, or the authorized representative or the legal representative of a shareholder that is an organization. Opinion forms sent to the Company must be contained in sealed envelopes and no one is permitted to open them before the vote counting;
- b) Sending by fax or email: Opinion forms sent to the Company via fax or email must be kept confidential until the time of vote counting;
- c) Opinion forms sent to the Company after the specified deadline or those that have been opened in the case of mailing, or disclosed in the case of fax or email, shall be considered invalid. Opinion forms that are not sent back shall be considered as not participating in the voting.

5. The Board of Directors shall count the votes and prepare a vote counting minutes under the witness of the Supervisory Board or shareholders who do not hold management positions in the Company. The vote counting minutes must include the following primary contents:

- a) Name, head office address, enterprise identification number;
- b) Purpose and issues for which opinions are collected to adopt a resolution;

- c) Number of shareholders with the total number of votes having participated in the voting, classifying valid and invalid votes, and the method of sending the opinion forms, attached with an appendix of the list of shareholders participating in the voting;
- d) Total number of "For", "Against", and "Abstain" votes for each issue;
- e) Issues already adopted;
- f) Full names and signatures of the Chairman of the Board of Directors, the vote counters, and the vote counting supervisors.

Members of the Board of Directors, the vote counters, and the vote counting supervisors shall be jointly responsible for the truthfulness and accuracy of the vote counting minutes; and shall be jointly responsible for any damages arising from decisions adopted due to untruthful or inaccurate vote counting.

6. The vote counting minutes and the resolution must be sent to shareholders within 15 (fifteen) days from the date the vote counting ends. In the event the Company has a website, the sending of the vote counting minutes may be replaced by posting them on the Company's website within 24 hours from the time the vote counting ends.

7. Answered opinion forms, the vote counting minutes, the adopted resolutions, and relevant documents sent with the opinion forms must be archived at the Company's head office.

8. A resolution adopted in the form of collecting shareholders' written opinions must be approved by shareholders representing over 50% of the total voting shares and shall have the same validity as a resolution adopted at a General Meeting of Shareholders.

#### **Section 4. Order and procedures for the General Meeting of Shareholders to adopt Resolutions via online meeting and electronic voting**

##### **Article 24. Order and procedures for the General Meeting of Shareholders to adopt Resolutions via online meeting and electronic voting**

###### **1. Convening the General Meeting of Shareholders**

The convening of the General Meeting of Shareholders in the form of an online meeting shall be implemented similarly to the provisions in Article 6 of these Regulations.

###### **2. Establishing the List of shareholders entitled to attend and notifying the convening of the General Meeting of Shareholders**

a. The establishment of the list of shareholders entitled to attend the online General Meeting and the notification of the record date shall be implemented similarly to the provisions in Article 7 and Article 8 of these Regulations.

b. The notification of convening the online General Meeting of Shareholders shall be implemented as prescribed in Article 9 of these Regulations. The meeting invitation must clearly specify the



methods for registration and participation in the online meeting, the electronic voting procedures, and must provide a link to the complete set of meeting documents for shareholders' access.

### 3. Procedures for registration to attend the General Meeting of Shareholders

Shareholders or their authorized representatives (if any) attending the meeting via online conference or electronic voting shall access the online General Meeting system to perform attendance registration. The Company shall provide each shareholder with one (01) username and a corresponding password to access the aforementioned system. Specific instructions shall be recorded in the Meeting Invitation and the Regulations on Organizing the General Meeting of Shareholders.

### 4. Authorization for representatives to attend the General Meeting of Shareholders

The authorization for representatives to attend the online General Meeting of Shareholders and electronic voting shall be implemented as prescribed in Article 16 of the Company's Charter and the methods prescribed in the Meeting Invitation.

### 5. Conditions for conducting the General Meeting of Shareholders

The online General Meeting of Shareholders shall be conducted when it satisfies the provisions set forth in Article 19 of the Company's Charter.

### 6. Voting, vote counting, and notification of vote counting results

a. The voting methods at the online General Meeting of Shareholders and electronic voting shall be prescribed in detail in the Regulations on Organizing the General Meeting of Shareholders for each specific meeting.

b. Shareholders attending via online meeting or electronic voting shall access the online General Meeting system as prescribed in Clause 3 of this Article to perform voting/election. When a shareholder casts an electronic vote, the opinions "For", "Against", "Abstain" for each voting content and the number of election votes for each candidate shall be recorded on the online General Meeting system.

c. The Vote Counting Committee shall inspect, summarize, and report the vote counting results for each issue to the Chairperson. The results shall be announced by the Chairperson immediately before the closing of the meeting.

### 7. Forms and conditions for adopting Resolutions of the General Meeting of Shareholders

a. The forms of adopting resolutions of the General Meeting of Shareholders shall be implemented similarly to the provisions in Article 18 of these Regulations.

b. Conditions for resolutions to be adopted at the General Meeting of Shareholders are prescribed in Article 21 of the Company's Charter.

### 8. Establishing Resolutions and Minutes of the online General Meeting of Shareholders

The establishment of resolutions and minutes of the General Meeting of Shareholders shall be implemented in accordance with Article 23 of the Company's Charter.

#### **9. Methods for challenging Resolutions and Minutes of the General Meeting of Shareholders**

The methods for challenging Resolutions and Minutes of the General Meeting of Shareholders adopted via online meeting or electronic voting shall be implemented as prescribed in Article 20 of these Regulations.

#### **10. Disclosure of Minutes and Resolutions of the General Meeting of Shareholders**

The disclosure of resolutions and minutes of the General Meeting of Shareholders shall be implemented similarly to the provisions in Article 22 of these Regulations.

### **CHAPTER III: THE BOARD OF DIRECTORS**

#### **Article 25. Candidacy and nomination of members of the Board of Directors**

1. In the event that candidates have been identified in advance, information related to the candidates for the Board of Directors shall be included in the meeting documents of the General Meeting of Shareholders and disclosed on the Company's website at least 10 days prior to the opening date of the General Meeting of Shareholders. This allows shareholders to research these candidates before casting their votes. Candidates for the Board of Directors must provide a written commitment regarding the truthfulness, accuracy, and reasonableness of their disclosed personal information. They must also commit to performing their duties honestly if elected as a member of the Board of Directors. Information to be disclosed regarding candidates for the Board of Directors includes the following:

- a) Full name, date of birth;
- b) Professional qualifications;
- c) Working history;
- d) Other management positions (including Board of Directors positions in other companies);
- e) Interests related to the Company and the Company's related parties;
- f) Other information (if any);
- g) Public companies are responsible for disclosing information about the companies in which the candidate is holding a position as a member of the Board of Directors, other management positions, and the candidate's related interests to the Company (if any).

2. Shareholders or groups of shareholders owning 10% or more of the total ordinary shares have the right to nominate candidates for the Board of Directors in accordance with the Law on Enterprises, Clause 3, Article 12 of the Company's Charter, and the following specific regulations:



- a) Shareholders or groups of shareholders owning from 10% to less than 20% of the total ordinary shares have the right to nominate a maximum of 01 candidate for the Board of Directors;
  - b) Shareholders or groups of shareholders owning from 20% to less than 30% of the total ordinary shares have the right to nominate a maximum of 02 candidates for the Board of Directors;
  - c) Shareholders or groups of shareholders owning from 30% to less than 40% of the total ordinary shares have the right to nominate a maximum of 03 candidates for the Board of Directors;
  - d) Shareholders or groups of shareholders owning from 40% to less than 50% of the total ordinary shares have the right to nominate a maximum of 04 candidates for the Board of Directors;
  - e) Shareholders or groups of shareholders owning from 50% or more of the total ordinary shares have the right to nominate a full number of candidates for the Board of Directors.
3. In the event that the number of candidates for the Board of Directors through nomination and candidacy is still insufficient as required by Clause 5, Article 115 of the Law on Enterprises, the incumbent Board of Directors may introduce additional candidates or organize nominations according to the Company's Charter, Internal Regulations on Corporate Governance, and the Operational Regulations of the Board of Directors. The introduction of additional candidates by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with the law.
4. Members of the Board of Directors must meet the criteria and conditions specified in Clause 1 and Clause 2, Article 155 of the Law on Enterprises.

#### **Article 26. Composition and term of office of members of the Board of Directors**

1. The number of members of the Board of Directors is from 03 to 07 persons. The term of office of members of the Board of Directors is 05 years, and they may be re-elected for an unlimited number of terms.

2. The composition of the Board of Directors is as follows:

The composition of the Company's Board of Directors must ensure that at least 1/3 of the total members are non-executive members. The Company minimizes the number of members of the Board of Directors concurrently holding executive positions in the Company to ensure the independence of the Board of Directors.

In case the company becomes an unlisted public company operating under the model specified in Point b, Clause 1, Article 137 of the Law on Enterprises, the structure of members of the Board of Directors of the company must ensure that at least 1/5 of the total members are independent members. In case the number of members of the Board of Directors of an unlisted public company operating under the above model is less than 05 persons, the Company must ensure that 01 member of the Board of Directors is an independent member.

In case the company becomes a listed company, the total number of independent members of the Board of Directors must ensure the following provisions:

- a) There is at least 01 independent member in case the company has from 03 to 05 members of the Board of Directors;
- b) There are at least 02 independent members in case the company has from 06 to 08 members of the Board of Directors;
- c) There are at least 03 independent members in case the company has from 09 to 11 members of the Board of Directors.

3. A member of the Board of Directors shall no longer have the status of a member of the Board of Directors in the following cases:

- a) Not meeting the qualifications to be a member of the Board of Directors as prescribed by the Law on Enterprises or being prohibited by law from being a member of the Board of Directors;
- b) Submitting a resignation letter;
- c) Due to a shareholder or group of shareholders proposing a change of representative;
- d) Suffering from a mental disorder and other members of the Board of Directors have professional evidence proving that such person no longer has civil act capacity;
- e) Failing to attend meetings of the Board of Directors for 06 consecutive months, except in cases of force majeure;
- f) According to a decision of the General Meeting of Shareholders;
- g) Providing false personal information when submitting to the Company as a candidate for the Board of Directors;
- h) Other cases as prescribed by law and the Company's Charter.

4. The election, dismissal, removal, and supplementary election of members of the Board of Directors shall be implemented in accordance with Article 160 of the Law on Enterprises.

5. Members of the Board of Directors are not necessarily shareholders of the Company.

#### **Article 27. Powers and obligations of the Board of Directors**

1. The Board of Directors is the managing body of the Company, having full authority to make decisions in the name of the Company, and to exercise the rights and obligations of the Company, except for those rights and obligations falling under the authority of the General Meeting of Shareholders.

