TRAPHACO JSC

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, March , 2018

REGULATION
2018 ANNUAL GENERAL MEETING
TRAPHACO JSC

To facilitate the organization of the 2018 Annual General Meeting of Shareholders *(AGM)* of Traphaco Jsc., and to instruct the (authorized) shareholders on how to exercise their voting rights, the Organizing Committee of the 2018 AGM 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 AGM 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 12/3/2018)*, 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), equivalents 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, including:
  - Reports in 2017 (including the Results of business operations, Audited consolidated financial statements, Supervisory Board's Report);
  - The Direction and tasks of business operations in 2018;
  - The distribution of after-tax profit in 2017;
  - The estimated profit distribution in 2018; The plan of remuneration payments to BoD and Supervisory Board in 2018;
  - Authorize the BoD to select an auditing firm in 2018;
  - Authorize the BoD to negotiate the contracts with Traphaco CNC, Traphaco Hung Yen
  - Approve the audited results of the Vietnam Phamarceutical Factory;
  - Amend the Company Charter pursuant to Decree 71, Circular 95
  - Promulgate the Internal regulation on Corporate governance pursuant to Decree 71, Circular 95

III. DISCUSSION

1. Principles

- The discussion session is only conducted within the time limit and within the issues outlined on the Agenda of the Meeting;
- Shareholders voice their opinions directly at the AGM or complete the Question Note and submit it to the Secretariat;
- The Secretariat will arrange the Question Notes of shareholders by the submission order and give them to the Presidium.

2. Answering questions posed by shareholders

Based on the Question Notes of shareholders that are collected, arranged and submitted to the Presidium by the Secretariat, the Chairperson or a member of the Presidium designated by the Chairperson will address the questions of shareholders.

IV. RESPONSIBILITIES OF THE CHAIRPERSON

1. Chair the Meeting in accordance with the Agenda, the regulations adopted by the AGM. 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.

V. 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 AGM in the Minutes of the AGM;
2. Draft Resolutions on the issues adopted by the AGM.

VI. 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 AGM.
2. Figure out the results of the voting on the issues voted at the Meeting.
3. Give timely notifications to the Secretariat and the AGM on the voting results.

VII. MINUTES AND RESOLUTIONS OF THE AGM

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

The above contents are the entire regulations of the 2018 Annual General Meeting of Shareholders of Traphaco Jsc. The Organizing Committee looks forward to the AGM's approval.

Regards.

B/O. THE BOARD OF DIRECTORS
CHAIRWOMAN

(signed)

MSc. Vu Thi Thuan

Recipients:

- 2018 AGM;
- Members of BoD, Executive Board, Supervisory Board;
- Archive HC.