

**REGULATION
INTERNAL GOVERNANCE
OF PETRO VIETNAM LPG JOINT STOCK COMPANY**

Hanoi, April 2026

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Chapter I

GENERAL REGULATIONS

Article 1. Meaning and scope of regulation

1. The Internal Regulation on Corporate Governance ("Regulation") is formulated and promulgated in accordance with the requirements of the law on governance of listed joint-stock companies under the Law on Enterprises, the Law on Securities, relevant current legal provisions and the Company's Charter. At the same time, the Regulation considers and applies internationally accepted good practices on corporate governance in accordance with the conditions in Vietnam and the context of the Company.

2. In order to implement a clear policy on corporate governance and ensure the sustainable and transparent development of the Company, this Regulation stipulates the contents of (i) the roles, rights and obligations of the General Meeting of Shareholders, the Board of Directors, the Supervisory Board, Director; (ii) the order and procedures for the General Meeting of Shareholders; (iii) nomination, candidacy, election, dismissal and dismissal of members of the Board of Directors, Control Board and Directors; and (iv) other activities as prescribed in the Charter and other current provisions of law. At the same time, the Regulation is also the basis for evaluating the implementation of governance at the Company.

3. The Regulation applies to members of the Board of Directors, the Supervisory Board, the Director and related persons of these persons of Petro Vietnam LPG Joint Stock Company.

Article 2. Explanation of terms

1. The following abbreviations/terms shall be construed as follows:

- a) "Company": means Petro Vietnam LPG Joint Stock Company;
- b) "General Meeting of Shareholders": means the General Meeting of Shareholders;
- c) "Board of Directors": is the Board of Directors of the Company;
- d) "Supervisory Board": means the Supervisory Board of the Company;
- dd) "KSV": means the Company's Controller;
- e) "Corporate Governance": means a system of rules to ensure that the Company is effectively operated and controlled for the benefit of shareholders and persons related to the Company.;
- g) Law on Enterprises: is the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 17/06/2020 and takes effect on 01/01/2021;
- h) Law on Securities: is the Law on Securities No. 54/2019/QH14 approved by the National Assembly of the Socialist Republic of Vietnam on 26/11/2019 and effective on 01/01/2021;
- i) "Major shareholder": means a shareholder specified in Clause 18, Article 4 of the Law on Securities
- k) "Board of Directors": means the Board of Directors of Petro Vietnam LPG Joint Stock Company, including the Director and Deputy Directors;

l) "Manager": means the manager of the Company, including the Chairman of the Board of Directors, members of the Board of Directors, Directors, Deputy Directors, Chief Accountant, Head of the Supervisory Board and Controllers of the Company;

m) "Executive of the Company": means the Director, Deputy Director, Chief Accountant and other Executives as decided by the Board of Directors;

n) "Non-executive member of the Board of Directors": means a member of the Board of Directors who is not a Director, Deputy Director, Chief Accountant and other executives as prescribed by the Charter;

o) "Independent member of the Board of Directors" or "independent member of the Board of Directors" or "independent member": means a member of the Board of Directors who meets the criteria and conditions specified in the Charter and relevant laws.

p) "Person in charge of corporate governance": means a person with the responsibilities and powers specified in Article 281 of Decree 155/2020/ND-CP dated 31/12/2020.

q) "Related persons": means individuals and organizations specified in Clause 23, Article 4 of the Law on Enterprises and Clause 46, Article 4 of the Law on Securities.

r) "Majority": is over 50%.

s) "Charter": means the Charter of Petro Vietnam LPG Joint Stock Company.

2. In this Regulation, references to one or more provisions or legal documents shall include amendments or documents replacing such documents.

Article 3. Corporate Governance Principles

The Company's governance principles include:

- Comply with current provisions of law;
- Ensure an effective governance structure;
- Ensuring the interests of shareholders;
- Fair treatment among shareholders;
- Ensure the role of parties with interests related to the Company;
- Transparency in the Company's operations;
- The Board of Directors orients and supervises, the Supervisory Board controls the Company effectively.

Chapter II

GENERAL MEETING OF SHAREHOLDERS

Article 4. Preparation for the General Meeting of Shareholders

1. The order and procedures for organizing and convening the Annual General Meeting of Shareholders are specified in Article 18 of the Charter. The Company will publish on the Company's website the order and procedures for convening and voting at the General Meeting of Shareholders in accordance with the provisions of the Law on Enterprises, relevant legal documents and the Company's Charter. The Board of Directors is responsible for convening the Annual General Meeting of Shareholders and selecting an appropriate meeting place in the territory of Vietnam.

2. The competence of the General Meeting of Shareholders is specified in Article 15 of the Charter.

3. Steps to prepare for the Annual General Meeting of Shareholders

Regulations on the convening of the General Meeting of Shareholders, the agenda of the meeting and the notice of invitation to the General Meeting of Shareholders are specified in Article 18 of the Charter, specifically the steps to prepare for the Annual General Meeting of Shareholders are as follows:

3.1. Making a list of shareholders entitled to attend the meeting, notifying the closing of the list of shareholders entitled to attend the General Meeting of Shareholders

Making a list of shareholders entitled to attend the meeting and notifying the finalization of the list of shareholders entitled to attend the General Meeting of Shareholders shall comply with the provisions of the Charter and the provisions of the securities law applicable to listed companies.

3.2. Notice of convening the General Meeting of Shareholders

The notice of the General Meeting of Shareholders shall be sent to all shareholders by means of guarantee to the contact address of the shareholders, and at the same time published on the website of the Company and the State Securities Commission, Hanoi Stock Exchange. The convener of the General Meeting of Shareholders must send a notice of invitation to the meeting to all shareholders on the List of shareholders entitled to attend the meeting at least 21 days before the opening date of the General Meeting of Shareholders (counting from the date on which the notice is duly sent or sent, paid for or placed in the mailbox). Agenda of the General Meeting of Shareholders, documents related to the issues to be voted on at the General Meeting of Shareholders shall be sent to shareholders or/and posted on the Company's website. In case the document is not enclosed with the notice of the General Meeting of Shareholders, the notice of invitation to the meeting must clearly state the link to all meeting documents for shareholders to access, including:

- Meeting agendas, documents used in the meeting;
- List and details of candidates in case of election of members of the Board of Directors, KSV;
- Voting slips;
- Form of appointment of representative under authorization to attend the meeting;
- Draft Resolutions for each issue on the meeting agenda.

3.3. Approval of the agenda and contents of the General Meeting of Shareholders

- Persons tasked with preparing the agenda and contents of the General Meeting of Shareholders: comply with Article 18 of the Company's Charter;

- Shareholders or groups of shareholders specified in Clause 4, Article 18 of the Charter have the right to propose the inclusion of issues in the agenda of the General Meeting of Shareholders;

- The proposal for issues to be included in the agenda of the General Meeting of Shareholders must be made in writing and must be sent to the Company at least 03 working days before the opening date of the General Meeting of Shareholders. A written proposal for issues to be included in the agenda of the General Meeting of Shareholders must include the following information:

- + Full name of the shareholder with the shareholder being an individual/name of the shareholder being an organization;
 - + Permanent address for individual shareholders/Head office address for institutional shareholders;
 - + Nationality;
 - + Citizen Identity Card Number/Identity Card/Passport or other legal authentication for individual shareholders; Enterprise code or establishment decision number, for shareholders being organizations;
 - + The number and type of shares held by shareholders;
 - + Number and date of registration of shareholders at the Company;
 - + Issues proposed to be included in the meeting agenda;
 - + Reasons for making recommendations;
 - + The signature of the shareholder, if the signatory of the petition is the representative of the shareholder, it must be enclosed with a valid power of attorney.
- The convener of the General Meeting of Shareholders has the right to reject shareholders' proposals in the cases specified in Clause 5, Article 18 of the Charter. In addition, the convener of the General Meeting of Shareholders also has the right to reject the shareholder's proposal if the proposal does not comply with the law;
 - The convener of the General Meeting of Shareholders will notify shareholders of the decisions to reject the shareholders' petition and the reasons for rejecting this petition. The convener of the General Meeting of Shareholders may also send a written rejection of the petition with the reason for the refusal;
 - The convener of the General Meeting of Shareholders must accept and include valid proposals (not rejected) in the tentative agenda and content of the meeting. The proposal shall be officially added to the agenda and content of the meeting if approved by the General Meeting of Shareholders.
- 3.4. Issues to be included in the agenda of the Annual General Meeting of Shareholders include:*
- Through the dividend level of each type of shares;
 - Approve the Company's annual financial statements;
 - Approving the Report of the Board of Directors and the Report of the Supervisory Board;
 - Other matters under the jurisdiction of the General Meeting of Shareholders.
- 3.5. Draft Resolution of the General Meeting of Shareholders*
- The Board of Directors must prepare a draft Resolution on each issue on the agenda of the General Meeting of Shareholders as prescribed in Clause 2, Article 18 of the Charter.
- 3.6. Authorizing the representative to attend the General Meeting of Shareholders*
- The authorization of the representative to attend the General Meeting of Shareholders shall comply with the provisions of Article 16 of the Company's Charter.

Article 5. Organizing the General Meeting of Shareholders

The order, procedures and conditions for conducting the Annual General Meeting of Shareholders are specified in Articles 19 and 20 of the Charter The Company or Appendix I to this Regulation (in case the General Meeting of Shareholders is held through online meeting, electronic voting). In addition, the specific steps for organizing the General Meeting of Shareholders are additionally stipulated as follows (except for the case of organizing the General Meeting of Shareholders through online meetings or electronic voting, the provisions in Appendix I of this Regulation shall apply):

1. Registration for the General Meeting of Shareholders

The registration to attend the General Meeting of Shareholders is specified in Clauses 1, 2, 3, Article 20 of the Charter, specifically as follows:

- The Company Secretary or a department/individual appointed by the Board of Directors is responsible for registering to attend the General Meeting of Shareholders;

- Registration to attend the General Meeting of Shareholders includes the registration of shareholders and authorized representatives of shareholders to attend before the opening of the General Meeting of Shareholders. Shareholders are registered to verify the minimum percentage of shareholders or authorized representatives of shareholders attending the meeting as prescribed so that the General Meeting of Shareholders starts validly;

- In case a shareholder appoints more than one authorized representative, the number of shares and the number of authorized votes of each representative must be specified;

- In case the Notice is accompanied by a voting slip, the shareholder is considered to have attended the meeting in case the voting slip has been sent by mail, fax or email to the Board of Directors at least 1 day before the opening of the meeting;

- The examination of shareholder status is specified in the Regulation on organization of the General Meeting of Shareholders of the Company. Documents that need to be brought to the meeting, presented and checked when registering to attend the General Meeting of Shareholders will be clearly stated in the notice of invitation to the General Meeting of Shareholders, including: legal documents for individual shareholders/groups of shareholders or copies of the Business Registration Certificate for institutional shareholders/groups of shareholders, invitation letter and power of attorney (in case of authorization). The registration is made at the location of the General Meeting of Shareholders.

