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### REGULATION ON ORGANIZATION

## THE 2021 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF COTECONS CONSTRUCTION JOINT STOCK COMPANY

### Pursuant to:

- Law on Enterprises No. 59/2019/QH14 dated June 17<sup>th</sup>, 2020 and its guiding legal documents;
- Organization and Operation Charter of Coteccons Construction Joint Stock Company;
- Corporate Governance Regulation of Coteccons Construction Joint Stock Company;

Board of Directors of Coteccons Construction Joint Stock Company hereby submits the Regulation on Organization to the 2021 Annual General Meeting of Shareholders of Coteccons Construction Joint Stock Company (hereinafter referred to as "Regulation") for approval, with detail as follows:

### **CHAPTER 1**

### **GENERAL PROVISIONS**

### Article 1. Scope and Subjects of application

- 1.1 This Regulation is applied for organization, voting and election at the 2021 Annual General Meeting of Shareholders (hereinafter referred to as "AGM") of Coteccons Construction Joint Stock Company (hereinafter referred to as "Company/Coteccons")
- 1.2 All shareholders having voting right (based on the final shareholder list dated 18<sup>th</sup>, March 2021), authorized representatives and the participants of the AGM are responsible for complying with the provisions in this Regulation.

### **Article 2. Purpose of application**

- 2.1 This Regulation details the principles and procedures for shareholders, authorized representatives and the participants of the AGM.
- 2.2 Depending on the situation of the Covid 19 pandemic and the directions/ recommendations of competent authorities, the Company will decide whether or not to apply disease prevention measures specified in this Regulation.



#### **CHAPTER 2**

#### RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS

### Article 3. Shareholders attending the AGM

### 3.1 Conditions for attending the AGM:

- a) Be the shareholder those in the list of shareholders on the record date or their authorized representatives as confirmed via the Authorization letter.
- b) Meet all conditions of Covid 19 protection and prevention measures, no contact with people who are sick or suspected to be infected within 14 days before the meeting. Failing to meet the above conditions, the Shareholder would not be allowed to participate the meeting for the purpose of ensuring the health of Shareholders and community.

### 3.2 Method for registration to attend the AGM:

- a) The shareholders or authorized representatives need to bring along with the following documents:
  - The original of Invitation letter;
  - The original of ID card or Passport;
  - The original of the Authorization Letter under the Company's form (in case the Authorized Representative attends the AGM).
- b) The shareholders or the authorized representatives present the afore mentioned materials to the Shareholders' Eligibility Verification Committee. Once accepted, the shareholders shall be received the AGM materials, Voting paper, Election paper and Voting card.
- c) The shareholders must check the information on the AGM materials, Voting paper, Election paper and Voting card when registering to attend the meeting. In case there is any incorrect information, the shareholder must immediately inform to the Shareholders Verification Committee in exchange for the accurate Voting paper, Election paper and Voting card.

### 3.3 Rights and obligations of the attending Shareholders:

- a) The shareholders those are eligible to attend the AGM, have full rights and obligations as stipulated in Article 11 and Article 12 of the Company's Charter and prevailing regulations.
- b) The shareholders or groups of the shareholders mentioned in Clause 3, Article 11 of the Charter have the right to propose additional content to the AGM's agenda. Proposals must be made in writing and sent to the company at least three (03) working days before the AGM opening day.
- c) In case the voting box has not yet been sealed, the shareholders or authorized The English translation is for informational purposes only and is not a substitute for the official policy. In case of any discrepancy between the Vietnamese and English version, the Vietnamese version shall prevail Trang 2/14

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representatives still have the right to register with The Shareholders' Eligibility Verification Committee for receiving the AGM materials, Voting paper, Election paper, Voting card and has the right to vote after registration; in this case, the previous voted issues (if any) remain in effect. The AGM Chairperson is not responsible for stopping the meeting for the late Shareholders in such case.

- d) If shareholders or their authorized representatives leave the AGM before its completion or are expelled from the AGM when acting against the Chairperson's direction, causing disruption, obstructing the normal progress of the meeting, such shareholders are considered to waive their rights and obligations at the AGM from that moment.
- e) During the AGM, shareholders or Authorized Representative shall be subject to the instruction of the Chairperson, behave politely and respect the AGM's results. All voice recordings or images taken by shareholders or authorized representatives during the AGM must be publicly disclosed and be approved by the AGM Chairperson.
- f) The shareholders or their authorized representatives attending the AGM must comply with other provisions of this Regulation, the Company's Charter and the Law on Enterprise when attending the meeting.

