

INTERNAL REGULATION ON CORPORATE GOVERNANCE

TRAPHACO JOINT STOCK COMPANY

(Issued together with Decision No. /2021/QĐ-HĐQT dated Jun , 2021 by the Board of Directors of Traphaco)

CHAPTER I

GENERAL PROVISIONS

Article 1. Scope and subjects of regulation

1. Scope: The internal Regulation on corporate governance determines the roles, rights and obligations of the General Assembly of Shareholders (GAS), the Board of Directors (BOD), CEO; orders and procedures for the meeting of the General Meeting of Shareholders; nomination, candidacy, election, dismissal, and removal of members of the Board of Directors, Board of Supervisors, CEO and other activities in accordance with the Company Charter and other current provisions of the law.

2. Regulated objects: members of the Board of Directors, Board of Supervisors, CEO and all related units and individuals.

3. Content

This Regulation stipulates the basic principles of corporate governance to protect the legitimate rights and interests of shareholders, and establishes standards of conduct and professional ethics for members of the Board of Directors, Board of Supervisors, the Board of Management and the chief governance officer of Traphaco Joint Stock Company.

This Regulation shall also be the basis for evaluating corporate governance performance of Traphaco Joint Stock Company.

Article 2. Interpretation of terms

The following terms are construed as follows:

a) “Corporate Governance”: is a system of rules to ensure that the Company is effectively directed and controlled for the benefit of shareholders and people related to the Company. Principles for Corporate governance include:

- Ensure an efficient governance structure;
 - Ensure the interests of shareholders;
 - Equal treatment of shareholders;
 - Ensuring the role of people with interests related to the Company;
 - Transparency in the business operations of the Company;
 - The Board of Directors leads and controls the Company effectively.
- b) "the Company": is Traphaco JSC;
- c) "Access account": is the username and password sent via the meeting invitation for shareholders to access and attend the online meeting to vote electronically.
- d) "Electronic voting": means the voting by shareholders in the form of electronic voting via the internet using an online system built by Traphaco or provided by another agency providing e-voting services.
- e) Other terms not explained in this Regulation shall be construed in accordance with the provisions of the Law on Enterprises, the Law on Securities and guidance document; Current Company Charter.

Chapter II

GENERAL ASSEMBLY OF SHAREHOLDERS

Section 1. Rights and Obligations of the General Assembly of Shareholders

Article 3. Rights and Obligations of the General Assembly of Shareholders

1. General Assembly of Shareholders includes all shareholders with voting right. This is the most powerful body to make decisions of the Company.
2. The General Assembly of Shareholders has the rights and obligations as prescribed in the Law on Enterprises and the Company Charter.

Section 2. Order and procedures for the General Assembly of Shareholders to approve a resolution by voting at the General Meeting of Shareholders

Article 4. Authority to convene the General Meeting of Shareholders

1. The Board of Directors shall convene the annual General Meeting of Shareholders and select an appropriate venue.
2. The Board of Directors convenes extraordinary shareholders' general meeting in the following cases:
 - a) The Board of Directors considers it is necessary for the benefit of the Company;
 - b) The annual balance sheet, the six (6) month or quarterly reports or audited reports of the fiscal year reflects an equity loss by half (1/2) from the beginning of the period;
 - c) When the number of members of the Board of Directors, the Board of Supervisors is less than the minimum number of members required by law or is reduced by more than one third (1/3) of the total number of members of the Board of Directors or the Board of Supervisors for that term;
 - d) A shareholder or group of shareholders owning 5% or more of the total number of common shares requests to convene a meeting of the General Meeting of Shareholders in writing. The written request must clearly state the reason and purpose of the meeting, with the signature of the relevant shareholders (the petition can be made in several copies in order to have enough signatures of all the related shareholders);
 - e) The Board of Supervisors shall convene the meeting if the Board of Supervisors has reason to believe that the members of the Board of Directors or the management officers have seriously violated the Law on Enterprises or the Board of Directors acts or intends to take action outside their scope of power;
 - f) Other cases prescribed by law and the Company Charter.

Article 5. Compiling the list of shareholders entitled to attend the General Meeting of Shareholders and announcing the closing of that list

1. The convener of the General Meeting of Shareholders shall prepare the list of shareholders eligible to participate and vote at the General Meeting of Shareholders based on the register of shareholders of the Company, and disclosure information regarding shareholders eligible to attend the meeting at least 20 days before the final registration date. The list of shareholders entitled to attend the General Meeting of Shareholders shall be made no more than ten (10) days prior to the date of sending invitation letters to the meeting;

2. The compilation of the list of shareholders entitled to attend the meeting and the announcement of the closing of that shall comply with the provisions of the Law on Enterprises, the Law on Securities and the Company Charter.

Article 6. Notice of convening the General Meeting of Shareholders

1. The notice of the General Meeting of Shareholders shall be sent to all shareholders in the list of shareholders entitled to attend the meeting at least twenty one (21) days before the opening date of the General Meeting of Shareholders (from the date the notice is sent or transferred properly, paid or put in the mail box) by means of a secure method to the shareholder's address; at the same time, make announcements on the media of the State Securities Commission, Stock Exchange and post on the website of the Company.

2. The invitation letter must be accompanied by the following documents:

a) The agenda, documents used during the meeting and draft resolutions for each issue on the agenda, including information relating to candidates for the Board of Directors and the Board of Supervisors (in case candidates have been identified);

b) The voting form;

c) Form for appointment of authorized representative to attend the meeting.

3. The sending of meeting documents together with the meeting invitation can be replaced by posting on the electronic information page of the Company. In this case, the meeting invitation must clearly state where and how to download the documents.

Article 7. Agenda and contents of the General Meeting of Shareholders

1. The agenda and content of the meeting must be approved by the General Meeting of Shareholders in the opening session. The program must clearly specify the time for each issue in the agenda.

At the request of the Chairperson, the General Meeting of Shareholders has the right to change the meeting agenda attached to the meeting invitation notice.

2. A shareholder or group of shareholders owning 5% or more of the total number of common shares has the right to propose issues to be included in the agenda of the meeting. The proposal must be in writing and must be sent to the Company at least three (3) working days prior to the opening of the General Meeting of Shareholders. The proposals must include the full names of shareholders, the number and type of shares, the duration they hold the shares, and the content proposed for inclusion in the agenda.

The person convening the the General Meeting of Shareholders must accept and put the proposal mentioned above into the proposed agenda and content of the meeting, except for the cases stipulated in Clause 3 of this Article. The proposal is officially added to the agenda and to the contents of the meeting if approved by the General Assembly of Shareholders.

3. In case the convener of the General Meeting of Shareholders rejects the proposals related to Clause 2 of this Article, at least 02 working days before the opening date of the meeting of the General Meeting of Shareholders, must reply in writing and specify the reason. The person who convenes the General Meeting of Shareholders may reject the proposal if it falls into one of the following cases:

- a) Proposals are sent not in time or do not have enough contents required or have irrelevant contents;
- b) At the time of proposal, the shareholder or group of shareholders does not have enough at least 5% of common shares;
- c) The proposed issue is not within the jurisdiction of the General Assembly of Shareholders to discuss and approve.
- d) Other cases prescribed by law and the Charter of the Company.

Article 8. Authorize a representative to attend the General Meeting of Shareholders

Shareholders who are entitled to attend the General Meeting of Shareholders according to the law can directly attend or authorize in writing one or several other individuals and organizations to attend the meeting.

This authorization must be done in accordance with the Law on Enterprises and the Company Charter.

