HOANG HUY INVESTMENT FINANCIAL SERVICES JOINT STOCK COMPANY

Business Registration Certificate No. 0200117929 issued by the Department of Planning and Investment of Hai Phong City on 25/12/2007; Registration of changes for the 19th time on 13/01/2025

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ORGANIZATIONAL REGULATIONS
ANNUAL GENERAL MEETING OF SHAREHOLDERS FOR FISCAL YEAR 2025
OF HOANG HUY INVESTMENT FINANCIAL SERVICES JOINT STOCK COMPANY

CHAPTER I
GENERAL PROVISIONS

Article 1. Scope of application

1. This Regulation applies to the organization of the Annual General Meeting of Shareholders for the fiscal year 2025 of Hoang Huy Investment Financial Services Joint Stock Company (hereinafter referred to as the "General Meeting" or "General Meeting of Shareholders") in the form of an online General Meeting and voting by electronic voting of shareholders at the online General Meeting meeting.
2. This Regulation specifies the rights and obligations of shareholders and parties participating in the General Meeting, conditions and modes of conducting the General Meeting.
3. Shareholders, shareholders' representatives and participating parties shall comply with the provisions of this Regulation.

Article 2. Interpretation of terms

1. **Company** or **TCH**: Hoang Huy Investment Financial Services Joint Stock Company (Stock Code: TCH).
2. **Shareholder**: Being the owner of at least one share of Hoang Huy Investment Financial Services Joint Stock Company, being on the list of shareholders entitled to attend the General Meeting of Shareholders closing date: 20/06/2025 provided by the Vietnam Securities Depository and Clearing Corporation (VSDC) or being a person duly authorized by shareholders and having been granted an access account by the Company to register to attend the Online General Meeting, electronic voting.
3. **Online General Meeting**: It is a meeting of the General Meeting of Shareholders held through the application of modern information technology solutions to transmit the audio and/or image of the General Meeting, allowing shareholders in different locations to attend, follow, discuss and vote on the issues of the meeting.
4. **Online Conference Venue**: Includes the main venue and other venues. In particular, the main venue is where the Chairman attends and chairs the meeting, other locations are where shareholders log in to the online system with the access account provided by TCH to attend the online General Meeting.
5. **Electronic voting**: It is the voting of shareholders or authorized representatives of shareholders at the General Meeting of Shareholders in the form of voting on the online system.
6. **Online system**: means the application/software system/website used by the Company to serve the organization of the online General Meeting of Shareholders and/or electronic voting.
7. **Online registration to attend the General Meeting**: It is the use of an appropriate information channel by shareholders to inform the Company that they or their representatives will attend the General Meeting.
8. **Login information**: Include the Username/ID and Password in the Meeting Invitation Letter or OTP code sent to the phone number of the shareholder or the phone number of the authorized person. The password

and OTP code are uniquely provided by the Company to each shareholder or authorized shareholder in the Meeting Invitation Letter or the phone number of the shareholder or authorized shareholder.

9. **Opening time of the online system**: It is the starting time for shareholders to access and read the documents of the General Meeting. The time to vote on the contents of the Congress shall comply with the regulations of the Organizing Committee of the Congress.
10. ***Time to open the voting gate***: It is the starting time for shareholders to vote on the contents to be voted on at the General Meeting.
11. ***System closure/voting gate closing*** time: It is the time when the online system closes access, locks voting, etc. according to the announcement of the Organizing Committee of the Congress.
12. **The abbreviations have the following meanings**: General Meeting of Shareholders/General Meeting of Shareholders; Board of Directors: Board of Directors; BKS: Supervisory Board.

CHAPTER II

CONDITIONS FOR ATTENDING THE CONGRESS

Article 3. Conditions for attending the Congress

Individual shareholders or authorized representatives of shareholders who are organizations named in the list of shareholders on the closing date of the right to attend the General Meeting have the right to directly attend the General Meeting or duly authorize other persons to attend the General Meeting and have been granted access accounts by the Company to register to attend the General Meeting in accordance with the provisions of the Regulation and the provisions of law.