2. Conditions for conducting, inspecting and announcing the minimum percentage of shareholders attending

Conditions for conducting the General Meeting of Shareholders shall comply with Article 19 of the Company's Charter.

The Company Secretary or a department/individual appointed by the Board of Directors is responsible for checking and notifying the number of delegates attending the meeting that meet the minimum attendance rate as prescribed. This ratio must be announced by the Chairman of the General Meeting of Shareholders immediately after the end of the registration of shareholders to attend the meeting and before the shareholders vote.

3. Opening of the General Meeting of Shareholders

- When the minimum number of members attending the meeting specified in the Charter is reached, the Chairman of the Board of Directors announces the opening of the General Meeting of Shareholders;

- The chairman of the General Meeting of Shareholders is specified in Clause 4, Article 20 of the Charter. In case the Chairman of the Board of Directors is absent or temporarily incapacitated, the remaining members of the Board of Directors shall elect one of them to chair the meeting on the principle of majority; in case of failure to elect a person to be the chairperson, the Head of the Executive Board shall allow the General Meeting of Shareholders to elect the chairperson of the meeting from among the participants and the person with the highest number of votes to chair the meeting;

- The chairman shall appoint one or several secretaries to act as the secretary of the meeting.

4. Election of the Vote Counting Committee

- The Chairman shall request the General Meeting of Shareholders to elect a Vote Counting Committee at each General Meeting of Shareholders as prescribed.

- Conditions for members of the Vote Counting Committee include:

- + One of the members of the Vote Counting Committee is a person who has knowledge of the provisions of the law, may be an employee of the Company's legal department;

- + Members of the Vote Counting Committee are not members of the Board of Directors or candidates for members of the Board of Directors;

- + Members of the Vote Counting Committee are not members of the Board of Directors and candidates of the Board of Directors;

- + Members of the Vote Counting Committee are not persons related to the above subjects;

- + Members of the Vote Counting Committee should be experienced in voting and election work.

- The vote counting committee is responsible for counting votes and making a written report on the vote counting results after the end of the General Meeting of Shareholders. This report will be made available to shareholders through the Company's website and a printed copy at the Company's head office. The report on the vote counting results must be signed by all members of the Vote Counting Committee. Members who refuse to sign this report will have to explain the reasons for the refusal and this reason will be included in the appendix to the report.

- In order to ensure that the vote counting procedure is public and clear, the Vote Counting Board must be supervised during the vote counting process. The chairman of the General Meeting of Shareholders nominates the person or department responsible for supervising the vote counting process.

- The person appointed to supervise the vote counting process has the right to:

- + Prevent all violations of election regulations.

- + Report to the Chairman of the General Meeting of Shareholders on any abnormal signs in the vote counting process (if any).

– The Head of the Vote Counting Committee has the right to decide on the specific number or supplement or replace personnel of the assisting department for the Vote Counting Committee in organizing voting at the General Meeting of Shareholders.

5. Meeting guests

Independent auditors may be invited to attend the General Meeting of Shareholders to express their opinions on audit matters and matters related to the adoption of the annual financial statements. In case the audit report of the Company's annual financial statements contains material exceptions, contrary audit opinions or rejections, the Company must invite the representative of the auditing organization approved to audit the Company's financial statements to attend the Annual General Meeting of Shareholders and the representative of the approved auditing organization mentioned above is responsible for attending the Company's Annual General Meeting of Shareholders.

In addition, the Board of Directors of the Company may invite potential investors, officials, employees, journalists, experts and other individuals and organizations that do not own shares of the Company to attend the General Meeting of Shareholders by deciding on the invitation of the Board of Directors when convening the General Meeting of Shareholders.

6. Announcement of the meeting agenda and rules

The Chairman of the General Meeting of Shareholders presented the content of the meeting agenda to the delegates. At the same time, the Chairman will explain the order and procedures for conducting the meeting according to the provisions of Article 20 of the Charter. The content of the meeting agenda must determine the details and time of discussion for each issue. The agenda and contents of the meeting must be approved by the General Meeting of Shareholders right at the opening session. Only the General Meeting of Shareholders has the right to change the meeting agenda sent together with the Notice of Invitation to the meeting.

For the order, procedures or events arising outside the program of the General Meeting of Shareholders, the decision of the Chairman is the highest judgment.

7. Discuss agenda issues

The discussion of issues on the agenda of the General Meeting of Shareholders must comply with the following principles:

– Provide an opportunity for shareholders to (i) ask questions to members of the Board of Directors, Independent Auditors, and receive clear answers (ii) be able to make decisions on the basis of complete and unbiased information on all issues raised in the meeting.

– Questions raised by shareholders need to be answered immediately. If a certain question is not answered immediately, the Company needs to give a written reply immediately after the General Meeting of Shareholders.

– Independent auditors, members of the Board of Directors, Auditors, Directors and Subcommittees of the Board of Directors (if any) together with members of the Company's Board of Directors need to be present at the General Meeting of Shareholders. In case of absence, the Chairman of the General Meeting of Shareholders needs to explain the reason for their absence.

– The Company's Managers, including the heads of sub-committees under the Board of Directors (if any) should speak at the General Meeting of Shareholders upon request.

- The Chairman of the General Meeting of Shareholders is only allowed to interrupt the presenter to ensure the order or comply with the procedural requirements of the meeting.

8. Form of approval of the resolution of the General Meeting of Shareholders, voting method

- When registering shareholders, the Company shall grant each shareholder or authorized representative the right to vote a voting card, on which the registration number, full name of the shareholder, the full name of the authorized representative and the number of votes of such shareholder shall be inscribed. When voting at the congress, the number of votes in favor of the resolution is collected first, the number of cards against the resolution is collected later, and finally the total number of votes for or against is counted to decide. The total number of votes in favor, disapproval, no opinion or invalidity according to each issue shall be notified by the Chairperson immediately after voting on such issue or immediately before the closing of the meeting.

- Shareholders or authorized representatives who arrive after the General Meeting of Shareholders have opened have the right to register immediately and then have the right to participate and vote at the General Meeting of Shareholders immediately after registration. The Chairman is not responsible for stopping the General Meeting of Shareholders so that shareholders are late to register and the validity of the previously voted contents is not affected.

9. Method of counting votes and recording voting results

- The Vote Counting Committee organizes the vote counting and makes a record of vote counting under the witness of the Supervisory Board or shareholders who are not the Company's Executives. The vote counting record must contain the following principal contents:

- + Name, address of the head office, enterprise code;

- + Purpose and issues to be consulted to pass the resolution;

- + The number of shareholders with the total number of votes that participated in voting, distinguishing the number of valid votes and the number of invalid votes and the method of sending votes, enclosed with an appendix to the list of shareholders participating in voting;

- + The total number of votes in favor, disapproval and no opinion on each issue;

- + Issues passed;

- + Full name and signature of the Chairman of the Board of Directors, the vote counter and the vote counting supervisor.

- Members of the Vote Counting Committee and the vote counting supervisor must be jointly responsible for the truthfulness and accuracy of the vote counting record; jointly responsible for damages arising from decisions passed due to dishonest and inaccurate vote counting.

10. Conditions for the passage of the resolution

According to the provisions of the Company's *Charter*.

11. Notification of vote counting results:

After counting the votes, the Vote Counting Committee will announce the results of the vote counting directly at the General Meeting of Shareholders. The notice of vote counting results must clearly state the number of votes in favor, the number of votes against and the number of votes with no opinion on each issue.

12. Closing of the General Meeting of Shareholders

The Chairman of the General Meeting of Shareholders announces the closing of the General Meeting of Shareholders after (i) all issues on the agenda have been discussed and voted on and (ii) The voting results have been announced.

13. Saving the vote

After the conclusion of the General Meeting of Shareholders, the Vote Counting Committee shall ensure that all voting cards and voting instructions are stamped and placed in the ballot box. All documents will be kept confidential by the Company Secretary in accordance with the Company's archival regulations.

14. Making minutes of the General Meeting of Shareholders, announcing the Resolution of the General Meeting of Shareholders

– The General Meeting of Shareholders must be recorded in minutes and can be recorded or recorded and kept in other electronic forms. The minutes must be made in Vietnamese, and can be additionally made in English. Minutes made in Vietnamese and English have the same legal effect. In case there is a difference in the contents of the Vietnamese and English minutes, the contents of the Vietnamese minutes shall prevail. The minutes contain the following principal contents:

- + Name, address of the head office, enterprise code;
 - + Time and place of the General Meeting of Shareholders;
 - + Agenda and contents of the meeting;
 - + Full name of the chairman and secretary;
 - + Summary of the meeting's developments and opinions expressed at the General Meeting of Shareholders on each issue in the meeting agenda;
 - + The number of shareholders and the total number of votes of shareholders attending the meeting, the appendix to the list of shareholders and representatives of shareholders attending the meeting with the corresponding number of shares and votes;
 - + The total number of votes for each voting issue, clearly stating the voting method, the total number of valid and invalid, approving, disapproving and no opinions; the proportion of the total number of votes of shareholders attending the meeting;
 - + The issues that were passed and the corresponding percentage of votes voted for approval;
 - + Full name and signature of the chairman and secretary.
- The resolution, the minutes of the General Meeting of Shareholders, the appendix to the list of shareholders registering to attend the meeting, the written authorization to attend the meeting, all documents attached to the minutes (if any) and relevant documents enclosed with the notice of invitation to the meeting must be disclosed in accordance with the law on information disclosure on the securities market and must be kept at the Company's head office.

Article 6. How to object to the Resolution of the General Meeting of Shareholders

Within 90 days from the date of receipt of the minutes of the General Meeting of Shareholders or the minutes of the results of vote counting to collect shareholders' opinions in writing, the shareholders or groups of shareholders specified in Clause 3, Article 12 of the Company's Charter may request the Court or Arbitrator to consider, annulment of the resolution or part of the resolution of the General Meeting of Shareholders in the following cases:

- The order and procedures for convening meetings or collecting shareholders' opinions in writing and issuing decisions of the General Meeting of Shareholders seriously violate the provisions of the Law on Enterprises and the Company's Charter, unless the Resolutions of the General Meeting of Shareholders are passed equal to 100% of the total number of voting shares. In this case, the Resolutions are legal and effective even if the order and procedures for adopting such Resolutions violate the provisions of law and the Company's Charter.

