

**REGULATION ON ORGANIZATION OF THE ANNUAL GENERAL MEETING
OF SHAREHOLDERS IN 2026**

CHAPTER I: GENERAL PROVISIONS

Article 1: Scope of application

The Regulation applies to the organization of the Annual General Meeting of Shareholders of **TOP ONE Allot Joint Stock Company** (hereinafter referred to as the Company).

Article 2.- This Regulation specifies the rights and obligations of the parties participating in the Congress, conditions and procedures for conducting the Congress.

Article 3.- Shareholders and participants shall comply with the provisions of this Regulation.

**Chapter II: RIGHTS AND OBLIGATIONS OF THE PARTIES PARTICIPATING
IN THE GENERAL MEETING**

Article 4: Rights and obligations of ordinary shareholders.

A. Eligibility:

A shareholder is a representative of a legal person, a natural person or a representative of a shareholder, a group of shareholders who own voting shares of the Company on the date of closing the list of shareholders entitled to participate in the Annual General Meeting of Shareholders.

B. Rights of eligible shareholders when attending the General Meeting:

1. To vote on all matters falling under the competence of the General Meeting of Shareholders in accordance with the Charter.
2. To authorize in writing their representatives to attend and vote at the General Meeting of Shareholders on their behalf.
3. The Organizing Committee of the Congress shall publicly announce the entire contents of the Congress program; All eligible shareholders may participate in opinions directly or through their authorized representatives; All participating opinions were discussed at the General Meeting of Shareholders.
4. At the General Meeting of Shareholders, each shareholder or shareholder representative, when attending the General Meeting of Shareholders, must bring the Certificate of attendance and the Power of Attendance (for shareholder representatives) to submit to the Shareholder Eligibility Examination Board and receive a voting slip (inscribing the ordinal number of shareholders and the number of voting shares of the themselves). The voting value of votes held by such shareholders or representatives corresponds to the ratio of the number of voting shares that such shareholders own or represent under the registration to attend the General Meeting to the total number of voting shares of delegates present at the General Meeting.
5. Shareholders and shareholders' representatives, when attending the meeting of the General Meeting of Shareholders, after hearing the report on the contents to be approved, shall discuss and approve each part by voting.



6. Shareholders who arrive at the General Meeting late (not more than 15 minutes) have the right to register immediately, then have the right to participate and vote right at the General Meeting, but the Chairman is not responsible for stopping the General Meeting to allow them to register and the validity of the voting rounds to proceed will not be affected.

C. Obligations of ordinary shareholders when attending the General Meeting:

1. To participate in or authorize to participate in the General Meeting of Shareholders in accordance with the Company's charter.
2. To comply with the provisions of this Regulation.
3. Shareholders or shareholder representatives attending the meeting must complete the procedures for registering to attend the General Meeting with the Organizing Committee of the General Meeting.
4. Strictly abide by the rules at the General Meeting of Shareholders, respect the results of work at the General Meeting.

Article 5: Rights and obligations of the Shareholder Eligibility Examination Committee to attend the General Meeting

The Shareholder Eligibility Examination Committee attends the General Meeting of Shareholders nominated by the Board of Directors and approved by the General Meeting. The Shareholder Eligibility Examination Committee to attend the General Meeting shall receive papers from shareholders attending the meeting; Distributing documents and voting slips; Report to the General Meeting on the results of checking the eligibility of shareholders to attend the General Meeting.

Article 6.- Rights and obligations of the presiding judge and the secretary

1. The Board of Directors of the Company shall nominate the Organizing Committee (including: the Presidium, the Secretariat of the General Meeting, the Shareholder Eligibility Examination Committee) for approval by the General Meeting.
2. The Chairman of the Board of Directors is the chairman of the General Meeting of Shareholders.
3. The Chairman's decision on the order, procedures or events arising outside the program of the General Meeting of Shareholders shall be highly adjudicative.
4. The Chairman of the General Meeting shall carry out such tasks as he or she deems necessary to administer the General Meeting of Shareholders in a valid and orderly manner; or for the General Meeting to reflect the wishes of the majority of shareholders attending.
5. Without consulting the General Meeting, the Chairman of the General Meeting of Shareholders may at any time postpone the General Meeting of Shareholders to another time and at another place decided by the Chairman if he finds that:
 - a. The behavior of those present hinders or is likely to hinder the course of the meeting.
 - b. The delay is necessary for the work of the General Assembly to proceed validly.
6. The Secretariat shall perform the support tasks as assigned by the Presidium.

Chapter III: CONDUCT OF THE CONGRESS

Article 7.- The General Meeting of Shareholders shall be held when the number of shareholders attending the meeting represents at least 51% of the voting shares according to the list of key shareholders.

Article 8: Methods of conducting the General Meeting



A. The General Meeting shall in turn discuss and approve the following contents:

- According to the contents sent to shareholders.

B. The General Meeting of Shareholders shall be held in one session:

Official General Meeting of Shareholders

Main contents:

- Through the Shareholder Status Examination Board; Presidium; Secretariat; Vote counting committee.
- Approval of the General Meeting program (*sent to shareholders in advance*)
- Vote to approve the contents presented by the Presidium.
- Approve the Resolution of the Congress.
- Approval of the minutes of the General Meeting

Chapter IV: THE END OF THE CONGRESS

Article 9: Approval of the Decision of the General Meeting of Shareholders:

The decision of the General Meeting of Shareholders on matters in the meeting shall be approved by the number of shareholders representing at least 51% of the total voting shares of all shareholders and representatives of shareholders attending the meeting.

Article 10: Minutes of the General Meeting of Shareholders

All contents at the General Meeting of Shareholders must be recorded by the Secretary of the General Meeting in the Company's minutes book. The minutes of the meeting are read and approved before the closing of the meeting and are kept in the Company's minutes book.

Chapter V: IMPLEMENTATION PROVISIONS

Article 11: This Regulation consists of 5 chapters and 11 articles, which were approved and took effect at the 2026 Annual General Meeting of Shareholders of TOP ONE Allot Joint Stock Company.

**TM. BOARD
CHAIRMAN**



CHỦ TỊCH HỘI ĐỒNG QUẢN TRỊ
Nguyễn Ngọc Dương