

Hanoi, Sep 12th, 2019

REGULATION
2019 EXTRA GENERAL MEETING OF SHAREHOLDERS
TRAPHACO JSC

To facilitate the organization of the 2019 extra General Meeting of Shareholders (*eGMS*) of Traphaco Jsc., and to instruct the (authorized) shareholders on how to exercise their voting rights, the Organizing Committee of the 2019 eGMS would like to announce the regulations at the General Meeting as follows:

I. COMMON COURTESIES

1. Shareholders and attorneys are required to sit at the right positions or in the area prescribed by the Organizing Committee;
2. Smoking inside the Great Hall is prohibited;
3. Private conversations or mobile phone usage is not allowed while the Meeting is in progress. All mobile phones must be switched to the silent mode or turned off.

II. VOTING

1. Principles

All the issues on the Agenda of the eGMS shall be voted by shareholders and attorneys by raising their Voting Cards. Each shareholder is given one Voting Card, which states the ID of shareholder and the number of shares he/she is entitled to vote (own and/or authorized) and the Card is issued with a notary stamp of Traphaco Jsc.

2. Method

Shareholders cast their votes (*affirmative, negative, blank or other opinion*) on an issue by using their voting cards. When voting on an issue, shareholders who cast an affirmative vote must raise their cards following the guidance of the Chairperson.

The members of the Vote Counting Committee will record the shareholders' ID and their corresponding number of voting shares when they vote affirmative/negative/blank/other opinions.

As soon as the voting on the contents presented at the General Meeting is completed, the Vote Counting Committee will conduct the vote counting process and after that, announce the results at the Meeting.

3. The voted contents and voting rules

- Each share (owned and/or authorized) represents one unit of vote.

By the shareholder list (*finalized on 27/8/2019*), the total number of shares of the Company is **41,453,673** (*Forty one million four hundred fifty-three thousand six*

hundred seventy three). The total number of shares of voting rights is 41,450,540 (Forty one million four hundred fifty thousand five hundred forty), equivalent to 41,450,540 (Forty one million four hundred fifty thousand five hundred forty) votes.

- The issues will be approved by the Meeting when shareholders or attorneys representing at least **65%** of the total votes of the meeting cast “affirmative” votes (except special cases when the larger majority is required, according to the Charter).

III. RESPONSIBILITIES OF THE CHAIRPERSON

1. Chair the Meeting in accordance with the Agenda, the regulations adopted by the eGMS. Adhere to the principles of democratic centralism and make decision by majority.
2. Instruct on how the Meeting will conduct the discussion and the voting on the issues within the Meeting’s Agenda and other related issues during the Meeting.
3. Address, according to his/her authorities, any problems that might arise during the Meeting.

IV. RESPONSIBILITIES OF THE SECRETARIAT

1. Fully and honestly record the entire contents and progress of the Meeting and all of the issues approved or unsolved by the eGMS in the Minutes of the eGMS;
2. Draft Resolutions on the issues adopted by the eGMS.

V. RESPONSIBILITIES OF THE COMMITTEE OF SHAREHOLDER'S STATUS VERIFICATION AND VOTE COUNTING

1. Verify the participants’ status, report and take responsibility for the result of participant verification at the eGMS.
2. Figure out the results of the voting on the issues voted at the Meeting.
3. Give timely notifications to the Secretariat and the eGMS on the voting results.

VI. MINUTES AND RESOLUTIONS OF THE eGMS

The Minutes and Resolutions of the eGMS must be read and approved before the end of the Meeting.

The above contents are the entire regulations of the 2019 extra General Meeting of Shareholders of Traphaco Jsc. The Organizing Committee looks forward to the eGMS’ approval.

Regards.

B/O BOARD OF DIRECTORS

CHAIRWOMAN

(signed)

Vu Thi Thuan

Recipients:

- 2019 eGMS;
- Members of BoD, Executive Board, Supervisory Board;
- Archive HC.

