

**REGULATION
ON ORGANIZING THE 2026 ANNUAL GENERAL MEETING OF
SHAREHOLDERS**

**CHAPTER I.
GENERAL PROVISIONS**

Article 1. Scope of application

1. This Regulation applies to the organization of the 2026 Annual General Meeting of Shareholders (hereinafter referred to as the “Meeting”, “General Meeting” or “GMS”) of PTSC Quang Ngai Joint Stock Company.

2. This Regulation specifically stipulates the rights and obligations of shareholders and parties participating in the Meeting; conditions and procedures for conducting the General Meeting.

3. Shareholders, shareholder representatives, and participating parties are responsible for complying with the provisions of this Regulation.

Article 2. Conditions for attending the Meeting

Individual shareholders or authorized representatives of institutional shareholders listed on the shareholder register on the record date for attending the GMS have the right to attend or validly authorize others in writing to attend the GMS in accordance with this Regulation, the law, and the Company's Charter.

Article 3. Forms of meeting participation

A shareholder is considered to attend and vote at the Annual General Meeting of Shareholders in the following cases:

- Attending and voting at the meeting.
- Authorizing another individual or organization to attend and vote at the meeting.
- Submitting a ballot to the meeting by mail, fax, or email.

**CHAPTER II.
RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND ATTENDING
PARTIES**

Article 4. Rights and obligations of shareholders or authorized representatives

1. Shareholders or their authorized representatives have the right to attend the General Meeting and to vote on all matters of the General Meeting in accordance with the Company's Charter, the Law on Enterprises, and other relevant legal documents.



2. At the GMS session, shareholders or their authorized representatives, upon attending the meeting, must bring the following documents:

- Meeting invitation letter.

- Business registration certificate (for institutional shareholders) and valid Citizen Identification Card, passport, or other legally valid personal identification.

- Authorization letter (according to the form): For institutional shareholders, if the attending representative is not the legal representative, an authorization letter is required.

3. Registration for attending the GMS: Shareholders or their authorized representatives present the above documents to the Shareholder Eligibility Verification Committee, and are issued Voting Cards, Ballots, and Voting slips with representative codes, number of shares owned and/or represented, and total number of votes (Voting Cards, Ballots, and Voting slips with the Company's seal).

4. Shareholders and/or their authorized representatives must be present at the stipulated time and complete the registration procedures with the Organizing Committee before entering the GMS meeting room.

5. Shareholders and shareholder representatives who arrive late still have the right to register to attend the GMS and participate in voting on subsequent matters of the meeting. The Presidium is not responsible for stopping or re-voting the approved matters and the validity of the previous voting sessions will not be affected.

6. Shareholders may authorize others to attend in accordance with the provisions of the Company's Charter. Shareholders and authorized representatives are responsible for complying with the guidance and management of the Chairman Panel, behaving civilly, maintaining order, and respecting the working results of the GMS.

7. The attire of shareholders and delegates must be polite and formal.

Article 5. Shareholder eligibility verification Committee

1. The Shareholder eligibility verification Committee consists of 01 Head and other members decided by the GMS Organizing Committee.

2. The Shareholder eligibility verification Committee has the function of verifying and confirming the eligibility of shareholders or authorized representatives to attend the GMS: verifying citizen identification cards, passports, or other legally valid personal identification, Invitation letters, Authorization letters, confirming the eligibility of shareholders registered to attend the meeting in accordance with the provisions of law, the Company's Charter and these Regulations; report to the GMS on the results of the verification of shareholder eligibility to attend the meeting.

Article 6. Presidium

1. The Presidium is elected and appointed by the General Meeting of Shareholders, including the Chairperson and members, and has the function to lead the Meeting session.

2. Rights and obligations of the Presidium

a. Conducting the meeting in accordance with the regulations of the Law on



Enterprises, the Company's Charter, internal governance regulations and current regulations, the agenda, rules, and procedures approved by the General Meeting of Shareholders.

b. Carrying out necessary tasks to conduct the meeting properly, orderly, and successfully.

c. Guiding discussions and voting on issues within the agenda and related matters throughout the meeting process.