Article 9. Register to attend the General Meeting of Shareholders

Before opening the meeting, the Company must carry out procedures for registration of shareholders and must continue the registration until all shareholders entitled to attend the meeting are registered.

Article 10. Conditions for holding the General Meeting of Shareholders

1. The General Meeting of Shareholders shall be held when the number of attending shareholders represents at least 65% of the total number of voting shares.
2. In case there are not enough necessary delegates within thirty (30) minutes from the time set for the opening of the meeting, the meeting must be re-convened within thirty (30) days from the intended date of the first meeting. The re-convened General Meeting of Shareholders shall be held when the number of attending shareholders/their representatives represents at least 51% of the total number of voting shares.
3. In case the second meeting is not conducted due to inadequate number of required representatives within thirty (30) minutes from the time set for the opening of the meeting, the third meeting of the shareholders shall be convened within twenty (20) days from the planned date of the second meeting, and in this case the meeting shall be conducted regardless of the number of shareholders or authorized representatives attending and is considered valid.

Article 11. The procedure of meeting and voting at the General Meeting of Shareholders

Comply with the provisions of Article 20 of the Company's Charter.

Article 12. Vote, count votes, announce vote counting results

1. When conducting shareholder registration, the Company will issue to each shareholder or its authorized voting representative a voting card, stating the registration number, full name of shareholder, full name of the authorized representative and the number of votes of the shareholder. The voting cards can be encrypted or digitized so that voting and / or counting of votes can be made on computer software or other digital devices. The voting will take place immediately after the reports and the contents to be approved by the meeting have been presented or under the agenda and voting rules approved by the General Meeting of Shareholders.
2. After counting the votes, the Vote Counting Committee will announce the results of the vote counting directly at the General Meeting of Shareholders. The notice of vote counting results must specify the number of votes approves, the number of votes disapprove, and the number of abstention votes on every issue.
3. The voting results for each issue will be announced immediately before the closing of the meeting. The General Assembly of Shareholders shall elect one or several persons

responsible for counting votes or supervising the counting of votes at the request of the Chairperson of the meeting.

Article 13. Conditions for the resolution of the General Meeting of Shareholders to be approved

1. Except for the situation provided in Clause 2 Article 3, the resolutions of the General Meeting of Shareholders on the following issues shall be adopted when 65% or more of the total number of votes of shareholders having voting right are present directly or attend through the authorized representatives:

- a) Approve annual financial statements;
- b) Short-term and long-term development plans of the Company;
- c) Dismissal, removal and replacement of members of the Board of Directors, Board of Supervisors and report on the appointment of CEO by the Board of Directors;
- d) Change the industry, lines and fields of business of the Company;
- e) Change the organizational structure of the Company;
- f) Other issues under the authority of the General Assembly of Shareholders.

2. Decisions of the General Meeting of Shareholders regarding the amendment and supplement of the Charter, type of shares and number of shares to be offered for sale, the reorganization or dissolution of the Company, investment decisions, transactions to purchase or sell assets of the Company or its branches valued at 35% or more of the total value of the Company's assets stated in the most recent audited financial statements shall be approved when 75% or more of the total number of votes of shareholders with voting right are present in person or through their authorized representatives present at the General Meeting of Shareholders agree (in the case of direct meetings) or at least 75% of the total number of voting shareholders approve (in case of collecting shareholders' opinions in writing).

3. The voting to appoint members of the Board of Directors and the Board of Supervisors must be conducted by the method of cumulative voting, whereby each shareholder has the total number of votes corresponding to the total number of shares multiplied by the number of elected members of the Board of Directors and shareholders are entitled to allocate all or part of their total number of votes to one or more candidates. The elected members to the Board of Directors or the Board of Supervisors are determined by the number of votes cast from high to low, starting from the candidate with the highest number of votes until there are enough members in accordance with the Company

Charter. In case there are two or more candidates with the same number of votes for the last member of the Board of Directors, candidates with the same number of votes will be re-elected or selected by the criteria of the election regulation or of the Company Charter.

Article 14. Object to a resolution of the General Meeting of Shareholders

1. Within ninety (90) days, from the date of receipt of the minutes of the General Meeting of Shareholders or the minutes of the results of counting votes collecting the opinions of the General Assembly of Shareholders, shareholders, groups of shareholders own 5% or more common shares have the right to request the court or an arbitrator consider, cancel the resolution or part of the resolution of the General Assembly of Shareholders in the following cases:

a) The order and procedures for convening the General Meeting of Shareholders do not comply with the provisions of the Law on Enterprises and the Charter of the Company, except for cases stipulated in Article 2 of this Charter;

b) The order and procedures for decision making and the content of the decision violate the law or the Charter of the Company.

2. A resolution of the General Assembly of Shareholders passed by 100% of the total number of voting shares is legal and effective even if the processes and procedures for convening the General Meeting of Shareholders and approving such resolution violate the provisions of the Law on Enterprises and the Company Charter, including the case that the content of such voting is not included in the agenda.

3. Where a shareholder or group of shareholders requests the court or an arbitrator to revoke a resolution of the General Meeting of Shareholders in accordance with clause 1 of this Article, such decisions shall remain in effect until the Court or the arbitrator decides otherwise, except for cases of application of provisional emergency measures under decisions of competent agencies.

4. If the decision of the General Assembly of Shareholders is canceled by a decision of the Court or an arbitrator, the person convening the General Meeting of Shareholders may consider reorganizing the General Meeting of Shareholders within thirty (30) days from the date the Court or the Arbitrator issues the decision of revocation. The procedure for reorganizing the General Meeting of Shareholders shall be the same as the first one, with the conditions stipulated in this Charter and the current law.

Article 15. Minutes of the General Meeting of Shareholders

1. The General Meeting of Shareholders must be noted down in minutes and may be recorded, recorded and stored in other electronic forms. The minutes must be in Vietnamese and be prepared in accordance with the Law on Enterprises, other provisions of law and the Company's Charter.

2. The meeting minutes must contain the following principal contents:

- a) Name, address of the head office, enterprise code number;
- b) Time and place of the meeting;
- c) Agenda and contents of the meeting;
- d) Full name of the chairperson and secretary;
- e) Summary of the meeting progress and opinions expressed at the General Meeting of Shareholders on each issue in the agenda;
- f) Number of shareholders and total number of votes of shareholders attending the meeting, appendix are the list of registered shareholders, representatives of shareholders attending the meeting with the corresponding number of shares and votes;
- g) Total number of votes for each voting issue, clearly stating the voting method, total number of valid, invalid, approved, disapproved and abstention votes; the corresponding ratio on the total number of votes of shareholders attending the meeting;
- h) The issue which has been passed and the corresponding rate of approval;
- i) Full name and signature of the chairperson and secretary.

In case the chairperson or secretary refuses to sign the meeting minutes, this minutes will take effect if it is signed by all other members of the Board of Directors attending the meeting and contains all the contents as prescribed in this Article. The meeting minutes clearly state the refusal of the chairperson and secretary to sign the minutes of the meeting.

3. Minutes of the General Meeting of Shareholders must be approved before the end of the meeting and sent to all shareholders within 15 days from the closing date of the meeting; the submission of the vote counting minutes may be replaced by posting on the Company's website.

The Chairperson and secretary or other person who signs the meeting minutes must be jointly responsible for the truthfulness and accuracy of the content of the meeting minutes.

