

*Bim Son, April .... 2025*

**DRAFT**

**REGULATION ON ORGANIZATION OF  
The 2025 Annual General Meeting of Shareholders  
of Vicem Bim Son Packaging Joint Stock Company**

**CHAPTER I.  
GENERAL PROVISIONS**

**Article 1: General provisions**

This Charter stipulates the rights and obligations of shareholders and representatives, responsibilities of the parties attending the General Meeting of Shareholders; methods of discussion and voting at the 2025 Annual General Meeting of Shareholders ("AGM") of Vicem Bim Son Packaging Joint Stock Company (hereinafter referred to as the "General Meeting") to ensure the success of the General Meeting.

**Article 2. Purpose**

This Regulation aims to ensure that the General Meeting is conducted in accordance with the procedures prescribed by law, the Company's Charter and Internal Regulations on corporate governance; ensure that shareholders exercise their legitimate rights and interests at the General Meeting and finally ensure that the General Meeting completes the proposed Agenda.

**Article 3. Agenda**

1. The agenda of the General Meeting is provided to shareholders along with the Meeting Invitation.

2. Shareholders or groups of shareholders owning 5% or more of the total number of common shares have the right to propose recommendation to be included in the agenda. Recommendation must be in writing and sent to the Company at least 03 working days before the opening date of the General Meeting. The recommendation must clearly state: Name of shareholder, number of each type of shareholder's shares, shareholder code, and proposed recommendation to be included in the Agenda.

The Board of Directors accepts and includes these recommendations in the Agenda, unless the recommendations are not submitted on time or are insufficient, incorrect in content or the proposed issues are not within the decision-making authority of the GMS.

3. The agenda of the General Meeting must be approved by the GMS at the opening session of the General Meeting.

**Article 4: Obligations of Shareholders at the General Meeting**

Shareholders attending the General Meeting must comply with the following regulations:

1. Dress formally and politely.

2. Present full identification documents, invitation letter and documents related to verifying eligibility at the reception desk.
3. Keep silent and standard attitude in meeting.
4. No smoking, no private conversations, no use of mobile phones in the meeting room.
5. Communicate politely and friendly; do not leave in the middle of the session without the consent of the Chairperson.
6. Sit in the correct position or area as specified by the Organizing Committee and strictly comply with the arrangements of the Organizing Committee.
7. Absolutely obey the chairperson's direction, only speak with the chairperson's consent.

## **CHAPTER II GENERAL MEETING ORGANIZATION**

### **Article 5: Issues approved by the GMS**

The 2025 GMS of the Company shall conduct discussion and approve the issues included in the Agenda.

### **Article 6: Presidium**

The General Meeting is run by the Presidium, consisting of the Chairperson (who is the Chairman of the Board of Directors) and members introduced by the Chairperson.

The Chairperson is the person who presides over the General Meeting. The Presidium operates according to the principle of democratic centralism and in accordance with the provisions of law, the Company Charter and the Internal Regulations on Corporate Governance.

The Presidium is responsible for:

1. Conduct the General Meeting in accordance with the Agenda, regulations and rules approved by the GMS.
2. Guide to discuss and vote on issues on the Agenda and related issues throughout the General Meeting.
3. Has the right to postpone the General Meeting when there are enough people registered to attend the meeting as prescribed to another time or change the meeting location in case an attendee has obstructive behavior, disrupts or risk preventing the meeting from being conducted fairly and legally.
4. Respond to queries requested by attendee.
5. Resolve any issues that arise (if any) during the General Meeting.

### **Article 7: Secretariat**

1. Assisting the Presidium and the General Meeting is the secretariat. The Secretariat is introduced by the Chairperson and approved by the GMS.

2. The Secretariat shall perform the following tasks:
  - Record thoroughly and accurately all proceedings of the General Meeting.
  - Assist the Presidium in announcing documents, conclusions or notices to shareholders when requested.

- Responsible to the Chairperson and the GSM for their duties; Record thoroughly and accurately all proceedings off the General Meeting and the issues approved by the shareholders, including the issues still reserved at the General Meeting; receive shareholder feedback; Draft the meeting minutes and resolutions on the matters approved at the General Meeting.

#### **Article 8: Shareholder eligibilty verification Committee**

The Shareholder Eligibility Verification Committee consists of 3 persons who nominated by organization committee and has responsible for:

1. Verifying the eligibility of Shareholders and Representatives attending the General Meeting.
2. Issue voting ballots to shareholders on the meeting list before the opening time.
3. Report to the General Meeting on the conditions for holding the GSM.