Article 7. Extraordinary General Meeting of Shareholders

The order, conditions and responsibilities for convening an extraordinary General Meeting of Shareholders are specified in Article 14 of the Charter. In addition, the specific regulations are as follows:

1. In case of holding an extraordinary General Meeting of Shareholders

- Responsibilities for convening an extraordinary General Meeting of Shareholders, including the competence and time of convening are specified in Clauses 3 and 4, Article 14 of the Company's Charter;

- In case the Board of Directors or the Supervisory Board fails to convene the General Meeting of Shareholders as prescribed, the Chairman of the Board of Directors and members of the Board of Directors or the Supervisory Board, depending on the case arising, shall be responsible before law and must compensate for damages incurred to the Company;

- The Board of Directors has the right to refuse the request to convene an extraordinary General Meeting of Shareholders in the following cases:

- + The request for an extraordinary General Meeting of Shareholders is not in accordance with the provisions of law;

- + Shareholders or groups of shareholders who request not to own or represent the minimum percentage of votes as prescribed in Clause 5, Article 18 of the Charter;

- + The issue of the proposal to be included in the meeting agenda is not under the jurisdiction of the Extraordinary General Meeting of Shareholders.

- The content of the agenda of the Extraordinary General Meeting of Shareholders will have different contents related to the specific purpose of convening the Extraordinary General Meeting of Shareholders.

2. Order and procedures for collecting shareholders' opinions in writing to approve the Resolution of the General Meeting of Shareholders.

The order and procedures for collecting shareholders' opinions in writing to approve the Resolution of the General Meeting of Shareholders are specified in Article 22 of the Company's Charter, specifically as follows:

– The Board of Directors has the right to collect shareholders' opinions in writing to approve the decision of the General Meeting of Shareholders when deeming it necessary for the benefit of the Company, except for cases where shareholders' opinions are not allowed to be consulted in writing specified in Clause 1, Article 22 of the Company's Charter;

– The Board of Directors must prepare a poll, a draft Resolution of the General Meeting of Shareholders and documents explaining the draft Resolution. The Board of Directors must ensure to send and disclose documents to shareholders within a reasonable time for consideration and voting and must send them at least 15 days before the deadline for receiving opinion polls. Requirements and methods of sending opinion polls and enclosed documents shall comply with the provisions of Article 22 of the Company's Charter.

– The opinion poll must contain the following principal contents:

+ Name, address of the head office, enterprise code;

+ Purpose of collecting opinions;

+ Full name, contact address, nationality, number of legal papers of the individual for individual shareholders; name, enterprise code or number of legal papers of the organization, address of the head office for shareholders being organizations or full name, contact address, nationality, number of legal papers of the individual, for representatives of shareholders being organizations; the number of shares of each type and the number of votes of shareholders;

+ Issues that need to be consulted for approval of decisions;

+ The voting plan includes approving, disapproving and not having opinions on each issue for consultation;

+ The deadline for sending to the Company the answered opinion poll form;

+ Full name, signature of the Chairman of the Board of Directors of the Company.

– The answered opinion poll must be signed by the shareholder being an individual, the authorized representative or the legal representative of the shareholder being an organization.

– The opinion poll may be sent to the Company in the following forms:

+ By mail: The opinion poll sent to the Company must be contained in a sealed envelope and no one is allowed to open it before counting the votes;

+ Fax or email: Opinion polls sent to the Company by fax or email must be kept confidential until the time of counting.

– The opinion poll received by the Company after the time limit specified in the opinion poll or opened in case of sending a letter or announced before the time of counting votes in case of sending a fax or email is invalid. Opinion poll papers that are not sent back are considered votes not to participate in voting.

– The Board of Directors organizes the vote counting and makes a record of vote counting under the witness of the Supervisory Board or shareholders who are not executives of the Company. The vote counting record must contain the following principal contents:

+ Name, address of the head office, enterprise code;

- + Purposes and issues to be consulted on to approve the Resolution;
- + The number of shareholders with the total number of votes that have participated in voting, distinguishing the number of valid votes, the number of invalid votes and the method of sending voting papers enclosed with an appendix to the list of shareholders participating in voting;
- + The total number of votes in favor, disapproval and no opinion on each issue;
- + The issues that were passed and the corresponding voting rate passed;
- + Full name and signature of the Chairman of the Board of Directors, the vote counter and the vote counting supervisor.
- Members of the Board of Directors, vote counters and vote counting supervisors must be jointly responsible for the truthfulness and accuracy of the vote counting minutes; jointly responsible for damages arising from decisions passed due to dishonest and inaccurate vote counting.
- The vote counting minutes and resolutions must be sent to shareholders within 15 days from the end of the vote counting. The submission of the vote counting minutes and resolutions may be replaced by posting on the Company's website within twenty-four (24) hours from the end of the vote counting.
- The opinion poll that has been answered, the vote counting record, the resolution that has been passed and the relevant documents enclosed with the opinion poll must be kept at the head office of the Company.
- Resolutions adopted in the form of collecting shareholders' opinions in writing must be approved by the number of shareholders representing more than 50% of the total voting shares and have the same validity as the resolutions passed at the General Meeting of Shareholders.

Article 8. Resolution of the General Meeting of Shareholders

1. The Resolution of the General Meeting of Shareholders is approved in accordance with the provisions of Article 21 of the Company's Charter.
2. The resolution of the General Meeting of Shareholders must be disclosed in accordance with the provisions of the securities law and the Charter.

Article 9. Report of the Board of Directors and Supervisory Board at the General Meeting of Shareholders

1. Report on the activities of the Board of Directors at the Annual General Meeting of Shareholders

The report on the activities of the Board of Directors submitted to the General Meeting of Shareholders must contain at least the following contents:

- Remuneration, operating expenses and other benefits of the Board of Directors and each member of the Board of Directors as prescribed in Clause 3, Article 163 of the Law on Enterprises and the Company's Charter;
- Summarizing meetings of the Board of Directors and decisions of the Board of Directors;
- Report on transactions between the Company and members of the Board of Directors and related persons of such members of the Board of Directors; transactions between the Company and the Company in which a member of the Board of Directors is a

founding member or a manager of the enterprise in the last 03 years before the time of transaction;

- Activities of independent members of the Board of Directors and results of independent members' evaluation of the activities of the Board of Directors;
- Activities of other subcommittees of the Board of Directors (if any);
- Assessment of the Company's operation in the fiscal year;
- Activities of other subcommittees of the Board of Directors (if any)
- Supervision results for directors and other executives;
- Expected future plans.

2. Report on the activities of the Supervisory Board at the Annual General Meeting of Shareholders

The report on the operation of the Supervisory Board submitted to the General Meeting of Shareholders must contain at least the following contents:

- Remuneration, operating expenses and other benefits of the Supervisory Board and each Controller as prescribed in Article 172 of the Law on Enterprises and the Company's Charter
- Summarizing the meetings of the Supervisory Board and the conclusions and recommendations of the Supervisory Board;
- Results of monitoring the Company's operation and financial situation;
- Evaluation report on transactions between companies, subsidiaries, companies controlled by the company with more than 50% or more of charter capital and members of the Board of Directors, directors, other executives of the enterprise and related persons of such subjects; transactions between companies and companies in which members of the Board of Directors, Directors, and other executives of the enterprise are founding members or managers of the enterprise in the last 03 years before the time of transaction;
- Supervision results for members of the Board of Directors, Directors and other executives of the Company;
- Report on appraisal results, report on production and business results, financial statements, report on evaluation of management of the Board of Directors.
- The report evaluates the coordination of activities between the Supervisory Board and the Board of Directors, Directors and shareholders.

Chapter III

BOARD OF DIRECTORS AND BOARD MEMBERS

Article 10. Roles, rights and obligations of the Board of Directors, responsibilities of members of the Board of Directors

1. The roles, rights and obligations of the Board of Directors and the responsibilities of members of the Board of Directors shall comply with the provisions of the Company's Charter and law.

2. Right to be provided with information of members of the Board of Directors:

Members of the Board of Directors have the right to request the Director, Deputy Directors, Chief Accountant, other managers in the Company and Representatives of the

Company at other enterprises to provide information and documents on the financial situation and business activities of the Company and of units in the Company.

The requested person must provide timely, complete and accurate information and documents at the request of the members of the Board of Directors.

Article 11. Number, term of office and structure of members of the Board of Directors

1. The Board of Directors consists of 05 members, of which:

- At least one-third (1/3) of the total number of members of the Board of Directors are non-executive members;
- At least 01 member of the Board of Directors is an independent member.

2. The term of office of a member of the Board of Directors shall not exceed 05 years and 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 of a company for no more than 02 consecutive terms. The term of office of a member of the Board of Directors is counted from the effective date of the election. In case all members of the Board of Directors end their term of office, such members shall continue to be members of the Board of Directors until a new member is elected to replace and take over the work.

Article 12. Criteria for members of the Board of Directors

1. Having full civil act capacity, permanently residing in Vietnam, not being banned from establishing and managing enterprises specified in Clause 2, Article 17 of the Law on Enterprises.

2. Having education, capacity and experience in corporate governance.

3. Knowledgeable about the law.

4. He has a lot of experience, especially in the field of the Company's activities.

5. Having good health, quality, morality, honesty and integrity.

6. Criteria for independent members of the Board of Directors: In addition to the regulations on standards for members of the Board of Directors as prescribed above, independent members of the Board of Directors must also meet the conditions prescribed by the Law on Enterprises, the Law on Securities and the Company's Charter.

Article 13. Candidacy, nomination, method of introducing candidates for members of the Board of Directors

1. In case of identification of candidates in advance, information related to the candidates of the Board of Directors shall be included in the documents of the General Meeting of Shareholders and published 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. Information related to the Board of Directors candidates to be announced includes the following minimum contents:

- a) Full name, date of birth;
- b) Educational level;
- c) Professional qualifications;
- d) Work process;

dd) Other managerial titles (including the title of the Board of Directors of other companies);

e) An evaluation report on the candidate's contribution to the Company, in case the candidate is currently a member of the Company's Board of Directors;

g) Interests related to the Company (if any);

h) Full name of the shareholder or group of shareholders nominating the candidate (if any);

i) Other information (if any).

The company must ensure that shareholders have access to information about the companies in which the candidate is a member of the Board of Directors, other management positions and interests related to the company of the board candidate (if any).