4. The minutes of the General Meeting of Shareholders together with the resolutions approved at the General Meeting of Shareholders must be published on the Company's website within twenty four (24) hours from the closing date of the General Meeting of Shareholders. Minutes of the General Meeting of Shareholders are considered evidence of the work carried out at the General Meeting of Shareholders unless there are objections to the content of the minutes made in accordance with the procedures within ten (10) days from the date of sending the minutes.

5. The meeting minute, the appendix of shareholders registered to attend the meeting, the full text of the resolutions passed and related documents sent together with the meeting invitation must be kept at the head office of the Company.

Article 16. Announcement of the Resolution of General Assembly of Shareholders

Resolutions of the General Assembly of Shareholders must be disclosed in accordance with the provisions of the Company Charter and the provisions of the Law on Securities.

Section 3. Orders and procedures for the General Meeting of Shareholders to approve a resolution by collecting written opinions

Article 17. The written opinions shall and shall not be allowed in the following cases

Except for the issues mentioned in Clause 1, Article 15 of the Company Charter, the Board of Directors has the right to seek written opinions from shareholders in order to approve the decision of the General Assembly of Shareholders at any time if necessary for the interests of the Company, including the issues mentioned in Clause 2, Article 15 of the Company Charter.

Article 18. Processes and procedures for the General Assembly of Shareholders to approve the Resolution in the form of written opinions

1. The Board of Directors must prepare a written opinion form, draft resolutions of the General Assembly of Shareholders and documents explaining the draft resolution. The written opinion form attached to the draft resolutions and explanatory documents must be sent by the secured method to make sure they reach the contact address of each shareholder. The Board of Directors must ensure that the documents are sent to the shareholders within a reasonable time for consideration and voting, and must be sent at least ten (10) days before the deadline for receipt of the opinion forms.

The listing of shareholders to collect opinions shall be made according to the provisions at Article 4 of this Regulation.

The request and the manner of sending the opinion form and the enclosed documents shall comply with the provisions of Article 5 of this Regulation.

2. The vote counting minutes must contain the following principal contents:

a) The name and the address of the head office, number and date of issuance of the enterprise registration certificate, place of business registration of the Company;

b) Purpose of collecting opinions;

c) Full name, permanent address, nationality, citizenship card number, identity card, passport or other legal personal identification of shareholders being individuals; Name, business identification number or establishment decision number, address of the head office of the shareholder being the organization or full name, permanent address, nationality, citizen identification card number, passport or other lawful personal identification of authorized representatives of shareholders being organizations; number of shares of each type and number of votes of shareholders;

d) Issues requiring opinions for decision approval;

e) Voting options include approval, disapproval and no opinion;

f) The deadline to send the answered opinion form to the Company;

g) Full name and signature of the Chairman of the Board and the legal representative of the Company.

3. Shareholders can send the answered opinion form to the Company by mail, fax or email according to the following provisions:

a) In case of sending by mail, the answered opinion form must be signed by shareholders being individuals, by authorized representatives or by legal representatives of shareholders being organizations. The completed opinion form sent back to the Company must be placed in a sealed envelope and no one should open it before the vote counting session.

b) In case of sending by fax or email, the answered opinion form sent back to the Company must be kept confidential until the time of counting votes;

c) The answered opinion forms sent to the Company after the deadline specified in the content of the opinion form or opened in case of mailing and disclosed in case of fax, email are invalid. The opinion form that is not returned is considered as a non-voting vote.

4. The Board of Directors shall count the votes and make report of vote-counting in the presence of the Board of Supervisors or shareholders who do not hold managerial positions in the Company. The report of vote-counting must contain the following principal contents:

- a) The name and the address of the head office, number and date of issuance of the enterprise registration certificate, place of business registration of the Company;
- b) Purpose and Issues requiring opinions for decision approval;
- c) The number of shareholders with the total number of votes cast, in which the number of valid votes and the number of invalid votes must be separated, and an appendix of the list of shareholders participating in the voting must be attached;
- d) Total number of approval, disapproval and no opinion on each issue;
- e) The issue has been passed and the corresponding rate of approval.
- f) Full name and signature of the Chairperson of the Board, the legal representative of the Company and vote-counting supervisors, vote-counters.

5. Members of the Board of Directors, the counters and the counting supervisor shall be jointly liable for the truthfulness and accuracy of the report of counting votes; They shall be jointly liable for losses arising from decisions adopted due to untruthful or inaccurate counting of votes.

6. The report of vote-counting and resolutions adopted must be published on the website of the Company within twenty four (24) hours and disclose information in accordance with the applicable laws for public company.

7. The answered opinion form, the report of vote-counting, the full text of the resolutions passed and related documents sent together with the written opinion forms must be kept at the head office of the Company.

8. The resolution approved in the form of collecting shareholders' opinions in writing is as valid as the resolution passed at the General Meeting of Shareholders. The resolution of the General Meeting of Shareholders is passed by way of collecting written opinions if it is approved by the number of shareholders representing at least 75% of the total number of votes with voting rights.

Section 4. Orders and procedures for the General Meeting of Shareholders to approve a resolution via the form of online conference

Article 19. Authority and notice to convene the General Meeting of Shareholders online

1. The Board of Directors has the right to decide to convene the General Meeting of Shareholders in the online form instead of holding the General Meeting of Shareholders in the form of face-to-face meeting in case the Board of Directors considers that it is difficult to organize the General Meeting of Shareholders in person due to the pandemic, decisions of competent state management agencies or other force majeure causes.
2. The notice of convening the online General Meeting of Shareholders shall comply with Article 5 of this Regulation.

Article 20. Register to attend the General Meeting of Shareholders online

1. Shareholders will be provided with an account to access via the Online Meeting Invitation Notice and conduct electronic voting. Access accounts to join online meetings and e-voting can be the same account or two separate accounts, as detailed in the Notice of Invitation.
2. Shareholders are considered to attend the online General Meeting of Shareholders when the following conditions are met:
 - Shareholders directly attending the meeting or duly authorized representatives to attend the online General Meeting of Shareholders and vote electronically on voting issues at the meeting.
 - Shareholders log into the system via the access account provided by the Organizing Committee of the General Meeting of Shareholders and vote through electronic voting.

Article 21. Authorization for a representative to attend the online General Meeting of Shareholders

The authorization for a representative to attend the online General Meeting of Shareholders shall comply with Article 7 of this Regulation.

Article 22. Conduct Condition

The online General Meeting of Shareholders shall be conducted when the conditions specified in Article 9 of this Regulation are satisfied.

Article 23. Approval of Resolutions of the online General Meeting of Shareholders

The resolution approved in the online meeting is as valid as the resolution passed at the normal General Meeting of Shareholders.

The percentage of votes to approve the resolution of the General Assembly of Shareholders on the issues raised at the online General Meeting of Shareholders shall be applied according to the percentage of votes at the meeting to approve the respective issues specified in Article 13 of this Regulation.

Article 24. Vote online

1. General principles:

All issues in the agenda of the General Meeting of Shareholders must be approved by collecting votes of shareholders by electronic voting based on the number of shares owned and represented. Each shareholder is granted voting rights according to the number of shares to be voted (owned and represented) by the shareholder.

2. Voting method:

The following issues are approved by electronic voting by means of approval, disapproval or abstention vote on each issue: Approval of the Chairperson, the Secretariat, the Vote-Counting Committee; Approval of the meeting Agenda; Approval of the Regulations of the General Meeting, Voting Regulations, Election Regulations; Approval of the Resolution of the General Assembly of Shareholders; Approval of the issues mentioned in the meeting agenda.