2. The powers and obligations of the Board of Directors shall be prescribed by law, the Company's Charter, and the General Meeting of Shareholders. Specifically, the Board of Directors has the following powers and obligations:



- a) Deciding on the Company's medium-term and annual development strategies and plans;
- b) Proposing the types of shares and the total number of shares of each type authorized to be offered for sale;
- c) Deciding on the sale of unsold shares within the number of shares authorized to be offered for sale of each type; deciding on mobilizing additional capital in other forms;
- d) Deciding on the selling price of the Company's shares and bonds;
- e) Deciding on the repurchase of shares in accordance with Clauses 1 and 2, Article 133 of the Law on Enterprises;
- f) Deciding on investment plans and investment projects within its authority and limits prescribed by law;
- g) Deciding on solutions for market development, marketing, and technology;
- h) Approving contracts for purchase, sale, borrowing, lending, and other contracts and transactions valued at 35% or more of the total asset value recorded in the Company's most recent financial statements, and contracts and transactions falling under the decision-making authority of the General Meeting of Shareholders as prescribed in Point d, Clause 2, Article 138, and Clauses 1 and 3, Article 167 of the Law on Enterprises;
- i) Electing, dismissing, and removing the Chairman of the Board of Directors; appointing, dismissing, signing contracts, and terminating contracts with the General Director and other important managers as prescribed by the Company's Charter; deciding on the salaries, remuneration, bonuses, and other benefits of such managers; appointing authorized representatives to participate in the Members' Council or the General Meeting of Shareholders of other companies, and deciding on the remuneration and other benefits of such persons;
- j) Supervising and directing the General Director and other managers in the daily business operations of the Company;
- k) Deciding on the organizational structure and internal management regulations of the Company, deciding on the establishment of subsidiaries, branches, representative offices, and the contribution of capital or purchase of shares of other enterprises;
- l) Approving the agenda and contents of documents for the General Meeting of Shareholders, convening the General Meeting of Shareholders, or collecting opinions for the General Meeting of Shareholders to adopt resolutions;
- m) Submitting the audited annual financial statements to the General Meeting of Shareholders;
- n) Proposing the level of dividends to be paid; deciding on the time limit and procedures for paying dividends or handling losses arising during business operations;

- o) Proposing the reorganization or dissolution of the Company; requesting the bankruptcy of the Company;
- p) Deciding on the promulgation of the Operational Regulations of the Board of Directors, and the Internal Regulations on Corporate Governance after being approved by the General Meeting of Shareholders; and the Regulations on information disclosure of the Company;
- q) Other powers and obligations as prescribed by the Law on Enterprises, the Law on Securities, other legal provisions, and the Company's Charter.

3. The Board of Directors must report to the General Meeting of Shareholders on the operational results of the Board of Directors in accordance with Article 280 of Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government detailing the implementation of several articles of the Law on Securities.

**Article 28. Remuneration, salaries, and other benefits of members of the Board of Directors**

1. The Company has the right to pay remuneration and bonuses to members of the Board of Directors based on business performance and efficiency.
2. Members of the Board of Directors are entitled to job remuneration and bonuses.
3. Job remuneration is calculated based on the number of working days necessary to complete the duties of the members of the Board of Directors and the daily remuneration rate. The Board of Directors shall estimate the remuneration for each member based on the principle of consensus. The total amount of remuneration and bonuses for the Board of Directors shall be decided by the General Meeting of Shareholders at the annual meeting.
4. The remuneration of each member of the Board of Directors is included in the Company's business expenses in accordance with the law on corporate income tax, must be presented as a separate item in the Company's annual financial statements, and must be reported to the General Meeting of Shareholders at the annual meeting.
5. Members of the Board of Directors have the right to be reimbursed for all travel, accommodation, meals, and other reasonable expenses incurred while performing their duties as members of the Board of Directors, including expenses arising from attending meetings of the General Meeting of Shareholders, the Board of Directors, or committees of the Board of Directors.
6. The Company may purchase liability insurance for members of the Board of Directors after receiving approval from the General Meeting of Shareholders. This insurance does not cover liabilities related to the violation of law and the Company's Charter by members of the Board of Directors.



#### **Article 29. Chairman of the Board of Directors**

1. The Chairman of the Board of Directors shall be elected, dismissed, or removed by the Board of Directors from among the members of the Board of Directors.
2. The Chairman of the Board of Directors shall not concurrently hold the position of General Director.
3. The Chairman of the Board of Directors has the following rights and obligations:
  - a) Formulating the program and operational plans of the Board of Directors;
  - b) Preparing the agenda, content, and documents for meetings; convening, presiding over, and chairing meetings of the Board of Directors;
  - c) Organizing the adoption of resolutions and decisions of the Board of Directors;
  - d) Supervising the process of organizing the implementation of resolutions and decisions of the Board of Directors;
4. In the event the Chairman of the Board of Directors submits a resignation letter or is dismissed/removed, the Board of Directors must elect a replacement within 10 days from the date of receiving the resignation letter or the date of dismissal/removal.
5. In the event that the Chairman of the Board of Directors is absent or unable to perform his/her duties, he/she must authorize another member in writing to exercise the rights and obligations of the Chairman of the Board of Directors. In the event that no person is authorized or the Chairman of the Board of Directors dies, is missing, is held in custody, is serving an imprisonment sentence, is serving an administrative handling measure at a compulsory detoxification establishment or compulsory educational establishment, absconds from his/her place of residence, has limited or lost civil act capacity, has difficulty in perceiving or controlling acts, or is prohibited by the Court from holding certain positions, practicing certain occupations or doing certain jobs, the remaining members shall elect one person among them to hold the position of Chairman of the Board of Directors according to the principle of majority of the remaining members until there is a new decision by the Board of Directors.

#### **Article 30. Meetings of the Board of Directors**

1. The Chairman of the Board of Directors shall be elected in the first meeting of the Board of Directors within 07 working days from the date of completion of that Board of Directors' election. This meeting shall be convened and chaired by the member who receives the highest number of votes or the highest ratio of votes. In the event that more than one member receives the same highest number or ratio of votes, the members shall elect by majority to choose one person among them to convene the Board of Directors meeting.
2. The Board of Directors must meet at least once every quarter and may hold extraordinary meetings.

3. The Chairman of the Board of Directors shall convene a meeting of the Board of Directors in the following cases:

- a) Upon the request of the Supervisory Board or an independent member of the Board of Directors;
- b) Upon the request of the General Director or at least 05 other corporate managers;
- c) Upon the request of at least 02 members of the Board of Directors;

4. The requests prescribed in Clause 3 of this Article must be made in writing, clearly stating the purpose, issues to be discussed, and decisions within the authority of the Board of Directors.

5. The Chairman of the Board of Directors must convene a meeting of the Board of Directors within 07 working days from the date of receiving the request prescribed in Clause 3 of this Article. In the event the Chairman does not convene a meeting upon request, the Chairman shall be responsible for any damages arising to the Company; the requesters have the right to convene the Board of Directors meeting in place of the Chairman.

6. The Chairman of the Board of Directors or the convener of the Board of Directors meeting must send a meeting invitation at least 03 working days before the meeting date. The meeting invitation must specify the specific time and venue, agenda, issues to be discussed, and decisions. The invitation must be accompanied by documents to be used at the meeting and voting ballots for members.

The meeting invitation for the Board of Directors may be sent by invitation letter, telephone, fax, electronic means, or other methods prescribed by the Company's Charter and must ensure delivery to the contact address of each member of the Board of Directors registered with the Company.

7. The Chairman of the Board of Directors or the convener must send the meeting invitation and accompanying documents to the members of the Supervisory Board in the same manner as to the members of the Board of Directors.

Members of the Supervisory Board have the right to attend meetings of the Board of Directors and have the right to join discussions but are not entitled to vote.

8. A meeting of the Board of Directors shall be conducted when at least 3/4 of the total members are present. In the event that a meeting convened according to this Clause does not have enough attending members as prescribed, a second meeting shall be convened within 07 days from the intended date of the first meeting. In this case, the meeting shall be conducted if more than half of the members of the Board of Directors are present.

9. A member of the Board of Directors is considered to have attended and voted at a meeting in the following cases:

- a) Attending and voting in person at the meeting;
- b) Authorizing another person to attend the meeting and vote as prescribed in Clause 11 of this Article;



- c) Attending and voting via online conference, electronic voting, or other electronic forms;
- d) Sending voting ballots to the meeting via mail, fax, or email;

10. In the case of sending voting ballots to the meeting via mail, the voting ballots must be contained in sealed envelopes and must be delivered to the Chairman of the Board of Directors at least 01 hour before the opening. Voting ballots shall only be opened in the presence of all attendees.

11. Members must attend all meetings of the Board of Directors. A member may authorize another person to attend the meeting and vote if approved by a majority of the members of the Board of Directors.

12. Resolutions and decisions of the Board of Directors shall be adopted if approved by a majority of the attending members; in the event of an equal number of votes, the final decision shall rest with the side that has the opinion of the Chairman of the Board of Directors.

13. The Chairman of the Board of Directors has the right to decide on collecting written opinions from members of the Board of Directors to adopt issues within the authority of the Board of Directors. An opinion form must include the following primary contents: issues for which opinions are collected, full names of the members of the Board of Directors, the voting method, and the deadline for returning the opinion form. The deadline for members of the Board of Directors to return the completed written opinion form is 03 working days from the time they receive the opinion form along with relevant documents via email, fax, or mail at their registered contact address. Resolutions adopted in the form of collecting written opinions shall be approved based on the approving opinions of a majority of the members of the Board of Directors who are entitled to vote. Such resolutions shall have the same effect and validity as resolutions adopted at a meeting.

#### **Article 31. Committees under the Board of Directors**

1. The Board of Directors may establish specialized committees to be in charge of development policy, human resources, remuneration, and internal audit. The number of members for each committee shall be decided by the Board of Directors, but should preferably include at least 03 persons, consisting of members of the Board of Directors and external members. Independent members of the Board of Directors/non-executive members of the Board of Directors should constitute a majority in the committee, and one of these members shall be appointed as the Chairman of the committee according to the decision of the Board of Directors. The activities of the committee must comply with the regulations of the Board of Directors. A resolution of the committee shall only take effect when a majority of members attend and vote at the committee meeting.

2. The implementation of decisions of the Board of Directors, or of committees under the Board of Directors, or of persons acting as committee members must comply with current legal provisions and the Company's Charter.

**Article 32. Person in charge of corporate governance**

1. The Board of Directors of the Company shall appoint at least 01 person in charge of corporate governance to support corporate governance activities at the enterprise. The person in charge of corporate governance may concurrently serve as the Company Secretary as prescribed in Clause 5, Article 156 of the Law on Enterprises. The person in charge of corporate governance may be dismissed according to the decision of the Board of Directors. Notification regarding the appointment or dismissal of the person in charge of corporate governance shall be implemented in accordance with the Company's Charter and legal provisions.

2. The person in charge of corporate governance must not concurrently work for the approved auditing firm that is currently auditing the Company's financial statements.

3. The person in charge of corporate governance has the following rights and obligations:

- a) Advising the Board of Directors on organizing the General Meeting of Shareholders in accordance with regulations and relevant tasks between the Company and shareholders;
- b) Preparing for meetings of the Board of Directors, the Supervisory Board, and the General Meeting of Shareholders upon the request of the Board of Directors or the Supervisory Board;
- c) Advising on the procedures of meetings;
- d) Attending meetings;
- e) Advising on the procedures for drafting resolutions of the Board of Directors in accordance with legal provisions;
- f) Providing financial information, copies of minutes of the Board of Directors, and other information to members of the Board of Directors and the Supervisory Board;
- g) Supervising and reporting on the Company's information disclosure activities;
- h) Acting as a contact point for parties with related interests;
- i) Maintaining information confidentiality in accordance with legal provisions and the Company's Charter;
- j) Other rights and obligations as prescribed by legal provisions and the Company's Charter.



