



REGULATIONS ON THE WORKING PROCEDURES OF THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025

To: The Annual General Meeting of Shareholders in 2025

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

Pursuant to The Charter of Organization and Operation of Cu Chi Commercial & Industrial Developing Investment Joint Stock Company (CIDICO);

To ensure that the organization of the Annual General Meeting of Shareholders in 2025 of CIDICO complies with the current legal regulations of Vietnam, ensuring transparency, democracy, and the legitimate rights of shareholders, the Board of Directors hereby submits to the Annual General Meeting of Shareholders in 2025 the draft Regulations on the Working Procedures of the Annual General Meeting of Shareholders in 2025 as follows:

Article 1: General Provisions.

- 1.1. These regulations apply to the organization of the Annual General Meeting of Shareholders in 2025 of Cu Chi Commercial & Industrial Developing Investment Joint Stock Company (hereinafter referred to as "the Meeting");
- 1.2. These regulations specifically define the rights and obligations of participants, as well as the conditions and procedures for conducting the Meeting;
- 1.3. Shareholders and other participants are responsible for complying with the provisions of these regulations.

Article 2: Rights and Duties of the Chairperson of the Meeting:

- 2.1. The Chairman of the Board of Directors shall act as the Chairperson of the Meeting;
- 2.2. The duties of the Chairperson of the Meeting include:
 - a). Presiding over and directing the activities of the Meeting in accordance with the agenda approved by the Meeting;
 - b). Guiding The meeting discussions, elections, and voting at the Meeting;

- c). Presenting draft resolutions and summarizing key matters for voting by the Meeting;
- d). Answering issues raised by the Meeting;
- e). Conducting the Meeting in a lawful, orderly manner that reflects the wishes of the majority of shareholders and their representatives.

Article 3: Rights and Duties of the Meeting Secretariat.

- 3.1. The Meeting Secretariat shall be introduced by the Chairperson. The Secretariat are responsible to the Chairperson and the Meeting for their duties.
- 3.2. The duties of the Meeting Secretariat include:
 - a). Accurately and faithfully recording the content of the Meeting;
 - b). Assisting the Chairperson in announcing draft documents, conclusions, resolutions, and notifications to shareholders as required;
 - c). Receiving and managing shareholder requests to speak at the Meeting.

Article 4: Rights and Duties of the Shareholder Eligibility Verification Committee.

- 4.1. The Shareholder Eligibility Verification Committee shall be appointed by the Chairman of the Board of Directors.
- 4.2. The duties of the Shareholder Eligibility Verification Committee include: Reporting to the Meeting on the results of shareholder eligibility verification, the number of shareholders, the number of shares owned and/or represented at the Meeting.

Article 5: Rights and Duties of Shareholders Attending the Meeting.

- 5.1. Eligibility to attend:

All shareholders of the Company whose names are listed as of the final registration date (February 26th, 2025) have the right to attend the Annual General Meeting of Cu Chi Commercial & Industrial Developing Investment Joint Stock Company.
- 5.2. Rights and obligations of shareholders attending the Meeting:
 - a). Each shareholder or representative attending the Meeting must bring valid identification documents (e.g., ID card/citizen identification card, valid passport, etc.) and present them to the Shareholder Eligibility Verification Committee for verification. Upon verification, shareholders must sign the registration form, receive the meeting materials, and be issued a voting ballot corresponding to their owned or represented shares.
 - b). A person authorized to attend the Meeting may not delegate their authorization to another person.

- c) During the Meeting, shareholders must follow the instructions of the Chairperson, behave in a civilized and respectful manner, and avoid causing disruptions.
- d) Shareholders and authorized representatives attending the Meeting must strictly comply with these regulation on working procedures. Any shareholder violating these regulations shall be subject to appropriate measures determined by the Chairperson in accordance with Clause 7, Article 146 of the Enterprise Law.

Article 6: Raising opinion at the Meeting.

- 6.1. Shareholders who wish to speak or engage in discussions must raise their hands and may only speak with the approval of the Chairman. Each shareholder may speak for no more than five (05) minutes, ensuring concise content and avoiding repetition.
- 6.2. Before speaking or engaging in discussions, shareholders must state their full name, shareholder code (if any), and the number of shares they own.

Article 7: Voting at the General Meeting.

- 7.1. Upon registration for the Annual General Meeting of Shareholders, the Organizing Committee will issue a Voting Ballot to each shareholder or duly authorized representative. Each Voting Ballot will contain the following details: Shareholder's name, serial number, number of shares owned, and total number of shares with voting rights. Shareholders and authorized representatives shall cast their votes by raising their Voting Ballots.
- 7.2. Shareholders and representatives of shareholder groups attending the General Meeting have the right to vote on matters under the authority of the General Meeting. Voting rights are proportional to the number of shares owned and the number of shares authorized.
- 7.3. Shareholders or authorized representatives arriving after the meeting has opened ceremony must complete the registration procedures with the Organizing Committee and then be allowed to participate and vote immediately after registration. However, the Presidium is not responsible for pausing the meeting to accommodate late registrations, and the validity of previous voting rounds will not be affected.

In case a shareholder or an authorized representative leaf before the General Meeting proceeds with voting, their voting rights shall be considered in favor and counted in the approval ratio for the matters presented for voting at the Meeting.
- 7.4. According to Article 148 of the Enterprise Law, resolutions on the following matters shall be approved if they receive at least 65% of the total voting shares represented at the meeting:
 - a) Types and total number of shares of each type;

- b) Changes in business sectors, industries and business field;
- c) Changes in the company's organizational structure;
- d) Investment projects or asset sales with a value equal to or exceeding 35% of the company's total assets recorded in the latest financial statements, or another percentage/value set by the company's Charter;
- d) Company reorganization or dissolution.

Resolutions shall be passed when approved by shareholders holding more than 50% of the total voting shares represented at the meeting.

- 7.5. The total number of votes in favor, against, or no comment for each agenda item shall be announced by the Chairman before the meeting is closed. The results of voting for each issue shall be legally recorded in the Minutes of the Annual General Meeting of Shareholders.

Article 8. Minutes of the General Meeting of Shareholders.

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

Article 9. Implementation Provisions.

Regulations on working procedures of the Annual General Meeting of Shareholders in 2025 of Cu Chi Commercial & Industrial Developing Investment Joint Stock Company consist of 09 articles.

These Regulations shall take effect immediately upon approval by the Annual General Meeting of Shareholders in 2025 of Cu Chi Industrial - Trade Development Investment Joint Stock Company.

ORGANIZING COMMITTEE OF THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025