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REGULATIONS

ON ORGANIZING ONLINE GENERAL MEETING OF SHAREHOLDERS AND ELECTRONIC VOTING

(Pursuant to the Resolution No. 01-2025/NQ-ĐHĐCD dated April 10, 2025, of the Annual General Meeting of Shareholders (AGM) of Saigon – Hanoi Securities Joint Stock Company)

Hanoi, April 2025

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SAIGON – HANOI SECURITIES JOINT STOCK COMPANY

(Issued pursuantly to the Resolution No. 01-2025/NQ-ĐHĐCD dated April 10, 2025, of the Annual General Meeting of Shareholders (AGM) of Saigon – Hanoi Securities Joint Stock Company)

Article 1. Subjects and scope of application

1. The Regulations are promulgated guiding about the organization, participation, voting, and exercise other rights of Shareholders in AGM of Saigon-Hanoi Securities Joint Stock Company via online meeting and voting or via any other electronic method.
2. Details of organization of AGM as not provided in these Regulations will be regulated under laws, regulations, Charter, and Governance Regulations.
3. The Regulations will be applicable to all shareholders, relevant institution and individuals who organize the AGM.

Article 2. Definitions

Definitions and abbreviations used in these Regulations are as follows:

1. "*Company*" or "*SHS*": Saigon – Hanoi Securities Joint Stock Company;
2. *Shareholder:* A person who owns SHS shares and is listed in the Register of Shareholders eligible to attend the AGM, or a duly authorized representative;
3. *AGM*: Annual General Meeting of Shareholders;
4. *BOD*: Board of Directors of the Company;
5. *VSDC*: Vietnam Securities Depository and Clearing Corporation;
6. *Meeting:* Annual General Meeting of Shareholders;
7. *Online AGM system:* any and all of website, softwares, application, or technology or other electronic means as provided or formed by the Company for the Shareholder's registration, participation, voting and meeting AGM online and performing other rights (if any).
8. *Offline AGM*: as announced by the Company in the Meeting Invitation Notice is a form of meeting held at a specific location as stated in the Meeting Invitation Notice. In this format, shareholders can only attend, discuss, vote, and exercise other shareholder rights at the designated meeting venue or submit their discussion opinions and votes to the

addresses (physical or electronic) specified by the Company in the Meeting Invitation Notice.

9. *Online AGM:* is a meeting conducted via the online AGM system provided by the Company at the relevant time, using electronic means to transmit images and sound over the internet. This allows shareholders from different locations to follow the meeting proceedings, participate in discussions, and vote on meeting matters. Shareholders attending the online meeting can monitor the AGM, provide discussion opinions, vote, and exercise other shareholder rights from various locations, both domestically and internationally, through electronic devices such as computers, smartphones, or other suitable technological devices.

10. *Direct voting:* refers to shareholders directly participating in voting and elections at the offline AGM.

11. *Electronic Voting*: This refers to shareholders casting their votes via the Online AGM System in accordance with these Regulations, or submitting voting and election ballots from their registered electronic address (as listed in the Company's shareholder registry managed and provided by VSDC) to the electronic address specified by the Company in the Meeting Invitation Notice.

12. *Authorized Representative*: A person authorized by a shareholder to attend the AGM and exercise shareholder rights at the meeting in accordance with legal regulations, the Company's Charter, Internal Corporate Governance Regulations, and these Regulations.

13. *Electronic Means*: Devices that operate based on electrical, electronic, digital, magnetic, wireless transmission, optical, or similar technology.

14. *Access Account*: A unique username and password issued by SHS to each shareholder for system access.

15. *Attending the Online AGM:* The process in which a shareholder uses their access account to log into the system and register for the online AGM in accordance with these Regulations and the Company's guidelines.

16. *OTP*: A single-use authentication password sent to the shareholder via email or SMS when registering/logging into the Online AGM System. Shareholders must enter the OTP for registration, login, password changes, registration modifications (if any), voting, and elections to authenticate and confirm their actions on the Online AGM System.

Terms and concepts not defined in this Article shall be interpreted based on their specific context within these Regulations, as well as the Company's relevant regulations and applicable laws.

Article 3. Organization of Online AGM, Electronic voting and balloting

1. Based on the actual situation, the BOD shall decide whether to convene the AGM in an online format or a combination of online and offline formats, in accordance with legal

regulations and the Company's Charter.

2. In case the AGM is held in-person or in combination with an online format, the AGM Organizing Committee, established by the BOD, is responsible for implementing procedures in accordance with these Regulations to facilitate the online meeting.

3. The Organizing Committee is responsible for sending, publishing, and posting instructions for participating in the online AGM via the Invitation Notice and/or the Company's official website.