### **Article 4. The AGM Presidium and the AGM Chairperson**

- **4.1** The AGM Presidium includes members of the Board of Director ("BOD"), the Board of Managements ("BOM") and other members as assigned by the AGM Chairperson. The AGM Chairperson presiding the AGM will the Chairman of BOD.
- **4.2** The AGM Presidium shall support the AGM operated by the AGM Chairperson.
- **4.3** Rights and obligations of the AGM Chairperson:
  - a) To preside and manage the AGM 's activities according to the approved agenda until the Meeting Resolutions are approved;
  - b) To decide on the order or procedures arising outside the agenda, including but not limited to:
    - Respond to Shareholder's questions (except for matters related to business confidentiality) or assign the respondent or note down comments and suggestions from Shareholders if such comments and suggestions are out of the scope of AGM's proposal;
    - Invite experts, lawyers or professionals attending the AGM to explain some issues to the Shareholders;
    - Take necessary actions to conduct the meeting properly and orderly, according to the approved agenda. To request competent authorities to maintain meeting order (if necessary); expel those who act against the Chairperson's direction,

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cause disruption, obstruct the normal progress of the AGM, or refuse to comply with security requirements and eligibility verification from the AGM.

- Suspend or delay the AGM in case the participants disrupt the order and threaten to obstruct the fair and legal process of the AGM; or expel those who act to obstruct, disrupt the meeting, against the direction of the AGM Chairperson and the AGM Presidium for proceeding the AGM under the Law.
- Conduct other work in accordance with the Company's Charter and the Law to proceed the AGM.

### Article 5. The Shareholders' Eligibility Verification Committee

- 5.1 The Shareholders' Eligibility Verification Committee has 03 [*three*] members assigned by the AGM Chairperson.
- 5.2 The Shareholders' Eligibility Verification Committee has the rights and obligations:
  - a) To check the eligibility of the shareholders or their authorized representatives attending the meeting; to request shareholders or their authorized representatives attending the meeting to present their Invitation Letter, ID card or Passport, valid Authorization letter (in case authorized representatives attending the AGM) for checking with the List of shareholders and determining the eligibility of shareholders or authorized representatives.
  - b) To ensure shareholders or authorized representatives have the materials of AGM, the Voting paper, Election paper and Voting card.
  - c) To summarize and report to the shareholders the result of verification the eligibility of shareholders attending the AGM.
  - d) In case the attendees are not eligible, the Shareholders Verification Committee has the right to deny their right to attend the AGM, refuse to provide them the AGM's documents;
  - e) Other tasks as assigned.

### **Article 6. Secretary Committee**

- 6.1 Secretary Committee includes 03 (three) members as assigned by the AGM Presidium.
- 6.2 Secretary Committee assists the AGM Chairperson/the Presidium, including:
  - a) To fully and honestly record the AGM's contents;
  - b) To publish the draft Meeting Minutes and Resolution of the AGM and the Announcement of the AGM Chairperson/Meeting Presidium to the Shareholders upon requested;
  - c) To receive written questions from shareholders or authorized representatives;
  - d) To assist in announcing documents, conclusions or sending notifications to

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shareholders upon requested;

e) To perform other tasks as assigned by the AGM Chairperson/the AGM Presidium.

### **Article 7. Vote Counting Committee**

- 7.1 Vote Counting Committee includes 03 (three) members as assigned by the AGM Presidium and approved by the AGM. The members of the List of nominees shall not be included in the Vote Counting Committee. In case of necessary, the AGM proposes 01 member of the Supervisory Board and 01 shareholder selected randomly in the meeting to perform the task of supervising the vote counting of the Vote Counting Committee.
- 7.2 The Vote Counting Committee including a Head and members has the right to establish an assisting team to fulfill its duties.
- 7.3 Vote Counting Committee has the following obligations:
  - a) To prepare the voting box, to provide guidance on voting principle, Voting paper, Election paper and Voting card, voting procedures;
  - b) To supervise voting procedure of Shareholders and Authorized representatives;
  - c) To check, to count and to record the votes for each content;
  - d) To report the voting result to AGM as assigned by the AGM Chairperson;
  - e) Responsible for the truthfulness and data accuracy, checking, making minutes of vote counting and publicizing vote counting results.
- 7.4 Vote Counting Committee performs the vote counting according to the following regulations:
  - a) Work in the area arranged by the AGM Chairperson;
  - b) Use electronic technical equipment to support the vote counting;
  - c) Check validity of the Election paper, Vote paper, Voting card;
  - d) Check the Election paper, Vote paper, Voting card one by one and record the results of the vote counting;
  - e) Calculate and eliminate non-voting shares of Shareholders who do not have voting rights (if any);
  - f) Seal all voting cards and hand them over to the Meeting Presidium.
- 7.5 Vote Counting Committee is responsible for making the Minutes of Vote Counting on the voting result of each voting issue to report to the General Meeting of Shareholders as designated by the AGM Chairperson.

