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Hai Phong , February 12th, 2026

WORKING AND VOTING REGULATIONS OF 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Pursuant to:

- *The Enterprise Law No. 59/2020/QH14 was passed by the National Assembly on June 17, 2020, and its implementing guidelines, amendments, and supplements;*
- *The Securities Law No. 54/2019/QH14 was passed by the National Assembly on November 26, 2019, and its implementing guidelines, amendments, and supplements;*
- *Circular No. 121/2020/TT-BTC dated December 31, 2020, issued by the Minister of Finance, regulates the operations of securities companies.*
- *Charter of Hai Phong Securities Joint Stock Company ;*
- *Other relevant current legal regulations.*

In order for the 2026 Annual General Meeting of Shareholders of Hai Phong Securities Joint Stock Company to take place successfully, the Organizing Committee of the 2026 Annual General Meeting of Shareholders has developed the Working and Voting Regulations in the General Meeting of Shareholders as follows:

Article 1. Purpose

- Ensure that the procedures, principles of conduct, and voting at the 2026 Annual General Meeting of Shareholders of Hai Phong Securities Joint Stock Company are conducted in accordance with regulations and are a resounding success.
- Resolutions of the General Meeting of Shareholders reflect the unanimous will of the General Meeting of Shareholders, meeting the aspirations and interests of shareholders and complying with the provisions of the law.

Article 2. Subjects and Scope

- **Target audience:** All shareholders and authorized representatives attending the 2026 Annual General Meeting of Shareholders. All employees of Hai Phong Securities Joint Stock Company must comply with and adhere to the regulations in this charter, the Company's organizational and operational regulations, and current legal provisions.
- **Scope:** These regulations apply to the 2026 Annual General Meeting of Shareholders of Hai Phong Securities Joint Stock Company.

Article 3. Explanation of terms/abbreviations

- Company: Hai Phong Securities Joint Stock Company;
- BOD: Board of Directors;
- OC: Organizing Committee;
- Meeting/Shareholder Meeting: 2026 Annual General Meeting of Shareholders;
- Shareholders: Individuals or organizations owning at least one share of Hai Phong Securities Joint Stock Company, whose names are included in the consolidated list of securities holders compiled by the Vietnam Securities Depository and Clearing Corporation (VSDC) as of February 10, 2026. and have received an invitation to a meeting from the company ;
- Charter: Charter of Hai Phong Securities Joint Stock Company, of Hai Phong Securities Joint Stock Company, amended for the 5th time (January 2026);
- Voting: This is the process by which shareholders exercise their right to express opinions on specific matters to determine whether those matters are eligible for approval by the General Meeting (approving, disapproving, or abstaining from voting on each issue).

Article 4. Conditions for holding the General Meeting of Shareholders (*According to Article 18 of the Company's Charter*)

- A general meeting of shareholders is held when the number of shareholders in attendance represents more than 50% of the voting shares.
- If the first meeting fails to meet the quorum requirements as stipulated in Clause 1 of this Article, a notice of the second meeting shall be sent within 30 days from the date of the first scheduled meeting. The second General Meeting of Shareholders shall be held when the number of shareholders attending represents 33% or more of the total voting shares.
- If the second meeting fails to meet the quorum requirements as stipulated in Clause 2 of this Article, a notice of a third meeting must be sent within 20 days of the scheduled date of the second meeting. The third General Meeting of Shareholders shall be held regardless of the total number of votes cast by the shareholders present.
- The conditions for holding the Congress must be determined no later than 30 (thirty) minutes from the time the Congress is scheduled to open.

Article 5. Conditions for shareholders to attend the general meeting.

Shareholders whose names are listed in the Company's shareholder list according to the consolidated list of securities holders compiled by the Vietnam Securities Depository and Clearing Corporation (VSDC) as of **February 10, 2026** , have the right to attend or authorize their representatives to attend. Shareholders, or authorized representatives of shareholders who are organizations, may attend the meeting in person or authorize one or more other individuals or organizations in writing to attend.

Shareholders / authorized representatives attending the general meeting must comply with the following regulations:

- Be on time, dress politely and formally, comply with security checks (if any), personal documents... as required by the Congress Organizing Committee.

