

## **REGULATIONS FOR THE GENERAL MEETING OF SHAREHOLDERS 2025**

### **Chapter I GENERAL PROVISIONS**

#### **Article 1. General Provisions**

These regulations stipulate the rights and obligations of shareholders and shareholder representatives; the responsibilities of the entities participating in the General Meeting of Shareholders; and the discussion procedures at the 2025 Annual General Meeting of Shareholders of Logistics Vicem Joint Stock Company (hereinafter referred to as the "General Meeting") to ensure the success of the General Meeting.

#### **Article 2. Objectives**

These regulations aim to ensure that the General Meeting is conducted in accordance with legal procedures and regulations; ensure that the General Meeting is conducted in an orderly, safe manner, and within the timeframe specified in the Agenda; and ensure that shareholders exercise their legitimate rights and interests democratically, equally, and in unity, reflecting the wishes of the majority of attendees for the benefit of shareholders and the sustainable development needs of the Company.

#### **Article 3. Agenda**

1. The Agenda of the General Meeting is sent to shareholders in advance with the invitation letter.

2. Shareholders or a group of shareholders owning 05% or more of the total ordinary shares have the right to propose matters for inclusion in the Agenda of the General Meeting. Proposals must be in writing and sent to the Company no later than 03 working days before the opening date of the General Meeting (specifically before 08:30 on April 18, 2025). The proposal must clearly state: shareholder's name, number of each type of share held by the shareholder, shareholder code, and proposed issue for the Agenda.

The convener of the General Meeting of Shareholders shall accept and include these proposals in the draft Agenda and content of the meeting, unless the proposals are not submitted on time or are incomplete, inaccurate, or outside the jurisdiction of the General Meeting of Shareholders.

3. The Agenda and content of the General Meeting must be approved by the General Meeting of Shareholders during the opening session.

#### **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 identification documents, invitation letters, and other documents related to verifying representative status at the reception desk.
3. Maintain order and decorum during the meeting.
4. Refrain from smoking, private conversations, and using mobile phones in the Hall.
5. Communicate politely and amicably; do not leave midway without the consent of the chairperson of the General Meeting.
6. Sit in the designated seat or area as directed by the Organizing Committee and strictly comply with the seating arrangements of the Organizing Committee.
7. Absolutely comply with the direction of the chairperson and only speak with the chairperson's permission.

### **Chapter II**

#### **ORGANIZATION OF THE GENERAL MEETING**

#### **Article 5. Matters Approved by the General Meeting of Shareholders**

The 2025 Annual General Meeting of Shareholders of Logistics Vicem Joint Stock Company has the right to discuss and approve the following matters:

1. Report on the activities of the Board of Directors in 2024 and the action plan for 2025.
2. Report on the activities of the Board of Supervisors in 2024 and the action plan for 2025.
3. 2024 Business Performance Report and 2025 Business Plan.
4. Amendments and supplements to the Charter of Organization and Operation of Logistics Vicem Joint Stock Company.
5. Audited Financial Statements for the year 2024.
6. Profit distribution plan for the year 2024.
7. Remuneration levels for the Board of Directors and the Board of Supervisors for 2024 and the planned remuneration for 2025.
8. Selection of an auditing unit for the 2025 financial statements.
9. Approval of contracts under the authority of the General Meeting of Shareholders.

#### **Article 6. Presidium**

The General Meeting shall be chaired by the Presidium, consisting of the Chairman of the Board of Directors and members introduced by the Chairman of the Board of Directors. The Chairman of the Board of Directors shall preside over the General Meeting (Chairman). The Presidium operates on the principle of

democratic centralism and in accordance with the provisions of law and the Company's Charter.

The Presidium is responsible for:

1. Steering the General Meeting in accordance with the agenda, regulations, and rules adopted by the General Meeting.
2. Guiding the General Meeting in discussing and voting on matters on the agenda of the General Meeting and related matters throughout the General Meeting.
3. Having the right to postpone the General Meeting when the required number of registered attendees is reached, to another time or change the meeting venue in the event that any attendee obstructs, disrupts order, or risks jeopardizing the fair and lawful conduct of the meeting.
4. Answering questions raised by the General Meeting.
5. Resolving arising issues (if any) during the General Meeting.

#### **Article 7. Secretary of the General Meeting**

1. The Secretary of the General Meeting, introduced by the Chairman and approved by the General Meeting, shall assist the Presidium and the General Meeting.
2. The Secretary's duties include:
  - Keeping complete and accurate records of the General Meeting.
  - Assisting the Presidium in announcing documents, conclusions, or notices to shareholders when requested.
  - Being responsible to the Chairman of the General Meeting and the General Meeting of Shareholders for their duties; keeping complete and accurate records of the entire proceedings of the General Meeting and matters approved by shareholders, including those with reservations; receiving shareholders' feedback forms; drafting the minutes of the General Meeting of Shareholders and Resolutions on matters approved at the General Meeting.

#### **Article 8. Shareholder Eligibility Verification Committee**

The Shareholder Eligibility Verification Committee, consisting of 04 members appointed by Logistics Vicem Joint Stock Company, is responsible for:

1. Assisting the Chairman of the General Meeting in verifying the conditions for conducting the General Meeting.
2. Verifying the eligibility of attending shareholders.
3. Distributing ballot papers to shareholders on the attendance list before the opening time.
4. Reporting to the General Meeting of Shareholders on the conditions for conducting the General Meeting of Shareholders.

