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SHS Empower Financial Prosperity

DRAFT

WORKING REGULATIONS
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Hanoi, April 2025

SAIGON – HANOI SECURITIES JOINT STOCK COMPANY	**SOCIALIST REPUBLIC OF VIETNAM**
o0o	**Independence - Freedom - Happiness**
	o0o

Hanoi, ... 2025

DRAFT

WORKING REGULATIONS
2025 Annual General Meeting of Shareholders (AGM)

Pursuant to:

- *Enterprise Law No 59/2020/QH14 approved by The National Assembly of the Socialist Republic of Vietnam and guiding, amending, supplementing and implementing legal documents;*
- *Securities Law No 54/2019/QH14 approved by The National Assembly of the Socialist Republic of Vietnam and guiding, amending, supplementing and implementing legal documents;*
- *Charter of Saigon – Hanoi Securities Company effective from June 06, 2024.*

CHAPTER I

GENERAL REGULATIONS

Article 1. Scope and subjects of application

1. The Regulations are promulgated guiding about the organization in 2025 AGM of Saigon-Hanoi Securities Joint Stock Company.
2. This Regulation specifically stipulates the organization, attendance, vote, execution of shareholders right in the General Meeting of Shareholder
3. The Regulations will be applicable to all shareholders, relevant institution and individuals who organize the AGM.

Article 2. Definition

Definitions and abbreviations used in these Regulations are as follows:

1. "*Company*" or "*SHS*": Saigon – Hanoi Securities Joint Stock Company
2. GMS: General meeting of Shareholder;
3. *BOD*: Board of Directors of the Company;
4. *VSDC*: Vietnam Securities Depository and Clearing Corporation
5. *AGM*: Annual General Meeting of Shareholders;
6. CBR: Certificate of Business Registration;
7. ID: Identification Card;
8. Committee Eligibility Verification Committe: Committee for checking shareholder Eligibility to Attend the General Meeting of Shareholders.

CHAPTER II

RIGHTS AND OBLIGATIONS OF PARTIES ATTENDING THE AGM

Article 3. Shareholders attending the AGM

1. Conditions for attending the AGM:

1.1. **Object:** All individuals and institutions in Shareholder list at last registration Date (March 06, 2025) provided by VSDC or duly authorized representatives of shareholders whose names are on the above list have the rights to attend and vote on issues at the AGM.

1.2. Shareholder shall be responsible for all costs and equipment for travel, accommodation, living, and other equipment and material conditions necessary for attending the AGM.

1.3. Shareholders must ensure that they have sufficient legal capacity and capacity to act to attend the AGM and vote on the contents at the AGM.

2. Rights and obligations of shareholders (with eligible rights) when attend the AGM:

2.1. Attend, discuss and vote on all matters within the authority of the GMS as prescribed by law and the Company's Charter after completing the registration for attendance.

2.2. Provide accurate, complete information about shareholder or authorized representatives of shareholders to the Company.

2.3. Authorize a proxy to attend and vote on his/her behalf at the GMS. A person authorized to attend the AGM may not authorize another person to attend the AGM.

The authorization to attend and vote at the AGM is complied with the provisions of the Internal Regulations on Corporate Governance, the Company Charter and current Law.

Authorization method:

(i) Written authorization:

✓ Shareholder prepare Proxy letter in compliance with Law of download Proxy letter form in Company website. Proxy letter must include below information:

- Shareholder;
- Full name of individual/organization, information on ownership registration number (including ID/Business Registration Certificate/Establishment and Operation License/Transaction Code or equivalent legal documents);
- Number of authorized shares;
- Signature and seal (if representative is an organization) of the authorizing shareholder and authorized person (except in case of authorization for a member of the BOD);
- Authorization content.

✓ Proxy Letter is sent to Company under following methods:

- Send directly/by post/delivery to the Company's Head Office, and/or the mailing address stated in the AGM Invitation letter.
- Send to email address: investor@shs.com.vn;
- Directly provided at AGM.

(ii) Online authorization: Shareholder executes direct authorization in online system https://dhcd.shs.com.vn. *(Refer to part 2.8.h this Article for detail).*

Comply with the regulations of the AGM, respect the working results of the AGM and the direction of the Chairperson; behave civilly, politely, and ensure security of AGM.