4. Shareholders attending the online AGM, providing discussion opinions, voting, and submitting electronic ballots, shall have the same legal validity as attending, voting, and submitting ballots at an offline AGM.

5. The BOD is responsible for issuing guidelines and organizing the necessary tasks to facilitate the organization of the online AGM and electronic voting whenever deemed necessary or upon reasonable requests from shareholders.

6. The online AGM and electronic voting system must meet the following requirements:

- The network connection at the primary location must be continuous and stable, ensuring that shareholders' participation is not disrupted. In case of any interruptions at the primary location, the AGM Organizing Committee must summarize the disrupted segment.
- The primary location must meet the necessary conditions for audio, lighting, network connection, power supply, electronic devices, and other required equipment appropriate to the nature of the online meeting.
- Ensure information security for shareholder login accounts.
- Electronic data from the online AGM system must be stored in compliance with legal regulations, company policies, and internal regulations, and must be retrievable from the system.

Article 4. Methods for registration, login, and participation in the GMS

1. Shareholders/Authorized Representatives may attend the AGM by accessing the Company's Online AGM Information Portal at https://dhcd.shs.com.vn, or any other designated online portal, software, application, or electronic tool announced by the Company. Access will be available from the time the system allows registration/login and/or participation/authorization to attend, as well as to exercise other shareholder rights during the meeting period.

2. When accessing the Online AGM System, shareholders/authorized representatives must follow the system's instructions, declare and verify their personal information and identification documents in accordance with the records registered with VSDC. Shareholders/authorized representatives must carefully review the Terms and Conditions displayed and/or instructed by the Online AGM System. The shareholders/ authorized representatives must confirm that they have read, understood, and agreed to

these Terms and Conditions before proceeding with further actions and operations.

3. Shareholders/Authorized Representatives must provide the necessary information as required (if any) to ensure the Company correctly identifies the Shareholder/Authorized Representative attending the online AGM.

4. The Username and Password for login will be sent to shareholders by the Company through one or more of the following methods: Meeting Invitation Notice, Email, or SMS, based on the contact address, email address, and phone number provided by VSDC in the list of SHS shareholders as of the Record Date or as provided directly by the Shareholder to the Company.

5. After receiving the login credentials (Username and Password), shareholders must use them to complete the activation process and access their accounts. They can then authorize representatives, participate, and follow the AGM proceedings as instructed in the Meeting Invitation Notice and the step-by-step guidance provided on the system.

6. After successfully activating their account, shareholders/authorized representatives may change their password, delegate voting rights, attend the meeting, provide discussion opinions, vote, and exercise other rights (if applicable).

7. Shareholders/authorized representatives should regularly check their email/SMS notifications for updates regarding the AGM, participation instructions, and voting procedures.

8. If any modifications, adjustments, or assistance are needed, shareholders/authorized representatives should contact the Company. The Company ensures the availability of multiple communication channels to provide timely and efficient support.

Article 5. Aurthorization for representatives to attend the AGM

1. The authorization for attending the AGM via the Online AGM System shall be carried out in accordance with these Regulations, the Working Regulations of the GMS, the Company's Charter, other relevant internal regulations, and applicable laws.

2. Shareholders/Authorized Representatives must provide all necessary information as required by the Company's notices, guidelines, and legal regulations to complete the authorization process. This serves as the basis for SHS to record the authorization, issue login credentials (Username and Password), and assign other identification factors (if applicable) to the authorized representative.

3. Shareholders may authorize another individual or organization to attend the AGM on their behalf through the Online AGM System.

Article 6. Conditions for conducting the online AGM

Shareholders/Authorized Representatives shall be considered as valid and fully participating in the online AGM if they meet one of the following conditions:

1. Attending the online meeting: A shareholder is confirmed as attending the online AGM when they have successfully logged into the Online AGM System at

https://dhcd.shs.com.vn (or any other online portal announced by the Company) and have completed OTP authentication, using their assigned username and password or another identification method provided by the Online AGM System.

In cases where a shareholder has logged in but does not participate in voting, elections, or ballot submissions, they will still be considered as having attended the meeting.

2. Other online participation methods as specified in the Meeting Invitation Notice and the Company's instructions.

Article 7. Order and Procedures for Conducting the Online GMS and Electronic Voting

1. The convening of the AGM, preparation of the shareholder list, sending of the Meeting Invitation Notice and accompanying documents, organization, and conduct of the meeting shall comply with the Company's Charter, Internal Corporate Governance Regulations, the Working Regulations of the GMS, and applicable laws.

2. The format for conducting the online AGM and electronic voting shall follow the provisions of these Regulations. If necessary, the BOD may issue additional guidelines to accommodate technological advancements and security measures, provided they do not conflict with the principles of these Regulations.