3. Election method:

The election of members of the Board of Directors and Board of Supervisors of the Company is done via electronic voting by means of cumulative voting method.

4. E-voting:

In case the access account for the electronic voting system is shared with the access account to attend the General Meeting: Shareholders review the information related to the voting session that has been posted on the system and make voting decisions according to each content to be voted on.

In case the access account for the e-voting system is separate from the access account to attend the online meeting: Shareholders using the access account for the electronic voting system directly log in to the electronic voting system to view information related to the voting session that has been posted on the system and make a decision to vote for each issue to be voted on.

Article 25. Count votes online, announce vote-counting results

1. The Vote-Counting Committee is responsible for receiving and processing electronic voting results information from the online system to synthesize voting results.
2. The voting results for each issue will be announced by the Chairperson immediately before the closing of the meeting.

Article 26. Minutes of the General Meeting of Shareholders

The meeting minutes of the online General Meeting of Shareholders shall be prepared in accordance with Article 14 of this Regulation.

Article 27. Announcement of the Resolution of General Assembly of Shareholders

Resolutions of the General Assembly of Shareholders adopted in the form of online meetings must be disclosed in accordance with the provisions of the Company Charter and the provisions of the Law on Securities.

CHAPTER III**THE BOARD OF DIRECTORS****Section 1. Roles, rights, obligations and responsibilities of the Board of Directors and members of the Board of Directors****Article 28. Roles, rights and duties of the Board of Directors**

1. The Board of Directors is the management agency of the Company, has full authority to act on behalf of the Company to decide and exercise the rights and obligations of the Company, except for the rights and obligations under the authority of the General Assembly of Shareholders.
2. The Board of Directors has the rights and obligations and responsibilities as prescribed in the Law on Enterprises, the law on securities and other rights and obligations prescribed in the Company Charter, the Regulation on Operation of the Board of Directors.

Article 29. Rights and obligations of members of the Board of Directors

1. Members of the Board of Directors have the following rights and responsibilities:

- a) To be provided with information and documents on the financial situation and business activities of the Company and its units;
 - b) Other rights and responsibilities as prescribed by law, the Company Charter, Regulation on Operation of the Board of Directors.
 - c) To attend all meetings of the Board of Directors and provide opinions on the issues discussed;
 - d) To timely and fully report to the Board of Directors all remuneration received from subsidiaries, affiliated companies and other organizations;
 - e) To disclose information for trading shares of the Company in accordance with the law.
 - f) Other rights and responsibilities as prescribed by law, the Company's Charter, Operation Regulation of the Board of Directors.
2. In addition to the rights and responsibilities specified in Clause 1 of this Article, the Chairperson and Vice Chairman of the Board of Directors have additional rights and responsibilities specified in the Company Charter and the Regulation on Operation of the Board of Directors.

Article 30. Remuneration, bonus and other benefits of members of the Board of Directors

1. The Company has the right to pay remuneration and bonus to members of the Board of Directors and CEO according to business results and performance.
2. Members of the Board of Directors are entitled to remuneration for work and bonuses in accordance with Article 163 of the Law on Enterprises, the Company Charter, and the Regulation on Operation of the Board of Directors.

Section 2. Nomination, candidacy, election, dismissal and removal of members of the Board of Directors

Article 31. Term of office and number of members of the Board of Directors

1. The term of office of members of the Board of Directors shall not exceed five (05) years. A member of the Board of Directors may be re-elected for an unlimited number of terms. An individual can only be elected as an independent member of the Board of Directors of the Ccompany for no more than 02 consecutive terms.

2. The number of members of the Board of Directors shall be at least five (05) and at most eleven (11). The term of the Board of Directors is five (05) years.

3. The BoD member structure ensures the following principles:

a) The number of independent members must account for at least one third (1/3) of the total number of members of the Board of Directors (odds to be round down).

b) At least one third (1/3) of the BOD members are non-executive members (odds to be rounded down).

4. The Board of Directors will select among its members to elect the Chairperson of the Board. The Chairperson of the Board shall not concurrently be the CEO of the Company.

Article 32. Criteria and Conditions for Board Membership

Members of the Board of Directors must meet the following criteria and conditions:

a) Having education and ability in business and organizational management; not falling into the subjects specified in Clause 2 Article 17 of the Law on Enterprises.

b) Having good health, good moral qualities, being honest, incorruptible and knowledgeable in law.

c) Other standards and conditions according to the provisions of the Enterprise Law, the Securities Law and guiding documents.

d) Members of the Board of Directors is not necessarily a shareholder of the Company.

Article 33. Methods of election of members of the Board of Directors

1. A shareholder or group of shareholders owning 5% or more of the total number of common shares has the right to nominate people to the Board of Directors. Ordinary shareholders who form groups to nominate candidates to the Board of Directors must notify the formation prior to the opening of the General Meeting of Shareholders. A shareholder or group of shareholders holding from 5% to less than 10% of the total number of voting shares may nominate one (01) candidate; Between 10% and under 25% may nominate up to two (02) candidates; Between 25% and under 35% may nominate up to three (03) candidates; Between 35% and under 51% may nominate up to four (04) candidates; Between 51% and under 65% may nominate up to five (05) candidates; Between 65% and under 75%, may nominate up to six (06) candidates; 75% or more may nominate all of the candidates corresponding to the number of Board members to be elected.

2. In case the number of candidates to be members of the Board of Directors is still insufficient, the current Board of Directors may nominate more candidates or calls for nominations following a mechanism prescribed in the Company's regulation. The nomination mechanism or the procedures by which the current Board of Directors nominates candidates for the Board of Directors must be clearly announced and approved by the General Assembly of Shareholders prior to any nomination.

3. Where the candidate has been identified, information of candidates for the Board of Directors is included in the meeting documents and announced at least ten (10) days before the opening of the meeting on the company's website as shareholders can learn more about these candidates before voting. These candidates must have a written commitment on the truthfulness, accuracy and validity of the disclosed personal information and must pledge to perform honestly if elected member. Information regarding candidates to be announced must include at least the following contents:

- a) Full name, date of birth;
- b) Academic level;
- c) Qualification;
- d) Employment history;
- e) Companies in which the candidate holds the position of member of the Board of Directors and other management positions;
- f) An evaluation report on the candidate's contribution to the Company, if the candidate is currently a member of the Board of Directors of the Company;
- g) Benefits related to the Company (if any);
- h) Name of the shareholder or group of shareholders nominating the candidate (if any);
- i) Other information (if any).

Article 34. Methods of election of members of the Board of Directors

Voting to elect members of the Board of Directors must follow the cumulative voting method specified in Clause 3, Article 12 of this Regulation.

Article 35. Dismissal, removal and addition of members from/to the Board of Directors

1. The General Assembly of Shareholders dismisses a member of the Board of Directors in the following cases:

- a) Such member does not meet the criteria and conditions for being member of the Board of Directors in accordance with the provisions of the Law on Enterprises, Law on Securities or being prohibited by law from acting as a member of the Board of Directors;
- b) That member submits a written resignation letter to the head office of the Company and is approved;
- c) Other cases specified in the Company Charter.

2. The General Meeting of Shareholders removes a member of the Board of Directors in the following cases:

- a) Such member is absent and does not attend meetings of the Board of Directors continuously for six (06) months, except for force majeure cases;
- b) Other cases specified in the Company Charter.

3. When deeming necessary, the General Assembly of Shareholders decides to replace members of the Board of Directors; dismiss, remove members of the Board of Directors other than the case specified in Clause 1 of this Article.

