

Hanoi, April 14, 2023

**REGULATION**  
**2023 ANNUAL GENERAL MEETING**  
**TRAPHACO JSC**

To facilitate the organization of the 2023 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 2023 AGM would like to announce the regulations at the General Meeting as follows:

**I. COMMON COURTESIES**

1. Shareholders and attorneys are requested to sit at the right positions or in the area prescribed by the Organizing Committee;
2. Smoking inside the Great Hall is prohibited;
3. 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 (*agree, not agree, no comment*) on an issue by using their voting cards. When voting on an issue, shareholders who cast an 'agree' vote must raise their cards following the guidance of the Presidium and the Organizing Committee.

The members of the Election Committee will record the shareholders' ID and their corresponding number of voting shares when they vote agree/not agree/no comment.

As soon as the voting on the contents presented at the General Meeting is completed, the Election 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 (*at the record date 10/3/2023*), 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 need to be voted by the Meeting:
  - + ) approved by the Meeting when shareholders or attorneys representing at least **65% of the total votes** of the meeting cast ‘agree’ votes, including:
    - Reports of the year 2022 (BoD’s Report on the results of production and business activities in 2022; Activities of the Board of Directors in 2022, BoS’s report in 2022)
    - Audited Consolidated Financial Statements for 2022
    - The plan for distribution of profit after tax, payment of dividends and remuneration to the Board of Directors and the Board of Supervisors in 2022
    - The plan of production and business activities in 2023
    - Expected plan for profit distribution in 2023, remuneration for the Board of Directors and the Board of Supervisors in 2023
    - Authorize BoS to select an auditing firm in 2023
    - Assign BoD to review and approve the contracts with Traphaco CNC; Traphaco Hung Yen
    - Change of the content in the buginess registration
    - Minutes and Resolutions of AGM
  - + ) other issues that have not been mentioned (if any) as prescribed by current law.

### **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**

The Chairperson or a member of the Presidium designated by the Chairperson will address the questions of shareholders.

### **IV. RESPONSIBILITIES OF THE PRESIDIUM**

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 ELECTION COMMITTEE**

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 AGM.
3. Give timely notifications to the Secretariat and the AGM on the ballot-counting results, the election 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 2023 Annual General Meeting of Shareholders of Traphaco Jsc. The Organizing Committee looks forward to the AGM's approval.

*Regards.*

*Recipients:*

- 2023 AGM;
- BoD, BoS, BoM;
- Archive: BoD Office.

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



**Chung Ji Kwang**