



**REGULATIONS ON ATTENDING AND VOTING
AT THE 2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS
OF KHANG DIEN HOUSE TRADING AND INVESTMENT
JOINT STOCK COMPANY**

- Pursuant to Law on Enterprises No. 59/2020/QH14 approved by the XIV National Assembly on June 17, 2020, effective from January 1, 2021 and its amendments and supplements;
- Pursuant to the Charter of Khang Dien House Trading and Investment Joint Stock Company approved by the General Meeting of Shareholders ("**Charter**").

The Organizing Committee of the 2024 Annual General Meeting of Shareholders ("**Meeting**") of Khang Dien House Trading and Investment Joint Stock Company ("**Company**") promulgates the Regulations on attending and voting ("**Regulations**") through the following contents at the Meeting:

I. PURPOSE OF PROMULGATION

- 1.1 The Regulations are promulgated to specify the rights and obligations of the parties attending the General Meeting, the principles and methods of voting to approve the contents at the Meeting in accordance with the Law on Enterprises and Charter of the company.
- 1.2 The Meeting shall be conducted when the number of shareholders attending the meeting represents more than 50% of the total votes according to the Company's list of shareholders dated March 25, 2024 provided by Vietnam Securities Depository and Clearing Corporation.

II. SCOPE OF APPLICATION

The Regulations are applied to the attendance and voting for approval of the contents and issues raised at the Company's 2024 Annual General Meeting of Shareholders.

III. DUTIES OF THE PARTIES ATTENDING THE MEETING

3.1 Chairman and duties of the Chairman:

- 3.1.1 The Chairman is the person who presides over the Meeting. The Chairman of the Board of Directors of the Company shall be the Chairman of the Meeting.
- 3.1.2 Duties of the Chairman:
 - Chair the Meeting;
 - Guide the Meeting and shareholders and delegates in discussions;
 - Work according to the principle of democratic centralism, conduct the Meeting in a due and orderly manner and reflect the wishes of the majority of shareholders or proxies.

3.2 Secretary of the Meeting and duties of the Secretary:

- 3.2.1 The Secretary of the Meeting is nominated by the Chairman and approved by the Meeting, and is responsible to the Chairman and the Meeting for his or her duties.
- 3.2.2 Duties of the Secretary:
 - Record of the Meeting's contents in full and in an honest manner;
 - Guide the Meeting and shareholders and delegates in discussions;
 - Assist the Chairman in announcing draft documents, conclusions, meeting minutes, resolutions of the Meeting, and notices from the Chairman to shareholders upon request.



3.3 **Vote Counting Committee and duties of the Vote Counting Committee:**

3.3.1 The Vote Counting Committee is nominated by the Chairman and approved by the Meeting. Members of the Vote Counting Committee can be shareholders.

3.3.2 The duties of the Vote Counting Committee begin upon being elected by the Meeting and end upon completion of the minutes and voting result announcement, including:

- Prepare votes and ballots;
- Give instructions on voting procedures;
- Check and supervise the voting of shareholders and proxies;
- Collect and organize vote counting;
- Prepare minutes of vote counting and announce it before the Meeting;
- Hand over the Minutes and all voting records to the Chairman of the Meeting.

3.4 **Duties of shareholders attending the Meeting:**

3.4.1 Participation conditions:

Shareholders who own voting shares or their proxies (according to the list of shareholders of the Company dated March 25, 2024 provided by Vietnam Securities Depository and Clearing Corporation).

3.4.2 Duties of eligible shareholders when attending the Meeting:

- Each shareholder or their proxy attending the Meeting must bring identification documents (Citizen/National ID card or Passport), original Power of Attorney or a valid copy (for proxy), and an Invitation to attend to verify shareholder status;
- Each shareholder or proxy attending the Meeting will receive meeting documents including: reading materials, voting cards, voting slips, ballots. On the voting slip, ballot and voting card, the code and number of shares owned are specified. Shareholders are responsible for promptly reporting errors related to shareholder information;
- During the Meeting, shareholders who need to leave the hall must maintain order to avoid disturbing other shareholders or interrupting the Meeting and the Chairman;
- A shareholder proxy is not allowed to authorize a third person to attend the Meeting (except where the proxy is an organization or there is a specific agreement allowing such authorization, in which case it is required to present the original Power of Attorney or a valid copy when attending the Meeting);
- During the Meeting, shareholders must follow the instructions of the Chairman, maintain civility, and not cause disorder;
- Shareholders must keep information confidential, be discreet in speech, and observe regulations on the use and preservation of document;
- Shareholders or proxies attending the General Meeting must comply with the Regulations of the Meeting. In case of violation of the Regulations, depending on the severity, the Chairman will consider and apply handling measures according to Point b, Clause 7, Article 146 of the Law on Enterprises;
- Shareholders or proxies who attend the Meeting later than the prescribed time have the right to register to attend and vote at the Meeting; However, the validity of previous voting results remains unchanged.