- Receive documents at the shareholder reception desk.
- Shareholders who arrive late to the General Meeting of Shareholders have the right to register immediately and then have the right to participate and vote immediately at the meeting. The Chairman is not responsible for stopping the meeting to allow late shareholders to register and the validity of any voting that has already been conducted before the late shareholders attended will not be affected.
- Leave your phone on vibrate or off, and go outside to talk when necessary.
- Comply with the regulations of the Organizing Committee and the Congress Chairman.
- The Organizing Committee may require shareholders / authorized persons attending the General Meeting of Shareholders to comply with inspection or other security measures that the Organizing Committee deems appropriate.
- The Presidium may request the competent authority to maintain order at the meeting; expel those who do not comply with the chairman's authority, intentionally disrupt order, prevent the normal progress of the meeting or do not comply with security check requirements from the General Meeting of Shareholders.

Article 6. Chairperson and Presidium

- The Presidium consists of 3 people, including 1 chairman and 2 members. The General Meeting of Shareholders is chaired by the Chairman of the Board of Directors. The chairman manages the proceedings of the meeting according to the agenda and program that the Board of Directors had planned to approve before the meeting.
- The Chairperson of the General Meeting of Shareholders has the right to take necessary measures to conduct the meeting in a reasonable, orderly manner, in accordance with the approved agenda, and reflecting the wishes of the majority of attendees.
- The Presidium's responsibilities:
 - + Manage the activities of the Company's General Meeting of Shareholders according to the agenda of the Board of Directors that has been approved by the General Meeting of Shareholders;
 - + Guide shareholders and the General Meeting in discussing the items on the agenda;
 - + Present drafts and conclusions on necessary issues for the Congress to vote on;
 - + Respond to/designate a specialist to answer questions requested by the Congress;
 - + Address any issues that arise throughout the Congress.
- Principles governing the work of the Presidium: The Chairman's decision regarding the procedures, formalities, or events arising outside the agenda of the General Meeting of Shareholders shall have the highest final authority.

Article 7. Secretary of the Congress

- The Chairman/Chairman is elected by the General Meeting of Shareholders and the secretary is nominated to prepare the minutes of the meeting.

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- Duties and responsibilities:
 - + Record the contents of the Congress fully and truthfully;
 - + Receive shareholder questionnaires;
 - + Prepare meeting minutes and draft resolutions for the General Shareholders' Meeting;
 - + Assist the Chairperson in announcing information related to the General Meeting of Shareholders and notifying shareholders in accordance with legal regulations and the Company's Articles of Association.

Article 8. Shareholder Eligibility Verification Committee

- The shareholder eligibility verification committee of the General Meeting consists of 05 people, including 01 Chairman and 04 members, established by the Board of Directors.

- The responsibilities of the Shareholder Eligibility Verification Committee:
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Shareholder Eligibility Verification Committee of the General Meeting is responsible for verifying the eligibility of shareholders attending the meeting.

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Head of the Shareholder Eligibility Verification Committee reports to the General Meeting of Shareholders on the number and percentage of shares held by shareholders attending the meeting. The Company's General Meeting of Shareholders is conducted when the provisions of **Article 4 - Conditions for conducting a General Meeting of Shareholders** of these Regulations are met.

Article 9. Vote Counting Committee

- The vote counting committee shall have no more than 05 (five) members. The General Assembly shall approve the vote counting committee or supervise the vote counting by raising a voting card. Candidates participating in the election or nomination (in the case of an election) are not allowed to participate in the vote counting committee.

- The responsibilities of the vote counting committee:

- + Disseminate the principles, rules, and guidelines on how to vote;
- + Check and record voting cards, prepare vote counting minutes, announce results; forward the minutes to the Chairperson for approval of the voting results;
- + Promptly inform the Congress Secretary of the voting results;
- + Review and report to the Congress any cases of violations of voting rules or complaints regarding voting results.

Article 10. Discussion at the Congress

10.1. Principle:

- Discussions will only be conducted within the allotted time and will be limited to the issues presented in the General Shareholders' Meeting agenda.

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- Shareholders / authorized representatives attending should register their comments on the Questionnaire and submit it to the Secretariat.
- The Secretariat will organize the shareholder / authorized representative questionnaires. in the order of registration and forwarded to the Presidium;
- Shareholders / Authorized Representatives When needing to speak or debate, raise your hand; only speak if unanimously approved by the Presidium. Each shareholder / authorized representative attending The speech should not exceed 3 minutes, and the content should be concise and not repetitive.

10.2. Responding to questions from shareholders / authorized representatives :

- the shareholder / authorized representative 's discussion form , the Chairperson or a member designated by the Chairperson will review and address the opinions of the shareholder / authorized representative .
- In case of time constraints, questions that are not answered directly at the General Meeting will be answered by the Company through other means.