3. In case of technical issues affecting participation in the online AGM or electronic voting, shareholders must immediately contact SHS according to the instructions provided in the Meeting Invitation Notice or as announced by the AGM Organizing Committee during the online AGM for support.

4. The Company shall ensure the availability of adequate broadcasting and transmission equipment to deliver the meeting content to shareholders via the Online AGM System. If the Online AGM System experiences disruptions, the Chairperson will summarize the affected content to keep shareholders informed. Additionally, the Company will provide backup equipment to ensure shareholders can continuously follow the AGM. The system will be opened and start recording shareholder logins before the official start of the meeting, based on the Online AGM System's operational schedule or at a specific time determined by the BOD/Head of the AGM Organizing Committee, which will be communicated to shareholders in advance.

5. Shareholders should review the meeting documents made available on the Online AGM System or published on the Company's website in accordance with disclosure regulations.

Article 8. Discusstion at the AGM

1. Discussions shall be conducted within the specified timeframe and must be limited to topics included in the approved meeting agenda. Discussion content must not violate the law, involve personal matters, or fall outside the authority of the GMS.

2. Shareholders may express opinions, participate in discussions, and ask questions using the corresponding tools and features of the Online AGM System. The Meeting Secretary

will arrange and compile shareholders' questions and forward them to the Chairperson.

Article 9. Method of Voting, Balloting at the Online AGM

1. The voting method at the AGM shall be determined by the BOD in accordance with the law, the Company's Charter, Internal Corporate Governance Regulations, these Regulations, and the Working Regulations of the GMS. The voting method shall be announced to all shareholders before each AGM session and/or displayed, published, and instructed on the Online AGM System.

2. Shareholders/Authorized Representatives shall cast their votes, elections, and ballots via the Online AGM System by selecting the Voting section and submitting their decisions. Voting, elections, and ballot submission on the Online AGM System may be conducted immediately after shareholders/authorized representatives have successfully registered for the online meeting and logged in and/or at the time when voting matters arise during the live meeting.

Article 10. Submission of opinions, voting, and balloting via other electronic Means

In cases where the Company issues notifications, regulations, or guidelines regarding the submission of opinions, votes, and ballots through other electronic means (such as email, fax, or telephone), shareholders shall submit their opinions, votes, and ballots in accordance with the Company's notifications, regulations, and guidelines.

Article 11. Determination of voting results

1. Invalid voting ballots and election ballots include:

- Ballots submitted not through the designated method and/or not to the correct recipient address as instructed, regulated, or announced by the Company.
- Ballots submitted after the voting period has ended.
- Ballots submitted from unregistered contact addresses not listed in the shareholder registry managed by VSDC at the time of the record date or not previously registered with the Company.
- Other cases as stipulated in the Working Regulations of the GMS and other relevant internal regulations of the Company;

2. Principles for determining voting results

a) If a shareholder submits votes through multiple methods and/or provides multiple different opinions, the last valid vote received by the Company and/or the Online AGM System within the voting period will be recorded.

b) If a shareholder has already voted but wishes to change their vote, they must follow the instructions provided by the Online AGM System, if allowed, or notify the Chairperson or Vote Counting Committee to re-cast their vote. Re-voting is only allowed if the voting period is still open.

The deadline for each voting matter will be determined by the meeting agenda and the AGM proceedings.

The Chairperson has the authority to close voting and ballot submission for all or specific issues on the Online AGM System.

Each voting event in progress or concluded will be announced on the Online AGM System so that shareholders are informed and can participate accordingly.

c) If a shareholder is unable to complete voting due to disconnection or any technical issues, their votes for the matters they have already cast will still be recorded. Shareholders may directly contact the Company for assistance in submitting additional votes for any remaining matters.

3. Voting matters at the meeting shall follow the approved meeting agenda, in compliance with laws, internal regulations, and corporate governance rules.

4. Determination of voting results:

a) Based on the votes cast by shareholders, the Vote Counting Committee will compile the results and report them to the Chairperson, who will then decide on proceeding with other agenda items.

b) Shareholders who have cast votes before the AGM officially starts are considered to have agreed to those voting matters, unless they express a different opinion and/or submit an official request to the Company before the final determination of each voting item.

5. Determination of voting results for newly arising matters:

a) If a shareholder proposes an additional agenda item and the Chairperson agrees to include it, the matter will be announced and submitted for approval at the AGM, updated on the Online AGM System, and disclosed as per regulations for shareholders to vote accordingly.

b) If a shareholder who has already submitted electronic votes does not vote on the newly added matter, they will be considered as not participating in the vote for that particular issue.

6. The vote-counting results will be announced immediately at the meeting upon the completion of vote counting and before the AGM is adjourned.

