

Hanoi, April 28, 2025

**REGULATIONS ON THE CONDUCT
OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam at its 9th session on June 17, 2020;

Pursuant to the Charter (3rd amendment) of International Investment Trade and Service Joint Stock Company approved by the General Meeting of Shareholders on June 28, 2023;

Pursuant to the Internal Regulation on Corporate Governance.

CHAPTER I:

GENERAL PROVISIONS

Article 1. Scope of application: This Regulation applies to the organization and conduct of the 2025 Annual General Meeting of Shareholders (hereinafter referred to as the General Meeting) of International Investment Trade and Service Joint Stock Company (hereinafter referred to as INTERSERCO Company).

Article 2. This Regulation specifies the rights and obligations of the parties participating in the General Meeting; working principles, conditions, procedures for conducting the General Meeting, and voting on matters falling under the authority of the General Meeting.

Article 3. Shareholders and participants are responsible for complying with the provisions of this Regulation, the Charter of INTERSERCO Company, and current legal regulations.

CHAPTER II:

**RIGHTS AND OBLIGATIONS OF PARTIES PARTICIPATING IN THE
GENERAL MEETING**

Article 4. Rights of Common Shareholders Attending the General Meeting

4.1 Common shareholders have the right to attend, discuss, and vote on all matters falling under the authority of the General Meeting of Shareholders as stipulated in the Charter of INTERSERCO Company, Enterprise Law No. 59/2020/QH14, and relevant legal normative documents.

- In case a shareholder cannot attend the General Meeting for personal reasons, if they wish to authorize someone, they may authorize another person by a Letter of Authorization to represent them to attend and vote at the General Meeting of Shareholders.

- The original Letter of Authorization must be presented before the shareholder's representative officially attends the General Meeting.
 - The authorized person attending the General Meeting may not re-authorize another person to attend the General Meeting.
 - Shareholders directly or their authorized representatives attending the General Meeting of Shareholders must submit the Confirmation of Attendance for the General Meeting of Shareholders to INTERSERCO at least 04 days before the Meeting date.
- 4.2 The Organizing Committee of the 2025 Annual General Meeting of Shareholders of INTERSERCO Company shall publicly announce the agenda of the General Meeting and the documents to be reported and/or approved at the General Meeting. Opinions of shareholders participating directly or through their authorized representatives at the General Meeting will be discussed at the General Meeting of Shareholders.
 - 4.3 At the 2025 Annual General Meeting of Shareholders, after registering to attend the meeting with the Shareholder Qualification Inspection Committee, each shareholder or shareholder representative will receive a voting card with the shareholder's code and the number of voting shares held by that shareholder. The voting value of the voting card corresponds to the total number of voting shares owned or represented by that person as per the attendance registration.
 - 4.4 Shareholders will hear reports on the activities of the Board of Directors, the Supervisory Board, and other contents in the General Meeting's agenda, discuss, and approve each section by voting by raising their cards.
 - 4.5 Late-arriving shareholders have the right to register immediately and then participate and vote immediately at the General Meeting, but the Presiding Officer is not responsible for pausing the General Meeting for shareholder registration, and the validity of already conducted voting rounds will not be affected

Article 5. Obligations of Shareholders Attending the General Meeting

- 5.1 Shareholders or their authorized representatives attending the General Meeting must bring the invitation letter and personal identification documents (ID card/National ID/Passport), Letter of Authorization (if any), or Decision appointing a capital representative for organizational shareholders (for authorized representatives) to present to the General Meeting Organizing Committee and must complete the attendance registration procedures with the General Meeting Organizing Committee.
- 5.2 Strictly comply with the internal regulations at the General Meeting of Shareholders, respect the working results of the General Meeting, and the direction of the Presidium of the General Meeting.
- 5.3 Bear all responsibility before the law and INTERSERCO Company for the voting results cast at the General Meeting.
- 5.4 Shareholders or their authorized representatives attending the General Meeting are responsible for attending the General Meeting from its commencement until its conclusion. If a shareholder leaves the meeting before it concludes without notifying the Organizing Committee, that shareholder is considered to have agreed to all matters voted on at the General Meeting

Article 6. Rights and Obligations of the General Meeting Organizing Committee, Shareholder

- 6.1 The General Meeting Organizing Committee is established by the Board of Directors of INTERSERCO Company. The General Meeting Organizing Committee is responsible for preparing General Meeting documents; nominating specialized committees of the General Meeting; distributing documents to shareholders eligible to attend the General Meeting; and organizing the implementation of the agenda items of the General Meeting
- 6.2. The Shareholder Qualification Inspection Committee (hereinafter referred to as the Shareholder Qualification Inspection Committee) is decided by the Board of Directors of INTERSERCO Company. The Shareholder Qualification Inspection Committee receives documents presented by attendees of the General Meeting, inspects and distributes meeting documents, ballot papers, and voting cards to shareholders eligible to attend the General Meeting; and reports to the General Meeting on the results of the shareholder qualification inspection. In case an attendee does not have full qualifications to attend the General Meeting, the Shareholder Qualification Inspection Committee has the right to refuse to issue a Voting Card and distribute General Meeting documents.

