



Hanoi, May 28, 2026

**(DRAFT) REGULATIONS  
ON ORGANIZATION AND OPERATION OF THE 2026 ANNUAL  
GENERAL MEETING OF SHAREHOLDERS  
SONG DA 6 JOINT STOCK COMPANY**

**Article 1. Scope of application and applicable subjects:**

These Regulations on organization and operation of the 2026 Annual General Meeting of Shareholders (“AGM”) of Song Da 6 Joint Stock Company govern matters relating to the 2026 AGM of the Company and apply to all Shareholders, authorized representatives of Shareholders, members of the Board of Directors, members of the Board of Supervisors, invited guests (if any) attending the 2026 AGM, the AGM Organizing Committee, and relevant persons serving at the AGM.

**Article 2. Conditions for conducting the General Meeting of Shareholders:**

The General Meeting of Shareholders shall proceed when the attending Shareholders represent more than 50% of the total voting shares, based on the list of Shareholders finalized by the Vietnam Securities Depository and Clearing Corporation (VSDC) as of May 18, 2026.

**Article 3. Participants attending the AGM:**

1. Shareholders and authorized representatives of Shareholders according to the list of Shareholders finalized by the Vietnam Securities Depository and Clearing Corporation (VSDC) as of May 18, 2026;

2. Board of Directors;

3. Board of Supervisors;

4. Invited guests (if any);

5. Representatives of the auditing organization, in accordance with Clause 4, Article 273 of Government Decree No. 155/2020/ND-CP dated December 31, 2020.

*“...In cases where the audit report on the company’s annual financial statements contains material exceptions, adverse audit opinions, or disclaimer opinions, the public company must invite representatives of the approved auditing organization that conducted the audit of the company’s financial statements to attend the Annual General Meeting of Shareholders, and such representatives*

*shall be responsible for attending the Annual General Meeting of Shareholders of the public company”.*

6. The AGM Organizing Committee of the Company.

**Article 4. General requirements:**

1. All Shareholders and delegates attending the AGM shall wear appropriate and courteous attire.

2. Shareholders entering the AGM meeting room must comply with the seating arrangements and instructions of the AGM Organizing Committee.

3. Smoking is prohibited in the AGM meeting room; attendees shall not move around freely or engage in private conversations that may disrupt the AGM, and mobile phones must be switched to silent/vibrate mode.

4. Attendees must strictly comply with the regulations of the AGM and the AGM Organizing Committee, and fully observe these Regulations on organization and operation of the AGM.

**Article 5. Chairman, powers and duties of the Chairman:**

1. The Presidium shall consist of: the Chairman of the Board of Directors acting as Chairman of the AGM, a member of the Board of Directors concurrently holding the position of General Director, and the Head of the Board of Supervisors of the Company.

2. Powers and duties of the Chairman:

a. Presiding over all activities of the AGM in accordance with the approved agenda of the AGM;

b. Guiding Shareholders in discussing matters under the agenda and contents of the AGM;

c. Responding to opinions and questions raised by Shareholders;

d. Guiding Shareholders in conducting voting procedures;

e. Exercising other rights in accordance with Article 27 of the Company Charter.

**Article 6. AGM Secretary:**

1. The AGM Secretary shall be appointed by the Chairman of the AGM: one (01) person;

2. Duties of the AGM Secretary:

a. Recording the Minutes of the AGM;

b. Drafting the Resolution of the AGM;

c. Receiving registration slips for speeches from Shareholders;



- d. Presenting the draft Resolution and Minutes of the AGM;
- e. Performing other duties as assigned by the Chairman.

**Article 7. Rights and obligations of Shareholders attending the AGM  
(or authorized representatives of Shareholders):**

- 1. To speak at the AGM after registering in accordance with the regulations and obtaining approval from the Chairman, ensuring that the speech is relevant to the approved agenda and contents of the AGM.
- 2. To exercise voting rights on matters submitted to the General Meeting of Shareholders by the Board of Directors and the Board of Supervisors.
- 3. To comply with these Regulations on organization and operation of the AGM and the direction of the Chairman.

**Article 8. Procedures for making speeches at the AGM:**

Shareholders wishing to speak shall register with the AGM Secretary or raise their voting cards to request permission to speak and may only speak when introduced by the Chairman. Opinions expressed must relate to matters reported or submitted to the AGM by the Board of Directors and/or the Board of Supervisors, and shall be concise, non-duplicative, and consistent with the approved agenda and contents of the AGM.

**Article 9. Rights and obligations of the Shareholder Eligibility Verification Committee:**

The Shareholder Eligibility Verification Committee shall consist of one (01) Head, being the Head of the Board of Supervisors of the Company, and other members appointed by the Board of Directors of the Company to perform the following duties and functions:

- 1. Verifying the eligibility of Shareholders or authorized representatives of Shareholders before entering the AGM.
- 2. Verifying the eligibility of Shareholders exercising remote voting rights, online voting rights, or authorization rights through documents submitted prior to the AGM and within the prescribed time limit.
- 3. Reporting to the AGM on the results of the verification of eligibility of attending Shareholders at the following times: before the opening of the AGM and before each voting session if there is any change in the number of Shareholders registered to attend the AGM (including late arrivals or newly registered attendees).