Article 7. Secretary Board

1. The Secretary Board consists of 01 Head and one or more members.

2. The Secretariat shall conduct the following tasks:

- Receive and summarize the opinions of Shareholders/Shareholders' Representatives during the General Meeting of Shareholders and forward them to the Presidium.

- Taking full and truthful notes of all content, proceedings, and matters approved by shareholders or still under consideration during the meeting.

- Drafting meeting minutes and resolutions on matters approved during the meeting.

- Perform other tasks assigned by the Presidium in relation to the General Meeting of Shareholders.

Article 8. Vote Counting Board

1. The Vote Counting Board consists of 01 Head and several members.

2. The Vote Counting Board shall have following duties:

a. Guiding shareholders on voting and election procedures during the meeting.

b. Recording the voting results of shareholders and shareholder representatives on issues being voted on during the meeting.

c. Summarizing and reporting the voting results to the Presidium on issues assigned for execution.

d. Compiling and drafting the vote counting minutes and the resolutions on matters approved during the General Meeting of Shareholders.

e. Announcing the voting results before the meeting.

f. Handing over the Vote counting minutes and all Voting ballots, Election ballots, and Voting cards to the Chairman or the person designated by the Chairman.

g. Cooperating with the Presidium to consider and resolve complaints and denunciations regarding the voting results and election results (if any) and reporting to the General Meeting of Shareholders for decision.

h. Performing other assigned tasks.



CHAPTER III.

PROCEDURES FOR CONDUCTING THE GENERAL MEETING

Article 9. Conditions for Conducting the General Meeting

The General Meeting is conducted when the attending shareholders represent at least over 50% of the total voting shares according to the list of shareholders established in accordance with the regulations. The Shareholder eligibility inspection Committee announces the number of attending shareholders, the total number of voting shares, and the participation rate so that the AGM can proceed as stipulated.

Article 10. Agenda and content of the Meeting

1. The agenda and content of the meeting must be approved by the General Meeting of Shareholders during the opening session and must clearly define the time allocated for each item.

2. During the meeting, if the Chairperson proposes any changes to the agenda and content of the meeting, such changes must be approved by the General Meeting of Shareholders.

Article 11. Discussions and questions at the Meeting

1. Discussions shall only be conducted within the prescribed time and within the scope of the agenda of the General Meeting of Shareholders.

2. Based on the number of attending shareholders and the actual time available, the Presidium may choose a method to manage the meeting. Shareholders shall discuss according to the Chairman's guidance. Only one shareholder shall be entitled to speak at a time. In the event that multiple shareholders wish to speak simultaneously, the Chairman shall invite each shareholder to present their opinions according to the discussion topic.

3. Shareholders shall speak concisely and focus on the core content to be exchanged, in accordance with the agenda approved by the General Meeting of Shareholders. The content of the shareholder's proposed opinions must fall within the authority, agenda of the General Meeting of Shareholders, and comply with legal regulations. The Chairman has the right to remind or request shareholders to focus on the core content to be presented in order to save time and ensure the quality of the discussion. The total speaking time for a shareholder shall not exceed 3 (three) minutes/turn. If this time limit is exceeded, the Chairman may request the shareholder to submit their suggestions in writing, the Secretariat shall record them, and the Board of Directors, within its authority, shall provide a written response to the shareholder as soon as possible.

Article 12. Approval of Decisions of the General Meeting of Shareholders

Pursuant to the current Charter of PTSC Quang Ngai Joint Stock Company the approval of decisions of the General Meeting of Shareholders regarding reports and proposals at the meeting shall be specifically regulated as follows:



- Matters stipulated in clause 1, Article 148 of the Law on Enterprises shall be approved if supported by shareholders representing at least 65% of the total voting shares of all attending and voting shareholders at the meeting.

- The remaining matters shall be approved if supported by shareholders representing more than 50% of the total voting shares of all attending and voting shareholders at the meeting.