## **CHAPTER IV: GENERAL DIRECTORS AND OTHER EXECUTIVES**

### **Article 33. Organization of the management apparatus**

The Company's management system must ensure that the management apparatus is responsible to the Board of Directors and is subject to the supervision and direction of the Board of Directors in the daily business operations of the Company. The Company shall have a General Director, Deputy General Directors, a Chief Accountant, and other management positions appointed by the Board of Directors. The appointment, dismissal, and removal of the aforementioned positions must be approved via resolutions or decisions of the Board of Directors.

### **Article 34. Company Executive**

1. Company Executives include the General Director, Deputy General Directors (if any), and the Chief Accountant.
2. Based on the proposal of the General Director and the approval of the Board of Directors, the Company may recruit other executives with the quantity and criteria suitable for the Company's organizational structure and management regulations as decided by the Board of Directors. Corporate executives have the responsibility to work diligently to support the Company in achieving its stated operational and organizational goals.
3. The General Director shall be paid a salary and bonuses. The salary and bonuses of the General Director shall be decided by the Board of Directors.
4. Salaries of executives shall be included in the Company's business expenses in accordance with the law on corporate income tax, presented as a separate item in the Company's annual financial statements, and must be reported to the Annual General Meeting of Shareholders.

### **Article 35. Appointment, dismissal, duties and powers of the General Director**

1. The Board of Directors shall appoint one (01) member of the Board of Directors or another person to serve as the General Director; sign a contract which specifies remuneration, salary, and other benefits. The salary, bonuses, and other benefits of the General Director shall be presented as a separate item in the Company's annual financial statements and reported to the General Meeting of Shareholders at the annual meeting.
2. The General Director is the person who manages the daily business operations of the Company; is subject to the supervision of the Board of Directors; and is responsible to the Board of Directors and before the law for the exercise of assigned powers and duties.
3. The term of office of the General Director shall not exceed five (05) years and he/she may be re-appointed for an unlimited number of terms. The General Director must satisfy the criteria and conditions as prescribed by law and the Company's Charter.
4. The General Director has the following powers and duties:

- a) Deciding on issues related to the daily business operations of the Company that do not fall under the authority of the Board of Directors;
- b) Organizing the implementation of resolutions and decisions of the Board of Directors;
- c) Organizing the implementation of business plans and investment projects of the Company;
- d) Recommending organizational structure plans and internal management regulations of the Company;
- e) Appointing, dismissing, and removing management positions in the Company, except for those within the authority of the Board of Directors;
- f) Deciding on salaries and other benefits for employees in the Company, including managers whose appointment falls under the authority of the General Director;
- g) Recruiting employees;
- h) Recommending plans for dividend payment or handling business losses;
- i) Other powers and duties in accordance with the law, the Company's Charter, and resolutions and decisions of the Board of Directors.

5. The Board of Directors may dismiss the General Director when a majority of the members of the Board of Directors with voting rights present at the meeting approve and appoint a new General Director as a replacement. Notifications regarding the appointment, dismissal, removal, signing, and termination of contracts with the General Director shall be carried out in accordance with the Company's Charter and legal provisions.

## **CHAPTER V: SUPERVISORY BOARD**

### **Article 36. Candidacy and nomination of members of the Supervisory Board (Supervisors)**

1. The candidacy and nomination of members of the Supervisory Board shall be implemented similarly to the provisions in Clause 1 and Clause 2, Article 25 of the Company's Charter.
2. In the event that the number of candidates for the Supervisory Board through nomination and candidacy is still insufficient, the incumbent Supervisory Board may nominate additional candidates or organize the nomination according to the provisions of the Company's Charter, the Internal Regulations on Corporate Governance, and the Operational Regulations of the Supervisory Board. The introduction of additional candidates by the incumbent Supervisory Board must be clearly announced before the General Meeting of Shareholders votes to elect members of the Supervisory Board in accordance with the law.



### **Article 37. Composition of the Supervisory Board**

1. The number of members of the Company's Supervisory Board is 03 persons. The term of office of a member of the Supervisory Board shall not exceed 05 years and they may be re-elected for an unlimited number of terms.
2. Members of the Supervisory Board must satisfy the criteria and conditions as prescribed in Article 169 of the Law on Enterprises and must not fall into the following cases:
  - a) Working in the accounting or finance department of the Company;
  - b) Being a member or employee of the independent auditing firm that performed the audit of the Company's financial statements in the 03 preceding years.
3. A member of the Supervisory Board shall be dismissed in the following cases:
  - a) No longer meeting the criteria and conditions to be a member of the Supervisory Board as prescribed in Clause 2 of this Article;
  - b) Submitting a resignation letter and having it approved;
4. A member of the Supervisory Board shall be removed in the following cases:
  - a) Failing to fulfill assigned duties or tasks;
  - b) Failing to exercise their rights and obligations for 06 consecutive months, except in cases of force majeure;
  - c) Committing multiple or serious violations of the obligations of a member of the Supervisory Board as prescribed by the Law on Enterprises and the Company's Charter;
  - d) Other cases according to the resolution of the General Meeting of Shareholders.

### **Article 38. Head of the Supervisory Board**

1. The Head of the Supervisory Board shall be elected by the Supervisory Board from among its members; the election, dismissal, and removal shall be implemented based on the principle of majority. More than half of the members of the Supervisory Board must reside in Vietnam. The Head of the Supervisory Board must possess a university degree or higher in one of the following majors: economics, finance, accounting, auditing, law, business administration, or a major related to the business activities of the enterprise..
2. Rights and obligations of the Head of the Supervisory Board:
  - a) Convening meetings of the Supervisory Board;
  - b) Requesting the Board of Directors, the General Director, and other executives to provide relevant information for reporting to the Supervisory Board;

c) Preparing and signing reports of the Supervisory Board after consulting the Board of Directors to submit to the General Meeting of Shareholders.

#### **Article 39. Rights and obligations of the Supervisory Board**

The Supervisory Board has the rights and obligations as prescribed in Article 170 of the Law on Enterprises and the following rights and obligations:

1. Proposing and recommending the General Meeting of Shareholders to approve the list of approved auditing organizations to audit the Company's financial statements; deciding on the approved auditing organization to inspect the Company's operations, and dismissing the approved auditors when deemed necessary.
2. Being responsible to shareholders for its supervisory activities.
3. Supervising the financial situation of the Company and the compliance with the law in the activities of members of the Board of Directors, the General Director, and other executives.
4. Ensuring coordination of activities with the Board of Directors, the General Director, and shareholders.
5. In the event of detecting a violation of the law or the Company's Charter by a member of the Board of Directors, the General Director, or other corporate executives, the Supervisory Board must notify the Board of Directors in writing within 48 hours, requesting the violator to cease the violation and provide remedial measures for any consequences.
6. Formulating the Operational Regulations of the Supervisory Board and submitting them to the General Meeting of Shareholders for approval.
7. Reporting to the General Meeting of Shareholders in accordance with Article 290 of Decree No. 155/2020/NĐ-CP dated December 31, 2020, of the Government detailing the implementation of several articles of the Law on Securities.
8. Having the right to access the Company's records and documents stored at the head office, branches, and other locations; having the right to visit the working locations of management personnel and employees of the Company during working hours.
9. Having the right to request the Board of Directors, members of the Board of Directors, the General Director, and other managers to provide full, accurate, and timely information and documents regarding the management, administration, and business operations of the Company.
10. Other rights and obligations as prescribed by law and this Charter.

#### **Article 40. Meetings of the Supervisory Board**

1. The Supervisory Board must meet at least 02 times per year; the number of members attending the meeting must be at least 2/3 of the total members of the Supervisory Board. The minutes of



the Supervisory Board meetings must be prepared in a detailed and clear manner. The person recording the minutes and the members of the Supervisory Board attending the meeting must sign the minutes of the meeting. The minutes of the Supervisory Board meetings must be archived to determine the responsibility of each member of the Supervisory Board.

2. The Supervisory Board has the right to request members of the Board of Directors, the General Director, and representatives of the approved auditing organization to attend and answer issues that need to be clarified.

#### **Article 41. Salaries, remuneration, bonuses, and other benefits of members of the Supervisory Board**

Salaries, remuneration, bonuses, and other benefits of members of the Supervisory Board shall be implemented according to the following provisions:

1. Members of the Supervisory Board shall be paid salaries, remuneration, bonuses, and other benefits as decided by the General Meeting of Shareholders. The General Meeting of Shareholders shall decide on the total amount of salaries, remuneration, bonuses, other benefits, and the annual operating budget of the Supervisory Board.

2. Members of the Supervisory Board shall be reimbursed for expenses for meals, accommodation, travel, and the costs of using independent consultancy services at reasonable rates. The total remuneration and these expenses shall not exceed the total annual operating budget of the Supervisory Board approved by the General Meeting of Shareholders, unless otherwise decided by the General Meeting of Shareholders.

3. Salaries and operating expenses of the Supervisory Board shall be included in the Company's business expenses in accordance with the law on corporate income tax and other relevant legal provisions and must be presented as a separate item in the Company's annual financial statements.

### **CHAPTER VI: OTHER ACTIVITIES**

#### **Article 42. Coordination of activities among the Board of Directors, the Supervisory Board, and the General Director**

1. The Board of Directors and the Supervisory Board shall coordinate closely and regularly to exercise their rights and perform their duties in accordance with the Company's Charter and the law.

2. The Chairman of the Board of Directors shall invite the Supervisory Board to attend all meetings of the Board of Directors. Meeting invitations and accompanying documents must be sent to the Supervisors at the same time they are sent to members of the Board of Directors. All resolutions and decisions of the Board of Directors must be sent to the Supervisory Board as prescribed.

The Board of Directors is responsible for notifying its resolutions and decisions to the General Director for implementation.

3. Based on its functions, duties, and powers, the Board of Directors shall determine the policies, guidelines, and management regulations as a basis for the General Director to implement production and business activities; simultaneously, it shall approve plans, business schemes, reports, and proposals submitted by the General Director that fall under the Board of Directors' authority for consideration and decision.

4. The General Director and the Supervisory Board have the right to request the Chairman of the Board of Directors to convene a Board of Directors meeting to consider and decide on issues within its authority; the request must clearly state the content, purpose, and issues for which opinions are sought.

5. The Board of Directors shall prescribe a reporting regime to grasp the Company's operational situation. The General Director is responsible for maintaining the reporting regime to the Board of Directors in a timely, full, and accurate manner so that the Board of Directors can grasp the situation of the Company's production and business activities.

6. The Board of Directors shall decide on rewards and discipline regarding the fulfillment or non-fulfillment of resolutions and other authorized issues of the Board of Directors by the General Director.