#### **CHAPTER III**

### COTECCONS CONSTRUCTION JOINT STOCK COMPANY

### ELECTION OF THE BOARD OF DIRECTOR MEMBERS AND SUPERVISORY BOARD

### Article 8. The number members of the BOD and the BOS for election at the AGM

The AGM shall elect three (03) members of BOD for the 2017 - 2022 period and one (01) member to Supervisory Board for the 2017 - 2022 period, including:

- 8.1 The number of additional of member of BOD: 02 members.
- 8.2 The number of additional of independent member of BOD: 01 member.
- 8.3 The number of additional member of Supervisory Board: 01 member.

### Article 9. Criteria and conditions of the member of BOD/independent member of BOD:

- 9.1 Criteria and conditions of the member of BOD:
  - a) Be legally competent, not be banned from business administration as prescribed in Clause 2 Article 17 of the 2020 Law on Enterprise.
  - b) Have qualifications and experiences in the business administration and not being necessarily Shareholders of the Company.
  - c) Not concurrently hold the position of Member of the BOD at more than 05 other companies.
- 9.2 Criteria and conditions of independent member of BOD:
  - a) Be legally competent, not be banned from business administration as prescribed in Clause 2 Article 17 of the 2020 Law on Enterprise.
  - b) Have qualifications and experience in the business administration and not being necessarily Shareholders of the Company.
  - c) Not concurrently hold the position of member of the BOD at more than 05 other companies.
  - d) Not being a person working for the Company, the parent company or its subsidiaries of the Company; not be a person that worked for the Company, its parent company or its subsidiary for at least 03 consecutive years.
  - e) Not being a person receiving salaries, wages from the Company, except for the benefits to which members of BOD are entitled.
  - f) Not have a spouse, father, adoptive father, mother, adoptive mother, child, adopted child, sibling related to major Shareholders of the Company, being a manager of the Company or the Company's subsidiaries
  - g) Not directly or indirectly hold at least 01% of the Company's Voting shares.
  - h) Not ever hold the position of member of BOD, Supervisory Board of the Company at least the previous 05 (five) consecutive years, unless being appointed for 02

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consecutive periods

- 9.3 Criteria and conditions of member of Supervisory Board:
  - a) Be legally competent, not be banned from business administration as prescribed in Clause 2 Article 17 of the 2020 Law on Enterprise;
  - b) Have qualifications and experience in the business administration and not being necessarily Shareholders of the Company;
  - c) Not being a family member of a member of the BOD, Director or General Director, and/or other management members;
  - d) Not be a family member of the management members of the company and the parent company; the representative of the company's capital share, the representative of the state capital share in the parent company and in the company;
  - e) Not to be a company manager; not necessarily be a Shareholders or employees of the company;
  - f) Must be an auditor or an accountant and not be a member or employee of the independent auditing company who is auditing the financial statements of the Company;
  - g) Members of the Supervisory Board are not allowed to hold managerial positions of the Company and are not related persons with members of the Board of Directors, General Director and other managers of the Company.

### Article 10. Conditions for nomination and candidacy of the members of the BOD

- 10.1 The Shareholders holding voting shares may accumulate the number of voting rights of each person to nominate candidates to the BOD:
  - a) Holding voting shares from five percent (05%) to less than ten percent (10%) of the total voting shares may nominate one (01) candidate.
  - b) Holding voting shares from ten percent (10%) to less than thirty percent (30%) of the total voting shares may nominate a maximum of two (02) candidates.
  - c) Holding voting shares from thirty percent (30%) to less than forty percent (40%) of the total voting shares may nominate a maximum of three (03) candidates.
  - d) Holding voting shares from forty percent (40%) to less than fifty percent (50%) of the total voting shares may nominate a maximum of four (04) candidates.
  - e) Holding voting shares from fifty percent (50%) to less than sixty percent (60%) of the total voting shares may nominate a maximum of five (05) candidates.
  - f) Holding voting shares from sixty percent (60%) to less than seventy percent (70%) of the total voting shares may nominate a maximum of six (06) candidates.
  - g) Holding voting shares from seventy percent (70%) to less than eighty percent (80%)

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of the total voting shares may nominate a maximum of seven (07) candidates.