2. Candidates for the Board of Directors must have a written commitment to the truthfulness, accuracy and reasonableness of personal information disclosed and must commit to perform their duties honestly if elected as a member of the Board of Directors.

3. Shareholders holding voting shares have the right to combine the number of voting rights of each person together to nominate candidates for the Board of Directors. In each election of members of the Board of Directors: Shareholders or groups of shareholders holding from 10% to less than 20% of the total voting shares may nominate one (01) candidate; from 20% to less than 30% shall be nominated for a maximum of two (02) candidates; from 30% to less than 50% may nominate a maximum of three (03) candidates; from 50% to less than 65% may nominate a maximum of four (04) candidates and from 65% or more may nominate a sufficient number of candidates per General Meeting of Shareholders.

4. In case the number of candidates approved by the Board of Directors for nomination and candidacy is still not enough to be necessary, the incumbent Board of Directors may nominate additional candidates. The introduction of 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 provisions of law.

Article 14. Membership of the Board of Directors

1. Members of the Board of Directors are those who fully meet the conditions and standards as prescribed by law and the Charter, and are elected by the General Meeting of Shareholders as members of the Board of Directors as prescribed. Members of the Board of Directors may not be shareholders of the Company.

2. A member of the Board of Directors of the Company may only be a member of the Board of Directors of a maximum of five (05) other companies.

Article 15. How to elect members of the Board of Directors

1. The voting for the election of members of the Board of Directors must be carried out by the method of cumulative voting, whereby each shareholder has the total number of votes corresponding to the total number of shares owned by the number of elected members of the Board of Directors and shareholders have the right to pool all or part of their total votes to one or several candidates.

2. The winner of the election of a member of the Board of Directors is determined according to the number of votes calculated from high to low, starting from the candidate

with the highest number of votes until the number of members specified in the Company's Charter is reached.

3. In case there are two (02) or more candidates with the same number of votes for the last member of the Board of Directors, a re-election will be conducted among the candidates with the same number of votes or selected according to the criteria of the Election Regulation or the Company's Charter.

Article 16. Dismissal, dismissal, election of additional members of the Board of Directors

1. A member of the Board of Directors shall be dismissed in the following cases:

a) Failing to meet the criteria and conditions for being 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) Submit a written resignation letter to the Company's head office.

c) Suffering from mental disorders and other members of the Board of Directors have professional evidence proving that they no longer have behavioral capacity.

2. A member of the Board of Directors shall be dismissed in the following cases:

a) Failing to attend activities of the Board of Directors for six (06) consecutive months, except for force majeure cases.

b) According to the decision of the General Meeting of Shareholders.

c) Providing false personal information when sending it to the Company as a candidate for the Board of Directors.

d) Other cases as prescribed by law.

3. The Board of Directors must convene the 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 one-third ($1/3$) compared to the provisions of the Charter. In this case, the Board of Directors must convene the General Meeting of Shareholders within 60 days from the date on which the number of members is reduced by more than one-third.

b) In other cases, at the nearest meeting, the General Meeting of Shareholders shall elect a new member to replace the member of the Board of Directors who has been dismissed or dismissed.

Article 17. Announcement on the election, dismissal and dismissal of members of the Board of Directors

Notification of the election, dismissal and dismissal of members of the Board of Directors in accordance with the provisions on information disclosure of the Securities Law and the Company's Charter.

Article 18. Election, dismissal and dismissal of the Chairman of the Board of Directors

The election, dismissal and dismissal of the Chairman of the Board of Directors shall comply with the provisions of the Company's Charter and relevant laws.

Article 19. Board of Directors Meeting

1. The Board of Directors must hold meetings with a minimum number of meetings monthly/quarterly/annually as prescribed in the Company's Charter and law.
2. Cases in which an extraordinary meeting of the Board of Directors must be convened shall comply with the provisions of the Company's Charter and law

Article 20. Notice of the Board of Directors meeting

1. The notice of the BOD meeting must be sent to the members of the BOD and the Supervisory Board at least five (05) working days before the meeting date. The notice of the Board of Directors meeting must be made in Vietnamese and must fully notify the agenda, time and place of the meeting, together with necessary documents on the issues discussed, voting at the Board of Directors meeting and voting papers for members of the Board of Directors who are unable to attend the meeting.
2. The notice of invitation to the meeting shall be sent by post, fax, email or other means but must ensure that it reaches the address of each member of the Board of Directors and the Controller registered at the Company.

Article 21. Conditions for organizing a meeting of the Board of Directors

Meetings of the Board of Directors shall be conducted when at least three-quarters (3/4) of the total number of members attend the meeting. In case the number of members attending the meeting is insufficient as prescribed, the meeting must be convened for the second time within seven (07) days from the date of the first meeting. In this case, the meeting shall be held if more than half (1/2) of the members of the Board of Directors attend the meeting.

Members of the Board of Directors may authorize others to attend the meeting and vote. The authorization of other persons to attend meetings of members of the Board of Directors shall comply with the provisions of the Company's Charter and law.

Article 22. How to vote

1. Each member of the Board of Directors or an authorized person who is directly present as an individual at the meeting of the Board of Directors shall have 01 vote.
2. Members of the Board of Directors may not vote on transactions that benefit such members or related persons of such members. Members of the Board of Directors are not included in the minimum number of delegates required to be present to be able to hold a meeting of the Board of Directors on decisions that such members do not have the right to vote on.
3. Shareholders have the right to attend meetings of the Board of Directors, have the right to discuss but are not allowed to vote.

Article 23. How to approve the resolution of the Board of Directors

1. The Board of Directors approves decisions and makes resolutions by following the approval of the majority of the members of the Board of Directors present. In case the number of votes for and against is equal, the vote of the Chairman of the Board of Directors is the decisive vote.
2. The resolution in the form of written opinion collection is adopted on the basis of the approval of the majority of members of the Board of Directors who have the right to vote. This resolution has the same effect and validity as the resolution passed by the members of the Board of Directors at the meeting convened and held according to custom.

Article 24. Minutes of the Board of Directors meeting

Board meetings must be recorded and may be recorded, recorded and kept in other electronic forms. The minutes of the Board of Directors meeting must be recorded fully and truthfully. The Company Secretary or a member of the Board of Directors or another person requested by the Board of Directors to act as a secretary to record the minutes of the meeting.

In case the chairperson or the person taking the minutes refuses to sign the minutes of the meeting but if all other members of the Board of Directors attend and agree to approve the minutes of the meeting and have all the contents as prescribed at Points a, b, c, d, dd, e, g and h, Clause 13, Article 31 of the Company's Charter, this record shall take effect. The minutes of the meeting clearly state that the chairperson and the person taking the minutes of the minutes refuse to sign the minutes of the meeting.

Article 25. Announcement of the resolution of the Board of Directors

Resolutions and Decisions of the Board of Directors must be notified to the Supervisory Board, Directors, Deputy Directors and relevant units for implementation.

Article 26. Remuneration and other benefits of members of the Board of Directors

Remuneration and other benefits of members of the Board of Directors shall comply with the provisions of Article 29 of the Company's Charter and relevant laws.

Article 27. Subcommittees of the Board of Directors

1. The Board of Directors may establish sub-committees to be in charge of development policies, human resources, salary and bonuses, and internal audit. The functions and tasks, the number of members of the subcommittee and the head of the subcommittee are decided by the Board of Directors. The activities of the subcommittee must comply with the regulations of the Board of Directors. The resolution of the subcommittee is only effective when the majority of members attend and vote to approve it at the meeting of the subcommittee.

2. The implementation of decisions of the Board of Directors or of subcommittees under the Board of Directors or of persons who have the status of members of the subcommittees of the Board of Directors must be in accordance with the provisions of current law and the Company's Charter.

Article 28. Person in charge of corporate governance

1. The Board of Directors must appoint at least one (01) person to perform the duties of the Person in charge of corporate governance to support the Company's governance activities effectively. The term of office of the person in charge of corporate governance shall be decided by the Board of Directors, up to five (05) years. The person in charge of corporate governance may concurrently act as the company secretary as prescribed in Clause 5, Article 156 of the Law on Enterprises.

2. The person in charge of corporate governance must be a person with knowledge of the law, must not simultaneously work for an independent auditing firm that is 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 the organization of the General Meeting of Shareholders as prescribed and related affairs between the Company and shareholders;
 - b) Prepare meetings of the Board of Directors, Supervisory Board and General Meeting of Shareholders at the request of the Board of Directors or Supervisory Board;
 - c) Advising on procedures of meetings;
 - d) Attending meetings;
 - dd) Advising on procedures for making resolutions of the Board of Directors in accordance with law;
 - e) Provide financial information, copies of the minutes of the Board of Directors meeting and other information to members of the Board of Directors and the Board of Directors;
 - g) Supervise and report to the Board of Directors on the Company's information disclosure activities;
 - h) Acting as the focal point of contact with relevant interested parties;
 - i) Confidentiality of information in accordance with the provisions of law and the Charter;
 - k) Other rights and obligations as prescribed by law and the Charter.
4. The Board of Directors may dismiss the person in charge of the Company's administration when necessary but must not be contrary to the current provisions of the Labor Law. The notice of appointment and dismissal of the person in charge of corporate governance shall comply with the provisions of the Charter and the law on securities.

Article 29. Company Secretary

When deeming it necessary, the Board of Directors appoints the Company Secretary to assist the Board of Directors and the Chairman of the Board of Directors in performing their obligations under their competence in accordance with the provisions of law and the Company's Charter. The Company Secretary has the following rights and obligations:

- 1. Supporting the organization of convening the General Meeting of Shareholders and the Board of Directors; recording meeting minutes;
- 2. Assist members of the Board of Directors in exercising their assigned rights and obligations;
- 3. Assisting the Board of Directors in applying and implementing the principles of corporate governance;
- 4. Assisting the Company in building shareholder relations and protecting the legitimate rights and interests of shareholders;
- 5. Assist the Company in properly complying with information obligations, information disclosure and administrative procedures;
- 6. Other rights and obligations as prescribed in the Company's Charter.
- 7. The Company Secretary is responsible for keeping information confidential in accordance with the provisions of law and the Company's Charter.

Chapter IV

CONTROLLERS AND CONTROL BOARDS

Article 30. Roles, rights and obligations of the Supervisory Board, responsibilities of the Supervisory Board

The roles, rights and obligations of the Supervisory Board and the responsibilities of the Supervisory Board shall comply with the provisions of the Company's Charter, the Regulation of the Supervisory Board of the Company and relevant laws.