7. The General Director is responsible for managing tasks in accordance with the Charter, Resolutions, authorizations/assignments/directions of the Board of Directors/Chairman of the Board of Directors, in compliance with legal provisions.

8. In meetings of the Supervisory Board, the Supervisory Board has the right to request the General Director and/or the Board of Directors to attend and answer issues of concern to the Supervisors.

9. Supervisors have the right to request the General Director to create conditions for accessing records and documents related to the production and business activities of the Company.

The annual evaluation regarding rewards and discipline for members of the Board of Directors, members of the Supervisory Board, the General Director, and other corporate executives shall be implemented according to the regulations on rewards and discipline issued by the Company from time to time. Members of the Board of Directors, the Supervisory Board, and the General Director shall coordinate in performing their management, supervisory, and executive functions in accordance with their assigned duties and powers, ensuring transparency, efficiency, and compliance with the law and this Charter.

#### **Article 43. Financial statements and annual reports**

1. The Company must prepare annual financial statements, and such annual financial statements must be audited in accordance with the law. The Company shall disclose the audited annual financial statements in accordance with the law on information disclosure on the securities market and submit them to the competent State agencies.



2. Annual financial statements must include full reports, appendices, and notes in accordance with the law on corporate accounting. The annual financial statements must reflect the Company's operational situation in an honest and objective manner.
3. The Company must prepare and disclose reviewed semi-annual financial statements and quarterly financial statements in accordance with the law on information disclosure on the securities market and submit them to the competent State agencies.
4. The Company must prepare and disclose Annual Reports in accordance with the law on securities and the stock market (if any).

## **CHAPTER VII: INTERNAL DISPUTE RESOLUTION**

### **Article 44. Internal Dispute Resolution**

1. In the event of a dispute or complaint related to the Company's operations or the rights and obligations of shareholders as prescribed in the Law on Enterprises, other legal provisions, the Company's Charter, and regulations between:
  - a) Shareholders and the Company;
  - b) Shareholders and the Board of Directors, the Supervisory Board, the General Director, or other executives;
  - c) The related parties shall endeavor to resolve such dispute through negotiation and conciliation. Except for disputes related to the Board of Directors or the Chairman of the Board of Directors, the Chairman of the Board of Directors shall preside over the dispute resolution and request each party to present information related to the dispute within 15 working days from the date the dispute arises. In the event of a dispute related to the Board of Directors or the Chairman of the Board of Directors, any party may request the appointment of an independent expert to act as a mediator for the dispute resolution process.
2. In the event that a conciliation decision is not reached within 06 weeks from the beginning of the conciliation process, or if the decision of the mediator is not accepted by the parties, either party may bring the dispute to Economic Arbitration or an Economic Court.
3. Each party shall bear its own costs related to the negotiation and conciliation procedures. The payment of court fees shall be implemented in accordance with the Court's judgment.

## CHAPTER VIII: ENFORCEMENT PROVISIONS

### Article 45. Effective date

1. These Regulations consist of 08 chapters and 45 articles, which were adopted by the General Meeting of Shareholders of Dong Son Holdings Joint Stock Company on April 22, 2026, at the 2026 Extraordinary General Meeting of Shareholders.

2. These Regulations are prepared in 05 copies with equal legal validity.

Copies or extracts of these Regulations shall be valid when bearing the signature of the Chairman of the Board of Directors or at least one-half (1/2) of the total members of the Board of Directors.

**ON BEHALF OF THE GENERAL  
MEETING OF SHAREHOLDERS**

**CHAIRPERSON**   
  
**NGUYEN THI MINH HUE**





**OPERATION REGULATIONS OF  
THE BOARD OF DIRECTORS  
DONG SON HOLDINGS JOINT STOCK COMPANY**

April 2026

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## **Chapter I: GENERAL PROVISIONS**

### **Article 1. Scope of regulation and applicable subjects**

#### **1. Scope of regulation:**

The Operational Regulations of the Board of Directors prescribe the organizational structure, personnel, operational principles, powers, and obligations of the Board of Directors and its members to operate in accordance with the Law on Enterprises, the Company's Charter, and other relevant legal provisions.

#### **2. Applicable subjects:**

These Regulations apply to the Board of Directors and its members.

### **Article 2. Operational principles of the Board of Directors**

1. The Board of Directors works on the principle of collectivism. Members of the Board of Directors shall be personally responsible for their assigned tasks and jointly responsible before the General Meeting of Shareholders and the law for the resolutions and decisions of the Board of Directors regarding the development of the Company.

2. The Board of Directors assigns the General Director the responsibility to organize and execute the implementation of resolutions and decisions of the Board of Directors.

## **Chapter II: MEMBERS OF THE BOARD OF DIRECTORS**

### **Article 3. Rights and obligations of members of the Board of Directors**

1. Members of the Board of Directors have full rights as prescribed by the Law on Enterprises, the Law on Securities, relevant laws, and the Company's Charter, including the right to be provided with information and documents regarding the financial situation and business operations of the Company and its units.

2. Members of the Board of Directors have obligations as prescribed by the Company's Charter and the following obligations:

a) Performing their duties honestly and prudently for the best interests of the shareholders and the Company;

b) Attending all meetings of the Board of Directors and providing opinions on issues brought for discussion;

c) Reporting timely and fully to the Board of Directors on the remuneration received from subsidiaries, associate companies, and other organizations;

d) Reporting to the Board of Directors at the nearest meeting regarding transactions between the Company, subsidiaries, or other companies in which the Company holds control of over 50% of the charter capital with that member or their related persons; and transactions between the Company and companies in which the member of the Board of Directors is a founding member or a corporate manager within the 03 most recent years prior to the transaction date;

d) Performing information disclosure when executing transactions of the Company's shares in accordance with the law.

3. Each independent member of the Board of Directors of a listed company must prepare a report assessing the activities of the Board of Directors.

**Article 4. Right to be provided with information of members of the Board of Directors**

1. Members of the Board of Directors have the right to request the General Director, Deputy General Directors (if any), and other managers in the Company to provide information and documents regarding the financial situation and business operations of the Company and units within the Company.

2. Requested managers must provide information and documents in a timely, full, and accurate manner as requested by members of the Board of Directors. The order and procedures for requesting and providing information shall be implemented as prescribed by the Company's Charter.

**Article 5. Term of office and the number of members of the Board of Directors**

1. The number of members of the Board of Directors is 05 (five).

2. The term of office of members of the Board of Directors shall not exceed 05 years and they may be re-elected for an unlimited number of terms. An individual may only be elected as an independent member of the Board of Directors for no more than 02 consecutive terms.

3. In the event that all members of the Board of Directors end their terms at the same time, such members shall continue to serve until new members are elected to replace them and take over the work, unless otherwise prescribed by the Company's Charter.

4. The Company's Charter prescribes the specific number, rights, obligations, organizational methods, and coordination of activities of independent members of the Board of Directors.

**Article 6. Criteria and conditions for members of the Board of Directors**

1. A member of the Board of Directors must satisfy the following criteria and conditions:

- a) Not falling within the subjects prescribed in Clause 2, Article 17 of the Law on Enterprises;
- b) Possessing professional qualifications and experience in business administration or in the fields, sectors, or business lines of the Company, and not necessarily being a shareholder of the Company, unless otherwise prescribed by the Company's Charter;
- c) A member of the Board of Directors of the Company may concurrently serve as a member of the Board of Directors of another company;
- d) Other criteria and conditions as prescribed by the Company's Charter.

2. Independent members of the Board of Directors as prescribed in Point b, Clause 1, Article 137 of the Law on Enterprises must satisfy the following criteria and conditions:

- a) Not being a person currently working for the Company, the parent company, or subsidiaries of the Company; and not being a person who has worked for the Company, the parent company, or subsidiaries of the Company for at least the 03 preceding years;
- b) Not being a person who is currently receiving salary or remuneration from the Company, except for the allowances that members of the Board of Directors are entitled to as prescribed;



- c) Not being a person whose spouse, biological parents, adoptive parents, biological children, adoptive children, biological siblings are major shareholders of the Company; or are managers of the Company or its subsidiaries;
- d) Not being a person who directly or indirectly owns at least 01% of the total voting shares of the Company;
- d) Not being a person who served as a member of the Board of Directors or the Supervisory Board of the Company for at least the 05 preceding consecutive years, except for cases of appointment for 02 consecutive terms;
- e) Other criteria and conditions as prescribed by the Company's Charter.

3. Independent members of the Board of Directors must notify the Board of Directors if they no longer satisfy the criteria and conditions prescribed in Clause 2 of this Article and naturally cease to be an independent member from the date of non-compliance. The Board of Directors must report the case of an independent member no longer meeting the criteria and conditions at the nearest General Meeting of Shareholders or convene a General Meeting of Shareholders to elect a replacement or additional member within 06 months from the date of receiving the notice from the relevant independent member.

#### **Article 7. Chairman and Vice Chairman of the Board of Directors**

1. The Chairman of the Board of Directors shall be elected, dismissed, or removed by the Board of Directors from among the members of the Board of Directors.
2. The Chairman of the Board of Directors of the Company shall not concurrently hold the position of General Director.
3. The Chairman of the Board of Directors has the following rights and obligations:
  - a) Formulating the program and operational plans of the Board of Directors;
  - b) Prepare programs, contents and documents for the meeting; convening, presiding over and presiding over meetings of the Board of Directors;
  - c) Organizing the adoption of resolutions and decisions of the Board of Directors;
  - d) Supervising the process of organizing the implementation of resolutions and decisions of the Board of Directors;
  - d) Chairing the General Meeting of Shareholders;
  - e) Other rights and obligations as prescribed by the Law on Enterprises and the Company's Charter.
4. Depending on the decision of the Board of Directors in each period, the Board of Directors may elect a Vice Chairman of the Board of Directors to support the Chairman in exercising the rights and performing the duties prescribed in Clause 3 of this Article.
5. In the event that the Chairman of the Board of Directors submits a resignation letter or is dismissed/removed, the Board of Directors must elect a replacement within 10 (ten) days from

the date of receiving the resignation letter or the date of dismissal/removal. In the event that the Chairman of the Board of Directors is absent or unable to perform his/her duties, the Vice Chairman or another member of the Board of Directors authorized in writing shall exercise the rights and obligations of the Chairman in accordance with the principles prescribed in the Company's Charter. In the event that the Vice Chairman is absent and no person is authorized, or the Chairman dies, is missing, is held in custody, is serving an imprisonment sentence, is serving an administrative handling measure at a compulsory detoxification establishment or compulsory educational establishment, absconds from his/her place of residence, has limited or lost civil act capacity, has difficulty in perceiving or controlling acts, or is prohibited by the Court from holding certain positions, practicing certain occupations, or doing certain jobs, the remaining members shall elect one person among them to hold the position of Chairman according to the principle of majority of the remaining members until there is a new decision by the Board of Directors.

