

Hanoi, 15 May 2026

DRAFT

**REGULATIONS ON THE ORGANIZATION  
OF THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

*Pursuant to the Law on Enterprises No. 59/2020/QH14 dated 17 June 2020; and  
Law No. 76/2025/QH15 dated 17 June 2025 amending and supplementing a number of  
articles of the Law on Enterprises;*

*Pursuant to the Charter of International Trade and Investment Services Joint Stock  
Company;*

*Pursuant to the Internal Regulations on Corporate Governance.*

**Chapter I**

**GENERAL PROVISIONS**

**Article 1.** Scope of application: These Regulations apply to the organization and conduct of the 2026 Annual General Meeting of Shareholders (hereinafter referred to as the “Meeting” or the “AGM”) of International Trade and Investment Services Joint Stock Company (hereinafter referred to as the “Company”).

**Article 2.** These Regulations specify the rights and obligations of the parties attending the Meeting; the working principles, conditions and procedures for conducting the Meeting and for voting on the matters falling within the authority of the Meeting.

**Article 3.** Shareholders and other participating parties shall comply with these Regulations, the Company’s Charter and applicable provisions of law.

**Chapter II**

**RIGHTS AND OBLIGATIONS OF THE PARTIES ATTENDING THE MEETING**

**Article 4. Rights of ordinary shareholders attending the Meeting**

- 4.1 Ordinary shareholders shall have the right to attend, discuss and vote on all matters falling within the authority of the AGM in accordance with the Company’s Charter, the Law on Enterprises No. 59/2020/QH14 and other relevant legal documents.
- 4.2 In case a shareholder is unable to attend the Meeting for personal reasons, such shareholder may, if so wishing, authorize another person to attend and vote at the AGM on his/her behalf by means of a Power of Attorney. The original Power of Attorney must be presented before the representative of the shareholder is admitted to the official Meeting.
- 4.3 A person authorized to attend the Meeting shall not sub-authorize a third party to attend the Meeting.



- 4.4 Shareholders attending in person and persons authorized to attend the AGM shall send a Confirmation of Attendance to the Company at least 04 (four) days before the date of the Meeting.
- 4.5 The Organizing Committee of the Company's 2026 AGM shall publicly announce the agenda of the Meeting and the documents to be reported and/or approved at the Meeting. Opinions of shareholders attending the Meeting in person or through their authorized representatives shall be discussed at the AGM.
- 4.6 At the 2026 AGM, after registering attendance with the Shareholder Credentials Verification Committee, each shareholder or shareholder representative shall be issued one voting card bearing the shareholder's identification number and the number of voting shares of such shareholder. The voting value of the voting card corresponds to the total number of voting shares owned or represented by such person as registered for attendance.
- 4.7 Shareholders shall be entitled to hear reports on the activities of the Board of Directors and the Supervisory Board, as well as other contents in the agenda of the Meeting, and to discuss and successively approve each item by show-of-card voting.
- 4.8 A shareholder arriving late shall be entitled to register immediately upon arrival and thereafter to participate in and vote at the Meeting; however, the Chairperson shall not be obliged to suspend the Meeting for such registration, and the validity of votes already taken shall not be affected.

#### **Article 5. Obligations of shareholders attending the Meeting**

- 5.1 When attending the Meeting, shareholders or their authorized representatives must bring personal identification documents (Citizen Identification Card/Identity Card or Passport), a Power of Attorney (if any), or, in the case of an institutional shareholder, the Decision appointing the representative of contributed capital (for authorized representatives), produce them to the Organizing Committee of the Meeting, and complete the attendance registration procedures with the Organizing Committee.
- 5.2 To strictly observe the internal rules of the AGM, respect the working results of the Meeting and the conduct of the Meeting by the Presidium.
- 5.3 To speak directly under the conduct of the Chairperson of the Meeting, to vote in accordance with the guidance of the Organizing Committee and to respect the management of the Meeting by the Chairperson. Statements shall be brief, concise, non-repetitive and focused on the key matters to be discussed in line with the agenda already approved by the Meeting.
- 5.4 Shareholders and other participants shall be responsible for maintaining the confidentiality of information and for using and preserving the Meeting's documents in accordance with the law on information disclosure and the Company's internal regulations; shall not copy, transcribe, record (audio or video) or disseminate any documents or information that have not yet been officially disclosed by the Company without prior permission. Audio and video recording at the Meeting must comply with



the guidance of the Organizing Committee, must not affect the order or conduct of the Meeting and must comply with the law; any audio or video recording must be publicly notified and approved by the Chairperson of the Meeting.

5.5 To bear all responsibility before the law and before INTERSERO for the results of his/her voting and election at the Meeting.

5.6 Shareholders or their authorized representatives attending the Meeting shall be responsible for attending the Meeting from its commencement to its conclusion. If a shareholder leaves the Meeting before its conclusion, the shareholder's voting rights with respect to matters voted on after the time of departure shall not be counted.

#### **Article 6. Rights and obligations of the Organizing Committee and the Shareholder Credentials Verification Committee**

6.1 The Organizing Committee of the Meeting shall be established by decision of the Board of Directors of INTERSERO. The Organizing Committee shall be responsible for preparing the documents of the Meeting; nominating the specialized sub-committees of the Meeting; distributing documents to shareholders eligible to attend the Meeting; and organizing the implementation of the contents of the Meeting's agenda.