Article 31. Term of office, composition and requirements for KSV

1. Number of Members:

The number of supervisors is specified in Clause 1, Article 39 of the Charter, specifically the Supervisory Board consists of three (03) members. The members elect one (01) of them as the Head of the Supervisory Board on the principle of majority.

The term of office of the Lecturer shall not exceed five (05) years and may be re-elected with an unlimited number of terms.

The Supervisory Board must have more than half of the members permanently residing in Vietnam.

2. Standards and requirements of KSV:

The Supervisory Board must meet the standards and conditions specified in Article 169 of the Law on Enterprises, Article 39 of the Company's Charter and the Regulation on Operation of the Supervisory Board.

3. Head of the Supervisory Board:

The Head of the Supervisory Board must have a university diploma or higher in one of the majors of economics, finance, accounting, auditing, law, business administration or majors related to the Company's business activities and work full-time at the **Company**. The Head of the Supervisory Board has the following rights and responsibilities:

- Convening a meeting of the Supervisory Board;
- Request the Board of Directors, Directors and other executives of the Company to provide relevant information to report to the Supervisory Board;
- Prepare and sign the report of the Supervisory Board after consulting the Board of Directors to submit to the General Meeting of Shareholders.

Article 32. KSV status

Comptrollers must meet the criteria and conditions specified in Article 169 of the Law on Enterprises.

Article 33. Candidacy and nomination of people for the position of Archbishop

The candidacy and nomination of the Chairman shall be carried out in the same manner as prescribed in Clauses 1 and 2, Article 13 of this Regulation.

Shareholders or groups of shareholders holding ordinary shares with voting rights have the right to combine the votes of each person together to nominate candidates of the Supervisory Board. In each election of members of the Supervisory Board: shareholders or groups of shareholders holding from 10% to less than 30% of the total voting shares may nominate one (01) candidate; from 30% to less than 50% may nominate a maximum of two (02) candidates; 50% or more are nominated for a sufficient number of candidates.

Article 34. How to elect KSV

1. The voting for the election of the Supervisory Board must be carried out by the method of cumulative voting, whereby each shareholder has the total number of votes corresponding to the total number of shares owned by the number of elected members of the Supervisory Board and the shareholders have the right to accumulate all or part of their total votes for one or several candidates.

2. The winner of the KSV election shall be determined according to the number of votes calculated from high to low, starting from the candidate with the highest number of votes until the number of members specified in the Charter is sufficient.

3. In case there are two (02) or more candidates with the same number of votes for the last member of the Supervisory Board, a re-election shall be conducted among the candidates with the same number of votes or selected according to the criteria of the election regulation or the Charter.

Article 35. Cases of dismissal and dismissal of the Chairman

1. An advisor shall be dismissed from office in the following cases:

a) Failing to meet the criteria and conditions for working as an Auditor as prescribed in the Law on Enterprises;

b) Having a letter of resignation and being approved;

c) Other cases as prescribed by law.

2. An institution shall be dismissed in the following cases:

a) Failing to complete the assigned tasks or jobs;

b) Failing to exercise his/her rights and obligations for 06 consecutive months, except for force majeure cases;

c) Seriously violating or repeatedly violating the obligations of the Law on Enterprises and the Company's Charter;

d) As decided by the General Meeting of Shareholders;

dd) Other cases as prescribed by law.

Article 36. Notice of election, dismissal and dismissal of KSV

Notice of the election, dismissal and dismissal of the Director in accordance with the provisions of Article 174 of the Law on Enterprises and the Company's Charter.

Article 37. Salary and other benefits of KSV

Comply with the provisions of Article 43 of the Company's Charter and law.

Chapter V

OTHER DIRECTORS AND EXECUTIVES

Article 38. Organization of the management apparatus

1. The Company's management system must ensure that the management apparatus is responsible to the Board of Directors and under the leadership of the Board of Directors. The company has a Director, Deputy Directors, a Chief Accountant and other titles appointed by the Board of Directors. The Chairman of the Board of Directors may not concurrently hold the position of Director of the Company. The Director may also be a member of the Board of Directors. The appointment, dismissal and dismissal of the above-

mentioned positions must be carried out by a Resolution of the Board of Directors duly approved.

2. The Director is responsible for running all daily activities of the Company and is the legal representative of the Company. Directors shall be responsible to the Board of Directors, the General Meeting of Shareholders and the law for the performance of their rights and obligations specified in the Company's Charter and this Regulation.

3. Deputy Directors and Chief Accountants shall assist the Director according to the tasks assigned or authorized by the Director.

Article 39. Standards of Company Executives

1. Directors must meet the following criteria and conditions:

- Having full civil act capacity and not being banned from managing the enterprise as prescribed by law;
- Having professional qualifications and practical experience for at least five (05) years in corporate governance and/or in the main business lines of the Company;
- Having a university degree or higher in economic-technical disciplines related to the main activities of the Company;
- Have business capacity, enterprise management organization and understanding of the law.

2. Deputy Directors must meet the following criteria and conditions:

- Having full civil act capacity and not being banned from managing the enterprise as prescribed by law;
- Having professional qualifications and practical experience for at least five (05) years in corporate governance and/or in the main business lines of the Company;
- Have a university degree or higher.

3. The chief accountant must meet the following criteria and conditions:

- Having professional qualifications in accounting;
- University degree or higher;
- Having a chief accountant training certificate;
- Having at least 05 years of actual working time in accounting;
- Not subject to those who are not allowed to work as accountants specified in Article 52 of the 2015 Accounting Law.

Article 40. Appointment of Directors and Executives of the Company

1. Appointment of Directors

- The Board of Directors appoints one (01) member of the Board of Directors as Director; the remuneration, salary and other benefits of the Director must be reported at the Annual General Meeting of Shareholders, expressed as a separate item in the Annual Financial Statement and stated in the Company's Annual Report.

- The term of office of the Director shall not exceed five (05) years and may be re-appointed. The appointment may expire based on the provisions of the contract. The Director is not a person who is prohibited by law from holding this position and must meet the standards and conditions prescribed by law, the Company's Charter and this Regulation.

2. Appointment of Other Moderators

– At the request of the Director and the approval of the Board of Directors, the Company may recruit other executives with the number and standards in accordance with the Company's management structure and regulations prescribed by the Board of Directors. The Company's executives must have a diligent responsibility to support the Company in achieving the goals set out in its operations and organization.

– Remuneration, salaries, benefits and other terms of the employment contract for other executives are decided by the Board of Directors after consultation with the Director.

Article 41. Contracting with Directors and other executives

1. The competence to sign and decide on the terms of contracts (including salaries and other benefits) is specified in Article 35 of the Company's Charter. The Chairman of the Board of Directors signs a contract with the Director of the Company on behalf of the Board of Directors.

2. Contracts with other executives will be decided by the Board of Directors after consultation with the Director of the Company.

3. The conclusion and termination of contracts with enterprise executives must comply with the provisions of the labor law.

Article 42. Cases of dismissal or dismissal of the Company's Executive

The Company's executives are dismissed or dismissed in accordance with the provisions of law and the Company's internal documents.

Article 43. Notice of appointment, dismissal, dismissal, signing of contracts, termination of contracts for the Company's Executives

After a decision on the appointment, dismissal, dismissal or dismissal of the Executive of the Company and/or when there is an event of signing or terminating the contract of the Executive of the Company, the Company is responsible for disclosing information within the Company and to the relevant agencies, on the mass media, on the Company's website in accordance with the order and regulations of the Securities Law.

Chapter VI

COORDINATION BETWEEN THE BOARD OF DIRECTORS, THE SUPERVISORY BOARD AND THE DIRECTORS

Article 44. Principles of coordination and work

1. Members of the Board of Directors, CEOs, Directors and other executives must take responsibility for themselves in the process of performing their assigned tasks and must seriously coordinate activities to protect the legitimate interests of shareholders and develop the Company.

2. All members have the right to reserve a consensus or disagreement on a content and to be accountable for it when requested.

3. The principle of general control and internal control is not to obstruct production and business activities and not directly interfere in the administration of units, control to participate in consulting, supervising and advising in rectifying the management of units and companies.

4. The procedures and order of convening, notifying the invitation to meetings, recording minutes, and notifying the results of meetings between the Board of Directors,

the Supervisory Board and the Director shall comply with the corresponding provisions on meetings of the Board of Directors and the Supervisory Board in the Company's Charter and law.

5. Resolutions and Decisions of the Board of Directors shall be notified and provided to the Supervisory Board and the Director in the same manner as for members of the Board of Directors.

6. Cases in which the Director and the Supervisory Board request to convene a meeting of the Board of Directors and matters requiring consultation of the Board of Directors shall comply with the provisions of the Company's Charter, this Regulation and law.

7. The coordination of control, administration and supervision activities among members of the Board of Directors, Supervisors and Directors according to the specific tasks of the above-mentioned members shall be agreed upon between the Board of Directors, BSK and the Director from time to time.

Article 45. Working relationship between the Board of Directors and the Supervisory Board

The working relationship between the Board of Directors and the Supervisory Board is the relationship between the Company's governance activities and compliance control activities to ensure that all management and administration activities of the Company show reasonableness, transparency, honesty, compliance with the Company's policies, etc resolution of the General Meeting of Shareholders and in accordance with the provisions of current law.

Governance involves setting out policies, operating mechanisms, establishing strategic visions and strategies for the Company's development in each period and long-term strategies of the Company.

The control of the Supervisory Board is to supervise the implementation of policies, operating mechanisms and development strategies of the Company, and supervise the executive activities of the Board of Directors.

1. Coordination relationship:

– The Board of Directors and the Supervisory Board establish, apply and maintain a direct coordination mechanism in governance activities through Board of Directors meetings, in the process of executive administration to ensure that the Supervisory Board always has enough necessary information to perform the function of inspection, supervision, and control compliance and immediately notify the Board of Directors when detecting inappropriate content for timely consideration and adjustment by the Board of Directors.

– The Supervisory Board advises the Board of Directors in promulgating guidelines and policies to operate the Company, recommending the Board of Directors to perform key tasks in the financial year to ensure effective management of resources.