2.4. Shareholders attending the AGM who want to express their opinions must obtain the consent of the Chairperson, speak briefly and focus on the key issues that need to be discussed, in accordance with the approved agenda of the AGM. Issues that have been raised by previous participants must not be raised again to avoid duplication. Shareholders attending the AGM can also write down the contents on the questionnaire form, send it to the Secretariat (if directly attending in AGM) or send their opinions on the Online GMS System (If attending online).

2.5. Shareholders or authorized representatives who arrive after the AGM has opened, after completing the registration procedure, are allowed to attend and vote on the remaining voting contents according to the approved AGM agenda. In this case, the validity of the votes that have been conducted shall not be affected.

2.6. For shareholders directly attending in AGM (including those who have registered to attend online but then attend directly).

a) Registration to attend the AGM: Shareholders or authorized representative must present the following documents to the Shareholder status verification Board:

- AGM Invitation letter (not compulsory);
- For individual: ID/passport/ other Legal identity document;
- For organization: Copy of Business Registration Certificate/Establishment and Operation License or equivalent document; Letter of appointment and authorization to attend the AGM, represent the capital contribution (if the Attendee is not the Legal Representative), Personal identification documents of the Representative attending the AGM as prescribed for individual Shareholders.
- Proxy letter *(For authorized representative).*

After successful registration, each Shareholder will receive AGM documents, including a Voting ballot and a Election ballot.

b) Shareholders who register to attend the AGM online but then attend the AGM directly must re-register with the Shareholder status verification Board and have the right to give opinions and vote on issues except for those that the AGM has already voted on. The Chairperson is not responsible for stopping the meeting or re-presenting issues that have been previously presented.

2.7. For shareholder who have registered to attend online:

a) Shareholders/Authorized representatives access the SHS Online AGM System by accessing the Company's Online AGM Information Website, link https://dhcd.shs.com.vn (or other Websites provided by the Company), providing identification information and email to receive username and password to log in to the SHS Online AGM System.

b) The Shareholder/Authorized representatives acknowledges that any communication sent to or from the email address, telephone, fax or other online method that the Shareholder/Authorized representatives has registered, provided to the Company or on the shareholder list provided by VSDC is from the Shareholder/Authorized representatives himself/herself and is implicitly understood to have been sent to or from the Shareholder/Authorized Person.

c) The Company will send the Shareholder/Authorized representatives the login information including login name and password via the email that the Shareholder/Authorized representatives has registered on the AGM System, and the Shareholder/Authorized representatives will use this information to access the AGM System, execute voting rights, online meetings and other rights (if any). The Shareholder/Authorized representatives logging in for the first time should change the password and authenticate OTP according to the instructions to protect the account and complete the sequential steps according to the system.

d) Shareholders and authorized representatives need to regularly check the emails/SMS sent to them to have information on meeting attendance and voting. Shareholders/authorized representatives are only allowed to change the contents registered on the AGM System once. Authorized representatives are not allowed to change information related to the authorized shareholder and the information provided by the authorized representatives on the online AGM System. In case of further changes or any support, Shareholders should contact the Company at phone number (84-24).38181888, or email investor@shs.com.vn, or other phone numbers and email addresses provided by the Company.

e) Shareholders and Authorized Representatives are responsible for keeping confidential the identification information, accounts, login passwords, and OTP codes provided by the Company; and are solely responsible for the use of accounts and voting results made from the provided account information.

f) Register to attend the AGM: Shareholders log in the Online AGM System by accessing the Company's Online AGM Information Page, link https://dhcd.shs.com.vn (or other Website provided by the Company), enter the username and password provided from the time the System allows access until the voting time ends.

g) When attending the AGM and voting through the Online General Meeting of Shareholders System, Shareholders and Authorized Persons must review and fully provide personal information including:

- Personal information, personal identification documents in accordance with information registered at VSDC;
- Method of attending and voting at the AGM;
- Method of receiving OTP;
- Carefully study the Terms and Conditions and confirm that you have read, understood and agreed to these Terms and Conditions;
- Scope of authorization (If authorize to representatives);
- Provide other necessary information as required to ensure the Company correctly identifies Shareholders/Authorized Representatives attending the online AGM.

h) Authorize a Representative to attend the online meeting:

Authorize on the Online AGM System: Shareholders log in to the Online AGM System https://dhcd.shs.com.vn, fill in all required information in the form and follow the system's instructions.

i) Shareholders understand that conducting online meetings and electronic voting always have potential risks due to system issues, technical, transmission line, virus errors, errors of any third-party service provider or force majeure events and accept all of the above risks.