#### **Article 9. Ballot Counting Committee**

The Ballot Counting Committee shall be introduced by the Presidium and approved by the General Meeting. The Ballot Counting Committee is responsible for:

1. Disseminating the rules and principles of voting.

2. Reviewing and reporting to the General Meeting for decisions on cases of violation of regulations or complaints.
3. Organizing the ballot counting.
4. Inspecting and supervising the voting process of shareholders and shareholder representatives.
5. Determining the voting results of shareholders on matters passed at the General Meeting and announcing the voting results.
6. Delivering the ballot counting results to the Presidium or the Secretary of the General Meeting.

#### **Article 10. Shareholder Rights**

1. Company shareholders have the right to directly attend the General Meeting or authorize, by Proxy Form (as prescribed by the Organizing Committee), one or several representatives to attend the meeting, express opinions, and vote on matters within the agenda. Each shareholder or representative of shareholders, upon attending the General Meeting, must bring identification documents including: Citizen Identity Card (or passport); Invitation to attend; Proxy Form to attend the General Meeting, to be submitted to the Shareholder Eligibility Verification Board, and will receive a Ballot and participate in the voting process.

Shareholders or shareholder representatives arriving late to the General Meeting are permitted to register and subsequently vote at the General Meeting immediately after registration. The Chairman of the General Meeting has no responsibility to pause the meeting for shareholder registration, and the validity of completed voting rounds will not be affected.

2. Shareholders are publicly informed by the Organizing Committee about the agenda of the General Meeting of Shareholders, receive documents related to the meeting's content, and have the responsibility to:

- Comply with the General Meeting Regulations.
- Complete the registration procedures to attend the General Meeting with the Organizing Committee.
- Discuss the reported contents.
- Vote on matters at the General Meeting.
- Comply with the direction of the Chairman of the General Meeting.

### **Chapter III**

#### **DISCUSSION, VOTING, AND MINUTES OF THE GENERAL MEETING**

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

When discussing matters on the agenda of the General Meeting, shareholders must adhere to the following regulations:

1. Principle: Shareholders attending the General Meeting, when wishing to express opinions and discuss, must obtain approval from the Chairman to speak.

2. Method of presentation: Shareholders must speak concisely and focus on the key content to be exchanged, in accordance with the approved agenda of the General Meeting, to ensure the meeting proceeds as planned, the content does not violate the law, relate to personal matters, or exceed the authority of the enterprise.

3. The Chairman will arrange for shareholders to speak in the order of registration and will address shareholders' inquiries. Contributions or inquiries will be gathered simultaneously and addressed sequentially. Participation in contributing opinions is limited to the discussion section of the General Meeting. In cases where multiple shareholders have similar opinions, the Presidium will select and provide a collective response. After no further comments from shareholders, the Chairman will address each shareholder's comments sequentially or designate a responsible individual from the Board of Management to respond to these comments.

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

### **1. Principles of Voting:**

- All matters on the General Meeting's agenda are passed by obtaining voting opinions from all shareholders using Voting Cards and Ballots according to owned and represented shares.

- Each shareholder is issued one Voting Card (pink) and one Ballot (blue) stating the name of the shareholder/authorized representative, the number of voting shares (owned and authorized) of the shareholder, and bearing the seal of Logistics Vicem Joint Stock Company.

### **2. Voting regulations:**

- **Voting by Voting Card:** For matters such as approving the agenda; approving the nomination of personnel serving the General Meeting, such as: Approving the meeting agenda; Approving the working regulations of the General Meeting; Approving the personnel of the Presidium; Secretary of the General Meeting, Vote Counting Board; approving the Submission for election of members of the Board of Directors/Board of Supervisors; approving the Election Regulations; approving the Minutes and Resolutions of the General Meeting, shareholders attending the General Meeting vote by raising their Voting Cards (when asked by the Chairman: agree or disagree); shareholders who do not raise their Voting Cards are considered to have no opinion on the matter to be voted on.

- **Voting by Ballot:** Ballots are used when shareholders vote to approve reports and submissions at the General Meeting. Shareholders vote as follows:

- Shareholders or Authorized Representatives cast their votes to agree, disagree, or abstain on a matter by marking an "X" in the corresponding box on the Ballot in the following order: "Agree", "Disagree", and "Abstain". After voting on all contents, shareholders sign the Ballot and place it in the ballot box. The Vote Counting Board collects the shareholders' Ballots to tally the results.

- In case of changing their mind, shareholders sign next to the box of the final chosen opinion to avoid forgery.

### **3. Passing resolutions of the General Meeting of Shareholders:**

The conditions for passing resolutions of the General Meeting of Shareholders are implemented according to the provisions of Article 148 – Enterprise Law No. 59/2020/QH14 of June 17, 2020, as amended and supplemented in Clause 5, Article 7 of Law No. 03/2022/QH15 of January 11, 2022.

**Article 13. Minutes of the General Meeting**

The contents of the General Meeting must be recorded in the Minutes of the General Meeting by the Secretary of the General Meeting. The Minutes and Resolutions must be read and approved before the closing of the General Meeting.

Above are the complete Working Regulations of the 2025 Annual General Meeting of Shareholders of Logistics Vicem Joint Stock Company.

Respectfully submitted to the General Meeting for consideration and approval./.

**On behalf of the BOARD OF DIRECTORS  
CHAIRMAN**

**Ha Quang Hien**