2. Control-supervision relationship:

– On behalf of the General Meeting of Shareholders, the Supervisory Board supervises the Board of Directors in the management and administration of the Company. The Supervisory Board inspects and supervises the reasonableness, legality, honesty and prudence in the management and administration of business activities; the implementation

of internal management regulations that have been issued to protect the interests of the Company and shareholders;

- The Supervisory Board has the authority to inspect the compliance of the Board of Directors in accordance with the law, according to the resolutions and decisions of the General Meeting of Shareholders; verifying the management efficiency of the Board of Directors;

- The Supervisory Board has the right to participate in all regular and irregular meetings of the Board of Directors to check the legality and validity of the order of conducting meetings, the order of decision-making of the Board of Directors to ensure the interests of shareholders;

- The Supervisory Board has the right to request the Board of Directors and members of the Board of Directors to provide timely and complete information related to the activities of the Board of Directors;

- When detecting that a member of the Board of Directors violates the obligations prescribed by law and the Company's Charter, the Supervisory Board must immediately notify in writing to the Board of Directors, request the violator to stop the violation and remedy the consequences;

- The Supervisory Board is responsible for promptly notifying the Board of Directors of the results of its control activities and working with the Board of Directors before submitting reports, conclusions and recommendations to the General Meeting of Shareholders.

Article 46. Working relationship between the Board of Directors and the Director

The working relationship between the Board of Directors and the Director is the relationship between the administration and operation of daily production and business activities, specifically including:

1. According to the provisions of law and the Charter, the Board of Directors performs the administrative function with the task of formulating strategies and policies, the Director performs the function of administering and implementing the strategies approved by the Board of Directors.

2. The Board of Directors together with the Director shall agree on short-term, medium-term and long-term goals on the basis of satisfying the interests of the Company and submit them to the General Meeting of Shareholders for approval and methods, methods of implementation and solutions to achieve the set goals.

3. The Director shall assign the person responsible for researching and developing the Company's production plan to submit to the General Meeting of Shareholders. When organizing the implementation of resolutions and decisions of the Board of Directors, if detecting problems that are not in accordance with current laws, the Director shall report to the Board of Directors for the Board of Directors to adjust such resolutions and decisions.

4. The Director has the right to take the initiative in deciding on matters falling under the competence of the Board of Directors as prescribed in the Company's Charter; decide on measures beyond their competence in case of emergency, but must take responsibility for such decisions, and at the same time must immediately report to the Board of Directors.

5. Monthly, quarterly, 06 months, 09 months and annually, the Director shall send a report on the Company's production and business activities to the Board of Directors, proposing issues that need to be solved by the Board of Directors within the scope of its competence and planned objectives and tasks in the coming time.

6. When occurring or realizing that there is a risk of major abnormal fluctuations, the Director should promptly report irregularly in writing or by the fastest means of information to the Board of Directors so that the Board of Directors can take measures to handle it in a timely manner.

7. The Director may participate in regular and extraordinary meetings of the Board of Directors to report on the progress of implementing the resolutions of the Board of Directors, and at the same time propose and comment on the formulation of guidelines and policies of the Board of Directors in accordance with the actual situation of the Company.

8. The Board of Directors shall establish an internal inspection, examination and control mechanism to control the implementation of the Board of Directors' guidelines and policies, review the implementation of resolutions and other issues of authorization of the Board of Directors to the Director.

Article 47. Working relationship between the Supervisory Board and the Director

The working relationship between the Supervisory Board and the Board of Directors is the relationship between compliance control activities and production and business management activities, specifically:

1. Coordination relationship:

The coordination relationship is carried out on the basis of two-way information between the Supervisory Board and the Board of Directors. The Board of Directors actively provides information on operating activities, the Supervisory Board actively considers and gives advice to the Board of Directors in operating activities.

2. Control and supervision relations:

- The Supervisory Board has the right to request the Board of Directors or other managers to provide information related to the Company's production and business activities for inspection and supervision activities;

- The Supervisory Board has the right to review the compliance and legality of the decision-making of the Board of Directors and to evaluate the coordination between members of the Board of Directors and between the Board of Directors and managers;

- The Supervisory Board has the right to participate in meetings of the Board of Directors and managers or request the Board of Directors to convene an extraordinary meeting to inform of issues arising in the process of inspection and supervision that the Supervisory Board finds has violated the provisions of law, regulations of the Company or damage/risk of causing damage to the interests of the Company and shareholders;

- The Director is responsible for providing information and creating all favorable conditions for the Supervisory Board to perform its functions and tasks;

- When detecting inconsistencies in the management activities of the Board of Directors, the Supervisory Board shall notify the Director in writing to request the adjustment of such inconsistencies.

Article 48. Honest responsibility, avoiding conflicts of interests of members of the Board of Directors, Directors, etc

1. Members of the Board of Directors, CEOs, Directors and other managers must disclose relevant interests in accordance with the provisions of the Company's Charter, Article 164 of the Law on Enterprises and relevant legal documents.

2. Members of the Board of Directors, Supervisory Board, Directors, other managers and persons related to these members are not allowed to use business opportunities that may benefit the Company for personal purposes; at the same time, they must not use the information obtained through their positions for personal self-interest or to serve the interests of other organizations or individuals.

3. Members of the Board of Directors, CEOs, Directors and other managers are obliged to notify in writing to the Board of Directors and Supervisory Board of transactions between the Company, its subsidiaries and other companies in which the Company controls more than 50% or more of the charter capital with such entity or with related persons of such entity in accordance with law. For the above-mentioned transactions approved by the General Meeting of Shareholders or the Board of Directors, the Company must disclose information about these resolutions in accordance with the provisions of the securities law on information disclosure.

4. Members of the Board of Directors are not allowed to vote on transactions that benefit such member or related persons of such member in accordance with the provisions of the Law on Enterprises and the Company's Charter.

5. The Company does not grant loans or guarantees to members of the Board of Directors, Supervisory Board, Directors, other managers and persons related to the above-mentioned members or legal entities with which these persons have financial interests, unless the above-mentioned loans or guarantees have been approved by the General Meeting of Shareholders.

6. Transactions between the Company and one or more members of the Board of Directors, CEOs, Directors, other executives and individuals and organizations related to these subjects shall not be invalidated in the following cases:

a) For transactions with a value of less than 35% of the total value of assets recorded in the latest financial statements, important contents of the contract or transaction as well as the relationships and interests of members of the Board of Directors, Directors, and other executives have been reported to the Board of Directors and approved by the Board of Directors by a majority of votes of the members. members of the Board of Directors have no related interests;

b) For a transaction with a value equal to or greater than 35% or a transaction resulting in a transaction value arising within 12 months from the date of the first transaction with a value of 35% or more of the total value of assets recorded in the latest financial statement, the important contents of this transaction as well as the relationship and interests of other members of the Board of Directors, Directors, and Executives have been announced to shareholders and approved by the General Meeting of Shareholders by votes of shareholders who have no related interests.

7. Contracts and transactions signed with the following entities must be approved by the General Meeting of Shareholders or the Board of Directors:

– Shareholders and authorized representatives of shareholders are organizations that own more than 10% of the total ordinary shares of the Company and their related persons;

- Members of the Board of Directors, Directors and their related persons;
- Enterprises that members of the Board of Directors, CEOs, Directors and other managers of the Company must declare according to the provisions of Clause 2, Article 164 of the Law on Enterprises.

8. The Board of Directors approves the contracts and transactions specified in Clause 7 of this Article and have a value of less than 35% of the total value of the Company's assets stated in the latest financial statements. In this case, the representative of the Company signing the contract must notify the members of the Board of Directors and the Supervisory Board of the relevant subjects of such contract or transaction; and at the same time enclose the draft contract or the main 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 receipt of the notice; Members with related interests do not have voting rights.

9. The General Meeting of Shareholders approves the following contracts and transactions:

- Contracts and transactions other than those specified in Clause 8 of this Article;
- Contracts, transactions of borrowing, lending or sale of assets with a value greater than 10% of the total value of assets of the enterprise stated in the latest financial statements between the Company and shareholders owning 51% or more of the total voting shares or related persons of such shareholders.

10. In case of approval of a contract or transaction as prescribed in Clause 9 of this Article, the legal representative of the company signing the contract must notify the Board of Directors and the Supervisor of the relevant subjects for such contract or transaction; at the same time, enclose the draft contract or notice of the main contents of the transaction. The Board of Directors submits a draft contract or explains the main contents of the transaction at the General Meeting of Shareholders or collects shareholders' opinions in writing. In this case, shareholders with related interests do not have voting rights; contracts or transactions approved under the provisions of Clause 1, Article 21 and Clause 8, Article 22 of the Company's Charter.

11. Members of the Board of Directors, Supervisory Board, Board of Directors, other managers and persons related to this entity are not allowed to use or disclose to others to carry out related transactions.

Chapter VII

PERFORMANCE EVALUATION, REWARD AND DISCIPLINE

Article 49. Performance Evaluation

1. Annually, based on the assigned functions and tasks, the Board of Directors shall assess the level of fulfillment of assigned tasks of each member of the Board of Directors, Directors, Deputy Directors, Chief Accountants and officials under its management.

2. Annually, based on the assigned functions and tasks, the Supervisory Board shall assess the level of completion of the assigned tasks of each KSV.

3. The annual assessment of cadres shall comply with the Company's regulations.

Article 50. Rewards

Annually, the Board of Directors submits to the General Meeting of Shareholders for approval the production and business plan targets for the financial year together with bonus funds for the Board of Directors, Supervisory Board, Board of Directors, Chief Accountant

and other executives under the management of the Board of Directors. Based on the level of completion of the business plan and the reward policy approved by the General Meeting of Shareholders, the Board of Directors will decide on the specific bonus level for members of the Board of Directors, Supervisory Board, Board of Directors, Chief Accountant and other executives.

Article 51. Discipline

1. Members of the Board of Directors, Directors, Directors and Chief Accountants who violate their obligations and responsibilities honestly and prudently, fail to fulfill their obligations with diligence and professional capacity shall be responsible for the damages caused by their violations;

2. Disciplinary forms and material responsibilities for members of the Board of Directors, Auditors, Directors and Chief Accountants shall comply with the provisions of the Charter and law.

Chapter VIII

INFORMATION DISCLOSURE – TRANSPARENCY AND CONFIDENTIALITY

Article 52. Principles of information disclosure

1. Definitions: *"Disclosure is defined as a way to ensure that information is accessible to all interested parties through a transparent process to ensure that information is easily searched and collected, regardless of the purpose for which information is accessed"*.

2. Principles of information disclosure:

- Regularly and promptly;
- Easily and widely accessible;
- Accurate and complete;
- Be consistent, relevant, and documented.

3. The Company is obliged to fully and accurately and promptly disclose periodic and irregular information on the Company's production and business activities, finance and governance to shareholders and the public in accordance with the information disclosure regulations of the Hanoi Stock Exchange.

4. The disclosure of information shall be carried out in such a manner as to ensure fair and concurrent access to shareholders and the investing public. The language in the information disclosure is clear, easy to understand and avoids misleading shareholders and the investing public, ensuring transparent information.