Article 4. Forms of participation in the Congress

Shareholders are considered to attend the General Meeting of Shareholders in the following cases:

1. Each shareholder will be provided with an access account and password to log in to the Online System. Shareholders' access accounts will be encrypted to ensure the authentication of the participant's status. The Company notifies shareholders of the access account and password at the Meeting Invitation Letter.
2. Shareholders who register to attend the meeting online will be verified to attend the General Meeting of Shareholders and are considered to attend and vote at the General Meeting if the Shareholders have completed the login with the Username and password/OTP provided by the Company.
3. The Organizing Committee of the General Meeting shall open the online system so that shareholders can access the system, view documents, and vote 12 (twelve) hours in advance by the expected time of the opening of the General Meeting.

CHAPTER III

RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND PARTIES PARTICIPATING IN THE GENERAL MEETING

Article 5. Rights and obligations of shareholders or authorized representatives

1. Rights of shareholders or authorized representatives:

a. Shareholders or authorized representatives are entitled to attend the General Meeting and vote on all issues of the General Meeting in accordance with the provisions of the Law on Enterprises and relevant legal documents.

b. Shareholders who attend the online General Meeting shall log in to the online system at the address: **tch.bvote.vn** to attend the General Meeting and vote on issues at the General Meeting. Shareholders can log in through the following forms:

- *Use the login code (ID) and OTP code to log in to the system;*
- *Use the login code (ID) and password in the Invitation to sign in to the system.*

- ✓ The login code (ID) of the shareholder is: Identity card number; Citizen ID card number; Enterprise code; Foreign investor code.
- ✓ After the shareholder logs in to the system, the OTP code is sent to the phone number of the shareholder or the phone number of the authorized person.
- ✓ In case the shareholder changes the phone number, contact the Company to update the new phone number.
- ✓ In case the shareholder changes personal information, contact the depository member where the shareholder opens the account to update. For shareholders who have not yet deposited, contact the Company for updates.
- ✓ Password: Notified to shareholders at the Meeting Invitation Letter.

c. Shareholders and shareholders' representatives have the right to attend the General Meeting and participate in voting on the next issues of the General Meeting. The congress is not responsible for stopping and re-voting on approved issues and the validity of previously conducted voting rounds will not be affected.

d. In case it is not possible to attend the General Meeting, shareholders may authorize others to attend and vote on matters under their jurisdiction. This authorization can be done online on the System and at the same time the shareholders complete the Power of Attorney according to the form of the Company. When a shareholder authorizes another person to attend the General Meeting with a Power of Attorney, the following provisions shall apply:

- *For individual shareholders, the authorization document must be signed by the shareholder and the person authorized to attend the meeting.*
- *For shareholders who are organizations, the power of attorney must be signed by the head of the organization/legal representative of the organization, affixed with the seal of the organization, full name of the signatory and the signature of the person authorized to attend the meeting.*
- *Accordingly, with the authorized representative, if the authorized party is not a shareholder of TCH, after receiving a valid authorization, TCH will provide the login name and access password to the authorized party for the authorized representative to perform the rights and obligations according to the authorized contents. TCH provides login information to the authorized representative via email or other forms according to the registered information of the shareholder. Shareholders are fully responsible for the authorization information sent to TCH. Persons authorized to attend the Congress must comply with the provisions of this Regulation, be under the control of the Presidium and respect the results of work at the Congress.*
- *In case the authorized person is a shareholder of the Company, after the authorized party completes the authorization procedures, the number of shares of the authorized party will be accumulated into the number of shares of the authorized party when attending the General Meeting. The authorized party has the right to vote according to the total number of shares or vote according to each number of shares that it has been authorized to do.*

2. Obligations of shareholders or authorized representatives:

a. During the General Meeting, shareholders must comply with the guidance of the Chairman of the General Meeting, behave civilly, politely and keep order.

b. The costumes of shareholders and delegates ensure politeness and solemnity.

c. Shareholders attending the meeting through the online system are obliged to:

- *Prepare and use appropriate online meeting equipment with internet connection to ensure that the progress of the online Congress can be monitored.*