Article 11. Voting on matters

11.1. Voting to approve the issues

a) General rules on voting

- All matters on the agenda and content of the General Meeting must be discussed and voted on publicly by the Shareholders' Meeting.
- Each voting share represents or entitles the holder to one voting unit.
- Each shareholder / authorized representative attending the General Meeting will be issued one Voting Card and one Voting Slip. The Voting Card and Voting Slip will include the shareholder's code , full name, number of shares owned, and/or the shareholder's authorized voting rights. The Voting Card and Voting Slip will be printed, stamped with the company seal, and sent directly to the shareholder / authorized representative attending the General Meeting.

b) Voting procedures and procedures for soliciting votes

- Each issue brought before the General Meeting that falls under the authority of the General Meeting of Shareholders is subject to a consultation process as follows:
 - I agree with the content that has just been submitted:
 - + I disagree (I do not approve) of the content that has just been submitted;
 - no comments on the submitted content.
- When voting at the General Meeting, shareholders vote on the agenda items using one of the following two methods:

Voting method by raising a ballot: When voting at the General Meeting, shareholders / authorized representatives attending the meeting raise their ballots high towards the Presiding Committee. This method is used to approve matters other than those within the authority of the General Meeting of Shareholders , except for proposals on the meeting agenda.

According to the voting method using a show of voting cards, the vote counting committee will count the votes of all shareholders attending and voting at the meeting: in favor, against, or abstaining.

Voting method: For each item, shareholders choose one of three options – “Approve”, “Disapprove”, or “No opinion” – printed on the voting form by marking “X” or “√” in their chosen box. This method is used to approve items on the agenda at the General Meeting.

After completing all items requiring voting at the General Meeting, shareholders submit their ballots to the sealed ballot box at the meeting, following the instructions of the Ballot Counting Committee.

c) Validity of the Voting Ballot

- A valid ballot is one that is printed according to the template issued by the Organizing Committee, is not erased, altered, torn, damaged, etc., does not contain any additional content beyond what is stipulated for this ballot, and must be signed, with the full handwritten name of the shareholder / authorized representative below the signature.

- On the ballot, the voting content is valid when the shareholder / authorized representative marks one (01) of the three (03) voting squares. Invalid voting content is content that does not comply with the regulations of valid voting content.

- Invalid ballot:

Add other information to the voting form;

+ Voting ballots that do not conform to the pre-printed form issued by the Organizing Committee, ballots without the company's red seal, or have been erased, altered, or have had additional content added beyond what is permitted for voting ballots, will all voting content on the ballot be considered invalid.

d) Record the voting results

The vote counting committee will count the votes of all shareholders present and voting at the meeting, verify the number of votes in favor, against, and abstentions for each item, and will be responsible for recording, compiling, and reporting the results of the vote counting at the General Meeting of Shareholders.

e) Minimum percentage required to be achieved in the vote

According to Clause 3, Article 27 of the Company's Charter, resolutions on the following matters shall only be adopted when approved by 65% or more of the total votes of all shareholders present at the meeting :

- + Type of shares and total number of shares of each type;
- + Changes in industry, occupation, and business sector ;
- + Changes to the company's organizational and management structure ;
- + Investment projects or asset sales with a value of 35% or more of the total asset value recorded in the Company's most recent financial statement ;

- + Reorganize or dissolve the company .

Except for the cases mentioned above, other resolutions are adopted when approved by shareholders holding at least 51% of the total voting shares of all shareholders present at the meeting.

Article 12. Minutes and Resolutions of the General Meeting of Shareholders

The minutes and resolutions of the General Meeting of Shareholders must be read and approved before the closing of the meeting.

Article 13. Implementation

- All shareholders / authorized representatives and guests attending the General Meeting are responsible for fully complying with the provisions of this regulation, the Company's current rules, regulations, and governance policies, and all relevant laws.
- The person convening the General Meeting of Shareholders has the right to:
 - + Require all meeting attendees to undergo security checks or other security measures;
 - + Request the competent authority to maintain order at the meeting; expel those who do not comply with the chairman's authority, intentionally disrupt order, hinder the normal progress of the meeting, or fail to comply with security checks from the General Meeting of Shareholders.
- Matters not specified in detail in this regulation shall be governed by the Company's Charter, the 2020 Enterprise Law, and other current laws and regulations of the State.

These regulations shall take effect immediately upon being voted on and approved by the Company's General Meeting of Shareholders.

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



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