4. The Board of Directors must convene a General Meeting of Shareholders to elect additional members of the Board of Directors in the following cases:

- a) The number of members of the Board of Directors is reduced by more than one third (1/3) compared to the number specified in the Company's Charter. In this case, the Board of Directors must convene the General Meeting of Shareholders within 30 days from the date on which the number of members is reduced by more than one third;
- b) The number of independent members of the Board of Directors is reduced to less than the ratio specified in point b, clause 1, Article 137 of the Law on Enterprises;
- c) Except for the cases specified at points a and b of this Clause, the General Assembly of Shareholders shall elect a new member to replace the member of the Board of Directors who has been dismissed at the nearest meeting.

Article 36. Announcement of election, dismissal and removal of members of the Board of Directors

Notice of appointment and dismissal of members of the Board of Directors must be made in accordance with the provisions of the Law on Securities on information disclosure.

Section 3. Order and procedures for holding meetings of the Board of Directors

Article 37. Regular and extraordinary Board of Directors meetings

1. The Chairperson/Vice Chairperson of the Board of Directors convenes regular and extraordinary meetings of the Board of Directors according to the form, order and procedures specified in Article 30 of the Company Charter and the Regulation on Operation of the Board of Directors.

2. Members must attend all meetings of the Board of Directors. A member may authorize another person to attend the meeting and vote if approved by a majority of the members of the Board of Directors. Authorization must be made in writing. Authorization documents are made in accordance with civil law and must clearly state the names of individuals to be authorized. The individual authorized to attend the meeting of the Board of Directors must present a written authorization before attending the meeting.

Article 38. Conditions for holding meetings of the Board of Directors

1. The first meeting of the Board of Directors shall be conducted only when there are at least three quarters (3/4) of the BoD members present in person or through their representatives (authorized persons).

2. In case of insufficient number of members attending the meeting as prescribed, the meeting must be re-convened within seven (07) days from the planned date of the first meeting. A re-convening meeting shall be conducted if more than half (1/2) of the Board members attend the meeting.

Article 39. Approval of resolutions of the Board of Directors

1. The Board of Directors approves the resolutions and decisions by complying with the approval of the majority of Board of Directors members present (over 50%), except as provided in Clause 2 of this Article. Where the number of votes for and against are equal, the vote of the Chairperson will be the decision vote.

2. The appointment, dismissal or hiring of the CEO must be approved by at least two thirds (2/3) of the members of the Board of Directors.

Article 40. Minutes of Meeting of the Board of Directors

1. Meetings of the Board of Directors must be recorded in minutes and may be recorded, recored and stored in other electronic forms. Minutes of a meeting of the Board of Directors must be made in Vietnamese and may also be made in a foreign language. In case there is a difference between the Vietnamese content and the foreign language content, the Vietnamese language content shall prevail. The meeting minutes must contain the following principal contents:

- a) Name, address of the head office, enterprise code number;
- b) Time and place of the meeting;
- c) Purpose, agenda and contents of the meeting;
- d) Full name of each member attending the meeting or the person authorized to attend the meeting and how to attend the meeting; full names of members not attending the meeting and reasons;
- e) Issues discussed and voted on at the meeting;
- f) Summary of opinions expressed by each member attending the meeting according to the order of events at the meeting;
- g) Voting results, clearly stating the members who agree, disagree and make no comment;
- h) The issue which has been passed and the corresponding rate of approval;
- i) Full names and signatures of all members of the Board of Directors attending the meeting, except for the case specified in Clause 2 of this Article.

2. In case the Chairperson, the person taking the minutes refuses to sign the meeting minutes but if all other members of the Board of Directors attend the meeting sign and have all the contents as prescribed at points a, b, c, d, e ,f, g and h, Clause 1 of this Article, this minutes shall take effect.

3. The Chairperson, the person recording the minutes and the people signing the minutes must be responsible for the truthfulness and accuracy of the content of the minutes of meeting of the Board of Directors.

4. The minutes of the Board of Directors meeting and documents used in the meeting must be kept at the Company's Head Office.

5. The chief governance officer is responsible for sending the minutes of the Board of Directors meeting to members of the Board of Directors, Board of Supervisors, and CEO.

Article 41. Announcement of resolutions and decisions of the Board of Directors

Resolutions and decisions of the Board of Directors must be notified to relevant parties, disclosed on the stock market in accordance with the provisions of the Company Charter and regulations of the law on securities.

Section 4. Sub-committees under the Board of Directors

Article 42. Roles, responsibilities, and authority of the sub-committees under the Board of Directors

1. The Board of Directors can establish and authorize action for subordinate sub-committees, namely Human Resources & Remuneration Sub-committee, Development Policy Sub-committee, Audit Sub-committee, Non-herbal Sub-committee. The Sub-committees are responsible for advising, consulting, making proposals, preparation of relevant issues at the BoD meeting and presents their opinions and proposals to the Board of Directors.

2. The establishment of sub-committees, specific responsibilities and authority of sub-committees under the Board of Directors are approved by the Board of Directors, in accordance with the Company Charter and relevant provisions of the law, and can be adjusted through official resolutions of the Board of Directors from time to time.

Article 43. Nomination, candidacy, election, and dismissal of members of the sub-committees under the Board of Directors

1. Members of the sub-committees may include one or more members of the Board of Directors and one or more external members as decided by the Board of Directors. The Head of the Sub-committee may not be a member of the Board of Directors. The Board of Directors needs to appoint an independent member of the Board of Directors to be the Head of the Human Resources & Remuneration Committee.

2. The nomination, candidacy, election and dismissal of members of the sub-committees under the Board of Directors according to the proposal, discussion and conclusion of the Board of Directors.

Chapter IV

THE BOARD OF SUPERVISORS

Section 1. Rights and obligations of the Board of Supervisors, responsibilities of members of the Board of Supervisors

Article 44. Rights and obligations of the Board of Supervisors

1. The Board of Supervisors supervises the Board of Directors and CEO in the management and administration of the company.
2. Checking the eligibility, legality, honesty and carefulness in the management and administration of business activities; systematics, consistency and appropriateness of accounting, statistical and financial reporting.
3. Appraise the completion, legitimacy and truthfulness of the company's report on business operation, annual and six-month financial statements, report on management evaluation of the Board of Directors and submit the appraisal report at the Annual General Meeting of Shareholders. Review contracts and transactions with related person under the approval authority of the Board of Directors or the General Assembly of Shareholders and make recommendations on contracts and transactions that require approval of the Board of Directors or the General Assembly of Shareholders.
4. Review, examine and evaluate the effectiveness and efficiency of the Company's internal control, internal audit, risk management and early warning systems.
5. Review the accounting books, accounting records and other documents of the Company, the management and administration of the Company's operations when deemed necessary or according to the resolution of the General Assembly of Shareholders or at the request of shareholders or groups of shareholders as prescribed in Clause 3, Article 12 of the Company Charter.
6. At the request of a shareholder or a group of shareholders specified in clause 3, Article 12 of the Company Charter, the Board of Supervisors shall conduct an inspection within 07 working days from the date of receipt of the request. Within 15 days from the date of completion of the inspection, the Board of Supervisors must report on the issues requested to be inspected to the Board of Directors and the requested shareholder or group of shareholders. The inspection by the Board of Supervisors as prescribed in this

Article must not interfere with the normal operation of the Board of Directors, nor disrupt the business operations of the Company.