- *Attend and vote on all contents and programs of the Congress.*
- *Confidentiality of information related to the access account such as: name, other identifiers (if any) of the access account and login password that the Company provides to shareholders according to the Meeting Invitation Letter to ensure that only shareholders have the right to attend the meeting on the Online System, except for the case of providing the authorized representative to attend the meeting of shareholders. Shareholders are responsible for ensuring that the authorized representative will comply with the provisions of this Clause in the same way as shareholders.*
- *Responsible for all risks and disputes related to attending meetings with shareholders' access accounts on the online system. The implementation of attending meetings and voting on the Online System with the correct password and/or other identifying factors will be automatically considered as the will of shareholders.*
- *It is necessary to regularly update accurate, complete and truthful information on phone numbers, contact addresses, and email addresses at the securities depository to ensure receipt of access account notifications and take full responsibility for these registered information.*
- *Strictly abide by the Regulation on organization of the Congress, respect the results of work at the Congress.*

Article 6. Rights and obligations of the Shareholder Qualification Inspection Board

1. The Shareholder Qualification Examination Committee consists of 01 Head and a number of members appointed by the Organizing Committee of the General Meeting. The Shareholder Qualification Examination Board has the function of checking the status of shareholders or authorized representatives to attend the General Meeting: Checking and certifying the eligibility of shareholders to attend the General Meeting online in accordance with the provisions of law, the Company's Charter and this Regulation; Report to the General Meeting on the results of the examination of the eligibility of shareholders to attend the General Meeting.
2. Inspection method: The Inspection Committee shall certify the status of shareholders based on the login information from the accounts of shareholders as a basis for determining the number of shareholders attending the online General Meeting.
3. The Board for Examination of Shareholder Status has the right to set up a assisting department to complete the Board's tasks.

Article 7. Presidium and Chairman of the Congress

1. The Presidium of the Congress voted and approved by the Congress consists of the Chairman of the Congress and a number of members, with the function of controlling the Congress.
2. Rights and obligations of the Presidium:

a. To administer the activities of the session according to the program approved by the Congress. To carry out the necessary work for the General Meeting of Shareholders to take place in an orderly manner; meeting the wishes of the majority of shareholders attending;

b. Appointing one or several persons to be the Secretary of the meeting and recommending to the Congress to elect the Vote Counting Committee;

c. Guide the discussion at the meeting;

d. Submit a draft of necessary contents for the Congress to vote on;

e. Respond to issues requested by shareholders or appoint respondents.

3. The Chairman's decision on the order, procedures or events arising outside the agenda of the Congress shall be of the highest judgment.
4. The Chairman conducts such work as is deemed necessary to control the General Meeting in a valid and

orderly manner, or for the General Meeting to reflect the wishes of the majority of shareholders present.

5. Without consulting the General Meeting, the Chairman may at any time postpone the General Meeting to another time (in accordance with the provisions of the Law on Enterprises and the adopted Charter) and at another location decided by the Chairman if he finds that:

a. Acts of those present obstructing or likely to obstruct the orderly development of the meeting; or

b. The postponement is necessary for the work of the Congress to be carried out in a valid manner.

Article 8. Rights and obligations of the General Assembly Secretariat

1. The Secretariat of the Congress consists of 01 Head and a number of members appointed by the Presidium.
2. The Secretariat of the Congress shall perform assisting tasks as assigned by the Chairman such as: Taking notes on the progress of the Congress meeting, honestly, accurately and fully reflecting the contents of the Congress in the Minutes and Resolutions of the Congress; presenting to the Congress the Minutes and Resolutions of the Congress; receive comments and discussions of shareholders and transfer them to the Presidium of the General Meeting for the Presidium to give feedback to shareholders.

Article 9. Rights and obligations of the Vote Counting Board

1. The vote counting committee consists of 01 Head and a number of members and is voted on by the Congress at the proposal of the Presidium.
2. The Vote Counting Board has the right to set up an assisting department to complete its tasks.
3. The vote counting committee has the following tasks:

a. Instructions for shareholders on how to log in, vote and vote at the Online General Meeting.

b. Record the voting results of shareholders and shareholders' representatives on issues approved at the General Meeting;

c. Summarize and report to the Presidium the results of voting on issues of the Congress;

d. Summarize the results of vote counting and make a record of vote counting and election votes through the contents to be submitted to the General Meeting of Shareholders;

e. Report on the results of counting votes and election votes before the Congress;

f. Handing over the vote counting minutes to the Chairman or Secretary of the Congress;

g. Together with the Presidium of the General Meeting, consider and settle complaints and denunciations about voting results, election results (if any) and report to the General Meeting of Shareholders for decision;

h. Perform other assigned tasks.