Article 4. Chairgroup, Chairperson of the AGM

1. The Chairperson of the BOD of the Company is the Chairperson of the AGM

The Chairperson of the BOD may appoint another individual from the Company to assist the Chairperson in monitoring the AGM (forming the Chairing group) and submit it to the AGM for approval.

2. Rights and obligations of Chairgroup:

a) Manage the activities of the AGM according to the program approved by the AGM. Carry out necessary work so that the AGM takes place in an orderly manner; meeting the requirement of the majority of attending shareholders.

b) Instruct the Shareholder to discuss.

c) Submit necessary documents and files related to the contents that need the AGM to comment and approve.

d) Answer to questions raised by AGM or appoint a person to answer.

e) Other rights and obligations as prescribed in the Company Charter and the law.

Article 5. Shareholder status verification Board

1. Shareholder status verification Board is established by BOD.

2. Obligations of Shareholder status verification Board:

a) Check the status of shareholders or authorized representatives attending the meeting, determine the validity of the right to attend the AGM according to the provisions of law and cross-check the information, documents Shareholders/Authorized Representatives provided with the information in the List of Shareholders entitled to attend the meeting on the Last Registration Date;

b) Check and ensure that the registration and online meeting attendance of Shareholders are valid and accurate;

c) Shareholder status verification Board provides AGM document and Voting Cards, Voting Ballots to Shareholders;

d) Report to the AGM and be responsible for the results of the verification of shareholders' status to attend the AGM before the AGM is officially started.

Article 6. AGM Secretariat

1. AGM Secretariat is appointed by Chairperson.

2. AGM Secretariat performs supported tasks assigned by Chairperson, including:

a) Record fully and accurately all the contents of AGM;

b) Assist the Presidium in drafting and publishing draft Minutes and Resolutions of the AGM and sending notices of the Presidium to shareholders upon request;

c) Receive and summarize questions and opinions of shareholders.

Article 7. The Ballot Counting Committee

The Vote Counting Board consists of 05 people nominated by the Chairperson and approved by the GMS. The Ballot Counting Committee has the following duties:

a) Supervise the voting of shareholders/authorized representatives attending the AGM (including direct attendance and online attendance);

b) Instruct shareholders/authorized representatives to vote at the AGM;

c) Collecting Voting Cards, voting ballots and counting votes;

d) Prepare the vote counting minutes and report the vote counting results to the AGM.

CHAPTER III

PROCEEDING THE AGM

Article 8. Conditions for conducting the AGM

According to the provision of Enterprise Law and Company Charter:

1. The AGM is conducted when the number of shareholders attending (including directly attending and online attending) represents more than 50% of the total votes.

2. In case the first AGM does not meet the conditions for conducting as prescribed in Clause 1 of this Article, the notice of invitation to the second AGM must be sent within 30 days from the date of the first meeting, unless otherwise provided in the Company Charter. The second GMS shall be conducted when the number of shareholders attending the meeting represents 33% or more of the total number of votes.

3. In case the second meeting does not meet the conditions for conducting as prescribed in Clause 2 of this Article, the notice of invitation to the third meeting must be sent within 20 days from the date of the planned second meeting.

   The third AGM will be conducted regardless the total number of votes of shareholder attending the AGM.

4. Only the GMS has the right to decide to change the meeting agenda sent with the meeting invitation as prescribed in Article 142 of the Law on Enterprises.

