WORKING REGULATIONS
ANNUAL GENERAL MEETING OF SHAREHOLDERS
FOR THE FISCAL YEAR OF 2022 – 2023
THANH THANH CONG – BIEN HOA JOINT STOCK COMPANY

Pursuant to:

- *Law on Enterprise No. 59/2020/QH14 dated June 17th, 2020;*
- *Law on Securities No. 54/2019/QH14 dated November 26th, 2019 and guiding documents;*
- *Decree No. 155/2020/ND-CP dated December 31th , 2020;*
- *Currrent Charter of Thanh Thanh Cong – Bien Hoa Joint Stock Company ("**Charter**");*

This Working Regulations of Annual General Meeting of Shareholders for the fiscal year 2022 – 2023 of Thanh Thanh Cong – Bien Hoa JSC ("**Working Regulations**") includes the following articles:

Article 1. Governing Scope and Applicable Objectives

1. This Working Regulations details the organization of Annual General Meeting of Shareholders for the fiscal 2022 – 2023 of the Company via the form of a face-to-face meeting and provides e-voting method of the shareholders at the AGM accordingly.
2. Shareholders, representatives of shareholders, Chairperson and Meeting Presidium, the Secretariat, the Shareholders' Eligibility Verification Committee, the Vote Counting Committee attending the Annual General Meeting of Shareholders for the fiscal year 2022 – 2023 of Thanh Thanh Cong – Bien Hoa JSC must comply with the provisions of Working Regulations, Charter and the laws.

Article 2. Interpretation of terms/abbreviation

1. Company	:	Thanh Thanh Cong – Bien Hoa Joint Stock Company
2. BOD	:	Board of Directors of the Company
3. AGM	:	Annual General Meetings of Shareholders of the Company.
4. General Meeting	:	The meeting of AGM for the fiscal year of 2022 – 2023.
5. Participant	:	Shareholders of the Company, lawful representative of the shareholders meeting the requirements to attend the General Meeting as prescribed in Article 5.1 of the Working Regulations.
6. Invitation	:	The Invitation to attend the AGM dated October 04th, 2023 of the Company.
7. E-voting system	:	The system providing Participant tools to exercise rights

about voting, elections and make questions by online when attending the AGM.

Terms and abbreviation which are not otherwise defined, interpreted in this Working Regulations shall be referred respectively in the Charter.

Article 3. Working principles of the General Meeting

1. To comply with the principles of openness, fairness and democracy;
2. For the lawful interest of the Shareholders and meeting the sustainable development demand of the Company.

Article 4. Order of the General Meeting

1. All shareholders come to attend the AGM in polite costumes.
2. Attending Shareholders sit in the right area arranged by the AGM Organizing Committee.
3. Do not cause any disorder, insecurity behaviours during the General Meeting.
4. Smoking is not allowed in the Meeting hall.
5. Private talk or smartphone is not allowed during the AGM. All of mobile phones must be switched to silent mode.
6. To exercise the rights and obligations of the Participants during the General Meeting in accordance with the instructions in Working Regulations, Charter and the laws.

Article 5. Conditions, AGM attending method and e-voting of the Participant

1. Conditions to attend the General Meeting
   a. Having name in the list of shareholders eligible for AGM attending concluded in accordance with the Company's notice of rights implementation; or
   b. Be lawful representatives of shareholders eligible for AGM attending in accordance with Working Regulations, Charter and the laws.
2. Technical requirements

   Participant are encouraged to have internet-connected electronic devices (e.g. computers, tablets, mobile phones, other electronic devices with internet connection). In some necessary cases, the AGM Organizing Committee can provide internet-connected electronic devices to support Participant to vote.
3. Methods for e-voting:

   The Participant accesses the link or scans QR code and logs in to e-voting via E-voting System in accordance with details instructions at the AGM.

Article 6. Method to record Participant of General Meeting

Participant who is recorded as conducting e-voting by and via the E-voting System provided that such Participant is eligible for AGM attending and successfully accesses the system in accordance with the Article 5 of Working Regulations during the E-voting Period as stipulated in Article 7 thereof.

Article 7. E-voting Period

1. After successfully logging in to the E-voting System, the Participant can conduct the voting from the openning time of the General Meeting until the ending time of each voting session in accordance with the Chairperson's announcement. In case the participant has voted but wanted to change his/her opinion, he/she should do it prior to the ending time of each voting session accordingly. The final voting opinion recorded by the E-voting System prior to the ending time of each voting session shall be deemed as valid opinion and be recorded to the vote counting result.
2. The participant registers to attend the General Meeting and logs in to the E-voting System following the openning of General Meeting, he/she is still allowed to vote for any issues that the ending time for those issues has not come and announced by the Chairperson yet. With respect to the issues that the Chairperson has announced the ending time that come, the participant then cannot vote for those issues anymore. The effectiveness of any voting session that conducted prior to the time the participant registers to attend the General Meeting and logs in to the E-voting System shall not be impacted.
3. In case the Participant logs out and then logs in again to the E-voting System then such Participant is still allowed to vote provided that the ending time for those issues has not come and announced by the Chairperson yet.
4. The voting result shall only take in account the final time when the Participant conducts the e-voting and all voted issues shall not be impacted even in case the connection of Participant is suddenly corrupted (if any) or such Participant logs out of the E-voting System.