6.2 The Shareholder Credentials Verification Committee for the AGM (hereinafter referred to as the "Credentials Verification Committee") shall be decided by the Board of Directors of INTERSERO. The Credentials Verification Committee shall receive the documents presented by attendees, verify them and distribute the Meeting documents, ballots and voting cards to shareholders eligible to attend the Meeting; report to the Meeting on the results of verifying the credentials of attending shareholders. Where an attendee does not have sufficient credentials to attend the Meeting, the Credentials Verification Committee shall have the right to refuse to issue a voting card and to distribute the Meeting's documents.

#### **Article 7. Rights and obligations of the Presidium and the Secretariat of the Meeting**

7.1 The Presidium and the Secretariat of the Meeting shall be nominated by the Organizing Committee in accordance with regulations and approved by vote of the Meeting.

7.2 The Presidium shall consist of the Chairperson and other members.

7.3 Decisions of the Presidium and of the Chairperson of the Presidium on matters of order, procedure or events arising outside the agenda of the AGM shall be final and decisive.

7.4 The Presidium of the Meeting shall take such actions as it deems necessary to conduct the AGM in a valid and orderly manner and to ensure that the Meeting reflects the wishes of the majority of attending shareholders.

7.5 The Chairperson shall have the right not to respond to, or merely to record, comments or recommendations of shareholders that fall outside the matters submitted to the Meeting for opinion.

7.6 Without consulting the Meeting, the person chairing the AGM may, at any time, adjourn the Meeting or propose that the Meeting consider adjourning to another time or another venue if he/she considers that:

- (i) The conduct of attendees is obstructing, or is likely to obstruct, the proceedings or to cause disorder at the Meeting;
  - (ii) Such adjournment is necessary for the work of the Meeting to be conducted in a valid manner;
  - (iii) The information and supporting facilities of the Meeting do not allow attending delegates to participate, discuss, vote and elect.
- 7.7 The Secretariat shall carry out assisting tasks as assigned by the Presidium and shall faithfully and accurately reflect the proceedings of the Meeting in the Minutes and Resolution of the 2026 AGM.

#### **Article 8. Rights and obligations of the Vote Counting Committee**

8.1 The Vote Counting Committee shall be nominated by the Chairperson and approved by the Meeting.

8.2 The Vote Counting Committee shall:

- (i) Guide attendees on the methods of voting and election;
- (ii) Determine the results of voting and election
- (iii) Prepare the Vote Counting Minutes and report to the Meeting on the results of vote counting and election
- (iv) Carry out all checking, minute-taking and announcement of vote-counting results in a faithful and accurate manner, and bear responsibility for such results

8.3 Be entitled to establish an assisting unit to fulfil its tasks.

### **Chapter III: CONDUCT OF THE MEETING**

#### **Article 9. Conditions for conducting the Meeting**

The AGM shall be conducted when the number of attending shareholders represents more than 50% (fifty percent) of the total voting shares according to the list prepared as at the record date for convening the AGM.

#### **Article 10. Manner of conducting the Meeting**

10.1 The Meeting is expected to take place within half (½) of a day in accordance with the specific schedule announced by the Organizing Committee of the Meeting.

10.2 The Meeting shall successively hear, discuss and approve the contents in accordance with the agenda already adopted

### **Chapter IV: CONCLUSION OF THE MEETING**

#### **Article 11. Adoption of Resolutions of the AGM**

Resolutions of the AGM on matters at the Meeting shall be adopted upon the approval of attending delegates representing more than 50% or 65% of the total voting shares of all attending shareholders or shareholder representatives, in accordance with Clauses 1, 2 and 3 of Article 21 of the Company's Charter.

#### **Article 12. Minutes of the AGM**

All contents of the AGM must be recorded by the Secretary of the Meeting in the Company's minute book. The Minutes of the Meeting shall be read out and adopted before the close of the Meeting and shall be kept at the Company in accordance with regulations.



## Chapter V: OTHER PROVISIONS

### Article 13. Where the first convening of the Meeting fails

- 13.1 If, within 30 (thirty) minutes from the time fixed for the opening, the first meeting does not meet the conditions for being conducted as provided in Article 9 of these Regulations, the second meeting shall be convened within 30 (thirty) days from the scheduled opening date of the first meeting. The second meeting of the General Meeting of Shareholders shall be conducted when the number of attending shareholders represents at least 33% of the voting shares.
- 13.2 If the second convened meeting also does not meet the conditions for being conducted as provided in Clause 1 of this Article, the third meeting shall be convened within 20 (twenty) days from the scheduled opening date of the second meeting. In this case, the AGM shall be conducted regardless of the number of attending shareholders and the proportion of voting shares of attending shareholders

**Article 14. Expenses of attending the Meeting:** All travel, accommodation and meal expenses of shareholders attending the AGM shall be borne by the shareholders themselves.

## Chapter VI: IMPLEMENTATION PROVISIONS

### Article 15. Effectiveness

- 15.1 These Regulations consist of 6 chapters and 15 articles, are read out at the 2026 Annual General Meeting of Shareholders of International Trade and Investment Services Joint Stock Company and submitted to the shareholders for vote. If approved by the AGM with the affirmative vote of 50% (fifty percent) or more of the total voting shares of all attending shareholders, these Regulations shall become mandatorily effective for all shareholders.
- 15.2 Other related matters not addressed in these Regulations shall be governed by the Charter and the Internal Regulations on Corporate Governance

ON BEHALF OF THE BOARD OF  
DIRECTORS  
CHAIRMAN



Phung Tien Toan