



## SAI GON – HANOI INSURANCE CORPORATION

24th Floor, Vinacomin Building, No. 3 Duong Dinh Nghe, Yen Hoa,  
Hanoi City

Tel: (+84-24) 3793 1111 | Hotline: 1900 96 96 09

### WORKING REGULATION 2026 ANNUAL GENERAL MEETING

*(Effective Date: 31/03/2026 as per BOD Decision No. 44./2026/QĐ-BSH-HĐQT)*

#### CHAPTER I GENERAL PROVISIONS

##### Article 1. Scope

This Regulation governs the organization of the 2026 Annual General Meeting (AGM) of Sai Gon - Hanoi Insurance Corporation.

##### Article 2. Purpose

This Regulation sets forth the rights and responsibilities of participants, as well as the procedures for conducting the Meeting.

##### Article 3. Compliance

All shareholders and participants are required to comply with this Regulation.

#### CHAPTER II RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS

##### Article 4. Shareholders Attending the AGM

###### 1. Eligibility

All shareholders of Sai Gon - Hanoi Insurance Corporation as of the record date (March 27, 2026) or their authorized representatives are eligible to attend.

###### 2. Rights and Responsibilities

a) Required Documents: Shareholders or their representatives must bring:

- Invitation letter;
- National ID/Citizen ID or Passport;
- Letter of Authorization (if applicable).

b) Registration: Shareholders or their representatives shall present the above documents to the Shareholder Eligibility Verification Committee to receive meeting materials, including Voting Cards and Ballots.

- Pink Voting Card No. 1: includes Shareholder Code and number of voting shares (owned and/or authorized);



- Pink Voting Card No. 2: includes matters to be voted on by marking the corresponding box (Approve, Disapprove, Abstain);
  - Ballots (Blue/Yellow): used for election of members of the Board of Directors / Supervisory Board (if any).
- c) Authorization: Shareholders may authorize a representative in writing to attend and vote at the AGM. Sub-authorization is not permitted.
- d) Questions and Discussion:  
Shareholders wishing to speak must obtain permission from the Presidium, speak concisely, and focus on agenda items. Repeated opinions should be avoided. Written questions may be submitted to the Secretariat.
- e) Voting: Shareholders shall participate in voting on matters within the authority of the AGM in accordance with the Company's Charter.
- f) Discussion and Approval: Shareholders and their representatives shall discuss and vote after hearing reports on agenda items.
- g) Conduct: During the Meeting, shareholders must follow the Presidium's instructions, behave in a civilized and respectful manner, and maintain order.
- h) Late Arrival: Shareholders or their representatives arriving after the Meeting has commenced may still register and vote on the remaining agenda items. Previously conducted votes remain valid.

#### **Article 5. Presidium and Chair**

1. The Presidium shall be elected by the General Meeting of Shareholders; the Chairman of the Board of Directors shall act as the Chair of the General Meeting.
2. Rights and responsibilities of the Presidium:
  - a) To conduct the Meeting in accordance with the agenda approved by the General Meeting of Shareholders, and to carry out necessary tasks to ensure that the Meeting is conducted in an orderly manner and meets the expectations of the majority of attending shareholders.
  - b) To guide delegates and the Meeting in discussions.
  - c) To present draft contents for the Meeting to consider and vote on.
  - d) To answer questions raised by the Meeting or designate appropriate persons to respond.

#### **Article 6. Shareholder Eligibility Verification Committee**

1. The Shareholder Eligibility Verification Committee of the General Meeting of Shareholders shall be established by the Board of Directors.
2. Responsibilities of the Shareholder Eligibility Verification Committee:

- a) To verify the eligibility of shareholders or their authorized representatives attending the Meeting, determine their validity in accordance with applicable laws, and cross-check with the list of shareholders entitled to attend the Meeting as of March 27, 2026;
- b) To distribute meeting materials, Voting Cards, and Ballots;
- c) To report to the Meeting and take responsibility for the results of shareholder eligibility verification before the Meeting is officially commenced.

#### **Article 7. Secretariat**

The Chair shall appoint one or more persons to act as the Secretariat of the Meeting.

The Secretariat shall perform supporting tasks as assigned by the Chair, including:

- a) To fully and accurately record the proceedings of the Meeting.
- b) To assist the Presidium in announcing the draft Minutes and Resolutions of the Meeting, as well as notices of the Presidium to shareholders when required.
- c) To receive written questions from shareholders.

#### **Article 8. Vote Counting and Election Committee**

The Vote Counting and Election Committee shall consist of three (03) members nominated by the Organizing Committee and approved by the General Meeting of Shareholders at the Meeting.

The Vote Counting and Election Committee shall have the following responsibilities:

- a) To supervise the voting process of shareholders or their representatives attending the Meeting;
- b) To aggregate the number of voting shares for each matter and report the results to the Chair and the Secretariat;
- c) To guide shareholders in carrying out voting on matters at the Meeting;
- d) To prepare ballot boxes, disseminate the Election Regulations, approve the list of candidates for election to the Board of Directors, and provide instructions on how to complete the ballots;
- e) To collect ballots, conduct vote counting, and report the voting results for each matter as well as the results of the election of members of the Board of Directors to the Meeting.

