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REGULATIONS

RE. THE ORGANIZATION OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

To: The 2025 Annual General Meeting of Shareholders

- Pursuant to the Law on Enterprises No. 59/2020/QH14, passed by the National Assembly of the Socialist Republic of Vietnam, 14th Legislature, on June 17, 2020;
- Pursuant to the Charter on the organization and operation of Hai An Transport and Stevedoring Joint Stock Company.

The 2025 Annual General Meeting of Shareholders of Hai An Transport and Stevedoring Joint Stock Company ("the Company") shall be organized in accordance with the following rules and procedures:

I. OBJECTIVES

- To ensure compliance with legal regulations.
- To guarantee the principles of transparency, democracy, and the legitimate rights of shareholders.

II. WORKING PROCEDURES AND VOTING RULES AT THE GENERAL MEETING

1. Shareholders and authorized representatives of shareholders holding voting shares (as per the final shareholder registration list dated May 29, 2025, provided by the Vietnam Securities Depository and Clearing Corporation) are entitled to attend the 2025 Annual General Meeting of Shareholders of the Company.
2. Upon registration for attendance, the Organizing Committee shall issue Voting Cards to shareholders or duly authorized representatives. Each Voting Card shall contain only the following information: full name, shareholder identification number, and total number of voting shares.
3. Upon completion of registration for participation in the General Meeting of Shareholders, the Organizing Committee shall issue a Voting Card and a Voting Ballot to each Shareholder or their duly authorized representative. Each Voting Card shall specify the following particulars: full name, shareholder identification code for the meeting, and the total number of voting shares held. Each Voting Ballot shall include: full name, shareholder identification code for the meeting, total number of voting shares, the specific issues subject to resolution at the General Meeting, and designated sections for the shareholder to indicate their voting preference as "Agree" "Disagree" or "Abstain"
4. All shareholders or shareholder representatives who have completed registration procedures are entitled to participate, express opinions on the agenda approved by the General Meeting,



and vote at the General Meeting. The General Meeting shall be convened when shareholders attending the meeting represent more than 50% of the total voting shares.

5. The 2025 Annual General Meeting of Shareholders (“AGM”) shall be presided over by the Chairperson of the Board of Directors (“BOD”) of the Company, who shall act as the Chair of the Meeting and appoint the Presidium and the Secretariat. Shareholders and their duly authorized representatives attending the Meeting shall comply with the instructions of the Chair to ensure the Meeting proceeds in an orderly, efficient, and lawful manner. Shareholders are required to maintain confidentiality, adhere to the prescribed procedures for the use and safekeeping of documents, and shall not copy, record, or disseminate any materials without the prior consent of the Chair. The Chair and the Secretary of the Meeting shall have the authority to take all necessary measures to conduct the Meeting in a proper, orderly fashion, in accordance with the approved agenda and in a manner that reflects the will of the majority of attending Shareholders.
6. Forms and Methods of Voting on Matters at the AGM:
 - a) Forms of Voting:
 - Voting by Raising Voting Cards: This method shall be used to approve matters such as: the Meeting Agenda; Rules of Order; the Presidium and Vote Counting Committee; the Meeting Minutes; the Meeting Resolutions; and other matters (if any) presented at the AGM.
 - Voting by Completing Voting Ballots: This method shall be used to approve Reports and Proposals submitted to the AGM.
 - b) Voting Procedure via Voting Ballots:
 - When voting by completing a Voting Ballot, for each item, the Shareholder shall select one of the three options: “Agree” “Disagree” or “Abstain”, pre-printed on the Ballot by marking (✓) or (x) in the chosen box and must sign the Ballot before submitting it into the ballot box.
 - In case of an error, the Shareholder shall cross out the incorrect mark, select the correct box, and sign next to the new selection. Erasures or smudges are not permitted.
 - A Voting Ballot shall be deemed valid if it satisfies all of the following conditions:
 - + It is in the prescribed format issued by the Organizing Committee and bears the Company’s official seal;
 - + It is free from erasures, alterations, tears, or damage, contains no additional content beyond the prescribed fields, and bears the signature and full handwritten name of the attending Shareholder;
 - + The vote on each item is valid if the Shareholder selects only one of the three voting options. Any vote not conforming to this rule shall be deemed invalid. Items left unmarked shall be considered as “Abstain.”
 - A Voting Ballot shall be deemed invalid if: it contains unauthorized additions; is not in the prescribed format issued by the Organizing Committee; lacks the Company’s official seal; or has been erased or altered. In such cases, all votes on the Ballot shall be considered invalid.
7. Resolution approval:
 - Resolutions of the General Meeting of Shareholders shall be passed when approved by shareholders representing at least 51% of the total voting shares of all attending shareholders.

- Regarding resolutions concerning the type and total number of shares offered for issuance; amendments or supplements to the Company's Charter; changes in business sectors and operational fields; corporate restructuring or dissolution; investments or asset disposals valued at 35% or more of the total asset value recorded in the latest financial statements of the Company, approval must be obtained from shareholders representing at least 65% of the total voting shares of all attending shareholders.
- The contents of the 2025 Annual General Meeting of Shareholders shall be fully recorded by the Secretariat in the Meeting Minutes. The Meeting Minutes shall serve as the basis for drafting the Resolution of the 2025 Annual General Meeting of Shareholders, which shall be approved before closing.

Respectfully submitted!

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**



VU THANH HAI