5. The Director of the Company or the person authorized to disclose information shall disclose information. The Director shall be responsible for the completeness, timeliness, truthfulness and accuracy of the information disclosed.

Article 53. Confidential Information

1. In order to avoid adverse impacts on the legitimate rights and interests of the Company and shareholders in information disclosure, the Company is allowed to keep confidential information for confidential information within the scope of business secrets in accordance with the provisions of the Competition Law.

2. The scope of business secrets and other confidential information is specified in the Regulation on information disclosure and information security policies.

Article 54. Insider information and insider transactions

1. Inside information means information related to the Company that has not been disclosed which, if disclosed, may greatly affect the Company's securities price.

2. Internal information is kept confidential by competent persons in accordance with the provisions of the Information Privacy Policy.

3. Subjects who can access internal information include:

- Members of the Board of Directors, Supervisory Board, Directors within the scope of jobs related to assigned responsibilities and tasks;
- Major shareholder of the Company;
- Financial statement auditors, securities companies, securities investment fund management companies and securities practitioners of the Company;
- Organizations and individuals having business cooperation and service provision relations with the Company and individuals working in such organizations;
- Organizations and individuals that directly or indirectly obtain inside information from the subjects specified at the above-mentioned points.

4. Persons who have access to inside information are not permitted:

- Buying and selling securities related to the inside information to which they have access;
- Disclosure of inside information to other individuals unless such disclosure is made in the course of the performance of tasks entrusted to it by the Company;
- Advising or inducing others to buy and sell securities related to the inside information to which they are accessed.

5. Illegal insider trading (insider trading) means transactions that take place when persons with access to inside information use such information to gain profits or to avoid losses on the stock market.

6. The Director is responsible for implementing the Information Security Policy and concretizing the Company's regulations and procedures on avoiding conflicts of interest in order to regulate acts related to the use of internal information and internal transactions.

Article 55. Organizing information disclosure, information management and transparency

1. Organization of information disclosure

- The Board of Directors is responsible for establishing, approving and maintaining the Regulation on information disclosure in accordance with the provisions of the Securities Law, guiding documents and other relevant legal provisions.
- To ensure accuracy and timeliness, the Company will organize a full-time/part-time department in charge of information disclosure. The standards and conditions of these personnel/departments are mentioned in the Regulation on information disclosure. The Company's information disclosure officer strictly complies with the assigned rights and obligations.

– The information disclosure is carried out on the media of the State Securities Commission and the Hanoi Stock Exchange, publications and websites of the Company.

2. Management of confidential and internal information

– The Director is the person most responsible for developing/proposing information classification criteria and internal information and confidential information management systems in accordance with current provisions of law. In principle, internal information needs to be managed centrally from top to bottom. Each department, depending on the characteristics of the job, assesses the sensitivity of information arising in that department in order to have appropriate handling, security and management.

– In the process of developing business activities, the list of information needs to be regularly supplemented and updated to closely manage and monitor, limiting the negative effects of disclosing internal information to the outside.

3. Transparency

The Company is committed to ensuring transparency in information disclosure in accordance with the Regulation on Information Disclosure.

4. Liability for compensation

Individuals who violate the Information Disclosure Regulations, including but not limited to violations of (i) information disclosure, (ii) use and/or disclosure of information, (iii) preparation of incomplete and inaccurate disclosed information, etc., shall be liable for compensation and/or liability depending on the severity of the violation.

5. Regular communication mechanism with major shareholders

The company will inform major shareholders whenever the Board of Directors deems it necessary, but in principle not less than 2 times a year.

Article 56. Contents of information disclosure

1. Disclosure of information on the Company's governance

– The Company must disclose information about the Company's governance during the Annual General Meetings of Shareholders, in the Company's Annual Report, which must include at least the following information:

- + Members and structure of the Board of Directors, Supervisory Board;
- + Activities of the Board of Directors and Supervisory Board;
- + Activities of independent members of the Board of Directors;
- + Plans to enhance the efficiency of the Company's governance activities;
- + Remuneration and expenses for members of the Board of Directors, Directors;

+ Information about the Company's stock transactions of members of the Board of Directors, Shareholders, Board of Directors, Chief Accountant, major shareholders and persons related to the above-mentioned subjects;

+ The number of members of the Board of Directors, Directors, and Directors who have participated in training on corporate governance;

+ Points that have not been implemented in accordance with the provisions of the Regulation, causes and solutions.

- The Company is obliged to make periodic reports and disclose periodic information on the Company's governance in accordance with the provisions of law, the State Securities Commission and the Hanoi Stock Exchange.

- Members of the Board of Directors, Directors, Directors, and the Executive Board are responsible for reporting and disclosing information on:

- + Transactions between the Company and companies in which the above-mentioned members are founding members or members of the Board of Directors or Directors in the previous 3 years;

- + Transactions between the Company and the company in which the related persons of the above-mentioned members are members of the Board of Directors, Directors or major shareholders;

- + Transactions may bring material and non-material benefits to the above-mentioned members.

2. Contents of information disclosure include:

- Periodic information: audited financial statements and annual reports;
- Unusual information;
- Information at the request of the State Securities Commission;
- Information related to transactions of major shareholders;
- Information related to treasury stock trading;
- Information related to stock transactions of founding shareholders during the period of transfer restriction;
- Information related to transactions and public offerings;
- Information related to the public offering of securities and the progress of using capital obtained from the offering;
- Other information as prescribed by law.

3. Voluntary disclosure of information

The information that the Company may voluntarily disclose (not within the scope of legal requirements) on the website includes:

- The Company's objectives;
- Ownership structure of major and important shareholders and voting rights;
- Information about members of the Board of Directors and the Board of Directors
- Foreseeable material risk factors;
- Employees and related stakeholders;
- Structure and Corporate Governance Policies.

4. Scope of information with major shareholders

The scope of information with major shareholders includes:

- Internal information;
- Comments of major shareholders on corporate governance.

Article 57. Disclosure of information about major shareholders

1. The company must organize the periodic disclosure of information about each major shareholder, including the following principal contents:

- Name, year of birth (individual shareholder);
- Contact address;
- Occupation (individual shareholder), business line (institutional shareholder);
- The number and percentage of shares owned in the Company;
- The situation of fluctuations in ownership of major shareholders;
- Information that can lead to major changes in the Company's shareholders;
- The situation of increasing and decreasing stocks and pledging and mortgaging of the Company's shares of major shareholders.

2. The company is obliged to report quarterly and annually and disclose information on the situation of changes in shareholders according to the regulations of the State Securities Commission to the State Securities Commission and the Hanoi Stock Exchange.

3. In order to ensure the interests of shareholders, shareholders must regularly and promptly provide information of shareholders to the Company. In case the shareholder fails to provide information that leads to the interests of the affected shareholders and if such impact does not stem from the fault of the Company, the Company will not be liable for compensation.

Article 58. Information Security

1. The Director is responsible for developing and organizing the implementation of regulations and procedures on information security (as part of the information security policy).

2. The scope of the regulation shall include the Company's internal information, confidential information and other sensitive information that needs to be kept confidential.

3. The main contents must at least include: information risk management, departments in charge, asset management, storage, communication, access control, management of confidentiality commitments to third parties.

Chapter IX

IMPLEMENTATION PROVISIONS

Article 59. Organization of implementation

1. The Board of Directors, the Supervisory Board and the Board of Directors shall be responsible for applying these regulations to the General Meeting of Shareholders, meetings of the Board of Directors, Supervisory Board and the Board of Directors in accordance with the order specified in this Regulation. The reporting system of relevant units must have the main contents as prescribed in the Regulation.


2. The Director shall coordinate with relevant units in establishing the system of operation regulations of the Board of Directors, decentralizing and decentralizing powers among members of the Board of Directors in accordance with the provisions of this Regulation;

Article 60. Enforcement effect

1. This Regulation consists of 9 Chapters and 60 Articles, drafted by the Board of Directors of the Company and submitted to the General Meeting of Shareholders for approval based on the contents of the Company's Charter, approved by the General Meeting of Shareholders at the Annual General Meeting of Shareholders in 2026, effective from April 28, 2026 and replaces the Internal Regulation on Corporate Governance of Viet LPG Trading Joint Stock Company promulgated on April 23, 2024 and the Regulations on organizing the online General Meeting of Shareholders of Petro Vietnam LPG Joint Stock Company issued under the Resolution of the General Meeting of Shareholders No. 02/NQ-ĐHDCĐ-LPG dated April 27, 2022.

2. The amendment to the Internal Regulations on corporate governance shall be considered by the Board of Directors of the Company and submitted to the General Meeting of Shareholders for approval./.

ON BEHALF OF THE BOD
CHAIRMAN



Vũ Văn Thúc

Appendix I
REGULATIONS ON ORGANIZING THE ONLINE GENERAL MEETING
OF SHAREHOLDERS OF PETRO VIETNAM LPG JOINT STOCK COMPANY

Chapter I
GENERAL PROVISIONS

Article 1. Scope of application

1. This regulation regulates the application of modern information technology to organize the General Meeting of Shareholders (annual and extraordinary) through online meetings and electronic voting of Petro Vietnam LPG Joint Stock Company (PV GAS LPG).

2. This Regulation applies to Shareholders, the Board of Directors, the Supervisory Board, Directors and other relevant organizations and individuals.

Article 2. Explanation of terminology

In this Regulation, the following terms and abbreviations shall be construed as follows:

1. *Electronic voting* : means the voting of shareholders or their authorized representatives before or during the General Meeting of Shareholders in the form of voting on the online system.

2. *Shareholder*: is the person who owns at least one share of PV GAS LPG, is named in the list of shareholders entitled to attend the closing General Meeting of Shareholders on the last registration date provided by the Vietnam Securities Depository (VSD) or is a person duly authorized in writing by shareholders and has been granted an access account by PV GAS LPG to register for participation attending the Congress online, voting electronically.

3. *Registration to attend the Online General Meeting*: means the use of the Login Information by Shareholders to access the system and register to attend the Online General Meeting in accordance with this Regulation and the instructions of PV GAS LPG

4. *General Meeting of Shareholders or General Meeting*: means the General Meeting of Shareholders.

5. *Venues for holding meetings of the General Meeting of Shareholders in the form of online meetings*: including the main venue and other places. In particular, the main location is where the Presidium attends and chairs the meeting, other locations are where shareholders log in to the online system with the Access Account provided by PV GAS LPG to attend the online General Meeting.

6. *Charter*: means the Charter of Petro Vietnam LPG Joint Stock Company

7. *Board of Directors*: is the Board of Directors of PV GAS LPG.