### **CHAPTER III CONDUCT OF THE MEETING**

#### **Article 9. Quorum**

The Meeting shall be conducted when shareholders representing at least 51% of the total voting shares as of March 27, 2026 are present.

## **Article 10. Voting Procedures**

1. All matters included in the Meeting agenda shall be subject to voting by all attending shareholders using Voting Cards, in proportion to their share ownership and representation.

### **Voting methods:**

**a) Voting by raising Voting Cards (pink):** For certain matters, shareholders shall raise their Voting Cards at the Meeting upon request of the Chair to indicate their vote (Approve, Disapprove, or Abstain), specifically:

- Approval of the composition of the Presidium, the Secretariat, and the Vote Counting and Election Committee; and approval of the Working Regulation and the Meeting Agenda;
- Approval of the Minutes and Resolutions of the Meeting (voting method as proposed by the Chair);
- Other matters arising in accordance with the actual proceedings of the Meeting.

**b) Voting by marking on Voting Cards:** For detailed matters stated on the Voting Cards (pink), shareholders shall mark the corresponding box (Approve, Disapprove, Abstain) for the following:

- Approval of Reports/Proposals (as detailed in the Meeting Agenda);
- Other matters (if any).

In case of incorrect marking, the shareholder must cross it out, remark correctly in the appropriate box, and initial next to the correction to confirm the final decision.

After completing voting on all items stated on the Voting Card, the shareholder/authorized representative must sign for confirmation.

The voting contents in the Meeting agenda may be adjusted by the Chair in accordance with the actual developments of the Meeting.

2. The total number of votes for, against, and abstentions for each matter shall be announced at the Meeting by the Head of the Vote Counting Committee.
3. Invalid Voting Cards:
  - Voting Cards not issued by the Organizing Committee;
  - Voting Cards without the Company's seal;
  - Voting Cards that are erased, altered, or supplemented beyond the pre-printed contents;
  - Voting Cards that are torn, incomplete, or not signed by the shareholder.

In cases where a shareholder does not mark any box or marks more than one box for a voting item, such voting item shall be deemed invalid.

## **Article 11. Vote Counting Minutes**

### **1. Vote Counting**

Vote counting must be conducted immediately after the voting process ends. Before opening the ballot boxes, the Vote Counting and Election Committee shall count, prepare minutes, and seal the number of unused Voting Cards, as well as the number of Voting Cards cast by authorized representatives. The Committee shall not erase or make any alterations to the Voting Cards.

2. After completing the vote counting, the Vote Counting and Election Committee shall prepare the vote counting minutes.

The contents of the vote counting minutes shall include:

- Total number of shareholders attending the Meeting; total number of voting shares and the attendance ratio;
  - Total number of votes for, against, and abstentions for each matter to be voted on;
  - List of matters approved and not approved.
3. The full vote counting minutes must be announced at the Meeting and disclosed to competent state authorities in accordance with regulations; the contents must clearly reflect the voting results for each matter.
4. Any complaints relating to the vote counting (if any) shall be resolved by the Chair of the Meeting and recorded in the Minutes of the General Meeting of Shareholders.

## **Article 12. Adoption of Resolutions**

1. Resolutions shall be adopted when approved by shareholders representing at least 51% of total voting shares of attending shareholders.
2. For matters specified in Clause 1, Article 148 of the Law on Enterprises 2020, approval requires at least 65% of the total voting shares present.

## **Article 13. Minutes and Resolutions**

1. The Minutes and Resolutions of the General Meeting of Shareholders must be completed and approved before the adjournment of the meeting.
2. The Minutes and Resolutions of the General Meeting of Shareholders must be archived by the Meeting Secretary at the Corporation's headquarters.
3. The full text of the GMS Minutes and Resolutions shall be published on the Company's website at [www.bshc.com.vn](http://www.bshc.com.vn) for the information of all shareholders; they shall also be disclosed and submitted to State regulatory authorities in compliance with legal regulations on information disclosure.

## **CHAPTER IV IMPLEMENTATION**



#### **Article 14. Enforcement**

1. All delegates, representatives, and guests attending the Meeting are responsible for fully complying with the provisions of this Regulation, the existing internal rules and management regulations of the Corporation, and relevant legal provisions.
2. The Convenor of the General Meeting of Shareholders (GMS) shall have the right:
  - To require all attendees to undergo security checks or other security measures;
  - To request competent authorities to maintain the order of the meeting; to expel individuals from the GMS who fail to comply with the Chairperson's directions, intentionally cause disorder, obstruct the normal progress of the meeting, or fail to comply with security check requirements.
3. Matters not specified in detail within this Regulation shall be governed by the Company's Charter, the Law on Enterprises 2020, and current state legal documents.
4. This Regulation shall take effect immediately upon being approved by the GMS of the Corporation through a voting process.

**O/B. THE BOARCH OF DIRECTORS  
CHAIRMAN**

**SIGNED**

**KIM KANG WOOK**

*This document is translated from the Vietnamese version. In the event of any discrepancy or inconsistency between the English and Vietnamese versions, the Vietnamese version shall prevail.*