Article 13. Voting methods for Meeting content

1. Principles: All issues in the agenda and content of the General Meeting must be publicly discussed and voted on by the General Meeting of Shareholders through **Voting Cards** or **Voting Ballots**. Each shareholder is issued a Voting Card and a Voting Ballot upon shareholder registration, which includes the shareholder's code, the number of shares owned, and the issues to be voted on.

2. Voting Methods:

- "**Raising the Voting Card**" method: During the meeting, each shareholder or authorized representative raises their Voting Card. This method is used for approving issues such as the Chairman Panel, the Secretariat, the Election Board, the meeting regulations, the minutes, the resolutions of the General Meeting of Shareholders, and other contents, except for elections and voting on reports and proposals at the meeting. For each voting issue, shareholders can only raise their Voting Card once.

- "**Submitting the Voting Ballot**" method: Each shareholder or shareholder representative is given one (01) Voting Ballot that includes three (03) options: Agree, Disagree, and No Opinion for each voting item. Shareholders mark in the chosen box, then sign and print their name. After all issues are voted on, the Vote Counting Board shall collect the Voting Ballots from the shareholders for counting and announcement of the counting results. This method is used for approving reports and proposals at the General Meeting.

3. Validity of Voting Ballots:

a. Valid Voting Ballots: A valid Voting Ballot is a ballot in the pre-printed form issued by the Company, bearing the Company's seal, without erasures or corrections, clearly marking a voting choice for the matters requiring a vote, and bearing the signature of the shareholder/shareholder representative.

b. Invalid Voting Ballots:

- Ballots not issued by the Company (not in the prescribed form, without the Company's seal on the ballot), with erasures or corrections, or without the signature of the shareholder/shareholder representative.

- Ballots without marked choice Voting options ("Agree," "Disagree," "No Opinion") or with selections marked in two or more options for the same voting issue.

- Other matters as stipulated by law.

Article 14. Election of personnel under the authority of the General meeting of shareholders



The election of personnel under the authority of the General Meeting of Shareholders shall be conducted using the cumulative voting method as stipulated in Article 11 and Article 15 of the Company's Internal Governance Regulations.

The procedure for electing personnel at the meeting shall be as follows:

- Shareholders or shareholder representatives shall be issued Voting Ballots.

- Shareholders have a total number of votes equivalent to the total number of shares owned multiplied (x) by the number of members to be elected (for example: Shareholder A owns 1,000 shares, and the General Meeting of Shareholders is electing 1 Supervisor; thus, Shareholder A's votes for the Supervisor will be: 1,000 shares x 1 = 1,000 votes).

- Shareholders shall cast their votes by entering the specific number of votes for their chosen candidate(s) in the column titled "Number of votes per candidate."

Article 15. Minutes of the General Meeting of Shareholders

1. The General Meeting of Shareholders must be recorded in minutes and may be audio-recorded or recorded and stored in other electronic forms. The Minutes must be prepared according to the Company's Internal Governance Regulations.

2. The Chairman and the Secretary of the General Meeting are jointly responsible for the accuracy and truthfulness of the content of the Minutes.

3. The Minutes of the General Meeting of Shareholders are published on the Company's website within twenty-four (24) hours or sent to all shareholders within fifteen (15) days from the end of the meeting.

The Minutes of the General Meeting of Shareholders are considered valid evidence of the matters conducted at the meeting unless there are objections to the content of the Minutes raised in accordance with the stipulated procedures within ten (10) days from the date of sending the Minutes.

Article 16. Announcement of Resolutions of the General Meeting of Shareholders

1. The resolutions of the General Meeting of Shareholders, as voted and approved during the meeting, are published on the Company's website in accordance with legal regulations within twenty-four (24) hours from issuance.

2. The Company will carry out the procedures to disclose information about the resolutions of the General Meeting of Shareholders as per legal regulations and will retain these documents at the Company's headquarters.

CHAPTER IV.

IMPLEMENTATION PROVISIONS

Article 17. Implementation terms

1. This Regulation takes effect immediately after being approved by the General Meeting of Shareholders.

2. The Chairman is responsible for conducting the meeting in accordance with this



Regulation.

3. Shareholders or authorized representatives and attendees are responsible for complying with the provisions of this Regulation.

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