**Article 10. Vote Counting Committee, powers and duties of the Vote Counting Committee:**



The Vote Counting Committee shall be approved by the General Meeting of Shareholders in terms of the number of members and personnel composition upon proposal of the Chairman:

1. The Vote Counting Committee shall consist of one Head and four (04) members;

2. The Vote Counting Committee shall work independently and be responsible for the accuracy of the vote-counting results;

3. Duties of the Vote Counting Committee include guiding Shareholders in voting procedures, collecting voting ballots from Shareholders, counting votes, and preparing the vote-counting minutes;

4. Reporting the vote-counting results to the AGM.

5. The Vote Counting Committee shall be responsible for retaining, preserving, and handing over all voting ballots and vote-counting minutes to the Board of Directors after the conclusion of the AGM.

#### **Article 11. Voting procedures:**

1. Shareholders (or authorized representatives of Shareholders) shall be provided with voting cards and voting ballots by the Organizing Committee.

2. The voting rights of each Shareholder for matters submitted for voting shall correspond to the number of shares owned and the number of shares authorized (if any);

3. Voting cards and voting ballots include:

3.1. Voting Card (pink color): The voting card shall be used by Shareholders to vote for approval of the AGM agenda, the Regulations on organization and operation of the AGM, the election of the Vote Counting Committee, the Minutes and Resolution of the AGM, and to request permission to speak.

3.2. Voting Ballots there shall be three (03) types of voting ballots, including:

a. Voting Ballot (yellow color): used by Shareholders to vote on matters falling within the authority of the AGM.

b. Voting Ballot (blue color): used by Shareholders to vote for members of the Board of Directors for the 2026–2031 term.

c. Voting Ballot (white color): used by Shareholders to vote for members of the Board of Supervisors for the 2026–2031 term.

d. Matters submitted for voting shall be pre-printed on the voting ballots with three voting options for each matter, namely: “Approve”, “Disapprove”, and “No Opinion”. Shareholders shall mark an “X” in the selected option for each matter. For each matter submitted to the AGM, only one voting option may be selected.



d. Voting ballots must be signed and full names clearly stated by the Shareholders.;

e. A valid voting ballot is a ballot issued by the AGM Organizing Committee, containing an "X" marked in one of the three voting options for all matters submitted to the AGM and bearing the signature of the Shareholder (or authorized representative of the Shareholder).

f. An invalid voting ballot is a ballot not issued by the AGM Organizing Committee; a ballot without an "X" marked for matters submitted to the AGM; a ballot marked with "X" in two or all three voting options for the same matter submitted to the AGM; or a ballot without the signature of the Shareholder (or authorized representative of the Shareholder).

## **Article 12. Conditions for adoption of resolutions of the General Meeting of Shareholders:**

1. Resolutions on the following matters shall be adopted if approved by Shareholders representing at least 65% of the total voting shares of all attending Shareholders, except for cases specified in Clauses 3, 4, and 6 of Article 148 of the Law on Enterprises:

- a. Classes of shares and the total number of shares of each class;
- b. Changes to business lines and business sectors;
- c. Changes to the organizational and management structure of the Company;
- d. Investment projects or sale of assets valued at 35% or more of the total asset value recorded in the latest financial statements of the Company;
- d. Reorganization or dissolution of the Company;

2. Other resolutions shall be adopted if approved by Shareholders representing more than 50% of the total voting shares of all attending Shareholders, except for the cases specified in Clause 1 of this Article and Clauses 3, 4, and 6 of Article 148 of the Law on Enterprises.

3. Resolutions of the General Meeting of Shareholders approved by 100% of the total voting shares shall be lawful and effective even if the procedures for convening the meeting and adopting such resolutions are not in compliance with the Law on Enterprises and the Company Charter.

## **Article 13. Minutes of the AGM:**

1. The contents of the AGM shall be recorded in the Minutes of the AGM. The Chairman and the AGM Secretary shall be responsible for the accuracy and truthfulness of the Minutes.

2. The Minutes of the AGM shall be announced before the AGM and approved by the AGM prior to the closing of the AGM;

3. The Minutes of the AGM, Minutes on verification of Shareholders' eligibility, Minutes of vote counting, and other documents recording the

proceedings and results of the AGM shall be archived at the head office of the Company.

4. The Minutes of the General Meeting of Shareholders must be sent to all Shareholders within fifteen (15) days from the closing date of the AGM or published on the Company's website within twenty-four (24) hours after the closing of the AGM.

5. The Minutes of the AGM shall serve as the basis for issuing the Resolution of the AGM.

**Article 14. Resolution of the AGM:**

The Resolution of the AGM shall be read at the AGM for approval by the Shareholders and shall be sent to all Shareholders within fifteen (15) days from the closing date of the AGM or published on the Company's website within twenty-four (24) hours after the closing of the AGM.

**Article 15. Implementation provisions:**

1. These Regulations consist of 15 Articles and shall take effect immediately upon approval by the General Meeting of Shareholders.

2. The General Meeting of Shareholders shall decide on any amendment or supplementation to these Regulations./.

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

**Dang Quoc Bao**