Article 12. Meeting Minutes and AGM Resolutions

1. The Meeting Minutes and AGM Resolutions must be read and approved before the conclusion of the AGM. Voting results shall be determined in accordance with Article 11 of these Regulations, the Company's Charter, internal regulations, and applicable laws.

2. The Meeting Minutes and AGM Resolutions will be disclosed and published on the Company's official website as required by regulations.

3. The AGM's decisions shall be passed in accordance with the provisions of the Company's Charter, internal regulations, and applicable laws.

Article 13. Rights and obligations of Shareholders/Authorized Representatives attending the AGM

1. Attend, discuss, vote, and exercise other shareholder rights at the AGM.
2. Shareholders who successfully log into the Online AGM System after the meeting has commenced retain the right to participate, discuss, and vote, provided they have registered on the Online AGM System. However, they cannot vote on matters that were already concluded before their participation. The Chairperson is not responsible for pausing the meeting or re-presenting previously discussed matters.
3. Comply with the regulations of the online AGM, respect the meeting's proceedings, and follow the Chairperson's direction.
4. When attending the online AGM and electronic voting, shareholders must equip themselves with appropriate audio-visual devices and technology as per the Company's guidelines to ensure a stable connection and full access to meeting information.
5. Commit to the the Company with complete, accurate, and shareholder-authorized information necessary for the meeting.
6. Keep login credentials, passwords, and OTP codes confidential as provided by the Company and bear full responsibility for the use of their account and the voting results executed through their assigned account.
7. Acknowledge that any communication sent to or received from the registered email, phone, fax, or other online communication means provided by the shareholder to the Company, or listed in the VSDC shareholder registry, is considered authentic and valid.
8. Understand that online meetings and electronic voting carry potential risks, including system failures, technical issues, network disruptions, viruses, third-party service errors, or force majeure events.
9. Exercise rights and fulfill obligations in accordance with applicable laws, the Company's Charter, regulations, and internal corporate governance policies.

Article 14. Rights and responsibilities of the Chairperson

1. Conduct the meeting in accordance with the agenda, ensuring compliance with laws, the Company's Charter, internal regulations, and governance policies.
2. Guide the AGM in discussions and voting on matters listed in the agenda, as well as any related issues that arise during the meeting.
3. Decide on the order, procedures, and any unforeseen matters that arise outside the AGM agenda.
4. Preside over and resolve any issues that occur during the AGM.

5. Exercise rights and fulfill obligations in accordance with laws, the Company's Charter, regulations, and internal corporate governance policies.

Article 15. Responsibilities of the Meeting Secretary

1. The Meeting Secretary is nominated by the Chairperson. The Secretary assists the Chairperson as required and accurately records the proceedings of the AGM, ensuring that all approved matters are properly documented in the Meeting Minutes.
2. Assist shareholders in discussions and speaking during the meeting.
3. Take notes, draft the Meeting Minutes, and, if necessary, record audio or video as archival material. Prepare resolutions and meeting minutes for matters approved at the AGM.
4. Exercise rights and fulfill obligations in accordance with laws, the Company's Charter, regulations, and internal corporate governance policies

Article 16. Responsibilities of the Vote Counting Committee

1. The Vote Counting Committee is elected by the AGM through voting, based on the Chairperson's proposal.
2. Accurately and honestly determine the voting results of shareholders on matters approved at the meeting.
3. Review and report to the Chairperson on any violations of voting procedures or complaints regarding voting results.
4. Guide, inspect, and supervise the voting process, organize vote counting, and prepare the Vote Counting Minutes for announcement at the AGM.
5. Exercise rights and fulfill obligations in accordance with laws, the Company's Charter, regulations, and internal corporate governance policies.

Article 17. Responsibilities of the Shareholder Eligibility Verification Committee

1. The Shareholder Eligibility Verification Committee is assigned by the Chairperson and is responsible for assisting in organizing the online AGM, verifying the registration and attendance of shareholders to ensure accuracy and compliance.
2. Assist the Vote Counting Committee in vote verification upon request.
3. Prepare a report on the verification results of shareholders attending the meeting.
4. Exercise rights and fulfill obligations in accordance with laws, the Company's Charter, regulations, and internal corporate governance policies.

Article 18. Implementation provisions

1. The data and information of shareholders shall be securely protected and kept confidential, and will only be used for the purpose of the online AGM, shareholder

support, and management of the Company.

2. These Regulations shall take effect upon approval by the AGM and formal issuance by the BOD. All the Shareholders, the BOD, and all relevant individuals are responsible for implementing these Regulations. Any amendments, supplements, or reissuance of these Regulations after the first issuance shall be decided by the BOD, which will report to the AGM on its implementation.

ON BEHALF OF BOARD OF DIRECTOR

CHAIRMAN

DO QUANG VINH