

HCMC, October 17, 2025



## ORGANIZATION/WORKING REGULATIONS EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2025

### VIETNAM VEGETABLE OILS INDUSTRY CORPORATION - JSC

Pursuant to:

- *Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 2020-06-17;*
- *Securities Law No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 2019-11-26; and its sub-law documents;*
- *Decree 155/2020/ND-CP Detailing the Implementation of a Number of Articles of the Securities Law passed on 2020-12-31;*
- *Charter of Vietnam Vegetable Oils Industry Corporation – JSC;*
- *Internal Regulations on Corporate Governance of Vietnam Vegetable Oils Industry Corporation – JSC.*

To ensure the success of the 2025 Extraordinary General Meeting of Shareholders of Vietnam Vegetable Oils Industry Corporation - JSC, the Board of Directors establishes the following regulations, principles of organization, working, conduct, and voting at the General Meeting:

#### Article 1. Purpose:

- Ensure the procedures, principles of conduct, and voting at the Extraordinary General Meeting of Shareholders of Vietnam Vegetable Oils Industry Corporation - JSC take place in accordance with regulations and are successful.
- The resolutions of the General Meeting of Shareholders express the unified will of the General Meeting of Shareholders, meet the wishes and interests of shareholders, and comply with the law.

#### Article 2. Subjects and Scope

- ***Subjects of application:*** All shareholders, representatives (authorized persons) of shareholders owning shares of Vietnam Vegetable Oils Industry Corporation - JSC and guests attending the Extraordinary General Meeting of Shareholders of Vietnam



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Vegetable Oils Industry Corporation - JSC must comply with the regulations in these Regulations, the Company's Charter, and current legal provisions.

- ***Scope of application:*** These Regulations are used for organizing the 2025 Extraordinary General Meeting of Shareholders of Vietnam Vegetable Oils Industry Corporation - JSC.

### **Article 3. Explanation of terms/abbreviations**

- Company : Vietnam Vegetable Oils Industry Corporation - JSC
- BOD : Board of Directors
- BOS : Board of Supervisors
- OC : Organizing Committee
- GMS : General Meeting of Shareholders
- Delegates : Shareholders, representatives (*authorized persons*)

### **Article 4. Conditions for conducting the General Meeting of Shareholders**

- The General Meeting of Shareholders shall be held when the number of shareholders present represents more than 50% of the total voting shares.
- If the required number of delegates is not present within thirty (30) minutes from the scheduled opening time of the meeting, the convener shall cancel the meeting. The General Meeting of Shareholders must be reconvened within thirty (30) days from the date of the first scheduled General Meeting of Shareholders. The second convened General Meeting of Shareholders shall only be held when the number of shareholders present represents at least 33% of the total voting shares.
- If the second meeting cannot be held due to the lack of the required number of delegates within thirty (30) minutes from the scheduled opening time, the third General Meeting of Shareholders may be convened within twenty (20) days from the date of the second scheduled meeting. In this case, the meeting shall be held regardless of the total number of voting shares on all matters proposed for approval at the first General Meeting of Shareholders.

### **Article 5. Delegates participating in the 2025 Extraordinary General Meeting of Shareholders**

- All shareholders of the Company as of the record date of September 17, 2025 shall have the right to attend or authorize their representative to attend the General Meeting of Shareholders. In case more than one authorized representative is appointed in accordance with the law, the specific number of shares represented by each representative must be clearly determined.

### **Article 6. Invited Guests at the General Meeting**



- Managers of the Company, guests, and members of the Organizing Committee of the General Meeting who are not shareholders of the Company but are invited to attend the Meeting.
- Invited guests do not participate in speaking at the General Meeting (*unless invited by the Chairperson of the General Meeting, or pre-registered with the Organizing Committee and approved by the Chairman*).

#### **Article 7. Chairperson and Presidium**

- The Chairman of the Board of Directors chairs the meetings convened by the Board of Directors.
- The Presidium consists of 01 Chairperson and Members. The Chairman of the Board of Directors chairs the meetings convened by the Board of Directors or the Chairman of the Board of Directors authorizes another member of the Board of Directors to chair the General Meeting. Specifically:

No.	Member's name	Position
1	Mr. Tran Kim Thanh	Chairman of the Board of Directors
2	Mr. Tran Le Nguyen	Member of the Board of Directors
3	Mrs. Nguyen Thi Xuan Lieu	Member of the Board of Directors
4	Mr. Tran Tien Hoang	General Director
5	Mr. Bui Thanh Tung	Deputy General Director

- In the event of the Chairman's absence or authorization, the remaining members of the Board of Directors shall elect one of them to chair the General Meeting by majority vote. If no chairman is elected, the Head of the Board of Supervisors shall preside over the General Meeting of Shareholders to elect a chairperson from among the attendees, and the person with the highest number of votes shall chair the meeting.
- In other cases, the person who signs the notice convening the General Meeting of Shareholders shall preside over the General Meeting of Shareholders to elect a chairperson, and the person with the highest number of votes shall be elected as the chairperson.
- Duties of the Presidium:
  - Conduct the General Meeting in accordance with the approved agenda, rules, and regulations;
  - Assign and introduce representatives of the Board of Directors and the Supervisory Board of the Company to present reports at the General Meeting;

- Introduce the members of the Vote Counting Committee for the General Meeting's approval;
- Introduce the members of the Presidium for the General Meeting's approval (if any);
- Guide the General Meeting in discussions and voting on matters within the agenda as well as related issues throughout the Meeting;
- Respond to and record issues within the approved agenda of the General Meeting;
- Address any issues arising during the course of the Meeting;
- Approve and issue documents, results, minutes, and resolutions of the General Meeting upon its conclusion.