Article 8. Conditions to hold the General Meeting of Shareholders

1. AGM shall be held when it is attended by a number of participants representing more than fifty (50) per cent of total number of voting slips.
2. Other provisions relating to conditions to hold the General Meeting and re-convene the meeting shall be in accordance with the Charter.

Article 9. Chairperson and Meeting Presidium

1. The Chairperson of the Board of Directors shall be the Chairperson of the AGM meetings convened by the Board of Directors. The selection of Chairperson in other cases shall be in accordance with the Charter. The AGM shall elect other members of the Meeting Presidium to control the General Meeting.
2. Rights and obligations of the Chairperson and the Meeting Presidium
   a. The Chairperson introduces the members of the Meeting Presidium for the General Meeting to vote;

b. The Chairperson introduces the members of Vote Counting Committee, the Secretariat for the General Meeting to vote;

c. The Chairperson ratifies and signs the resolution(s) of the General Meeting;

d. The Chairperson has the right to delay the AGM meeting which is sufficiently registered to attend to another time or venue in cases as stipulated in the Charter.

e. The Chairperson delegates, introduces the members of the Meeting Presidium to present the reports, proposals for the AGM to approve at the General Meeting.

f. The Meeting Presidium shall work in principle of democratic centralism, majoritarian voting and have the following rights and obligations:

   (i) To control the General Meeting in accordance with the meeting agenda, regulations approved by AGM;

   (ii) To delegate, introduce the members of BOD to present the reports, proposals for the AGM to approve at the General Meeting;

   (iii) To guide the General Meeting to discuss, vote the issues within the meeting agenda and related issues during the General Meting;

   (iv) To response and record the issues within the meeting agency approved by General Meeting;

   (v) To ratify, promulgates the Meeting minutes after General Meeting ends;

   (vi) To resolve arisen issues (if any) beyond the scope of meeting agenda during the General Meeting.

Article 10. Shareholders' Eligibility Verification Committee

1. The Shareholders' Eligibility Verification Committee is established by the Board of Directors. The Shareholders' Eligibility Verification Committee has the following responsibilities:
   a. To verify the eligibility of shareholders or their representatives;
   b. To verify the conditions to attend the General Meeting, Authorization Letter of the Participants if the Participants are the representatives;
   c. To report the General Meeting about the result of shareholders' eligibility verification.
2. The Shareholders' Eligibility Verification Committee is allowed to establish its assisting department to accomplish the tasks.

Article 11. Secretariat

The Secretariat is nominated by the Chairperson and approved by the AGM. The Secretariat has the following responsibilities:

1. To fully and honestly record the content of the General Meeting and other issues approved by AGM (including the reserved matters at General Meeting) and revert to the Chairperson for decision;

2. To collect the opinions for dicussion from the Participants and revert to the Chairperson;
3. To prepare meeting minutes and resolutions for the issues approved by the General Meeting;
4. To conduct other tasks assigned by the Chairperson.

Article 12. Vote Counting Committee

1. The Vote Counting Committee is nominted by the Chairperson and approved by the AGM. The Vote Counting Committee has following responsibilities:
   a. To guide the e-voting;
   b. To summary the e-voting result;
   c. To announce the e-voting result for each issue;
   d. To review and report the General Meeting where there is a violation of e-voting regulations or complaining letters regarding the e-voting (if any);
2. The Vote Counting Committee may establish the assisting department for the Vote Counting Committee to accomplish the tasks.

Article 13. Discussion at General Meeting

1. Principles:

- The discussion is only be conducted during the regulated time and within the scope of issues stated in the Meeting agenda;
- Only Participant is allowed to join the discussion;

2. The Partcipant who has any opinion to discuss can register for discussion as follows:
   a. The Participant can raise a question by preparing and submitting such question to the Discussion Session of the E-voting System (details instructions at the AGM) or make questions directly at the AGM.
   b. The Secretariat shall arrange the questions of the Participants and send to the Chairperson for discussion.
3. Any question which cannot be answered directly at the General Meeting due to time limitation, such question shall be responsed in writing after the meeting.