7. Proposing the Board of Directors or the General Assembly of Shareholders to take measures to amend, supplement and improve the organizational structure of management, supervision and administration of business activities of the Company.
8. Immediately notify in writing to the Board of Directors, requesting the violator to stop the violation and take remedial measures when detecting that a member of the Board of Directors, CEO violates the provisions of Article 165 of the Law on Enterprises.
9. Attend and participate in discussions at the General Meeting of Shareholders, the Board of Directors and other meetings of the Company.
10. Using independent consultants, the Company's internal audit department to perform assigned tasks.
11. The Board of Supervisors may consult the Board of Directors before submitting reports, conclusions and recommendations to the General Assembly of Shareholders.
12. The right to be provided with information as prescribed in Article 171 of the Law on Enterprises.
13. Other rights and obligations as prescribed by the Law on Enterprises, the Company Charter and the resolution of the General Assembly of Shareholders.

Article 45. Responsibilities of members of the Board of Supervisors

1. Strictly comply with the law, the Company Charter, the General Assembly of Shareholders' resolutions and professional ethics in performing the assigned rights and obligations.
2. To perform the assigned rights and obligations honestly, carefully and in the best way to ensure the maximum legitimate interests of the Company.
3. Loyal to the interests of the Company and shareholders; not abuse their status and position and use information, know-how, business opportunities and other assets of the Company for personal gain or to serve the interests of other organizations and individuals.
4. Other obligations prescribed by Law on Enterprises and the Company Charter.
5. In case of violations specified in clauses 1, 2, 3 and 4 of this Article, causing damage to the Company or other people, the Supervisor shall be personally or jointly responsible

for compensating for such damage. Income and other benefits obtained by the Supervisor due to the violation must be returned to the Company.

6. In case it is detected that a Supervisor violates in the performance of assigned rights and obligations, the violation must be notified in writing to the Board of Supervisors; request the violator to stop the violation and remedy the consequences.

Article 46. Remuneration and other benefits of members of the Board of Supervisors

1. The salary, remuneration, bonus and other benefits of the Supervisors shall comply with the provisions of Article 172 of the Law on Enterprises and the Company Charter. Supervisors are entitled to salary, remuneration, bonus and other benefits as decided by the General Assembly of Shareholders. The General Assembly of Shareholders decides the total salary, remuneration, bonus and other benefits and the annual operating budget of the Board of Supervisors;

2. Supervisors are paid for meals, accommodation, travel, expenses for using independent consulting services at a reasonable rate. This total remuneration and expenses shall not exceed the total annual operating budget of the Board of Supervisors approved by the General Assembly of Shareholders, unless otherwise decided by the General Assembly of Shareholders.

3. Salary and operating expenses of the Board of Supervisors are included in the company's business expenses in accordance with the law on corporate income tax and other relevant laws, and must be made in a separate section in the report of company's annual financial statements.

Section 2. Term of office, number, composition, structure of members of the Board of Supervisors

Article 47. Term of office and number of members of the Board of Supervisors

1. The term of office of members of the Board of Supervisors shall not exceed five (05) years. A member of the Board may be re-elected for an unlimited number of terms.

2. The number of Supervisors in the Board of Supervisors must be from three (03) to five (05) members. Supervisors are appointed and dismissed by the General Assembly of Shareholders. The Board of Supervisors elects one of its members to be the Head of the Board of Supervisors on the principle of majority.

Article 48. Criteria and conditions for being a member of the Board of Supervisors

A member of the Board of Supervisors must meet the standards and conditions as prescribed in Article 169 of the Law on Enterprises, the Company Charter and do not fall into the following cases:

- a) Working in the accounting and finance department of the Company;
- b) A member or employee of an independent auditing company auditing the financial statements of the Company in the previous three (03) consecutive years.
- c) Being a person whose spouse, biological father, adoptive father, biological mother, adoptive mother, biological child, adoptive child, biological brother/sister are a member of BoD, CEO, or other management officers of the Company .

Article 49. Nomination, candidacy of members of the Board of Supervisors

1. Shareholders who hold voting shares have the right to add up the number of voting rights of each person to nominate candidates to the Board of Directors. A shareholder or group of shareholders holding from 5% to less than 10% of the total number of voting shares may nominate one (01) candidate; Between 10% and under 30% shall be entitled to nominate up to two (02) candidates; Between 30% and under 40% may nominate up to three (03) candidates; Between 40% and under 50% shall be entitled to nominate up to four (04) candidates; 50% or more may nominate all of the candidates corresponding to the number of members of Board of Supervisors to be elected.

2. In case the number of candidates to be members of the Board of Supervisors is still insufficient, the current Board of Supervisors may nominate more candidates or calls for nominations following a mechanism prescribed in the Company's regulation. This nomination mechanism or the procedures must be clearly announced and approved by the General Meeting of Shareholders prior to any nomination.

Article 50. Election of members of Board of Supervisors

Voting to elect members of the Board of Supervisors must follow the cumulative voting method specified in Clause 3, Article 12 of this Regulation.

Article 51. Dismissal and removal of members of the Board of Supervisors

1. The General Assembly of Shareholders dismisses a member of the Board of Supervisors in the following cases:

- a) No longer meet the criteria and conditions to be a Supervisor as prescribed in Article 169 of the Law on Enterprises and the Company Charter;
- b) That member is prohibited from acting as a Supervisor;
- c) There is a resignation letter sent to the head office of the Company;
- d) The member is mentally disturbed and other members of the Board of Supervisors has professional evidence that he or she is no longer capable of acting;

1. The General Assembly of Shareholders removes a member of the Board of Supervisors in the following cases:

- a) Failing to complete assigned tasks or works;
- b) That member is absent from meetings of the Board of Supervisors continuously for six (06) months, and during that time period, the Board of Supervisors does not allow the member to be absent and has ruled that the position of this person is vacant, except in case of force majeure;
- c) Repeated violations or serious violations of the Supervisor's obligations under the provisions of the Law on Enterprises and the Company Charter;
- d) Other cases according to the resolution of the General Assembly of Shareholders.

Article 52. Announcement on election, dismissal and removal of members of the Board of Supervisors

Announcement of election, dismissal and removal of Supervisors shall be made in accordance with the provisions of the Law on Securities on information disclosure.

CHAPTER V

CEO, CHIEF GOVERNANCE OFFICER

Section 1. CEO

Article 53. Roles, rights and responsibilities and obligations of CEO

1. CEO is the person who runs the day-to-day business of the Company and is under the supervision of the Board of Directors and is responsible to the Board of Directors and the law for the implementation of the rights and obligations assigned.

2. CEO has the rights, responsibilities and obligations as prescribed in Article 162 of the Law on Enterprises and the Company Charter.

Article 54. Salary and other benefits of CEO

2. The Company has the right to pay remuneration and bonus to the CEO according to business results and performance.

2. The salary, remuneration, bonus and other benefits of CEO are paid in accordance with Article 163 of the Law on Enterprises and the Company Charter.

Article 55. Term of office, criteria and conditions of CEO

1. The term of office of CEO is 05 (five) years unless the Board of Directors prescribes otherwise and the post may be reappointed. The appointment may be expired in accordance with the provisions of the labor contract.

2. Criteria and conditions of CEO:

CEO must meet the criteria and conditions prescribed in the Article 162 of the Law on Enterprise and the Company Charter.

Article 56. Appointment, signing of labor contracts, dismissal and removal of CEO

1. The Board of Directors will appoint a member of the Board of Directors or another person to be CEO and will sign a contract stating the salary, remuneration, benefits and other terms related to the recruitment. The information about salaries, allowances and benefits of CEO must be reported at the Annual General Meeting of Shareholders and stated in the annual report of the Company.