#### **Article 8. Delegate Eligibility Check Committee**

- The Eligibility Verification Committee of the General Meeting shall consist of 01 member, who is responsible to the Presidium and the General Meeting of Shareholders for his/her duties. The Eligibility Verification Committee shall be specifically introduced by the Chairperson as follows:

No.	Member's name	Note
1	Mr. Ho Minh Son	Shareholder

- Duties:
  - Receive shareholder documents (if any), verify and check the validity of shareholders attending offline.
  - Report to the General Meeting of Shareholders on the results of the shareholder eligibility check before the General Meeting of Shareholders officially commences.
  - Coordinate with the Vote Counting Committee to guide, support, and supervise voting.

#### **Article 9. Secretariat of the General Meeting:**

- The Secretariat of the General Meeting consists of 01 person appointed by the Chairman, responsible to the Presidium and the General Meeting of Shareholders for their duties and under the direction of the Presidium. The Secretariat is introduced specifically by the Chairman as follows:

No.	Member's name	Note
1	Mr. Thach Minh Huy	Shareholder

- Duties:
  - Receive, review registration forms for shareholder comments, and submit them to the Presidium for decision.

- Record the minutes of the General Meeting of Shareholders fully and truthfully, including all proceedings and matters approved or noted by shareholders.
- Assist the Chairperson in announcing the draft minutes of the General Meeting and Resolutions on matters approved at the General Meeting.

#### **Article 10. Vote Counting Committee**

- The Vote Counting Committee, introduced by the Chairperson, comprises one Head and members.
- The Vote Counting Committee includes:

No.	Member's name	Note
1	Mr. Nguyen Duc Thuyet - Head of Committee	
2	Mrs. Tran Thi Mai Phuong	Shareholder
3	Mr. Thai Hoa Hung	

- Duties:
- The Vote Counting Committee must prepare minutes of the vote count and be responsible to the Presidium and the GMS when performing its duties.
- Accurately determine the voting results for each matter voted on at the General Meeting.
- Promptly notify the secretary of the voting results.
- Review and report to the General Meeting any violations of voting procedures or complaints regarding voting results.

#### **Article 11. Discussion at the General Meeting**

##### **1. Principles:**

- Discussion is only permitted within the allotted time and within the scope of the matters presented in the General Meeting of Shareholders agenda.
- Only shareholders may participate in the discussion.
- Shareholders can register their discussion topics as follows:
- Shareholders may submit questions in the Question Form included in the meeting materials.
- The Secretariat will organize shareholder questions and forward them to the Chairperson.

##### **2. Responding to Delegate Comments:**

- Based on the shareholders' Question Forms, the Chairperson or a designated member will respond to delegate comments.
- Due to time constraints, any unanswered questions will be addressed in writing directly by the company.

## **Article 12. Discussion and Voting at the General Meeting**

### **1. Principles:**

All matters on the General Meeting's agenda must be discussed and voted on publicly by the General Meeting of Shareholders.

- Voting Method:
  - Shareholders choose one of three voting options: Approval, Disapproval, or Abstention for each matter presented for voting at the General Meeting, as recorded on the Ballot included in the General Meeting materials.
  - Shareholders then cast their votes by placing their ballots in the ballot box.
- Voting and Election Procedures (specified in the election regulations)

### **2. Voting Rules:**

Each share is equivalent to one voting right. Each attending shareholder represents one or more voting rights.

- As of the record date (September 17, 2025), the total number of voting shares of the company is 121,800,000 shares, equivalent to 121,800,000 voting rights.

For resolutions voted on in person or by proxy at the General Meeting of Shareholders, a resolution will be passed with the approval of more than 50% of the total voting shares attending the General Meeting. In certain cases specified in Clause 1, Article 20 of the Company Charter, a resolution requires the approval of at least 65% of the total voting shares attending the General Meeting.

- Note:
  - Shareholders/authorized representatives with related interests do not have voting rights for contracts and transactions valued at 35% of the total asset value of the Company as recorded in the most recent financial report; these contracts or transactions are only approved when a number of shareholders/authorized representatives holding at least 65% of the remaining voting rights agree (according to Clause 4, Article 167, Law on Enterprises 2020).
  - Shareholders/authorized representatives who own from 51% of the total voting shares or more, or related persons of such shareholders, do not have voting rights for contracts and transactions valued at more than 10% (total asset value of the Company as recorded in the most recent financial statements) with that shareholder (according to Point b, Clause 3 and Clause 4, Article 167 of the Law on Enterprises 2020).



### **3. Recording voting results**

- The Vote Counting Committee will check, synthesize, and report the vote counting results of each issue according to the meeting agenda to the Chairperson. The voting results will be announced by the chairperson right before the meeting closes.

### **Article 13. Minutes, Resolution of the General Meeting of Shareholders**

All matters of the General Meeting of Shareholders must be recorded by the Secretariat in the Minutes of the General Meeting. The Minutes of the General Meeting must be read and approved before the closing of the Meeting.

### **Article 14. Implementation of Regulations**

These organizational regulations are read publicly before the 2025 Extraordinary General Meeting of Shareholders and take effect immediately upon approval by the General Meeting of Shareholders of Vocarimex.

Shareholders, authorized representatives, and guests who violate this Regulation will be considered and subject to disciplinary actions according to the Company's Charter and the Law on Enterprise, depending on the specific severity of the violation.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN OF THE BOD**

**TRAN KIM THANH**

