

REGULATIONS ON ORGANIZATION AND VOTING AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

**To: *The 2025 Annual General Meeting of Shareholders
Construction Joint Stock Company No. 9 - VC9***

- *Pursuant to the Law on Enterprises 2020 and its guiding documents;*
- *Pursuant to the Law on Securities 2019;*
- *Pursuant to Decree 155/2020/ND-CP guiding the Law on Securities 2019;*
- *Pursuant to the Charter on the organization and operation of Construction Joint Stock Company No. 9 - VC9.*

To ensure that the 2025 Annual General Meeting of Shareholders ("AGM") of Construction Joint Stock Company No. 9 - VC9 ("Company") is conducted smoothly, efficiently, and successfully, while safeguarding shareholders' rights and complying with the Law on Enterprises and the Company's Charter,

The Organizing Committee respectfully submits to the AGM for approval the "Regulations on Organization and Voting at the 2025 Annual General Meeting of Shareholders" ("Regulations") with the following key contents:

Article 1. Duties of the AGM

- To approve the Regulations on Organization and Voting at the AGM; the Regulations on the Election of Board of Directors (BOD) and Supervisory Board (SB) members for the 2025 - 2030 term; the Meeting Agenda; and the Ballot Counting Committee.
- Discuss and vote to approve the Report of the Board of Directors and Executive Board on 2024 activities and the 2025 business plan; and the Supervisory Board's 2024 activity report.
- Discuss and vote to approve the audited 2024 financial statements.
- Discuss and vote to approve the proposal on selecting the audit firm for the 2025 financial year.
- Discuss and vote to approve the proposal on 2024 profit distribution plan; remuneration for the BOD and SB in 2024; and the remuneration plan for the BOD and SB in 2025.
- Discuss and vote to approve the proposal on electing members of the BOD and SB for the 2025 - 2030 term.
- Discuss and resolve any other issues arising at the AGM.
- Vote to approve the AGM Minutes.

Article 2. Shareholders Attending the AGM

Shareholders of the Company whose names are recorded in the shareholder list as of March 27, 2025, are entitled to attend the 2025 AGM.

1. Shareholders or their authorized representatives must register with the Shareholder Eligibility Verification Committee upon arrival to receive Voting Ballots, Election Ballots, and Voting

Cards, which include the shareholder's name, authorization status (if applicable), voting code, and corresponding number of voting shares.

2. To attend the AGM, shareholders or their authorized representatives must arrive on time and complete the registration process with the Organizing Committee, presenting the following documents:

(A) For individual shareholders attending in person: Original ID card/Citizen ID/Passport (valid and unexpired).

(B) For individual shareholders authorizing another person to attend: The authorized representative must present:

- Original ID card/Citizen ID/Passport (valid and unexpired).
- A valid authorization letter as per Company regulations.

(C) For corporate shareholders where the legal representative attends: The legal representative must present:

- A certified copy of the Business Registration Certificate/Establishment Decision.
- Original ID card/Citizen ID/Passport (valid and unexpired).

(D) For corporate shareholders authorizing another person (not the legal representative) to attend: The authorized representative must present:

- Original ID card/Citizen ID/Passport (valid and unexpired).
- A certified copy of the Business Registration Certificate/Establishment Decision.
- A valid authorization letter as per Company regulations.

If a shareholder or authorized representative fails to provide the required documents as specified in (A), (B), (C), and (D), the Organizing Committee has the right to deny their participation in the AGM.

3. Authorization Regulations: The authorized representative must use the Company's official authorization form, which is sent along with the AGM invitation or another form approved by the Company, and cannot re-authorize another party.
4. No smoking inside the AGM hall.
5. No private conversations or mobile phone usage during the AGM. All mobile phones must be turned off or set to silent mode.
6. Audio or video recording is only allowed with the Chairperson's permission and/or unanimous shareholder consent.
7. Seating arrangement: Shareholders/authorized representatives must sit in designated areas assigned by the Organizing Committee, follow the Presidium's instructions, and maintain order and professionalism.
8. Security and Order: The Organizing Committee reserves the right to refuse participation to any shareholder/authorized representative who fails to comply with security and order regulations during the AGM.