2. The Board of Directors may dismiss CEO when two thirds (2/3) or more of the members of the Board of Directors vote in favor (in this case, the vote of CEO is not counted) and appoint a new CEO. The dismissed CEO shall have the right to protest the dismissal at the nearest General Meeting of Shareholders.

Article 57. Announcement of appointment, dismissal, contract signing and contract termination for CEO

Announcement on the election, dismissal and removal of CEO in accordance with provision of the Law on Securities on information disclosure.

Section 2. Chief Governance Officer

Article 58. The term of office, criteria, rights and obligations of the Chief Governance Officer

The term of office, criteria, rights and obligations of the Chief Governance Officer are as prescribed in Article 34 of the Company Charter, Regulation on Operation of the Board of Directors.

The appointment and dismissal of the chief governance officer in accordance with the Company's regulations. Notice of election, dismissal and removal of chief governance officer in accordance with the provision of the Law on Securities on information disclosure

Chapter VI

COOPERATION OF ACTIVITIES BETWEEN THE BOARD OF DIRECTORS, CEO AND THE BOARD OF SUPERVISORS

Article 59. Procedures, processes of convening, notice of meeting invitation, recording of minutes, notification of meeting results between the Board of Directors, Board of Supervisors, and CEO

Chairperson of the Board of Directors or the person convenes the meeting shall send a notice of meeting and the accompanying documents to the Board of Supervisors members the same as to the members of the Board of Directors. The Board of Supervisors members shall have the right to attend the meetings of the Board of Directors; have the right to discuss, but not to vote.

Article 60. Notify resolutions and decisions of the Board of Directors to the Board of Supervisors and CEO

The chief governance officer must ensure that all copies of meeting minutes and resolutions of the Board of Directors are provided to the Board of Supervisors and CEO at the same time and in the same manner as for the members of the Board of Directors.

Article 61. Cases in which CEO and the Board of Supervisors propose to convene a meeting of the Board of Directors

1. CEO and the Board of Supervisors have the right to request to convene an extraordinary meeting of the Board of Directors according to the provisions of Clause 3, Article 30 of the Company Charter in a document stating the purpose of the meeting and the issues to be discussed.

2. Board of Directors meetings mentioned in Clause 1 of this Article must be conducted within seven (7) working days from the date of receipt of the meeting proposal. In case the Chairperson of the Board of Directors refuses to convene the meeting as proposed, the Chairperson shall be liable for any damage caused to the Company; persons who propose to hold a meeting shall have the right to replace the Board of Directors to convene a meeting of the Board of Directors.

Article 62. Report of CEO to the Board of Directors on the performance of assigned tasks and powers

CEO is responsible to the Board of Directors and the General Assembly of Shareholders for the performance of the assigned duties and powers and shall report to these bodies upon request.

CEO must manage the day-to-day business of the Company in accordance with the provisions of law, the Company Charter, the labor contract signed with the Company and the resolutions of the Board of Directors. In case of managing contrary to this regulation, causing damage to the Company, CEO must be responsible to the law and must compensate the Company for any damage.

Article 63. Issues CEO must report, provide information and consult the Board of Directors

CEO shall report, provide information and consult the Board of Directors on the following contents:

- a) On October 31 of each year, CEO shall submit to the Board of Directors for approval the detailed business plan for the next financial year on the basis of the requirements of the appropriate budget as well as the financial plan of the year;
- b) Propose to the Board of Directors measures to improve the operation and management of the Company;

- c) Provide the Board of Directors long-term, annual and monthly estimates of the Company (hereinafter referred to as estimates) for the long-term, annual and monthly management of the Company in accordance with the business plan;
- d) Recommend the number and types of management officers that the Company needs to hire so that the Board of Directors can appoint or dismiss when necessary to apply the best activities and the management structure proposed by the Board of Directors, and advising the Board of Directors on the salary, remuneration, benefits and other terms of the labor contract of management officers;
- e) Consult with the Board of Directors to determine the number of employees, wages, allowances, benefits, appointment, dismissal and other terms related to their labor contracts;
- f) Other contents as prescribed by the Law on Enterprises, the Company Charter and the Company's regulations.

Article 64. Coordination between the Board of Directors and the Board of Management

1. In the role of governance, the Board of Directors issues resolutions, decisions and other documents for CEO and the executive apparatus of the Company to implement. At the same time, the Board of Directors inspects and supervises the implementation of the documents issued by the Board of Directors;
2. The relationship between the Board of Directors and the Board of Management is the relationship between corporate governance and everyday executive works. In the process of performing the function of governance, the Board of Directors shall create good conditions for the Board of Management to perform the operating functions better under the provisions of the law and the Charter. The Board of Management shall create all necessary conditions for the Board of Directors members to perform assigned tasks;
3. For the annual meetings, half-yearly meetings of the whole the Company network, the Board of Management's meetings related to the development plan and strategy of the Company, the Company's quarterly meetings and other meetings related to the issues that need to be submitted to the Board of Directors or the Company's development strategy, the person who chair the meetings would have to invite the Chairperson to participate; Based on the contents of the meeting, the Chairperson may attend or appoint members of the Board of Directors to attend the meeting;

4. Upon detecting an urgent issues that are under the responsibility of the Board of Management, the members of the Board of Directors can directly communicate with the members of the Board of Management to settle in time.

5. CEO may refuse to implement the decision of Board of Directors if it is deemed unlawful, contrary to the Charter and contrary to the resolutions of the General Assembly of Shareholders, and shall immediately notify the Board of Directors and the Board of Supervisors;

6. Other than cases as prescribed in Clause 5 of this Article, in the process of implementing the resolutions and decisions of the Board of Directors, if CEO finds it is not beneficial to the Company, he must timely report to the Board of Directors and the Board of Supervisors to be resolved.

In case the Board of Directors does not adjust the resolution or decision, CEO still has to do it but has the right to reserve his opinion.

7. Members of the Board of Directors may request the CEO, Deputy CEO and managers appointed by the Board of Directors in the Company, its subsidiaries to provide information and documents on the financial, business activities of the Company, its subsidiaries, and its units. The managers, units who receive the request must provide timely, complete and accurate information and documents at the request of the members of the Board of Directors and ensure the compliance with current regulations on information security of the Company.

Article 65. Coordination between the Board of Directors and the Board of Supervisors

1. The Board of Directors and the Board of Supervisors are the Company management organizations; The relationship between the Board of Directors and the Board of Supervisors are the relationship between corporate governance and compliance controls.

2. The working relationship between the Board of Directors and the Board of Supervisors follows the principles of equality and independence. The Board of Directors and the Board of Supervisors are in close collaboration, often together to perform its authorities and duties under the provisions of the Charter and the law;

3. Chairperson of the Board of Directors or the Convener of BoD meeting would send a notice of meeting and the accompanying documents to the Board of Supervisors members the same as to the members of the Board of Directors. The Board of

Supervisors members shall have the right to attend the meetings of the Board of Directors; have the right to discuss, but not to vote.

4. All resolutions; Decisions and documents that are in general corporate governance nature issued by the Board of Directors shall be sent to the Board of Supervisors.

5. When receiving inspection records or general reports of the Board of Supervisors, the Board of Directors is responsible for reviewing and directing relevant departments to develop plans and make timely corrections.

Article 66. Coordination between CEO and the Board of Supervisors

1. CEO shall make periodical reports or at the request of the Board of Supervisors in accordance with the provisions of law, the Company Charter and other regulations.