Article 9. Voting procedures at AGM

1. All contents to be voted in the agenda and contents of the AGM must be discussed and voted on publicly by the GMS.

2. Voting method:

2.1. For shareholders directly attend the AGM:

a) Shareholders vote by **raising their Voting Ballot (in yellow)**: Raising Voting Cards to display Agree/Disagree/No opinion when the Chairperson request to vote by Voting card with following contents:

- Approve the member of Presidium, Vote counting Board, Working Regulations of AGM and Agenda of AGM;
- And other content arising in the AGM.

b) Shareholders vote by **marking in Voting Ballot (in pink)**: MARKING in corresponding checkbox to vote Agree/Disagree/No opinion when the Chairperson request to vote by Voting Ballot with following contents:

- Approve Business result report, BOD report, Report of Independent BOD's member at Audit Committee;
- Approve other content of AGM.

If shareholder mark in wrong checkbox, the cross-out and re-mark the checkbox according to your opinion and sign next to the check box to confirm your final decision.

After voting on all the contents stated in the Voting Ballot, the Shareholder/authorized representatives must sign and state full name to confirm

c) Invalid Voting ballot:

- Voting ballot is recorded as not issued by AGM Organization Board and does not have seal of the Company;
- Vote ballot is recorded as are erased, deleted, corrected, or added to in addition to the pre-printed content, except for the case of adjusting voting opinions stated in Point b above;
- The Voting ballot is recorded as no longer intact and does not have the shareholder's signature;
- The Voting ballot does not fill in any box or fills in 2 or more boxes for each content to be voted on but does not sign next to it to confirm the final opinion, this voting content will be considered invalid (For content recorded on the pink Voting Ballot);
- Voting Ballots are sent to the Vote Counting Board after the voting time has ended;
- Voting ballot with contents not included in the meeting agenda approved by the GMS or contents/issues not subject to voting based on actual developments at the AGM.

2.2. For shareholders attend the AGM online:

a) Shareholders/Authorized representative execute vote card/vote ballot by electronic voting on the Online AGM system on the website provided by the Company, select the "Voting Card" / "Voting Ballot" section and vote on the contents. Electronic voting card and Voting balloting can be done immediately after the Shareholders/Authorized persons have registered to attend the online meeting and successfully logged in or can be done at each time the voting content arises when following the online meeting.

b) When conducting electronic voting, shareholders choose one of three options: "Agree", "Disagree" or "No opinion" on the Online AGM system.

c) The end time of voting for each content will be determined according to the AGM agenda and depends on the process of AGM.

d) The Chairperson has the right to request the end of electronic voting on all/each issue on the Online AGM System when the Shareholders attending the AGM have completed voting or decided another time limit.

e) Each voting event taking place or has ended will be announced on the Online AGM System so that Shareholders can follow and vote.

f) In case the Shareholder has not completed voting due to the online AGM System being disconnected, the voting results will still be recorded for the issues that the Shareholder has voted on. The Shareholder can contact the Company directly for support in voting for additional issues that have not been voted on during the voting period.

3. In case shareholders vote in different method, and/or have many different opinions, the valid voting results that the Company and/or the online AGM system receives from the last Shareholder during the voting period will be recorded.

Article 10. Voting and counting votes

1. Vote counting Board check the Ballot box under the observation of Shareholders.

2. Voting begins when the distribution of the Voting Ballot/Election Ballot is completed and finish when the last shareholder puts the Voting Ballot into the Ballot box and/or the electronic voting time ends according to the actual situation as determined by the Chairperson.

   For the Election Ballot: Shareholder can refer to the instruction in Appendix 1 of this Regulation.

3. The vote counting must be conducted immediately after the voting time finish. The Vote counting Board must preserve the Ballot and must not erase or make any corrections on the Voting Ballot or Election Ballot.

Article 11. Preparation and publication of the Minutes of Vote counting

1. Voting results must be recorded in Minutes of Vote counting.

1.1 Minutes of Vote counting includes following content:

- Issue which needs shareholder's opinion to approve the Resolution;
- Number of shareholders with total number of votes participated in voting, in which classify valid and invalid votes and method of sending votes, with appendix of list of shareholders participating in voting;
- Total number of votes Agree/Disagree/No opinion on each content;
- Approved content with percentage of Agree Vote;
- Full name and signature of Vote counting Board members.

1.2 Minutes of Vote Election ballot counting includes:

- Full name of the Candidate.
- Total Vote election ballot sent out/received, valid/invalid.
- Total vote for each Candidate.
- Full name and signature of Vote counting Board members.