6. When deemed necessary, the Board of Directors shall decide to appoint a Company Secretary. The Company Secretary has the following rights and obligations:

- a) Assisting in organizing the convening of the General Meeting of Shareholders and Board of Directors meetings; recording meeting minutes;
- b) Assisting members of the Board of Directors in exercising their assigned rights and performing their assigned obligations;
- c) Assisting the Board of Directors in applying and implementing corporate governance principles;
- d) Assisting the Company in building shareholder relations and protecting the legitimate rights and interests of shareholders; ensuring compliance with obligations to provide information, publicize information, and administrative procedures;
- đ) Other rights and obligations as prescribed by the Company's Charter.

#### **Article 8. Dismissal, removal, replacement, and addition of members of the Board of Directors**

1. The General Meeting of Shareholders shall dismiss a member of the Board of Directors in the following cases:

- a) No longer meeting the criteria and conditions prescribed in Article 155 of the Law on Enterprises;
- b) Submitting a resignation letter and having it approved;
- c) Other cases as prescribed in the Company's Charter.

2. The General Meeting of Shareholders shall remove a member of the Board of Directors in the following cases:

- a) Failing to participate in the activities of the Board of Directors for 06 consecutive months, except in cases of force majeure;



b) Other cases as prescribed in the Company's Charter.

3. When deemed necessary, the General Meeting of Shareholders shall decide to replace members of the Board of Directors; or dismiss/remove members of the Board of Directors outside of the cases prescribed in Clause 1 and Clause 2 of this Article.

4. The Board of Directors must convene a General Meeting of Shareholders to elect additional members of the Board of Directors in the following cases:

a) The number of members of the Board of Directors is reduced by more than 1/3 (*one-third*) compared to the number prescribed in the Company's Charter. In this case, the Board of Directors must convene the General Meeting of Shareholders within 60 (*sixty*) days from the date the number of members is reduced by more than one-third;

b) The number of independent members of the Board of Directors falls below the minimum ratio required by law;

c) Except for the cases prescribed in Point a and Point b of this Clause, the General Meeting of Shareholders shall elect new members to replace those who have been dismissed or removed at the nearest meeting.

#### **Article 9. Methods for electing, dismissing, and removing members of the Board of Directors**

1. Shareholders or groups of shareholders owning 10% or more of the total ordinary shares have the right to nominate candidates for the Board of Directors in accordance with the Law on Enterprises, Clause 3, Article 12 of the Company's Charter, and specific regulations as follows:

a) Shareholders or groups of shareholders owning from 10% to less than 20% of the total ordinary shares have the right to nominate a maximum of 01 candidate for the Board of Directors;

b) Shareholders or groups of shareholders owning from 20% to less than 30% of the total ordinary shares have the right to nominate a maximum of 02 candidates for the Board of Directors;

c) Shareholders or groups of shareholders owning from 30% to less than 40% of the total ordinary shares have the right to nominate a maximum of 03 candidates for the Board of Directors;

d) Shareholders or groups of shareholders owning from 40% to less than 50% of the total ordinary shares have the right to nominate a maximum of 04 candidates for the Board of Directors;

e) Shareholders or groups of shareholders owning from 50% or more of the total ordinary shares have the right to nominate a full number of candidates for the Board of Directors.

2. In the event that the number of candidates for the Board of Directors through nomination and candidacy is still insufficient as required by Clause 5, Article 115 of the Law on Enterprises, the incumbent Board of Directors may introduce additional candidates or organize the nomination according to the provisions of the Company's Charter, Internal Regulations on Corporate Governance, and the Operational Regulations of the Board of Directors. The

introduction of additional candidates by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with the law.

3. Unless otherwise prescribed by the Company's Charter, the voting to elect members of the Board of Directors must be implemented via the method of cumulative voting, 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 accumulate all or part of their total votes for one or more candidates. Elected members of the Board of Directors shall be determined based on the number of votes from high to low, starting from the candidate with the highest number of votes until the required number of members as prescribed in the Company's Charter is reached. In the event that there are 02 or more candidates achieving the same number of votes for the last position of the Board of Directors, a re-election shall be conducted among the candidates with the same number of votes, or a selection shall be made according to the criteria of the election regulations or the Company's Charter.

4. The election, dismissal, and removal of members of the Board of Directors shall be decided by the General Meeting of Shareholders based on the principle of casting ballots.

#### **Article 10. Notification of election, dismissal, and removal of members of the Board of Directors**

1. Once candidates for the Board of Directors have been identified, the Company must disclose information related to these candidates at least 10 days before the opening date of the General Meeting of Shareholders on the Company's website so that shareholders can research these candidates before voting. Candidates for the Board of Directors must provide a written commitment regarding the truthfulness and accuracy of their disclosed personal information and must commit to performing their duties honestly, prudently, and for the highest interests of the Company if elected as a member of the Board of Directors.

Information related to candidates for the Board of Directors to be disclosed includes:

- a) Full name, date of birth;
- b) Professional qualifications;
- c) Working history;
- d) Other management positions (including positions on the Board of Directors of other companies);
- d) Interests related to the Company and related parties of the Company;
- e) Other information (if any) as prescribed in the Company's Charter;
- g) Public companies are responsible for disclosing information about the companies in which the candidate is holding a position as a member of the Board of Directors, other management



positions, and related interests to the Company of the candidate for the Board of Directors (if any).

2. The notification of results of the election, dismissal, and removal of members of the Board of Directors shall be implemented in accordance with the guidelines on information disclosure.

### **Chapter III: THE BOARD OF DIRECTORS**

#### **Article 11. Rights and obligations of the Board of Directors**

1. The Board of Directors is the management body of the Company, having full authority to make decisions and exercise the rights and obligations of the Company in the Company's name, except for those within the authority of the General Meeting of Shareholders.

2. The rights and obligations of the Board of Directors are prescribed by law, the Company's Charter, and the General Meeting of Shareholders. Specifically, the Board of Directors has the following powers and duties:

- a) Deciding on strategies, medium-term development plans, and annual business plans of the Company;
  - b) Recommending the types of shares and the total number of shares of each type authorized to be offered;
  - c) Deciding on the sale of unissued shares within the number of shares of each type authorized to be offered; deciding on raising additional capital in other forms;
  - d) Deciding on the selling price of the Company's shares and bonds;
  - d) Deciding on the redemption of shares in accordance with the provisions of Clause 1 and Clause 2, Article 133 of the Law on Enterprises;
  - e) Deciding on investment plans and investment projects within its authority and limits as prescribed by law;
  - g) Deciding on solutions for market development, marketing, and technology;
  - h) Approving contracts and transactions of purchase, sale, borrowing, lending, and other transactions valued at 35% or more of the total asset value recorded in the most recent financial statements of the Company, except for contracts and transactions under the authority of the General Meeting of Shareholders as prescribed by the Law on Enterprises and relevant laws;
- The approval of transactions between the public company and related parties shall be carried out in accordance with the provisions of Clause 5, Article 293 of Decree No. 155/2020/ND-CP and its amending and supplementing documents (if any).
- i) Electing, dismissing, and removing the Chairman of the Board of Directors; appointing, dismissing, and signing/terminating contracts with the General Director and other key managers as prescribed by the Company's Charter; deciding on salaries, remuneration, bonuses, and other benefits for such managers; appointing authorized representatives to participate in the Board of

Members or the General Meeting of Shareholders in other companies, and deciding on the remuneration levels and other benefits of such persons;

k) Supervising and directing the General Director and other managers in the daily business operations of the Company;

l) Deciding on the organizational structure and internal management regulations of the Company; deciding on the establishment of subsidiaries, branches, and representative offices, as well as capital contribution to or purchase of shares from other enterprises;

m) Approving the agenda and documents for the General Meeting of Shareholders; convening the General Meeting of Shareholders or collecting written opinions to adopt resolutions of the General Meeting of Shareholders;

n) Submitting audited annual financial statements to the General Meeting of Shareholders;

o) Recommending the dividend rate to be paid; deciding on the timeline and procedures for dividend payment or handling business losses;

p) Recommending the reorganization or dissolution of the Company; requesting the bankruptcy of the Company;

q) Deciding on the issuance of the Operational Regulations of the Board of Directors and the Internal Regulations on Corporate Governance after they are approved by the General Meeting of Shareholders; deciding on the issuance of the Operational Regulations of the Audit Committee under the Board of Directors and the Company's Regulations on Information Disclosure;

r) Other rights and obligations as prescribed by the Law on Enterprises, the Law on Securities, other legal provisions, and the Company's Charter.

3. The Board of Directors adopts resolutions and decisions by voting at meetings, collecting written opinions, or other forms as prescribed by the Company's Charter. Each member of the Board of Directors has one vote.

4. In the event that a resolution or decision adopted by the Board of Directors is contrary to the provisions of law, resolutions of the General Meeting of Shareholders, or the Company's Charter, causing damage to the Company, the members who approved such resolution or decision shall be jointly and personally responsible for that resolution or decision and must compensate the Company for the damage; members who opposed the adoption of such resolution or decision shall be exempt from liability. In this case, shareholders of the Company have the right to request the Court to suspend the implementation of or cancel the aforementioned resolution or decision.

#### **Article 12. Duties and powers of the Board of Directors in approving and signing transaction contracts**

1. The Board of Directors shall approve contracts and transactions with a value of less than 35% of the total asset value, or transactions that lead to a total value of transactions arising within



12 months from the date of the first transaction being less than 35% of the total asset value recorded in the most recent financial statement, or a smaller ratio/value as prescribed in the Company's Charter, between the Company and one of the following subjects:

- Members of the Board of Directors, members of the Supervisory Board, the General Director, other managers, and their related persons;
- Shareholders, authorized representatives of shareholders owning more than 10% of the total ordinary shares of the Company and their related persons;
- Enterprises related to the subjects prescribed in Clause 2, Article 164 of the Law on Enterprises.

2. The Company's representative who signs the contract or transaction must notify the members of the Board of Directors and the Supervisory Board regarding the related subjects of such contract or transaction, and accompany the notification with the draft contract or the primary contents of the transaction. The Board of Directors shall decide on the approval of the contract or transaction within 15 days from the date of receiving the notification, unless the Company's Charter prescribes a different timeline; members of the Board of Directors with interests related to the parties in the contract or transaction shall not have the right to vote.

#### **Article 13. Responsibility of the Board of Directors in convening the Extraordinary General Meeting of Shareholders**

1. The Board of Directors must convene an Extraordinary General Meeting of Shareholders in the following cases:

- a) The Board of Directors deems it necessary for the interests of the Company;
- b) The remaining number of members of the Board of Directors or the Supervisory Board is less than the minimum number of members required by law;
- c) Upon the request of a shareholder or a group of shareholders as prescribed in Clause 2, Article 115 of the Law on Enterprises; the request to convene the General Meeting of Shareholders must be made in writing, clearly stating the reasons and purpose of the meeting, and bearing sufficient signatures of the relevant shareholders, or the written request may be made in multiple copies and consolidated with sufficient signatures of the relevant shareholders;
- d) Upon the request of the Supervisory Board;
- d) Other cases as prescribed by law and the Company's Charter.