Article 7. Rights and Obligations of the Presidium and Secretary of the General Meeting

- 7.1 The Presidium and the Secretary of the General Meeting are nominated by the Organizing Committee according to regulations and approved by the General Meeting.
- 7.2 The Presidium consists of the Chairman and members.
- 7.3 Decisions of the Presidium and the Chairman of the Presidium regarding the order, procedures, or events arising outside the agenda of the General Meeting of Shareholders shall be the highest judgments.
- 7.4 The Presidium of the General Meeting shall perform tasks they deem necessary to conduct the General Meeting of Shareholders in a lawful and orderly manner and ensure that the General Meeting reflects the wishes of the majority of attending shareholders.
- 7.5 Without the need for the General Meeting's opinion, the presiding officer of the General Meeting of Shareholders has the right to postpone the General Meeting at any time to another time and at another location if they believe that:
 - (i) The conduct of attendees obstructs or is likely to obstruct the proceedings, causing disorder of the meeting;
 - (ii) The postponement is necessary for the business of the General Meeting to proceed lawfully;
 - (iii) The information facilities supporting the General Meeting do not ensure that delegates can participate, discuss, and vote, and elect.
- 7.6 The Secretary shall perform assisting tasks as assigned by the Presidium, accurately and truthfully reflecting the contents of the General Meeting in the Minutes and Resolution of the 2025 Annual General Meeting of Shareholders.

Article 8. Rights and Obligations of the Vote Counting Committee

- 8.1 The Vote Counting Committee is nominated by the Presidium and approved by the General Meeting.
- 8.2 The Vote Counting Committee shall
- (i) Instruct delegates on how to vote and elect;
 - (ii) Determine the results of voting and elections;
 - (iii) Prepare the Vote Counting Minutes and report the results of the voting and election count to the General Meeting.
- 8.3 The Vote Counting Committee has the right to establish a support unit to complete its tasks.

CHAPTER III: CONDUCTING THE GENERAL MEETING

Article 9. Conditions for Conducting the General Meeting: The General Meeting of Shareholders shall be conducted when the number of attending shareholders represents over 50% (fifty percent) of the total voting shares according to the list prepared at the record date for convening the General Meeting of Shareholders.

Article 10. Method of Conducting the General Meeting:

10.1 The General Meeting is expected to take place within ½ day according to the specific schedule announced by the General Meeting Organizing Committee.

10.2 The General Meeting will successively hear reports, discuss and approve the contents, and carry out the tasks stated in the agenda approved by the General Meeting.

CHAPTER IV: CONCLUSION OF THE GENERAL MEETING

Article 11. Approval of Resolutions of the General Meeting of Shareholders

Resolutions of the General Meeting of Shareholders on matters in the meeting are approved when there is an approval of delegates representing over 50% or 65% of the total voting shares of all shareholders or shareholder representatives attending the meeting, as stipulated in Clauses 1, 2, 3, Article 21 of the Company's Charter.

Article 12. Minutes of the General Meeting of Shareholders:

All contents of the General Meeting of Shareholders must be recorded by the Secretary of the General Meeting in the Company's minute book. The meeting minutes shall be read and approved before the conclusion of the meeting and shall be kept at the Company as regulated..

CHAPTER V: OTHER PROVISIONS

Article 13. In case the first meeting is unsuccessful:

13.1 In case, within 30 minutes from the designated opening time, the first meeting does not meet the conditions for proceeding as stipulated in Article 9 of this Regulation, a second meeting shall be convened within 30 (thirty) days from the date the first meeting was scheduled to open. The second General Meeting of Shareholders shall be conducted when the number of attending shareholders represents at least 33% of the voting shares.

13.2 In case the second convened meeting does not meet the conditions for proceeding as stipulated in Clause 1 of this Article, a third meeting shall be convened within 20 (twenty) days from the date the second meeting was scheduled to open. In this case, the General Meeting of Shareholders shall be conducted regardless of the number of attending shareholders and the percentage of voting shares of the attending shareholders.

Article 14. Meeting Attendance Costs: All costs for travel and accommodation of shareholders attending the General Meeting of Shareholders shall be borne by the shareholders themselves.

CHAPTER VI: ENFORCEMENT PROVISIONS

Article 14. Effect of Enforcement

This Regulation, consisting of 6 chapters and 15 articles, shall be read before the 2025 Annual General Meeting of Shareholders of International Investment Trade and Service Joint Stock Company and put to a vote by shareholders. If approved by the General Meeting of Shareholders with a ratio of 50% (fifty percent) or more of the total votes of all attending shareholders, it shall take mandatory effect for all shareholders. *th*

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN *th*



Phung Tien Toan