Article 3. The Presidium

1. The Presidium shall consist of at least three (3) members, including one Chairperson, who is the Chairman of the Board of Directors (BOD), and other members appointed by the Chairman of the BOD. The Chairman of the BOD shall act as the Chairperson of the AGM. The Presidium shall manage the AGM in accordance with the agenda proposed by the BOD and approved by the AGM.
2. Duties of the Presidium:
 - a) Directing the activities of the AGM in accordance with the agenda proposed by the BOD and approved by the AGM;
 - b) Guiding shareholders and/or authorized representatives in discussing the agenda items;
 - c) Presenting draft resolutions and conclusions for voting by the AGM;
 - d) Addressing and clarifying agenda-related matters as requested by shareholders;
 - e) Making decisions and handling issues that arise during the AGM.
3. Working Principles of the Presidium:
 - o The Chairperson is the highest authority presiding over the AGM.
 - o The Presidium members shall perform their duties as assigned or authorized by the Chairperson.

Article 4. The Secretariat of the AGM

1. The Secretariat of the AGM shall consist of a maximum of two (2) members, appointed by the Chairperson. The Secretariat shall be accountable to the Chairperson, the Presidium, and the AGM for their assigned tasks and shall operate under the direction of the Chairperson.
2. Duties of the Secretariat:
 - a) Assisting the Presidium in announcing the agenda, drafting documents, conclusions, resolutions of the AGM, and conveying notifications from the Presidium to shareholders when required;
 - b) Receiving and organizing shareholders' speech request forms and submitting them to the Presidium for decision;
 - c) Accurately and comprehensively recording the AGM proceedings, including discussions and resolutions approved or noted by shareholders, in the AGM Minutes;
 - d) Drafting the Resolutions based on matters approved at the AGM;
 - e) Reading the AGM Minutes as the basis for the AGM's approval;
 - f) Performing other tasks as required or assigned by the Chairperson.

Article 5. Shareholder Eligibility Verification Committee

1. The Shareholder Eligibility Verification Committee shall consist of up to three (3) members, including one Head and up to two (2) members, appointed by the Chairman of the Board of Directors (BOD).
2. Duties of the Shareholder Eligibility Verification Committee:
 - o Verify the eligibility of shareholders and authorized representatives attending the AGM.

- Report to the AGM on shareholder attendance. If shareholders and authorized representatives attending the AGM represent more than 50% of the total voting shares, the AGM shall proceed as per regulations.
- Prepare a Verification Report, present it to the AGM, and assume responsibility before the AGM for its accuracy.
- After the AGM, handover the Verification Report and the list of attending shareholders to the AGM Organizing Committee for record-keeping.
- Perform other duties as assigned by the Chairperson.

Article 6. Vote Counting Committee

1. The Vote Counting Committee shall consist of up to three (3) members, including one Head and up to two (2) members, as proposed by the Chairperson and approved by the AGM.
2. Duties of the Vote Counting Committee:
 - Announce the Voting Rules and Election Regulations, and guide shareholders in the voting and/or election process.
 - Accurately determine the voting results for each issue presented and count the election ballots for BOD members at the AGM.
 - Review and report to the AGM any violations of the voting and election rules or complaints regarding the voting and election results.
 - Announce the voting and election results to the Secretariat, which will record them in the AGM Minutes.
 - Prepare the Vote Counting Report and assume responsibility before the AGM for its accuracy.
 - After the AGM, handover the Vote Counting Report and all voting ballots to the Organizing Committee for record-keeping.
 - Perform other duties as assigned by the Chairperson.

Article 7. Discussions at the AGM

1. Principles:

- Discussions shall take place within the allocated time and focus on agenda items presented at the AGM. If additional discussion time is needed, the Chairperson shall have the authority to decide.
- Each shareholder attending the AGM will receive a Discussion Form. Shareholders or authorized representatives who wish to speak must fill in their information and clearly state their discussion points on the provided Discussion Form and submit it to the Secretariat.
- The Secretariat shall organize and submit the Discussion Forms to the Presidium.
- Shareholders or authorized representatives who wish to speak or debate must:
 - Raise their hand and obtain the Chairperson's approval.
 - State their name and voting code before speaking.

- Keep their speech brief and relevant to the AGM agenda.

2. Responses to Shareholder Inquiries:

- Based on the Discussion Forms submitted, the Chairperson or an appointed representative shall respond to shareholder inquiries.
- If multiple discussion topics are raised and the allocated time is insufficient, the Chairperson shall have full discretion to select the most relevant and important topics for discussion, ensuring maximum benefit for shareholders.