#### **2. Convening the Extraordinary General Meeting of Shareholders**

The Board of Directors must convene the Extraordinary General Meeting of Shareholders within 30 (*thirty*) days from the date the remaining number of members of the Board of Directors, independent members of the Board of Directors, or members of the Supervisory Board is less than the minimum number required by the Company's Charter, or upon receiving the request prescribed in Point c and Point d, Clause 1 of this Article;

3. The convener of the General Meeting of Shareholders must perform the following tasks:

- a) Preparing a list of shareholders entitled to attend the meeting;
- b) Providing information and resolving complaints related to the list of shareholders;
- c) Preparing the agenda and content of the meeting;
- d) Preparing documents for the meeting;
- d) Drafting resolutions of the General Meeting of Shareholders based on the intended content of the meeting; preparing the list and detailed information of candidates in the event of electing members to the Board of Directors or the Supervisory Board;
- e) Determining the time and venue of the meeting;
- g) Sending meeting invitations to each shareholder entitled to attend the meeting in accordance with the Law on Enterprises;
- h) Other tasks to serve the meeting.

#### **Article 14. Committees assisting the Board of Directors**

1. The Board of Directors may establish subordinate committees in charge of development policy, human resources, remuneration, internal audit, and risk management. The number of committee members shall be decided by the Board of Directors with a minimum of 03 persons, including members of the Board of Directors and external members. Independent members of the Board of Directors/non-executive members of the Board of Directors should constitute a majority in the committee, and one of these members shall be appointed as the Head of the committee by decision of the Board of Directors. The operations of the committee must comply with the regulations of the Board of Directors. Resolutions of the committee shall only take effect when attended and approved by a majority of members at the committee meeting.
2. The implementation of decisions of the Board of Directors, or of the subordinate committees under the Board of Directors, must comply with applicable legal provisions, the Company's Charter, and the Internal Regulations on Corporate Governance.

### **Chapter IV: MEETINGS OF THE BOARD OF DIRECTORS**

#### **Article 15. Meetings of the Board of Directors**

1. The Chairman of the Board of Directors shall be elected in the first meeting of the Board of Directors within 07 (*seven*) working days from the date of completion of that Board of Directors' election. This meeting shall be convened and chaired by the member who receives the highest number of votes or the highest ratio of votes. In the event that more than one member receives the same highest number or ratio of votes, the members shall elect by majority to choose one person among them to convene the Board of Directors meeting.
2. The Board of Directors must meet at least once every quarter and may hold extraordinary meetings.
3. The Chairman of the Board of Directors shall convene a meeting of the Board of Directors in the following cases:



- a) Upon the request of the Supervisory Board or an independent member of the Board of Directors;
- b) Upon the request of the General Director or at least 05 other corporate managers;
- c) Upon the request of at least 02 members of the Board of Directors;
- d) Other cases as prescribed by the Company's Charter.

4. The requests prescribed in Clause 3 of this Article must be made in writing, clearly stating the purpose, issues to be discussed, and decisions within the authority of the Board of Directors.

5. The Chairman of the Board of Directors must convene a meeting of the Board of Directors within 07 (*seven*) working days from the date of receiving the request prescribed in Clause 3 of this Article. In the event the Chairman does not convene a meeting upon request, the Chairman shall be responsible for any damages arising to the Company; the requesters have the right to convene the Board of Directors meeting in place of the Chairman.

6. The Chairman of the Board of Directors or the convener of the Board of Directors meeting must send a meeting invitation at least 03 (three) working days before the meeting date. The meeting invitation must specify the specific time and venue, agenda, issues to be discussed, and decisions. The invitation must be accompanied by documents to be used at the meeting and voting ballots for members.

The meeting invitation for the Board of Directors may be sent by invitation letter, telephone, fax, electronic means, or other methods prescribed by the Company's Charter and must ensure delivery to the contact address of each member of the Board of Directors registered with the Company.

7. The Chairman of the Board of Directors or the convener must send the meeting invitation and accompanying documents to the members of the Supervisory Board in the same manner as to the members of the Board of Directors.

Members of the Supervisory Board have the right to attend meetings of the Board of Directors and have the right to join discussions but are not entitled to vote.

8. A meeting of the Board of Directors shall be conducted when at least 3/4 of the total members are present. In the event that a meeting convened according to this Clause does not have enough attending members as prescribed, a second meeting shall be convened within 07 (seven) days from the intended date of the first meeting. In this case, the meeting shall be conducted if more than half of the members of the Board of Directors are present.

9. A member of the Board of Directors is considered to have attended and voted at a meeting in the following cases:

- a) Attending and voting in person at the meeting;
- b) Authorizing another person to attend the meeting and vote as prescribed in Clause 11 of this Article;

- c) Attending and voting via online conference, electronic voting, or other electronic forms;
- d) Sending voting ballots to the meeting via mail, fax, or email;
- d) Sending voting ballots via other means as prescribed in the Company's Charter.

10. In the case of sending voting ballots to the meeting via mail, the voting ballots must be contained in sealed envelopes and must be delivered to the Chairman of the Board of Directors at least 01 hour before the opening. Voting ballots shall only be opened in the presence of all attendees.

11. Members must attend all meetings of the Board of Directors. A member may authorize another person to attend the meeting and vote if approved by a majority of the members of the Board of Directors.

12. Resolutions and decisions of the Board of Directors shall be adopted if approved by a majority of the attending members; in the event of an equal number of votes, the final decision shall rest with the side that has the opinion of the Chairman of the Board of Directors.

#### **Article 16. Minutes of Board of Directors meetings**

1. Meetings of the Board of Directors must be recorded in minutes and may be tape-recorded or recorded and stored in other electronic forms. Minutes must be prepared in Vietnamese and may additionally be prepared in a foreign language, including the following primary contents:

- a) Name, head office address, enterprise code;
- b) Time and venue of the meeting;
- c) Purpose, agenda, and content of the meeting;
- d) Full name of each attending member or person authorized to attend the meeting and the method of attendance; full names of members not attending and the reasons;
- d) Issues discussed and voted on at the meeting;
- e) Summary of opinions of each attending member according to the chronological order of the meeting;
- g) Voting results, clearly stating members who approved, disapproved, or had no opinion;
- h) Issues that were adopted and the corresponding approval ratio;
- i) Full names and signatures of the chairperson and the person recording the minutes, except for the case prescribed in Clause 2 of this Article.

2. In the event the chairperson or the person recording the minutes refuses to sign the meeting minutes, but if such minutes are signed by all other members of the Board of Directors who attended and agreed to adopt the minutes and contain all the contents prescribed in Clause 1 of this Article, such minutes shall be valid. The meeting minutes must clearly state the refusal of the chairperson or the person recording the minutes to sign. The person signing the minutes shall be jointly responsible for the accuracy and truthfulness of the contents of the Board of Directors meeting minutes. The chairperson and the person recording the minutes shall be personally responsible for damages caused to the enterprise due to their refusal to sign the meeting minutes in accordance with this Law, the Company's Charter, and relevant legal provisions.



3. The chairperson, the person recording the minutes, and the persons signing the minutes must be responsible for the truthfulness and accuracy of the contents of the Board of Directors meeting minutes.
4. Minutes of Board of Directors meetings and documents used at the meeting must be archived at the head office of the Company.
5. Minutes prepared in Vietnamese and in a foreign language shall have equal legal validity. In the event of any discrepancy between the Vietnamese version and the foreign language version, the Vietnamese version shall prevail.

## **Chapter V: REPORTING AND DISCLOSURE OF INTERESTS**

### **Article 17. Annual reports**

1. At the end of the fiscal year, the Board of Directors must submit the following reports to the General Meeting of Shareholders:

- a) Report on the Company's business performance;
- b) Financial statements;
- c) Report assessing the management and administration of the Company;
- d) Appraisal report of the Supervisory Board.

2. The reports prescribed in Points a, b, and c, Clause 1 of this Article must be sent to the Supervisory Board for appraisal at least 30 days before the opening date of the Annual General Meeting of Shareholders, unless otherwise prescribed by the Company's Charter.

3. The reports prescribed in Clauses 1 and 2 of this Article, the appraisal report of the Supervisory Board, and the audit report must be archived at the Company's head office at least 10 (ten) days before the opening date of the Annual General Meeting of Shareholders, unless the Company's Charter prescribes a longer period. Shareholders owning shares of the Company for at least 01 (one) consecutive year have the right to personally, or together with lawyers, accountants, or auditors with practice certificates, directly examine the reports prescribed in this Article.

### **Article 18. Remuneration, bonuses, and other benefits of members of the Board of Directors**

1. The Company has the right to pay remuneration and bonuses to members of the Board of Directors based on business performance and efficiency.

2. Members of the Board of Directors are entitled to remuneration for work and bonuses. Remuneration for work is calculated based on the number of working days necessary to complete the duties of a member of the Board of Directors and the daily remuneration rate. The Board of Directors shall estimate the remuneration level for each member based on the principle of consensus. The total remuneration and bonuses for the Board of Directors shall be decided by the General Meeting of Shareholders at the annual meeting.

3. The remuneration of each member of the Board of Directors shall be included in the Company's business expenses in accordance with the law on corporate income tax, presented as a separate item in the Company's annual financial statements, and must be reported to the General Meeting of Shareholders at the annual meeting.
4. Members of the Board of Directors holding executive positions, or members of the Board of Directors working in committees of the Board of Directors, or performing other tasks beyond the scope of the normal duties of a member of the Board of Directors, may be paid additional remuneration in the form of a lump-sum service fee for each instance, salary, commission, percentage of profit, or in other forms as decided by the Board of Directors.
5. Members of the Board of Directors have the right to be reimbursed for all expenses for travel, meals, accommodation, and other reasonable expenses incurred while performing their responsibilities as a member of the Board of Directors, including expenses arising from attending meetings of the General Meeting of Shareholders, the Board of Directors, or committees of the Board of Directors.
6. The Company may purchase liability insurance for members of the Board of Directors after obtaining approval from the General Meeting of Shareholders. This insurance does not include insurance for responsibilities of members of the Board of Directors related to violations of the law and the Company's Charter.

#### **Article 19. Disclosure of related interests**

The disclosure of interests and related persons of the Company shall be implemented according to the following provisions:

1. Members of the Board of Directors of the Company must disclose their interests to the Company, including:
  - a) Name, enterprise code, head office address, and business lines of the enterprises in which they own capital contributions or shares; the ratio and timing of owning such capital contributions or shares;
  - b) Name, enterprise code, head office address, and business lines of the enterprises in which their related persons jointly or separately own capital contributions or shares exceeding 10% of the charter capital.
2. The disclosure prescribed in Clause 1 of this Article must be implemented within 07 (*seven*) working days from the date the related interest arises; any amendment or supplement must be notified to the Company within 07 (*seven*) working days from the date of the corresponding amendment or supplement.
3. Members of the Board of Directors who, in their own name or in the name of others, perform work in any form within the scope of the Company's business operations must explain the nature and content of such work to the Board of Directors and may only perform it when approved by a majority of the remaining members of the Board of Directors; if the work is performed without disclosure or without the approval of the Board of Directors, all income derived from such activities shall belong to the Company.



