

DRAFT

WORKING REGULATIONS

**AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
HABECO – HAI PHONG JOINT STOCK COMPANY**

Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the XIV National Assembly of the Socialist Republic of Vietnam on June 17, 2020;

Pursuant to the Law on Securities No. 54/2019/QH14 passed by the XIV National Assembly of the Socialist Republic of Vietnam on November 26, 2019;

Pursuant to the Charter on organization and operation of Habeco – Hai Phong Joint Stock Company;

The 2025 Annual General Meeting of Shareholders of Habeco – Hai Phong Joint Stock Company shall be organized and implemented in accordance with the following regulations:

CHAPTER I: GENERAL PROVISIONS

***Article 1.** Purpose To ensure order, conduct, and voting principles at the Annual General Meeting of Shareholders of Habeco – Hai Phong Joint Stock Company are conducted in accordance with legal regulations and effectively. Resolutions of the General Meeting of Shareholders reflect the unified will of shareholders, meet their legitimate interests, and comply with the law.*

***Article 2.** Subjects and Scope of Application Subjects: All shareholders and authorized representatives attending the 2025 Annual General Meeting of Shareholders of Habeco – Hai Phong must comply with these Regulations, the Company Charter, and current laws. Scope of application: These Regulations apply to the organization of the 2025 Annual General Meeting of Shareholders of Habeco – Hai Phong (hereinafter referred to as "the Company"). They specify the rights and obligations of participants, and the conditions and procedures for convening the Meeting.*

CHAPTER II: RIGHTS AND OBLIGATIONS OF PARTICIPANTS

***Article 3.** Participants in the 2025 Annual General Meeting of Shareholders 3.1. Shareholders who hold shares as listed on the record date of March 20, 2025. 3.2. Guests, advisory organizations (if any).*

Article 4. Rights and Obligations of Shareholders 4.1. Shareholders' rights: 4.1.1. All shareholders have the right to attend and vote on matters under the General Meeting's authority. 4.1.2. Shareholders unable to attend may authorize another person to participate and vote on their behalf. The authorization must be in writing (using the proxy form sent with the meeting invitation). 4.1.3. Each attending shareholder will be given a Voting Card containing their shareholder code and number of voting shares. This card is used for speaking and voting when requested by the Chairperson. 4.1.4. Late arrivals may register upon arrival and vote, but the Chairperson is not required to pause the meeting for them, and prior votes remain valid.

4.2. Shareholders' obligations:

4.2.1. When attending in person, shareholders or authorized representatives must bring:

- The meeting invitation (if any);
- Original ID card, citizen ID, passport, or other valid identification;
- Valid proxy (if authorized), signed by the shareholder and, in the case of legal entities, signed and sealed by the legal representative.

4.2.2. Shareholders are eligible to attend and vote after completing registration as per these Regulations. 4.2.3. If a shareholder has authorized someone else without notifying of the cancellation, they may not vote if the authorized person has already registered and received voting materials. 4.2.4. Proxies cannot re-authorize others. 4.2.5. During the meeting, shareholders and their representatives must comply with these Regulations, respect the Chairperson's guidance, behave civilly, and avoid disrupting the meeting. Including but not limited to:

- Dressing appropriately;
- Not recording audio/video without prior approval;
- Registering to speak and adhering to time limits and agenda scope;
- Speaking and voting as guided;
- Not disturbing or interfering with the meeting's order;
- Respecting the Chairperson's authority.

4.2.6. Comply with the Company Charter and these Regulations; 4.2.7. Respect the outcomes and rules of the meeting.

Article 5. Rights and Obligations of the Chairperson 5.1. The Chairperson is the Chairman of the Board of Directors. If absent, the remaining Board members elect a substitute. Candidates and voting results must be disclosed. The Chairperson appoints two secretaries to record the minutes. The General Meeting elects a Vote Counting Committee of no more than three people upon the Chairperson's proposal.

5.2. The Chairperson decides on any procedural or incidental matters outside the meeting agenda. 5.3. The Chairperson may require security checks or take appropriate measures to:

- Adjust the meeting venue;

- *Ensure safety for attendees.*

5.4. The Chairperson may postpone the meeting for no more than three days if:

- *Participants cannot be seated conveniently;*
- *Attendee behavior disrupts the meeting;*
- *A delay is necessary for proper proceedings.*

Article 6. Rights and Obligations of the Secretary 6.1. *Appointed by the Chairperson and approved by the General Meeting, the Secretary supports the Presidium, records and prepares the meeting minutes.* 6.2. *Responsible for the accuracy and completeness of the meeting minutes.* 6.3. *Performs other tasks assigned by the Presidium during breaks.*

Article 7. Vote Counting Committee 7.1. *Appointed by the Chairperson and approved by the General Meeting. Members may be shareholders.* 7.2. *Responsible for counting votes and announcing results to the Presidium.* 7.3. *Responsible for the accuracy of vote counting.*

CHAPTER III: CONDUCTING THE MEETING

Article 8. Conditions for Convening the Meeting *The General Meeting proceeds when shareholders representing more than 50% of total voting shares are present.*

Article 9. Meeting Agenda *As adopted in the 2025 Annual General Meeting agenda.*

Article 10. Voting at the Meeting 10.1. *Decisions are approved by vote of shareholders or authorized representatives present.* 10.2. *Each shareholder may vote once per issue using the Voting Card. Options include Agree, Disagree, or No Opinion. Multiple selections on one issue render the vote invalid.*

CHAPTER IV: CLOSING THE MEETING

Article 11. Approval of Meeting Resolutions 11.1. *Resolutions are approved with at least 65% of voting shares represented for:*

- *Amending the Charter and Company Regulations;*
- *Share classes and total shares;*
- *Changing business sectors;*
- *Changing organizational structure;*
- *Projects or asset sales worth 35% or more of total assets in the latest financial report;*
- *Reorganization or dissolution.*

11.2. *Other resolutions are approved with at least 50% of voting shares represented for:*

- *2024 Board activities and 2025 plan;*
- *2024 business performance and 2025 production plan;*

- 2024 Supervisory Board activities and 2025 plan;
- 2024 audited financial statements by Nhan Tam Viet Audit Co., Ltd.;
- 2024 remuneration report and 2025 remuneration plan for the Board and Supervisory Board;
- Auditor selection for 2025;
- Dividend plan from retained earnings (2022–2024) and 2025 profit distribution;
- Other matters discussed at the meeting.

Article 12. Meeting Minutes All meeting content must be recorded by the Secretary. The minutes are read, approved, and archived in the Company’s minutes book.

CHAPTER V: OTHER PROVISIONS

Article 13. Other Regulations 13.1. Shareholders may speak with the Chairperson’s consent. Comments must be brief, focused on agenda topics. The Chairperson will arrange the speaking order and respond to questions. 13.2. Shareholders may be expelled by the Presidium for failing to comply, causing disorder, or interfering with the meeting.

CHAPTER VI: IMPLEMENTATION PROVISIONS

Article 14. Effectiveness These Regulations consist of 6 chapters and 14 articles, issued by the Board of Directors of Habeco – Hai Phong on April 25, 2025, and apply exclusively to the 2025 Annual General Meeting held on April 25, 2025. Effective upon approval by the General Meeting.

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

Recipients:

- Board members, Supervisory Board;
- Organizing Committee;
- Company shareholders;
- Archives.

Pham Anh Tuan