- h) Holding voting shares from eighty percent (80%) to less than ninety percent (90%) of the total voting shares may nominate a maximum of eight (08) candidates.
- 10.2 In case the number of nominated person and candidates to the election of Members of BOD is insufficient, the current BOD may nominate candidates according to the provisions of the Company Charter and current laws.
- 10.3 The Shareholders holding shares with voting rights, have the right to combine the number of voting rights of each person to nominate/nominate candidates for the Supervisory Board according to the following provisions:
  - a) Holding voting shares from five percent (05%) to less than ten percent (10%) of the total voting shares may nominate one (01) candidate.
  - b) Holds from ten percent (10%) to less than thirty percent (30%) of the total number of voting shares with the right to nominate up to two (02) candidates;
  - c) Holds from thirty percent (30%) to less than forty percent (40%) of the total number of voting shares with the right to nominate up to three (03) candidates;
  - d) Hold from forty percent (40%) to less than fifty percent (50%) of the total number of voting shares with the right to nominate up to four (04) candidates;
  - e) Holding from fifty percent (50%) to less than sixty percent (60%) of the total number of voting shares with the right to nominate up to five (05) candidates;
- 10.4 In case the number of candidates for the Supervisory Board through nomination and candidacy is still insufficient, the incumbent Supervisory Board may nominate more candidates or hold a nomination as prescribed in the Charter. Company and applicable law regulations

## Article 11. Documents of nomination, candidacy for the Member of BOD/BOS and the List of nominees

- 11.1 Application documents for the member of BOD election:
  - a) Notice on nomination/candidacy for election the member of BOD (under The Company's form attached to the AGM materials);
  - b) Curriculum vitae of nominees (under The Company's form attached to the AGM materials);
  - c) A notarized copy of ID card, Passport, educational/training certificates (if any);
  - d) List of groups and nomination minutes (if the candidate is nominated by a group of Shareholders).
- 11.2 Only candidates, who qualify the criteria of the member of BOD/independent member of BOD/member of BOS and have the nominee application profile under this

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Regulation, will be disclosed in the list of nominees at the AGM

11.3 The valid nominee profile for member of BOD have to not only be sufficient documents as stipulated in Article 11.1 but also submit application before the deadline via address as stipulated on Notice of nominating member of BOD

### **CHAPTER IV**

### CONDUCT OF THE SHAREHOLDERS GENERAL MEETING AND VOTING TO APPROVE ISSUES AT THE SHAREHOLDERS GENERAL MEETING

### **Article 12: Conditions for holding the AGM**

General Meeting of Shareholders shall be conducted once it meets all the following conditions:

- 12.1 Number of Shareholders and Authorized Representatives represents at least fifty-one percent (51%) of voting shares in the List of Shareholders on the record date;
- 12.2 Covid-19 protection and disease prevention measures are fully applied under the direction of the Prime Minister, National Steering Committee for Prevention of Covid-19 and Ho Chi Minh City People's Committee.
- 12.3 Other conditions (if any) in accordance with current laws.

#### **Article 13: Conduct the AGM**

- 13.1 The AGM Chairperson proceeds the meeting under the ratified procedure, agenda of the AGM.
- 13.2 The contents on the agenda are discussed and approved by voting form prescribed in this Regulation. The AGM Chairperson shall arrange suitable time to discuss and vote on each issue of the agenda.
- 13.3 The AGM shall be terminated after the Meeting Minutes and Resolution get approved.
- 13.4 Covid-19 prevention measures will be applied before and throughout the meeting as instructed from time to time by the competent authorities.

### **Article 14: The Voting Paper**

- 14.1 The voting paper is pre-printed according to the Company's form with the Company's seal. Each vote has the following information:
  - a) Full name of the Shareholder;
  - b) ID card/Passport/Business Registration Certificate;
  - c) The total number of shares owned and/or ownership representatives with voting rights;
  - d) Authorized representative.
- 14.2 When the Shareholders or Authorized Representatives register to attend the AGM, they

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will be provided one (01) or more Voting Papers for the ratified contents at the AGM.