## CHAPTER VI: RELATIONSHIPS OF THE BOARD OF DIRECTORS

### Article 20. Relationship among members of the Board of Directors

1. The relationship among members of the Board of Directors is a collaborative relationship; members are responsible for informing each other about issues related to the process of handling assigned tasks.
2. During the execution of their duties, the member with primary responsibility must proactively coordinate with other Board members if the work involves their respective areas of oversight. Should any disagreements arise, the responsible member must report the issue to the Chairman of the Board for a final decision, or alternatively, convene a meeting or solicit written opinions from the Board in compliance with the law, the Company's Charter, and these Regulations.
3. In the event of a re-assignment of tasks among members of the Board of Directors, the members must hand over the work, records, and relevant documents. This handover must be made in writing and reported to the Chairman of the Board of Directors.

### Article 21. Relationship with the Board of Management

With its governance role, the Board of Directors issues resolutions for the General Director and the executive apparatus to implement. Simultaneously, the Board of Directors inspects and supervises the implementation of these resolutions.

### Article 22. Relationship with the Supervisory Board

1. The relationship between the Board of Directors and the Supervisory Board is a collaborative relationship. The working relationship between the Board of Directors and the Supervisory Board operates on the principles of equality and independence, while ensuring close coordination and mutual support during the performance of their duties.
2. Upon receiving inspection minutes or summary reports from the Supervisory Board, the Board of Directors is responsible for researching and directing relevant departments to develop plans and implement timely rectifications.

## CHAPTER VII: ENFORCEMENT PROVISIONS

### Article 23. Effectiveness

The Operational Regulations of the Board of Directors of Dong Son Holdings Joint Stock Company consist of 07 chapters and 23 articles, and shall take effect from April 22, 2026.

**ON BEHALF OF THE BOARD OF  
DIRECTORS**

**CHAIRPERSON**

(Sign, specify full name and seal)   


**NGUYEN THI MINH HUE**



**OPERATION REGULATIONS OF THE  
SUPERVISORY BOARD  
DONG SON HOLDINGS JOINT STOCK COMPANY**

April 2026



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## **Chapter I: GENERAL PROVISIONS**

### **Article 1. Scope of regulation and subjects of application**

1. Scope of regulation: The Operational Regulations of the Supervisory Board prescribe the personnel organizational structure, standards, conditions, rights, and obligations of the Supervisory Board and its members in accordance with the Law on Enterprises, the Company's Charter, and other relevant regulations.
2. Subjects of application: The Operational Regulations of the Supervisory Board apply to the Supervisory Board and its members.

### **Article 2. Operating principles of the Supervisory Board**

The Supervisory Board works on a collective principle. Members of the Supervisory Board shall be held personally responsible for their assigned tasks and jointly responsible to the General Meeting of Shareholders and the law for the actions and decisions of the Supervisory Board.

## **Chapter II: MEMBERS OF THE SUPERVISORY BOARD (SUPERVISORS)**

### **Article 3. Rights, obligations, and responsibilities of Supervisory Board members**

1. Comply with the law, the Company's Charter, resolutions of the General Meeting of Shareholders, and professional ethics in exercising assigned rights and obligations.
2. Exercise assigned rights and obligations honestly, prudently, and to the best of their ability to ensure the maximum legal interests of the Company.
3. Be loyal to the interests of the Company and shareholders; do not misuse position, title, or use information, secrets, business opportunities, or other assets of the Company for personal gain or to serve the interests of other organizations or individuals.
4. Other obligations as prescribed by the Law on Enterprises and the Company's Charter.
5. In case of violation of provisions in Clauses 1, 2, 3, and 4 of this Article that causes damage to the Company or others, the Supervisory Board member must take personal or joint responsibility for compensating for such damage. Any income or other benefits gained by the Supervisory Board member due to the violation must be returned to the Company.
6. Upon discovering a Supervisory Board member violating the exercise of assigned rights and obligations, a written notice must be sent to the Supervisory Board, requesting the violator to cease the violation and remedy the consequences.

### **Article 4. Term of office and number of Supervisory Board members**

1. The Supervisory Board consists of 03 members; the term of office of a Supervisory Board member shall not exceed 05 (five) years and members may be re-elected for an unlimited number of terms.
2. A member of the Supervisory Board is not necessarily a shareholder of the Company.



3. More than half of the Supervisory Board members must be permanent residents of Vietnam.
4. In the event that all members of the Supervisory Board finish their terms of office at the same time and new members have not yet been elected, the members whose terms have expired shall continue to exercise their rights and obligations until new members are elected and take over the duties.

#### **Article 5. Standards and conditions for Supervisory Board members**

1. A member of the Supervisory Board must satisfy the following standards and conditions:
  - a) Not fall under the categories prescribed in Clause 2, Article 17 of the Law on Enterprises;
  - b) Be trained in one of the majors in economics, finance, accounting, auditing, law, business administration, or a major suitable for the business activities of the Company;
  - c) Not be a family member of any member of the Board of Directors, the General Director, or other managers;
  - d) Not be a manager of the Company, and not necessarily be a shareholder or an employee of the Company;
  - đ) Not work in the accounting or finance department of the Company;
  - e) Not be a member or employee of the independent auditing firm approved to audit the Company's financial statements for the 03 preceding years;
  - g) Other standards and conditions as prescribed by other relevant laws and the Company's Charter.
2. In addition to the standards and conditions prescribed in Clause 1 of this Article, a member of the Supervisory Board of a public company, as prescribed in Point b, Clause 1, Article 88 of the Law on Enterprises, must not be a family member of the managers of the Company and the parent company; the representative of the enterprise's investment capital, or the representative of the state's investment capital in the parent company and the Company.

#### **Article 6. Head of the Supervisory Board**

1. The Head of the Supervisory Board must possess at least a bachelor's degree in one of the majors in economics, finance, accounting, auditing, law, business administration, or a major related to the business activities of the enterprise.
2. The Head of the Supervisory Board shall be elected by the Supervisory Board from among its members; the election, dismissal, and removal shall be carried out on a majority principle.
3. The rights and obligations of the Head of the Supervisory Board are prescribed by the Company's Charter.

#### **Article 7. Nomination and candidacy for Supervisory Board members**

1. A shareholder or a group of shareholders holding 10% (ten percent) or more of the total ordinary shares has the right to nominate candidates to the Supervisory Board. The nomination



of candidates to the Supervisory Board shall be carried out in accordance with the Law on Enterprises, Clause 3 Article 12 of the Company's Charter, and the following specific provisions:

- a) A shareholder or a group of shareholders holding from 10% to less than 20% of the total ordinary shares has the right to nominate a maximum of 01 candidate to the Supervisory Board;
- b) A shareholder or a group of shareholders holding from 20% to less than 30% of the total ordinary shares has the right to nominate a maximum of 02 candidates to the Supervisory Board;
- c) A shareholder or a group of shareholders holding from 30% or more of the total ordinary shares has the right to nominate a maximum of 03 candidates to the Supervisory Board

2. In case the number of candidates for the Supervisory Board through nomination and candidacy is still insufficient as required in Clause 5, Article 115 of the Law on Enterprises, the incumbent Supervisory Board shall introduce additional candidates or organize the nomination in accordance with the Company's Charter, Internal Regulations on Corporate Governance, and the Operational Regulations of the Supervisory Board. The introduction of additional candidates by the incumbent Supervisory Board must be clearly announced before the General Meeting of Shareholders votes to elect Supervisory Board members in accordance with the law.

#### **Article 8. Methods of election, dismissal, and removal of Supervisory Board members**

- 1. The election, dismissal, and removal of Supervisory Board members shall fall under the authority of the General Meeting of Shareholders.
- 2. Unless otherwise prescribed by the Company's Charter, the voting to elect members of the Supervisory Board must be conducted through the cumulative voting method. Under this method, 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 Supervisory Board, and the shareholder has the right to accumulate all or part of their total votes for one or several candidates. Elected members of the Supervisory Board are determined by the number of votes from high to low, starting from the candidate with the highest number of votes until the required number of members as prescribed in the Company's Charter is reached. In the event that there are 02 or more candidates for the final position of the Supervisory Board who receive the same number of votes, a re-election shall be held among the candidates with equal votes or a selection shall be made according to the criteria prescribed in the election regulations or the Company's Charter.

#### **Article 9. Cases of dismissal and removal of Supervisory Board members**

- 1. The General Meeting of Shareholders shall dismiss a member of the Supervisory Board in the following cases:
  - a) No longer meeting the standards and conditions to be a Supervisory Board member as prescribed in Article 169 of the Law on Enterprises;
  - b) Having a resignation letter that is approved;



c) Other cases as prescribed by the Company's Charter.

2. The General Meeting of Shareholders shall remove a member of the Supervisory Board in the following cases:

a) Failure to complete assigned duties and tasks;

b) Failure to exercise their rights and obligations for 06 consecutive months, except for force majeure events;

c) Committing multiple violations or serious violations of the obligations of a Supervisory Board member as prescribed by the Law on Enterprises and the Company's Charter;

d) Other cases according to the resolution of the General Meeting of Shareholders.

#### **Article 10. Notification of election, dismissal, and removal of Supervisory Board members**

1. In the event that candidates for the Supervisory Board have been identified, the Company must disclose information related to the candidates at least 10 (ten) days before the opening date of the General Meeting of Shareholders on the Company's website so that shareholders can research these candidates before voting. Candidates for the Supervisory Board must provide a written commitment regarding the truthfulness and accuracy of their disclosed personal information and must commit to performing their duties honestly, prudently, and in the best interests of the Company if elected as a member of the Supervisory Board. Disclosed information related to candidates for the Supervisory Board includes:

a) Full name, date of birth;

b) Professional qualifications;

c) Working history;

d) Other management positions;

đ) Interests related to the Company and the Company's related parties;

e) Other information (if any) as prescribed by the Company's Charter;

g) The Company is responsible for disclosing information about other companies in which the Supervisory Board candidate is holding management positions and any interests related to the Company of the candidate (if any)

2. The notification of the results of the election, dismissal, and removal of Supervisory Board members shall be carried out in accordance with regulations and guidelines on information disclosure.

### **Chapter III : THE SUPERVISORY BOARD**

#### **Article 11. Rights, obligations, and responsibilities of the Supervisory Board**

1. The Supervisory Board shall supervise the Board of Directors and the General Director in the management and operation of the Company.