2. CEO is responsible for creating all favorable conditions for the Board of Supervisors to access information and reports under CEO's authority and scope in the fastest time. In case of necessity, CEO may invite the Head of the Board of Supervisors or a member of the Board of Supervisors to attend the meeting of the Board of Directors or other meetings. When attending the meeting, the Head of the Board of Supervisors or a member of the Board of Supervisors can give opinion (if any). In this case, CEO ensures that the minutes of the meeting must be sent to the Board of Supervisors.

3. The reports of CEO submitted to the Board of Directors must be sent to the Head of the Board of Supervisors at the same time and in the same manner as sent to the members of the Board of Directors.

Chapter VII

ENFORCEMENT

Article 66 Enforcement

1. The internal regulation on corporate governance of Traphaco Joint Stock Company includes 07 chapters, and 66 articles and takes effect from the signing date.

2. In case relevant provisions of law and provisions of the Charter referred to in this Regulation are changed, supplemented or replaced, the new document shall apply.

3. The amendment and supplementation of this Regulation must be considered and decided by the General Assembly of Shareholders.

B/O. THE BOARD OF DIRECTORS

CHAIRMAN

Contents

CHAPTER I.....	1
GENERAL PROVISIONS	1
Article 1. Scope and subjects of regulation.....	1
Article 2. Interpretation of terms.....	1
Chapter II	2
GENERAL ASSEMBLY OF SHAREHOLDERS	2
Section 1. Rights and Obligations of the General Assembly of Shareholders	2
Article 3. Rights and Obligations of the General Assembly of Shareholders	2
Section 2. Order and procedures for the General Assembly of Shareholders to approve a resolution by voting at the General Meeting of Shareholders.....	3
Article 4. Authority to convene the General Meeting of Shareholders.....	3
Article 5. Compiling the list of shareholders entitled to attend the General Meeting of Shareholders and announcing the closing of that list	3
Article 6. Notice of convening the General Meeting of Shareholders	4
Article 7. Agenda and contents of the General Meeting of Shareholders.....	4
Article 8. Authorize a representative to attend the General Meeting of Shareholders.....	5
Article 9. Register to attend the General Meeting of Shareholders	5
Article 10. Conditions for holding the General Meeting of Shareholders	6
Article 11. The procedure of meeting and voting at the General Meeting of Shareholders	6
Article 12. Vote, count votes, announce vote counting results	6
Article 13. Conditions for the resolution of the General Meeting of Shareholders to be approved.....	7
Article 14. Object to a resolution of the General Meeting of Shareholders.....	8
Article 15. Minutes of the General Meeting of Shareholders	9
Article 16. Announcement of the Resolution of General Assembly of Shareholders.....	10
Article 17. The written opinions shall and shall not be allowed in the following cases	10
Article 18. Processes and procedures for the General Assembly of Shareholders to approve the Resolution in the form of written opinions	10

Section 4. Orders and procedures for the General Meeting of Shareholders to approve a resolution via the form of online conference	13
Article 19. Authority and notice to convene the General Meeting of Shareholders online	13
Article 20. Register to attend the General Meeting of Shareholders online	13
Article 21. Authorization for a representative to attend the online General Meeting of Shareholders.....	13
Article 22. Conduct Condition	13
Article 23. Approval of Resolutions of the online General Meeting of Shareholders	14
Article 24. Vote online	14
Article 25. Count votes online, announce vote-counting results	15
Article 26. Minutes of the General Meeting of Shareholders	15
Article 27. Announcement of the Resolution of General Assembly of Shareholders.....	15
CHAPTER III	15
THE BOARD OF DIRECTORS.....	15
Section 1. Roles, rights, obligations and responsibilities of the Board of Directors and members of the Board of Directors.....	15
Article 28. Roles, rights and duties of the Board of Directors	15
Article 29. Rights and obligations of members of the Board of Directors.....	15
Article 30. Remuneration, bonus and other benefits of members of the Board of Directors.....	16
Section 2. Nomination, candidacy, election, dismissal and removal of members of the Board of Directors	16
Article 31. Term of office and number of members of the Board of Directors	16
Article 32. Criteria and Conditions for Board Membership	17
Article 33. Methods of election of members of the Board of Directors	17
Article 34. Methods of election of members of the Board of Directors	18
Article 35. Dismissal, removal and addition of members from/to the Board of Directors	19
Article 36. Announcement of election, dismissal and removal of members of the Board of Directors.....	20
Section 3. Order and procedures for holding meetings of the Board of Directors.....	20
Article 37. Regular and extraordinary Board of Directors meetings	20
Article 38. Conditions for holding meetings of the Board of Directors.....	20
Article 39. Approval of resolutions of the Board of Directors	20

Article 40. Minutes of Meeting of the Board of Directors.....	21
Article 41. Announcement of resolutions and decisions of the Board of Directors.....	22
Section 4. Sub-committees under the Board of Directors.....	22
Article 42. Roles, responsibilities, and authority of the sub-committees under the Board of Directors.....	22
Article 43. Nomination, candidacy, election, and dismissal of members of the sub-committees under the Board of Directors.....	22
Chapter IV.....	23
THE BOARD OF SUPERVISORS	23
Section 1. Rights and obligations of the Board of Supervisors, responsibilities of members of the Board of Supervisors.....	23
Article 44. Rights and obligations of the Board of Supervisors	23
Article 45. Responsibilities of members of the Board of Supervisors	24
Article 46. Remuneration and other benefits of members of the Board of Supervisors	25
Section 2. Term of office, number, composition, structure of members of the Board of Supervisors	25
Article 47. Term of office and number of members of the Board of Supervisors	25
Article 48. Criteria and conditions for being a member of the Board of Supervisors	26
Article 49. Nomination, candidacy of members of the Board of Supervisors	26
Article 50. Election of members of Board of Supervisors	26
Article 51. Dismissal and removal of members of the Board of Supervisors	26
Article 52. Announcement on election, dismissal and removal of members of the Board of Supervisors	27
CHAPTER V	27
CEO, CHIEF GOVERNANCE OFFICER	27
Section 1. CEO.....	27
Article 53. Roles, rights and responsibilities and obligations of CEO.....	27
Article 54. Salary and other benefits of CEO	28
Article 55. Term of office, criteria and conditions of CEO	28
Article 56. Appointment, signing of labor contracts, dismissal and removal of CEO	28
Article 57. Announcement of appointment, dismissal, contract signing and contract termination for CEO	29
Section 2. Chief Governance Officer	29

Article 58. The term of office, criteria, rights and obligations of the Chief Governance Officer.....	29
Chapter VI.....	29
COOPERATION OF ACTIVITIES BETWEEN THE BOARD OF DIRECTORS, CEO AND THE BOARD OF SUPERVISORS	29
Article 59. Procedures, processes of convening, notice of meeting invitation, recording of minutes, notification of meeting results between the Board of Directors, Board of Supervisors, and CEO	29
Article 60. Notify resolutions and decisions of the Board of Directors to the Board of Supervisors and CEO	29
Article 61. Cases in which CEO and the Board of Supervisors propose to convene a meeting of the Board of Directors	30
Article 62. Report of CEO to the Board of Directors on the performance of assigned tasks and powers ..	30
Article 63. Issues CEO must report, provide information and consult the Board of Directors	30
Article 64. Coordination between the Board of Directors and the Board of Management	31
Article 65. Coordination between the Board of Directors and the Board of Supervisors.....	32
Chapter VII	33
ENFORCEMENT	33
Article 67 Enforcement.....	33