Article 14. Approval the resolution of the General Meeting

The methods of holding the General Meeting:

1. The General Meeting shall discuss and approve the contents mentioned at the meeting agenda.
2. The resolution of the General Meeting is approved at the meeting if it is approved by the shareholders representing more than fifty (50) per cent of votes of all attending and voting shareholders, except cases stipulated at clause 3 of this Article.
3. The following issues must be approved by the shareholders representing at least 65% of total number of votes of all attending and voting shareholders:
   a. To decide the classes of shares and total number of shares of each class to be issued;

b. To change the business lines and sectors;

c. Change of the organizational and managerial structure of the Company;

d. Investment project or sale of assets valued at 70% or more of the total value of assets recorded in the most recent financial statements of the Company.

e. Re-organization or dissolution of the Company;

Article 15. Voting and Approval the resolution at General Meeting

1. Principles:

   All the issues of the agenda and meeting content of the General Meeting must be discussed and voted by the General Meeting by e-voting via E-voting System.

   Each share having voting right is equivalent to one voting right. Each Participant attending the meeting can have one or more voting right.

2. E-voting:

   a. The Participant can select one out of three options which are Agree, Disagree or No opinion for each issue presented for voting at the General Meeting and embedded in the E-voting System. Then, the Participant must confirm his voting for each voting session for the E-voting System to record the voting result.

   b. In case the Participant does not conduct the voting for all issues of the meeting agenda then any issue(s) which is not voted can be seemed that the Participant did not vote for that issue(s) at all. Any voting which is not conducted is deemed as invalid voting and is not taken into account when calculating the voting percentage for such issue.

   c. Within the E-voting Period as detailed in this Working Regulation, the Participant may change his/her voting result (but is not allowed to cancel the voting result). The E-voting System only records the final voting decision at the end of each voting session provided in the Working Regulation.

3. E-voting Period of each voting session is detailed as follows:

   a. First voting session:

      (i) Voting content:

      The General Meeting shall vote for approval: (i) Working Regulations; (ii) Electoral Regulations; (iii) Meeting Agenda; (iv) members of Meeting Presidium; (v) members of Vote Counting Committee; and (vi) the Secretariat.

      (ii) Starting time of voting: after the Participant is recorded as attending the General Meeting in accordance with Article 6 of this Working Regulations.

      (iii) Ending time of voting: when the Chairperson announces that the time for the first voting session ends.

   b. Second voting session:

(i) Voting content:

The General Meeting shall vote for approval: Report on production and business activities for the fiscal year 2022-2023 and the plan for the fiscal year 2023-2024 of the Executive Board; Report on activities for the fiscal year 2022-2023 and the plan for the fiscal year 2023-2024 of the Board of Directors; Report on activities for the fiscal year 2022-2023 and the plan for the fiscal year 2023-2024 of the Audit Committee; Proposals and other issues under the Meeting Agenda need to be submitted for approval (except for voting contents of the first and third voting sessions).

(ii) Starting time of voting: after the Participant is recorded as attending the General Meeting in accordance with Article 6 of this Working Regulations.

(iii) Ending time of voting: when the Chairperson announces that the time for the second voting session ends.

c. Third voting session:

(i) Voting content:

The General Meeting shall vote for approval: (i) Meeting minutes; (ii) Resolutions of the General Meeting.

(iv) Starting time of voting: after the Participant is recorded as attending the General Meeting in accordance with Article 6 of this Working Regulations.

(ii) Ending time of voting: when the Chairperson announces that the time for the third voting session ends.

4. When the voting time of each session ends, the system will not record any additional e-voting result from the Participant. Then, the voting result of the Participant which is recorded in the E-voting System is the final voting result and the Participant does not have the right to complain regarding this result.

Article 16. Vote Counting

1. When the Participant conducts the voting, the number of voting slips is recorded in the E-voting System in the principle of Agree, Disagree and No opinion.
2. The Vote Counting Committee shall check the voting result in the E-voting System to summarize the voting result.
3. The vote counting minutes is a minutes recording the vote counting result of all attending Participants.

Article 17. Announcement of Vote Counting Result

Pursuant to the vote counting minutes, the Vote Counting Committee shall check, summarize and report to the Chairperson the vote counting result of each issue in accordance with the meeting agenda. The vote counting result shall be announced by the Chairperson immediately before the end of the meeting.

Article 18. Meeting Minutes of the AGM and form of approval

1. The AGM meeting minutes shall be recorded and prepared in accordance with Article 150 of the Law on Enterprise and equivalent articles in the Company Charter.
2. The AGM meeting minutes, resolutions shall be read and approved before the end of the General Meeting.

Article 19. Implementation Provision

This Working Regulations is read publicly in front of the General Meeting and takes immediate effect once it is approved by the General Meeting.

OBO. BOARD OF DIRECTORS

CHAIRWOMAN

HUỲNH BÍCH NGỌC