2. Publication of Minutes of Vote counting:

   Head of Vote counting Board is responsible for announcing the full content of Minutes of Vote counting upon request of Chairperson.

3. The vote counter and the vote counting supervisor shall be jointly responsible for the truthfulness and accuracy of the vote counting minutes; and shall be jointly responsible for damages arising from decisions passed due to dishonest and inaccurate vote counting.

4. Complaints about vote counting (if any) will be resolved by the Chairperson of the AGM and recorded in the Minutes of the AGM.

Article 12. AGM Resolution approval

According to Article 148 of Enterprise Law and the Company Charter:

1. Resolution on the following contents will be approved if agreed by the number of shareholders representing 65% or more of the total votes of all shareholders attending and voting at the AGM, except for cases specified in Clauses 3, 4, 6 Article 148 of Enterprise Law:

a) Types of shares and total shares of each type;

b) Change of company business sector/industry;

c) Change in Company Organization chart/structure;

d) Investment project or sale of assets with a value of 35% or more of the total asset value recorded in the company's most recent financial statement;

c) Reorganization or dissolution of the company;

f) Other contents as prescribed by current laws.

2. Resolution will be approved if agreed by the number of shareholders representing 50% or more of the total votes of all shareholders attending and voting at the AGM, except for cases specified in Clause 1 this Article and Clauses 3, 4, 6 Article 148 of Enterprise Law.

Article 13. Minutes and Resolution of AGM and other related documents

1. Minutes and Resolution of AGM must be completed and approved before the closing of AGM.

2. The Minutes and Resolution of AGM are published in full content on the company's website at www.shs.com.vn for all shareholders to know, to disclose information and send to State management agencies in accordance with legal regulations on information disclosure.

3. The Minutes and Resolution of AGM, other Minutes, Voting Cards/Voting Ballot/Election Ballot, related documents used in AGM must be archived at Company in accordance with legal regulations and Company Charter.

CHAPTER IV

BOD MEMBER ELECTION

Article 14. Standards and conditions of BOD member

Members of the BOD must meet the standards and conditions currently in effect under the Enterprise Law, the Law on Securities, other provisions in the SHS Charter, the Company's internal regulations and relevant laws.

1. The following persons may not be members of SHS BOD (Point a, Clause 1, Article 155 of the Enterprise Law 2020).

a) Minors, people with limited or lost civil capacity; people with difficulty in cognition and behavior control;

b) Persons who are being prosecuted for criminal liability, detained, serving a prison sentence, serving an administrative measure at a compulsory drug rehabilitation facility, a compulsory education facility, or who are prohibited by the Court from holding a position, practicing a profession or doing certain work; other cases as prescribed by the Bankruptcy Law and the Law on Anti-Corruption;

c) Cadres, civil servants and public employees as prescribed by the Law on Cadres, Civil Servants and the Law on Public Employees;

d) Officers, non-commissioned officers, professional soldiers, workers and national defense officials in agencies and units of the Vietnam People's Army; officers, professional non-commissioned officers, police workers in agencies and units of the Vietnam People's Public Security, except for those appointed as authorized representatives to manage the State's capital contribution in enterprises or to manage state-owned enterprises;

e) Professional leaders and managers in state-owned enterprises as prescribed in Point a, Clause 1, Article 88 of the Enterprise Law (100% stated owned Enterprises), except for those appointed as authorized representatives to manage the State's capital contribution in other enterprises;

f) Other cases as prescribed by Law and the Company Charter (if any).

2. Other standards and condition for BOD member

a) Being legally competent, not being banned from business administration as prescribed in Clause 2 of Article 18 of the Enterprise Law;

b) Having qualifications and experience of business administration in business field of the company and not being necessarily shareholders of The Company;

c) A member of the BOD of the Company must not concurrently be a member of the BOD of more than 05 other Companies;

d) A member of the BOD of the Company must not concurrently be a member of the BOD, Member of the Board of Members, Chief Executive Officer/General Director (Director) of another Securities Company;

e) Having good health, good moral character, honesty and integrity;

f) Other Standards and conditions as prescribed by law and the Company Charter (if any).