2. Inspect the reasonableness, legality, truthfulness, and degree of prudence in the management and operation of business activities; the systematicity, consistency, and appropriateness of accounting, statistics, and financial reporting.
3. Appraise the completeness, legality, and truthfulness of the Company's annual and semi-annual business performance reports and financial statements, as well as the Board of Directors' management assessment reports; submit appraisal reports at the Annual General Meeting of Shareholders. Review contracts and transactions with related parties within the approval authority of the Board of Directors or the General Meeting of Shareholders, and provide recommendations regarding contracts or transactions that require approval from the Board of Directors or the General Meeting of Shareholders.
4. Review, inspect, and evaluate the effectiveness and efficiency of the Company's internal control system, internal audit, risk management, and early warning systems.
5. Examine accounting books, records, and other documents of the Company, as well as management and operational activities when deemed necessary, or according to resolutions of the General Meeting of Shareholders, or upon request by a shareholder or a group of shareholders as prescribed in Clause 2, Article 115 of the Law on Enterprises.
6. Upon request from a shareholder or a group of shareholders as prescribed in Clause 2, Article 115 of the Law on Enterprises, the Supervisory Board shall conduct an inspection within 07 working days from the date of receipt of the request. Within 15 days from the completion of the inspection, the Supervisory Board must report on the requested issues to the Board of Directors and the requesting shareholder or group of shareholders. Inspections conducted by the Supervisory Board under this Clause must not obstruct the normal activities of the Board of Directors or cause disruption to the management of the Company's business operations.
7. Propose to the Board of Directors or the General Meeting of Shareholders measures to amend, supplement, and improve the organizational structure, supervision, and management of the Company's business operations.
8. Upon discovering that a member of the Board of Directors or the General Director has violated the provisions of Article 165 of the Law on Enterprises, the Supervisory Board must immediately provide written notice to the Board of Directors, requesting the violator to cease the violation and provide measures to remedy the consequences.
9. Attend and participate in discussions at the General Meetings of Shareholders, meetings of the Board of Directors, and other meetings of the Company.
10. Utilize independent consultancy services or the Company's internal audit department to perform assigned tasks.
11. The Supervisory Board may consult the Board of Directors before submitting reports, conclusions, and recommendations to the General Meeting of Shareholders.
12. Inspect specific issues related to the management and operation of the Company upon the request of shareholders.



13. Request the Board of Directors to convene an extraordinary General Meeting of Shareholders.
14. Replace the Board of Directors in convening the General Meeting of Shareholders within 30 days in the event that the Board of Directors fails to convene the meeting as prescribed in Clause 3, Article 140 of the Law on Enterprises.
15. Request the Chairman of the Board of Directors to convene a meeting of the Board of Directors.
16. Review, extract, and copy part or all of the contents of the List of related persons and related interests declared as prescribed in Clauses 1 and 2, Article 164 of the Law on Enterprises.
17. Propose and recommend the General Meeting of Shareholders to approve the list of auditing firms permitted to audit the Company's financial statements; select an auditing firm to perform inspections of the Company's activities when deemed necessary.
18. Be responsible to shareholders for its supervisory activities.
19. Supervise the financial situation of the Company and the compliance with the law by members of the Board of Directors, the General Director, and other managers in their activities.
20. Ensure operational coordination with the Board of Directors, the General Director, and shareholders.
21. Upon discovering violations of the law or the Company's Charter by members of the Board of Directors, the General Director, and other corporate managers, the Supervisory Board must notify the Board of Directors in writing within 48 hours, requesting the violator to cease the violation and provide measures to remedy the consequences.
22. Formulate the Operational Regulations of the Supervisory Board and submit them to the General Meeting of Shareholders for approval.
23. Witness the Board of Directors' organization of vote counting and preparation of vote counting minutes if requested by the Board of Directors in cases of collecting shareholders' written opinions to adopt resolutions of the General Meeting of Shareholders.
24. The Head of the Supervisory Board shall manage the General Meeting of Shareholders to elect a chairperson for the meeting in the event that the Chairman is absent or temporarily loses the ability to work and the remaining members of the Board of Directors cannot elect a chairperson. In this case, the person who receives the highest number of votes shall act as the meeting chairperson.
25. Exercise other rights and obligations as prescribed by the Law on Enterprises, the Company's Charter, and resolutions of the General Meeting of Shareholders.

#### **Article 12. Right to be provided with information of the Supervisory Board**

1. Documents and information must be sent to the members of the Supervisory Board at the same time and in the same manner as they are sent to the members of the Board of Directors, including:
  - a) Meeting invitations, opinion survey forms for members of the Board of Directors, and accompanying documents;

b) Resolutions, decisions, and minutes of meetings of the General Meeting of Shareholders and the Board of Directors;

c) Reports from the General Director submitted to the Board of Directors or other documents issued by the Company.

2. Members of the Supervisory Board have the right to access the Company's files and documents kept at the head office, branches, and other locations; and have the right to visit the workplaces of the managers and employees of the Company during working hours.

3. The Board of Directors, members of the Board of Directors, the General Director, and other managers must provide full, accurate, and timely information and documents regarding the management, operation, and business activities of the Company upon the request of a member of the Supervisory Board or the Supervisory Board.

#### **Article 13. Responsibilities of the Supervisory Board in convening extraordinary General Meetings of Shareholders**

1. The Supervisory Board is responsible for replacing the Board of Directors in convening a General Meeting of Shareholders within 30 (thirty) days in the event that the Board of Directors fails to convene a General Meeting of Shareholders in the following cases:

a) The remaining number of members of the Board of Directors or the Supervisory Board is less than the minimum number required by law;

b) Upon request by a shareholder or a group of shareholders as prescribed in Clause 2, Article 115 of the Law on Enterprises;

c) Upon request by the Supervisory Board to convene an extraordinary General Meeting of Shareholders, but the Board of Directors fails to do so.

2. In the event that the Supervisory Board fails to convene a General Meeting of Shareholders as prescribed, the Supervisory Board must compensate for any damages arising to the Company.

3. Expenses for convening and conducting the General Meeting of Shareholders as prescribed in Clause 1 of this Article shall be reimbursed by the Company.

### **Chapter IV: MEETINGS OF THE SUPERVISORY BOARD**

#### **Article 14. Meetings of the Supervisory Board**

1. The Supervisory Board must meet at least 02 (two) times within 01 (one) year; the number of members attending the meeting must be at least 2/3 (two-thirds) of the total members of the Supervisory Board.

2. The Supervisory Board has the right to request members of the Board of Directors, the General Director, and representatives of the approved auditing firm to attend and answer issues that need to be clarified.



## **Article 15. Minutes of Supervisory Board meetings**

Minutes of Supervisory Board meetings must be prepared in detail and clearly. The person recording the minutes and the members of the Supervisory Board attending the meeting must sign the minutes. Minutes of Supervisory Board meetings must be archived to determine the responsibility of each Supervisory Board member.

## **Chapter V: REPORTING AND DISCLOSURE OF INTERESTS**

### **Article 16. Annual reporting**

The reports of the Supervisory Board at the Annual General Meeting of Shareholders shall include the following contents:

1. Report on the Company's business results, and on the performance of the Board of Directors and the General Director to be submitted to the Annual General Meeting of Shareholders for approval.
2. Self-assessment report on the performance of the Supervisory Board and its members.
3. Remuneration, operating expenses, and other benefits of the Supervisory Board and each member.
4. Summary of Supervisory Board meetings and its conclusions and recommendations; results of monitoring the Company's operational and financial situation.
5. Assessment report on transactions between the Company, its subsidiaries, and other companies in which the Company controls more than 50% (fifty percent) of the charter capital with members of the Board of Directors, the General Director, and their related persons; transactions between the Company and companies in which a member of the Board of Directors is a founding member or a corporate manager within the 03 most recent years prior to the time of the transaction.
6. Results of supervision of the Board of Directors, the General Director, and other corporate managers.
7. Results of assessing the operational coordination between the Supervisory Board and the Board of Directors, the General Director, and shareholders.
8. Propose and recommend the General Meeting of Shareholders to approve the list of approved auditing firms to perform the audit of the Company's Financial Statements; the approved auditing firm to perform inspections of the Company's activities when deemed necessary.

### **Article 17. Salary and other benefits**

Unless otherwise prescribed by the Company's Charter, the salaries, remuneration, bonuses, and other benefits of Supervisory Board members shall be implemented according to the following provisions:

1. Members of the Supervisory Board shall be paid salaries, remuneration, bonuses, and other benefits as decided by the General Meeting of Shareholders. The General Meeting of

Shareholders shall decide on the total amount of salaries, remuneration, bonuses, other benefits, and the annual operating budget of the Supervisory Board.

2. Members of the Supervisory Board shall be reimbursed for reasonable expenses for meals, accommodation, travel, and the use of independent consultancy services. The total amount of such remuneration and expenses shall not exceed the total annual operating budget of the Supervisory Board approved by the General Meeting of Shareholders, unless otherwise decided by the General Meeting of Shareholders.

3. Salaries and operating expenses of the Supervisory Board shall be included in the Company's business expenses in accordance with the law on corporate income tax and other relevant legal provisions, and must be presented as a separate item in the Company's annual financial statements.

#### **Article 18. Disclosure of related interests**

1. Members of the Supervisory Board of the Company must disclose their related interests to the Company, including:

a) Name, enterprise identification number, head office address, and business lines of any enterprise in which they hold ownership or a portion of contributed capital or shares; the ratio and the timing of such ownership or holding;

b) Name, enterprise identification number, head office address, and business lines of any enterprise in which their related persons jointly or separately hold a portion of contributed capital or shares exceeding 10% of the charter capital.

2. The disclosure prescribed in Clause 1 of this Article must be performed within 07 working days from the date the related interest arises; any amendment or supplement must be notified to the Company within 07 working days from the date of the corresponding amendment or supplement.

3. Members of the Supervisory Board and their related persons may only use information obtained through their positions to serve the interests of the Company.

4. Members of the Supervisory Board have the obligation to notify the Board of Directors and the Supervisory Board in writing of transactions between the Company, its subsidiaries, and other companies in which the Company controls more than 50% (fifty percent) of the charter capital with a member of the Supervisory Board or their related persons as prescribed by law. For the aforementioned transactions approved by the General Meeting of Shareholders or the Board of Directors, the Company must disclose information regarding these resolutions in accordance with the law on securities regarding information disclosure.

5. Members of the Supervisory Board and their related persons must not use or disclose internal information to others to perform related transactions.



## **Chapter VI: RELATIONSHIP OF THE SUPERVISORY BOARD**

### **Article 19. Relationship between members of the Supervisory Board**

Members of the Supervisory Board have an independent relationship and are not subordinate to each other, but shall coordinate and cooperate in common tasks to ensure the proper fulfillment of the responsibilities, rights, and duties of the Supervisory Board in accordance with the law and the Company's Charter. The Head of the Supervisory Board is the person who coordinates the common work of the Supervisory Board but does not have the right to dominate the members of the Supervisory Board.

### **Article 20. Relationship with the Board of Management**

The Supervisory Board has an independent relationship with the Board of Management of the Company and is the unit performing the function of supervising the activities of the Board of Management.

### **Article 21. Relationship with the Board of Directors**

The Supervisory Board has an independent relationship with the Board of Directors of the Company and is the unit performing the function of supervising the activities of the Board of Directors.

## **Chapter VII: ENFORCEMENT PROVISIONS**

### **Article 22. Effect of enforcement**

The Operational Regulations of the Supervisory Board of Dong Son Holdings Joint Stock Company consist of 07 chapters and 22 articles, and shall take effect from April 22, 2026.

**ON BEHALF OF THE SUPERVISORY BOARD**

**HEAD OF THE BOARD**

*(Signed, full name, and sealed)*



**LUONG THI THU HA**