Article 8. Voting on AGM Matters

1. Principles:

- All agenda items at the AGM must be discussed and voted on publicly, either by raising a Voting Card or through a secret ballot (depending on the nature of the voting).
- The Voting Cards and Ballots are printed and distributed to shareholders/authorized representatives at the beginning of the AGM and collected at the end.
- Each shareholder/authorized representative is issued:
 - One Voting Card displaying the Shareholder ID, Full Name, and Voting Rights.
 - One Ballot that includes the same information as the Voting Card, along with the specific voting matters and a signature section for the shareholder/authorized representative.

2. Voting Methods:

2.1. Voting by Raising a Voting Card

- ❖ Matters to be voted on using this method:
 - Approval of the AGM Organization and Voting Regulations.
 - Approval of the AGM Agenda.
 - Approval of the Vote Counting Committee members.
 - Approval of the Board of Directors (BOD) and Supervisory Board (SB) election proposal for the 2025-2030 term.
 - Approval of the Election Rules for BOD and SB members.
 - Approval of the AGM Minutes.
 - Other matters under the authority of the AGM, as decided by the Chairperson.
- ❖ Voting Procedure:
 - Shareholders/authorized representatives indicate their vote (Approve, Disapprove, Abstain) by raising their Voting Card at the AGM.
 - During the voting process: Those in favor raise their Voting Cards high. The Vote Counting Committee records the Shareholder ID and corresponding voting rights. Those against or abstaining vote in the same manner, following the Chairperson's instructions.
 - After each vote, the Vote Counting Committee announces the results immediately.

2.2. Secret Ballot Voting

❖ Matters requiring a secret ballot:

- BOD and CEO Report on 2024 business results and 2025 business plan.
- Supervisory Board Report on 2024 activities.
- Audited Financial Statements for 2024.
- Selection of the Audit Firm for the 2025 financial statements.
- Profit distribution plan for 2024.
- Remuneration plan for the BOD and SB in 2024 and 2025.
- Election of BOD and SB members for the 2025-2030 term.
- Other matters under the AGM's authority.

❖ Voting Procedure:

- Shareholders/authorized representatives mark (X) or (✓) in the Approve/Disapprove/Abstain boxes on the ballot, sign, and write their name.
- Completed ballots are submitted as per the Vote Counting Committee's instructions.
- Once all votes are collected, the Vote Counting Committee counts the ballots and announces the results.

3. Voting Rules:

3.1. Each 1 share = 1 voting right. Shareholders/authorized representatives receive one Voting Card and one Ballot corresponding to their total voting rights.

3.2. Decisions are approved when receiving more than 50% of the votes from voting shareholders:

- BOD and CEO Report on 2024 performance and 2025 plan.
- Supervisory Board Report for 2024.
- Audited Financial Statements for 2024.
- Profit distribution plan for 2024.
- Remuneration plan for BOD and SB (2024 and 2025).
- Selection of the Audit Firm for 2025.
- Election of BOD and SB members for 2025-2030.
- Other matters under the AGM's authority, except those in Clause 3.3.

3.3. Higher Approval Threshold (65%): Some issues require at least 65% approval, as defined in Article 21 of the Company's Charter (if applicable).

4. Validity of Ballots:

4.1. A ballot is invalid if:

- i. It was not issued by the AGM Organizing Committee.
- ii. It lacks the company's official stamp.
- iii. It is torn, erased, altered, or modified.
- iv. It lacks the shareholder's or authorized representative's signature.
- v. It does not follow voting instructions.
- vi. It was submitted after the voting deadline and after the ballot box was sealed.

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4.2. A vote on the ballot is invalid if:

- i. No option is selected (blank votes are counted as "Abstain" if signed).
- ii. Multiple options (Approve, Disapprove, Abstain) are marked for the same issue.

4.3. Invalid ballots and invalid votes are not counted in the final voting results.

Article 9. Election of BOD and SB Members for 2025-2030

The election of BOD and SB members for the 2025-2030 term follows the Election Rules approved by the 2025 AGM.

Article 10. AGM Minutes

The Secretariat must prepare, read, and approve the AGM Minutes before the AGM adjourns.

Article 11. Implementation of the AGM Regulations

- Shareholders and authorized representatives must strictly comply with these AGM regulations.
- Violations are subject to review and appropriate action by the Presidium, in accordance with the Company Charter and the Law on Enterprises.
- The AGM Regulations take effect immediately upon approval by more than 50% of voting shareholders.
- The Chairman of the BOD and AGM Chairperson shall sign and issue these regulations after the AGM's approval.

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



[Signature]
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