#### **Article 9: Vote counting Committee**

The Vote counting committee is introduced by the Presidium and approved by the GSM. The Vote counting committee is responsible for:

1. Announcement of rules and principles of voting at the General Meeting.
2. Review and report to the General Meeting for decision on cases of violations of voting rules.
3. Issue ballots, collect ballots, and count votes.
4. Check and supervise the voting of shareholders and representatives.
5. Determine and announce the results of shareholders' voting on issues approved at the General Meeting.
6. Deliver the voting results to the Presidium or Secretariat.

#### **Article 10. Rights of Shareholders**

1. The shareholders have the right to directly attend the General Meeting or authorize by Power of Attorney (according to the form prescribed by the Organizing Committee) 01 (one) representative to attend and express opinions and vote on issues in the agenda.

- Each shareholder attending the General Meeting must bring: ID card/passport (original), Invitation letter.

- Authorised person attending the General Meeting must bring: ID card/passport (original), Invitation letter, Certified copy of ID card/passport of authirizing individual, business certification of authorizing group; Power of Attorney (original).

Shareholders and representatives who join late to the General Meeting shall be registered and shall have the right to vote at the General Meeting immediately after registration. The Chairperson shall not be responsible for stopping the General Meeting for shareholders to register and the validity of any votes already taken shall not be affected.

2. Shareholders are publicly informed by the Organizing Committee about the Agenda and are given documents related to the content of the General Meeting and are responsible for:

- Comply with the Regulations of the General Meeting.
- Complete the registration procedures to attend the General Meeting with the Organizing Committee.

- Discuss contents of the agenda.
- Voting on contents at the General Meeting.
- Comply with the direction of the Presidium.

### **CHAPTER III**

#### **DISCUSSION, VOTING AND MINUTE OF GENERAL MEETING**

##### **Article 11. Discussion at the General Meeting**

Shareholders must comply with the following regulations when discussing issues on the agenda:

1. Principle: Shareholders attending the General Meeting who want to express their opinions must have the consent of the Presidium.

2. Speaking method: Shareholders speak briefly and focus on the key contents that need to be discussed, in accordance with the approved agenda to ensure that the meeting is conducted in accordance with the approved agenda. The content raised does not violate the law or relate to personal issues or exceeds the authority of the Company.

3. The Presidium will arrange for shareholders to speak in order of registration and answer shareholders' queries. Recommendations or queries will be collected at the same time and answered sequentially and can only be contributed during the discussion section of the General Meeting. In case many shareholders have overlapping opinions, the Presidium will select and respond to all shareholders. After there are no more comments from shareholders, the Presidium will respond to each shareholder's comments in turn or assign a responsible person in the Executive Board to respond to these comments.

##### **Article 12. Voting at the General Meeting**

###### **1. Voting principles**

a) All content onto the agenda of the General Meeting shall be approved by obtaining the votes of all shareholders by Voting card or Voting ballot based on the number of shares owned and represented.

b) Each shareholder is given 01 Voting card (blue) and 01 Voting ballot (white), which states the name of the shareholder/authorized representative, the number of voting shares (owned and authorized) of the shareholder and has the seal of the Company.

**c) An invalid voting card/ballot is a voting card/ballot that does not follow the format prescribed by the Congress Organizing Committee or does not bear the Company's stamp.**

###### **2. Voting rules**

a) Voting on the Presiding Committee, Secretariat, Vote Counting Committee, Agenda, Regulations on organization of the GMS, Minutes and Resolutions of the General Meeting: Shareholders or representatives vote by raising their voting cards (blue) when the Chairperson ask for their opinions: "Approve", "Disapprove" or "Abstain".

b) Vote to approve reports and proposals submitted to the General Meeting: Shareholders or representatives mark an X in the box "Approve", "Disapprove" or "Abstain" to vote on each issue listed on the voting ballot (white).

3. Approve the decision of GMS

Decisions of the GMS shall be passed in accordance with the provisions of Article 21 of the Company Charter.

**Article 13. Minutes of Meeting**

All contents at the General Meeting shall be recorded by the Secretariat in the Minutes of meeting. The Minutes must be read and approved before the closing of the General Meeting.

Above is the entire Regulations on Organization of the 2025 Annual General Meeting of Shareholders.

***Recipients:***

- Shareholders attend GMS
- Archieve

**CHAIRPERSON**

**Nguyen Thi Kim Chi**