8. *Online system*: means the application/software system/website used by PV GAS LPG to serve the organization of the online General Meeting of Shareholders and/or electronic voting.

9. *Online meeting*: means a meeting of the General Meeting of Shareholders held through the application of modern information technology solutions to transmit the sound and/or image of the General Meeting, allowing shareholders in different locations

to attend, monitor, discuss and vote on the issues of the meeting.

10. Closing time of the online system: means the time when the online system is closed for access and voting according to the notice of the Presidium.

11. Opening time of the Online System: means the starting time for Shareholders to access, read documents, register to attend the Online General Meeting and be able to vote on the contents to be voted on at the General Meeting according to the notice in the Invitation Letter.

12. Login information: including Username/ID and password in the Meeting Invitation Letter. The username and password are provided by PV GAS LPG uniquely for each Shareholder or the person authorized by the Shareholder in the Invitation Letter or in other forms decided by PV GAS LPG.

13. The company or PV GAS LPG is: Petro Vietnam LPG Joint Stock Company

In this Regulation, the terms and terms used but not defined shall have the meaning in accordance with the relevant provisions of law and the Company.

Article 3. Conditions for organizing the Congress in the form of online meetings

The person competent to convene the General Meeting of Shareholders in accordance with the provisions of the Charter has the right to decide on the organization of the General Meeting of Shareholders in the form of an online meeting when considering that (i) the holding of the General Meeting of Shareholders at a location cannot be carried out due to epidemic reasons, decisions of competent State management agencies or other force majeure causes or (ii) the organization of the online General Meeting of Shareholders is convenient or suitable for the Company's operations.

Chapter II

RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND THE PARTIES ATTENDING THE MEETING ONLINE

Article 4. Rights and obligations of shareholders attending the General Meeting

1. Shareholders entitled to attend the General Meeting are the Shareholders named in the list of Shareholders on the closing date of the right to attend the General Meeting as prescribed.

2. Each Shareholder will be provided with an access account and password by PV GAS LPG to log in to the Online System. The Shareholder's access account can be encrypted to ensure the authentication of the Participant's status.

3. Shareholders who register to attend the meeting in the form of an online meeting will be authenticated to attend the General Meeting of Shareholders, which is considered to be valid attendance at the General Meeting if the Shareholders have completed the login with the Username and password provided by the Company to the Online System. Shareholders are considered to attend and vote validly at the General Meeting on any issues on the agenda of the General Meeting, if after logging in, the shareholders have completed the electronic voting on that issue on the online system.

4. Rights and obligations of shareholders when participating in the General Meeting:

a) Shareholders or authorized representatives are entitled to attend the General

Meeting, vote on all matters of the General Meeting in accordance with the provisions of the Law on Enterprises, relevant legal documents and the Charter.

b) Shareholders or authorized representatives of shareholders have the right to register to attend the General Meeting after the General Meeting has commenced and participate in voting on subsequent issues of the General Meeting. The Congress is not responsible for stopping and re-voting the approved issues and the voted contents are retained in effect.

c) In case the Shareholder authorizes another person to attend the Meeting, after receiving a valid authorization document as prescribed, PV GAS LPG will provide the username and access password to the authorized party to attend the Meeting. Shareholders are fully responsible for the authorization information sent to PV GAS LPG. Persons authorized to attend the General Meeting must comply with this Regulation, comply with the management of the Presidium and respect the results of work at the General Meeting.

d) During the General Meeting, the Shareholders must comply with the guidance of the Presidium of the General Meeting, behave civilly, politely and keep order.

e) The costumes of shareholders and delegates ensure politeness and solemnity.

f) Prepare and use appropriate online meeting equipment with an internet connection to ensure that you can monitor the progress of the Congress and exercise your right to vote and vote. In case the online meeting equipment and internet connection of the Shareholders cannot be connected to the online system of PV GAS LPG, the Presidium is not responsible for stopping and voting again on the approved issues and the voted contents are retained in effect.

g) Confidentiality of information related to the access account such as: name, other identifiers (if any) of the access account and login password to ensure that only Shareholders have the right to attend the meeting on the Online System. Shareholders are responsible for ensuring that their authorized representatives will comply with the provisions of this Clause in the same manner as shareholders.

h) Responsible for all risks and disputes related to attending meetings made with the Shareholders' access account on the Online System. The implementation of attending the meeting and voting on the Online System with the username with the correct password and/or other identifiers will be considered as the will of the Shareholders.

i) Must regularly update information on phone numbers, contact addresses, and email addresses accurately, fully and truthfully at securities depository places to ensure receipt of notification of access accounts and take full responsibility for this registered information.

Article 5. Rights and obligations of the Presidium and the Secretariat

1. Pursuant to the provisions of law and the Charter, the Chairman of the General Meeting will be in charge of the Chairman of the Board of Directors or another individual. In case the Chairman of the Board of Directors is absent or unable to perform his/her duties, the election of the Chairman shall be carried out in accordance with the provisions of law and the Charter.

2. The Chairman is the person who has the right to decide on the order, procedures and events arising outside the program of the Congress.

3. The Presiding Officer shall appoint personnel to join the Presidium to administer

the Congress, appoint the Secretariat to make records and perform other tasks as assigned by the Presidium.

4. Without consulting the General Assembly, the Chairman shall at any time have the right to expel persons who commit acts of disruptive or disorderly conduct in the General Assembly and/or to delay the General Assembly if it finds that the delay is necessary for the work of the General Assembly to be carried out lawfully and effectively.

Article 6. Rights and obligations of the Shareholder Eligibility Examination Committee

1. The Shareholder Eligibility Examination Committee consists of 01 Head and a number of members appointed by the Board of Directors. The Shareholder Eligibility Examination Committee has the function of checking the status of Shareholders or authorized representatives to attend the General Meeting: Checking and confirming the status of Shareholders registering to attend the General Meeting online in accordance with the provisions of law, the Charter and this Regulation; Report to the General Meeting on the results of the examination of the eligibility of shareholders to attend the General Meeting.

2. Inspection method: The Shareholder Status Examination Board confirms the Shareholder status based on the login information from the Shareholders' Account as a basis for determining the number of Shareholders attending the Online General Meeting.

3. The Shareholder Eligibility Examination Board has the right to set up an assisting department to complete the Board's tasks.

Article 7. Rights and obligations of the Vote Counting Committee

1. The Vote Counting Committee consists of one (01) Head and other members nominated by the Chairman for the Congress to vote and approve. The Vote Counting Committee has the right to set up an assisting department to complete the tasks of the Board.

2. The Vote Counting Committee has the following tasks:

- a) Instruct shareholders on how to vote and vote at the General Meeting.
- b) Record the voting and election results of Shareholders and Shareholders' representatives on issues to be consulted and approved at the General Meeting.
- c) Summarize and report the results of vote counting before the Congress and make a record of vote counting to approve the contents submitted to the Congress.
- d) Perform other assigned tasks.

CHAPTER III ORDER OF CONDUCTING THE ONLINE CONGRESS

Article 8. Conditions for conducting the Congress

The General Meeting shall be conducted when the following conditions are met:

1. There are a number of Shareholders who have accessed the system to register to attend the meeting representing more than 50% of the total votes according to the list of Shareholders entitled to attend the General Meeting provided by VSDC. The Shareholder Eligibility Examination Committee shall notify the number of shareholders attending, the total number of voting shares and the participation rate so that the General Meeting can

proceed according to regulations.

In case the number of shareholders necessary to conduct the General Meeting is insufficient, the General Meeting may be reconvened within the time limit and conditions specified in Clause 2 and Clause 3, Article 19 of the Company's Charter.

2. The online system must meet the following conditions:

a) The transmission line of the online system at the main location must operate continuously and stably, ensuring the attendance of shareholders is not interrupted. In case the organization of the Congress is interrupted at the main venue, the Presidium must summarize the development of such interruption.

b) The main venue must ensure the conditions of sound, lighting, power sources, electronic means and other equipment according to the requirements and nature of the online meeting.

c) Ensure information security, keep the account confidential to access the online system. All information received and provided on the online system ensures the principle of information confidentiality and is in accordance with the provisions of the Law on Cyber Information Security.

d) The electronic data of the Congress program must be stored and extracted from the online system.

Article 9. Comments at the General Meeting

1. The discussion shall only be carried out within the prescribed time and within the scope of the issues presented in the content program of the Congress.

2. Based on the number of shareholders attending and the allowable time of the General Meeting, the Presidium may choose the method of running the meeting. Shareholders shall discuss under the guidance of the Chairman during the General Meeting in the form of online discussion and questioning or sending questions to the Presidium through the online system.

3. At the same time, only one shareholder is entitled to speak. Shareholders spoke briefly and focused on the right key contents to be discussed, in accordance with the approved program of the General Meeting. The content of the Shareholder's suggestions must not violate the law and must fall under the competence and content of the General Meeting. The Chairman has the right to ask Shareholders to focus on the key content to be said to save time and ensure the quality of the discussion.

Article 10. Voting and election forms:

1. Time of voting and voting:

Shareholders have the right to vote and vote from the beginning of the online system opening time to before the end of voting and elections as prescribed. Voting and election opinions recorded by the System before the end of voting are valid opinions and recorded in the vote counting results.

2. Voting method :

According to the management of the Presidium, Shareholders vote on each content (except for election content) by ticking 01 of 03 boxes: "Agree" or "Disapprove" or "No opinion" and send it to the General Meeting through the online system.

3. Election method :

The election of Members of the Board of Directors and Members of the Supervisory Board of the Company shall be conducted in the form of electronic voting by the method of cumulative voting in accordance with the provisions of law and the Charter.

According to the management of the Presidium, Shareholders record the number of votes for each candidate they choose and send them to the General Meeting through the online system.

4. Notification of voting and election results:

The results of voting and election according to each content will be reported to the Congress by the Vote Counting Committee immediately after completing the vote counting.

Article 11. Resolutions and Minutes of the Congress

1. The Resolution of the General Meeting of Shareholders shall be adopted in accordance with the provisions of the Charter.

2. The resolution of the General Meeting of Shareholders must be disclosed in accordance with the law on securities and the Charter.

3. The proceedings of the General Meeting shall be recorded in writing and/or in other lawful forms. The minutes are made in Vietnamese with full content as prescribed and posted on the Company's website. The minutes of the General Meeting must be completed and approved before the end of the meeting. The minutes and resolutions of the General Meeting, the Appendix to the list of shareholders attending the meeting and relevant documents must be kept at the Company.

4. The Presidium and the Secretariat are jointly responsible for the truthfulness and accuracy of the contents of the Minutes of the Congress./.