IV. **INSTRUCTIONS FOR VOTING AT THE MEETING**

4.1 **Subjects exercising voting and election rights:**

Shareholders owning voting shares or their proxies have the right to vote and elect upon valid registration to attend the Meeting (according to the list of shareholders of the

Company dated March 25, 2024 provided by Vietnam Securities Depository and Clearing Corporation).

4.2 **Voting cards, Voting slips and Ballots:**

- 4.2.1 Each shareholder or proxy is issued a voting card, a voting slip, and a ballot for members of the Supervisory Board attached to the Meeting documents and distributed to shareholders at the registration table to attend the Meeting.
- 4.2.2 Voting cards are issued by the Organizing Committee of the Meeting in a prescribed form specifying the full name of the shareholder, shareholder code, number of shares, number of votes and stamped with the Company seal.
- 4.2.3 Voting slips are issued by the Organizing Committee of the Meeting in a prescribed form with the Company's seal, specifying the full name of the shareholder and/or proxy, shareholder code, number of votes, voting contents, and voting options: agree, disagree, no opinion.
- 4.2.4 Ballots for members of the Supervisory Board are issued by the Organizing Committee of the Meeting in a prescribed form with the Company's seal, specifying the full name of the shareholder and/or proxy, shareholder code, number of votes, content, and options for the election of members of the Supervisory Board.

4.3 **Voting cards, Voting slips and Ballots:**

- 4.3.1 All issues in the agenda of the Meeting must be publicly discussed and voted on by the General Meeting of Shareholders as follows:
- a. For the approval of Regulations on attending and voting, the Election Regulations; the General Meeting Agenda, the Chairman, the Secretary, the Vote Counting Committee, and the Minutes of the General Meeting, shareholders shall vote by raising voting cards publicly under the guidance and control of the Organizing Committee of the Meeting;
- b. For the approval of Reports, Submissions, election of members of the Supervisory Board, and other contents (except for the contents stated in section 4.3.1.a of this Article), shareholders shall vote by secret ballot.
- 4.3.2 Shareholders vote to approve the Reports and Submissions by marking () or (x) in the options: Agree, disagree, or no opinion for each voting content, then sign and write their full name on the voting slips.
- 4.3.3 Shareholders voting to elect members of the Supervisory Board shall comply with the Regulations on electing members of the Supervisory Board.
- 4.3.4 Shareholders shall have the right to vote immediately after registration. In case a shareholder arrives late, the validity of previous voting results remains unchanged.

4.4 **A voting slip is invalid in the following case:**

- The voting slip does not follow the Company's prescribed form;
- The voting slip does not have signatures or specify the full name of the shareholder or proxy;
- The voting slip was erased, corrected, or had voting content added;
- All voting issues are not selected or more than one option for a voting issue is selected.

4.5 **Conditions for approval of contents at the meeting:**

The contents are considered approved by the General Meeting of Shareholders when approved by the number of shareholders representing 50% or more of the total voting shares of all shareholders attending and voting at the Meeting. Content related to changing business lines; types of shares and total number of shares of each type; reorganization or dissolution of the company; investment projects or asset sales with a

value of 35% or more of the total asset value recorded in the company's most recent financial report; changes to the company's organizational and management structure are considered approved when approved by the number of shareholders representing 65% or more of the total voting shares of all shareholders attending and voting at the Meeting, except for the cases specified in Clauses 3, 4 and 6, Article 148 of the Law on Enterprises.

4.6 Voting results:

The voting results shall be recorded in the Minutes of the General Meeting of Shareholders and announced before the General Meeting.

V. VALIDITY

The Regulations take effect immediately upon approval of the Company's 2024 Annual General Meeting of Shareholders as prescribed./.

**ON BEHALF OF THE BOARD OF
DIRECTORS**

Chairman of the Board

(signed and sealed)

MAI TRAN THANH TRANG