3. Standards and condition for BOD independent member.

a) Meet the above standards and conditions for members of the BOD;

b) Not being a person currently working for the company, parent company or subsidiary of the company; not being a person who has worked for the company, parent company or subsidiary of the company for at least the previous 3 consecutive years;

c) Not a person receiving salary or remuneration from the company, except for allowances that members of the BOD are entitled to according to regulations;

d) Not being a person whose wife or husband, father, adoptive father, mother, adoptive mother, child, adopted child, brother, sister, or sibling is a major shareholder of the company; is a manager of the company or a subsidiary of the company;

e) Not being a person who directly or indirectly owns at least 01% of the total number of voting shares of the company;

f) Not a person who has been a member of the BOD or Board of Supervisors of the company for at least the previous 5 consecutive years, except in the case of being appointed for 2 consecutive terms;

g) Other Standards and conditions as prescribed by law and the Company Charter (if any).

Article 15. Nomination and candidacy of the Member of BOD

1. The number of candidates that shareholders or groups of shareholders have the right to nominate or propose for election is specifically stipulated in the Charter of SHS. In case shareholders or groups of shareholders do not nominate or propose for election enough candidates who meet the conditions and standards prescribed by law, the current BOD will make additional nominations.

2. Shareholders or groups of shareholders owning 10% or more of the total number of common shares with voting rights have the right to nominate and propose for election as members of the BOD according to the following provisions:

- Shareholders or groups of shareholders holding from 10% to less than 20% of voting shares may nominate a maximum of 01 member;
- Shareholders or groups of shareholders holding from 20% to less than 30% of voting shares may nominate a maximum of 02 member;
- Shareholders or groups of shareholders holding from 30% to less than 40% of voting shares may nominate a maximum of 03 member;
- Shareholders or groups of shareholders holding from 40% to less than 50% of voting shares may nominate a maximum of 04 member;
- Shareholders or groups of shareholders holding from 50% of voting shares may nominate maximum number of candidates.

3. Procedures for nomination and candidacy according to the Company Charter and legal regulations.

Article 16. BOD member nomination document

Shareholders and groups of shareholders would like to nominate members of the BOD must send the following documents to SHS:

1. Notice on nomination, candidacy (03 copies) under the form published in website www.shs.com.vn.
2. Curriculum vitae of nominees (03 copies) under the form published in website www.shs.com.vn (according to the Information Provision Form Appendix III of Circular 96/2020/TT-BTC and disclose information according to the principles prescribed in Article 4 of Circular 96/2020/TT-BTC).
3. Personal information form (according to Form No. 67 - Decree 155/2020/ND-CP and according to the requirements in the form authorized by State management agencies).
4. 4x6 portrait photo taken within the last 6 months (03 photos).
5. Notarized copy of ID card (01 copy).
6. Judicial record form.
7. Commitment statement of the Candidate Participating in the Board of the Directors (under the form posted on the website www.shs.com.vn).
8. Notarized copy (within the last 6 months) of all professional qualification certificates of the candidates (03 copies).

9. Report on related interests (according to the form posted on the website www.shs.com.vn) as prescribed in Article 164 of the Enterprise Law 2020 (03 copies).

10. Other documents proving that the candidate meets the conditions and standards prescribed by law (if any) (03 copies).

11. In case the candidate does not have Vietnamese nationality, in addition to the above documents, it must also include a Judicial record form issued by the competent authority of the country where the foreigner resided before coming to Vietnam. This form must have consular legalization. In case the foreigner has currently resided in Vietnam for 06 months or more, the Judicial record form shall be issued by the competent authority of Vietnam where the foreigner is residing.

Article 17. Selection of candidates

1. In case the candidates for the BOD have been identified, the Company shall publish information related to the candidates at least 10 days before the opening date of the AGM on the Company's website so that shareholders can notice before voting. The candidates for the BOD must have a written commitment to the honesty and accuracy of the published personal information and must commit to perform their duties honestly, carefully and in the best interests of the Company if elected.

2. Based on the applications and nominations of shareholders/groups of shareholders, the BOD will prepare a list of candidates who meet the standards and conditions as prescribed, submit it to the GMS for approval of the list of candidates and proceed to elect members of the BOD.