- 14.3 The voting value of the Voting Paper equivalent to the number of voting shares of the Shareholders and the authorized number (if any) of the total number of voting shares of Shareholders and Authorized Representatives attending the AGM.
- 14.4 The Voting Paper could be encrypted as mentioned at Article 14.1 of this Regulation for vote counting via the computer software.
- 14.5 Invalid Voting Paper shall be considered as no comment to all of the Voting contents. The Voting Paper shall be considered invalid if fall into the followings:
  - a) The Voting Paper is not issued by the Company; or
  - b) The Voting Paper contains additional content, information or symbol as not requested by the AGM Chairperson; or
  - c) Crossed, corrected, torn, not intact Voting Paper (in this case, the Shareholders may request to have a new Voting Paper and return the invalid one to the Board of Election and Voting, each Shareholders is entitled to change the Voting Paper one (01) time).
- 14.6 In case there is any content in the voting ballot containing many different opinions or not selecting any voting result or choosing from two three (02 03) voting results on the same issue or change the voting result for two (02) times or more, those voting contents will be viewed. No comments; the remaining contents that are properly voted on are still legally valid
- 14.7 The Voting Paper which is not sent to the Board of Election and Voting during the Voting collection at the AGM shall be considered as no comment on all voting issues.

### Article 15: The Election Paper and Election Paper filling guidance

- 15.1 The Election Paper is pre-printed according to the Company's form with the Company's seal. Each Election Paper has the following information:
  - a) Bar Code;
  - b) Full name of the Shareholder or the Authorized Representative;
  - c) Shareholder number;
  - d) Total number of voting shares owned;
  - e) Total number of voting shares authorized to own;
  - f) Total number of shares with voting rights;
  - g) Maximum number of votes;
  - h) List of nominees approved by AGM;
  - i) Number of votes for each nominee.

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- 15.2 When the Shareholders or Authorized Representatives register to attend the AGM, they will be provided one (01) Election Paper.
- 15.3 The Shareholders shall have to check the information on the Election Paper and immediately inform about if there is incorrect information to the Shareholders' Eligibility Verification Committee in exchange for another Election Paper. In case Shareholder make mistakes on the Voting Paper and the Election Paper is not sent to the voting box, the Shareholder is allowed to exchange for another Election Paper by the Head of the Shareholders' Eligibility Verification Committee to ensure the Shareholder's rights.

### 15.4 Election Paper filing guidance

- a) The number of members of BOD/independent members of BOD for election at the AGM is three (03) member so the Shareholder selects one (01) or some nominees from the list of nominees approved by the AGM.
- b) The number of members of the Supervisory Board elected at the AGM is one (01), Shareholders can choose one (01) or some nominees in the list of nominees approved by the AGM.
- c) When deciding to vote for one (01) nominee, Shareholder shall write the number of votes in "Number of votes" column corresponding with the name of the nominee elected.
- d) When deciding not to vote for any nominee, Shareholder shall write the number zero "0" or tick "X" mark in "Number of votes" column corresponding with the name of the candidate not elected.
- e) In case a Shareholder wants to evenly distribute the number of votes to all candidates in the list, tick ("X") mark in the box "Even vote" and leave the box "Number of votes" blank of all the list of candidates. The number of Shareholders' votes will be divided equally among all candidates in the list.
- f) The total number of votes that one Shareholder could vote for the nominees shall not exceed the total number of votes that Shareholder hold.

### 15.5 The valid Election Paper must be satisfied the following conditions:

- a) Election Paper are issued by the Shareholders' Eligibility Verification Committee without any erasure or correction;
- b) The Election Paper for the nominee those is in the ratified List of nominees;
- c) The total number of votes do not exceed the total allowed number of votes of such Shareholder (equal to the number of shares multiplied by the number of elected member);
- d) Having certified signature of the Shareholder in the Election Paper;

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- e) Not fall into cases prescribed in Article 15.3 of this Regulation.
- 15.6 The following Election Paper shall be considered invalid:
  - a) The Election Paper is not issued by the Company; or
  - b) The Election Paper are crossed out, deleted, modified or supplemented in contravention of regulations (In this case, the Shareholders may request to have the new Election Paper and return the invalid Election Paper to the Shareholders' Eligibility Verification Committee, each of the Shareholders is allowed to change the Election Paper one (01) time); or
  - c) The Election Paper is filled more nominees or incorrect nominees compared to the list of nominees approved by AGM before voting; or
  - d) The Election Paper have the total voting rights for the nominees exceeding the total voting rights of each Shareholder; or
  - e) The Election Paper has no signature and/or name of the Shareholder; or
  - f) The Election Paper states no vote for any nominees

### **Article 16: Voting and election procedures**

- 16.1 **Voting Paper:** The Shareholders or Authorized Representatives shall vote directly on issues in the Voting Paper that choose the voting options on the Voting Paper (Agree, Disagree or No comments).
- 16.2 **Election Paper:** The Shareholder or Authorized Representatives use Election Paper to elect member of BOD/ independent members of the BOD/ member of the Supervisory Board for the tenure of 2017-2022 by cumulative voting method. Each Shareholder or Authorized Representatives attending the AGM has the total number of votes corresponding to the total number of voting shares multiplied by the number of elected members of the Board of Directors and has the right to accumulate all or part of his total votes for one or more candidates.
- 16.3 **Voting Card:** Other issues arising at the AGM will be voted by Voting Card, and implemented according to the instruction of the AGM Chairperson. The Voting Card is also used for the following specific cases:
  - Approve the agenda at the AGM;
  - Approve the Regulation on organization at the AGM;
  - Approve Vote Counting Committee;
  - Approve the AGM Resolution
  - Approve the AGM Minutes;
  - Other issues at the AGM as requested by the AGM Chairperson.
- 16.4 After Shareholders vote all the ratified issues at AGM, the Vote Counting Committee will collect all Voting Papers and Election Papers to conduct vote counting. The Vote Counting Committee shall announce the result of voting and election at the AGM as assigned by the AGM Chairperson.



### Article 17: Ask question and give opinions at the AGM

- 17.1 Shareholders write their opinions on Question form and send to AGM Presidium. For Meeting Minutes recording purpose, Shareholders need provide sufficient information (such as name and shareholder code) when giving opinions.
- 17.2 The opinions should be brief, suitable with the Meeting Agenda and unduplicated. Shareholders do not give opinions to issues unrelated to the approved agenda. The AGM Chairperson has the right to suspend Shareholders' speech in case such speech is duplicated or unrelated to the contents of the Meeting Agenda.
- 17.3 Based on the importance of opinions or the number of concerning Shareholders, the AGM Presidium select to answer by the best effectiveness.

### Article 18: The ratified Resolution of the AGM

- 18.1 A resolution on the following contents is passed if it is approved by the number of Shareholders representing at least 65% of the total number of votes of all attending Shareholders:
  - a) Type of shares and the total number of shares for each type;
  - b) Changing business lines and business fields;
  - c) Changing the management structure of the Company;
  - d) The investment project or selling assets equal to or higher than twenty percent (20%) of total assets value as stated in the latest financial statement of the Company;
  - e) The re-organization and dissolution of the Company;
  - f) The amendments and supplement of the Charter.
- 18.2 Other resolutions (compared to Article 18.1) are passed when it is approved by the number of Shareholders representing at least 51% of the total number of votes of all attending Shareholders.
- 18.3 The voting to elect members of the BOD, members of the Supervisory Board must be complied with the cumulative voting method, where each shareholder has the total number of votes corresponding to the total number of shares owned multiplied by the number of members. The Shareholders have the right to accumulate all or part of their votes for one or several candidates. The elected members of the BOD, the elected members of the Supervisory Board are determined by the number of votes from high to low, starting from the candidate with the highest number of votes until the number of members specified in the Public Charter is met. In case 02 or more candidates achieve the same number of votes for the last member of the Board of Directors or the Supervisory Board, re-election will be conducted among the candidates with the same number of votes or selected according to election regulations criteria.

### Article 19. Record and making AGM Minutes



- 19.1 The Secretary Committee shall be responsible for recording the AGM process, the AGM Resolution and Minutes.
- 19.2 AGM Minutes have to be ratified before closing. AGM Minutes have to be released on the Company's website within twenty-four (24) hours from the AGM closing date.
- 19.3 The AGM Chairperson and the AGM Secretary are jointly responsible for the Minutes's truthfulness and accuracy.

### **CHAPTER V**

### IMPLEMENTING PROVISION

### Article 20. Implementing provision

- 20.1 This Regulation is read before the AGM and get Shareholders voting. If this Regulation is ratified by the AGM at the least approved rate of fifty-one percent (51%) of the total of votes of the Shareholders, this Regulation will take effect for implementation of all Shareholders.
- 20.2 Shareholders, Members holding the AGM of the Company shall have to implement this Regulation./.

ON BEHAFL OF THE AGM
CHAIRMAN OF THE BOARD OF DIRECTOR

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