Article 18. Persons participate in voting

Shareholders owning shares with voting rights and authorized representatives of shareholders attending the meeting have the right to elect members of the BOD.

Article 19. Election method and elected candidates

The vote for the Member of BOD shall be made by cumulative voting method, as below:

1. Each Shareholder/authorized representative has the total number of votes equivalent to the total number of shares multiplied by number of elected Member of BOD.

2. Shareholders and representatives have the right to gather all or part of their total votes on one or several candidates on the list approved by the GMS, but not exceeding the total number of votes held by that shareholder or representative.

3. The elected members of the BOD are determined by the number of votes counted from high to low, starting from the candidate with the highest number of votes until the number of members decided by the Congress is sufficient. In case there are 02 or more candidates with the same number of votes, a re-election will be conducted among the candidates with the same number of votes to select the candidate with the higher number of votes to be elected.

Article 20. BOD member Election Ballot

1. The BOD member election ballot includes the following information: Name of shareholder/authorized representative; Shareholder code; Full name of candidates; Total number of voting shares of shareholders, Total number of votes of shareholders. The names of candidates in the ballot will be arranged in alphabetical order.

2. Shareholder/authorized representative will receive the Election Ballot according to AGM attendance code.

3. Shareholders or authorized representatives must personally write the number of votes for each candidate in the blank box of that candidate on the Ballot, sign and state their full name.

4. In case a shareholder wants to change the selection or information that the shareholder has written on the Ballot, the shareholder shall request the Vote Counting Board to change the Ballot or cross it out, write it down and sign next to the correction. Adjusting the content on the Ballot and replacing the Ballot shall only be done before the ending time of the election of members of the BOD.

5. Invalid Election Ballot includes

- Election ballot is recorded as not issued by AGM Organization Board and/or does not have seal of the SHS;
- Election ballot is recorded as are erased, deleted, corrected without attached signature of shareholder;
- The Election ballot is recorded as with additional candidates outside the list of candidates approved by the GMS;
- The Election ballot is recorded as the total number of votes used by the Shareholder to vote exceeds the total number of votes held by that Shareholder or representative;
- The Election ballot is recorded as not having full name and signature of Shareholder;
- The Election ballot is sent to Vote counting Board after the election time is finished;
- For Shareholder attend the AGM online: Shareholders/Authorized representative vote by electronic voting on the Online AGM System on the website provided by the Company, select the Election Section and vote for the candidates. Electronic voting can be done immediately after the Shareholder/Authorized Representative has registered to attend the AGM online and successfully logged in.

CHAPTER V

IMPLEMENTING PROVISION

Article 21. Implementing provision

1. The regulations are issued by the BOD of Saigon - Hanoi Securities Joint Stock Company in accordance with the provisions of the Law, the Charter and other internal regulations of the Company.

2. Shareholders, BOD, Board of Management, Organizing Board of the 2025 AGM of Saigon - Hanoi Securities Joint Stock Company and parties participating in the AGM are responsible for implementing the provisions of the Regulations /.

ON BEHALF OF BOD

CHAIRMAN

DO QUANG VINH

APPENDIX 1

BOD MEMBER ELECTION GUIDELINE

(By cumulative voting method)

- *Each Shareholder has the total number of votes equivalent to the total number of shares (including shares of shareholder and authorized representative) multiplied by number of elected Member of BOD.*
- *Shareholders can divide the total number of votes among all candidates, or gather all votes on one or several candidates, but the total number of votes for candidates cannot exceed the total number of their votes.*

Example:

GMS elect 01 BOD member between 2 candidates. Shareholder Nguyen Van A has (including shares of shareholder and authorized representative) 10,000 shares. In this case, total number of votes of Shareholder A is:

10,000 shares x 1 = 10,000 ***votes***

Shareholder Nguyen Van A can elect by cumulative voting method as follow:

Case 1: Shareholder Nguyen Van A divides his number of votes (can be equally divided) to 2 candidates:

Full name of candidate	Number of votes
1. Candidate 1	3,000
2. Candidate 2	7,000
Total of votes	**10,000**

Case 2: Shareholder Nguyen Van A gathers all votes for 1 candidate

Full name of candidate	Number of votes
1. Candidate 1	0
2. Candidate 2	10,000
Total of votes	**10,000**