CHAPTER IV

ORDER OF CONDUCT OF THE CONGRESS

Article 10. Conditions for conducting the General Meeting

The General Meeting is conducted when the number of shareholders attending the meeting represents more than 50% of the total number of votes, according to the closing list of VSDC. The Shareholder Qualification Examination Committee announces the number of shareholders attending, the total number of voting shares and the participation rate so that the General Meeting can proceed according to regulations.

Article 11. Method and Order of the Congress

1. The congress is expected to take place in 1/2 day.
2. The General Meeting will in turn discuss and approve the contents stated in the General Meeting of Shareholders.

3. Shareholders attending the terminal must ensure an internet connection during the General Meeting and only open the microphone when invited to speak.

Article 12. Programs and working contents of the Congress

1. The agenda and contents of the meeting of the General Meeting must be approved by the General Meeting of Shareholders right at the opening part and the time for each content in the meeting must be clearly determined.
2. In case during the organization of the meeting, if the Chairperson proposes to change the agenda and content of the meeting, the changes must be approved by the Congress.

Article 13. Discussion and questioning at the Congress

1. The discussion shall only be carried out within the prescribed time and within the scope of the issues presented in the content program of the General Meeting of Shareholders.
2. Based on the number of shareholders attending the meeting and the permitted duration of the meeting, the Presidium of the General Meeting may choose the method of controlling the meeting. Shareholders shall discuss under the guidance of the Chairman during the online General Meeting in the form of online discussion and questioning with the consent of the Presidium or send questions to the Presidium of the General Meeting through the online system. At the same time, only one shareholder has the right to speak. In case many shareholders have opinions at the same time, the Chairman will invite each shareholder to present his/her opinions according to the content of the discussion.
3. Shareholders made brief speeches and focused on the right key contents to be discussed, in accordance with the approved agenda of the General Meeting. The content of shareholders' proposals must not violate the law, be related to personal matters or exceed the authority of the enterprise. The Chairman of the General Meeting has the right to remind or request shareholders to focus on the key content to be spoken in order to save time and ensure the quality of discussions.
4. The General Meeting agreed that the total duration of a shareholder's speech shall not exceed 3 minutes/time. If this time period is exceeded, the Chairman of the General Meeting may request shareholders to make questions and proposals in writing, the Secretariat of the General Meeting will record and the Board of Directors within the scope of its competence will reply in writing to shareholders as soon as possible.

Article 14. Approval of the Decision of the General Meeting of Shareholders

The approval of the decision of the General Meeting of Shareholders on reports and submissions at the General Meeting is specified as follows:

1. For the contents specified in Clause 1, Article 148 of the Law on Enterprises, the contents shall be approved when at least 65% of the votes of the shareholders participating in the voting are in favor.
2. The remaining contents are approved when the number of shareholders representing more than 50% of the voting votes of the shareholders participating in the vote is approved.
3. The proportion of voting options is calculated on the total number of valid voting votes of shareholders participating in voting according to each content. Shareholders who attend the General Meeting but do not participate in voting *(may not participate in voting in the whole or do not participate in voting on one or more contents),* the number of shares of such shareholder shall not be counted in the total number of voting votes and shall not be counted in such non-voting contents.

Article 15. How to vote to approve the contents at the online General Meeting of Shareholders

1. Voting time:

a. The time when shareholders can start accessing the online system to conduct electronic voting is made 12 (twelve) hours before the opening of the General Meeting, i.e. **from 20:30 on July 23, 2025** until the

Presidium announces the end of voting.

b. Electronic voting can be done before the General Meeting of Shareholders takes place and/or at the General Meeting of Shareholders.Shareholders have the right to vote from the time of opening the system to before the end of voting according to the notice of the Presidium.

2. How to vote:

When voting electronically on the online system, shareholders must comply with the obligations specified at Point c, Clause 2, Article 5 of this Regulation. Each shareholder logs in to the Online System through the access account provided by the shareholder at the Meeting Invitation and casts a vote on the Online System. The access guide is posted on the Company's website.

3. Voting method:

a. Method of voting to approve the procedures for opening the Congress, Reports and Submissions, Minutes and Resolutions of the Congress:

- *The shareholder or the authorized representative of the shareholder decides to vote by checking 01 of 03 boxes corresponding **to "Approve", "Disapprove", "No opinion"** for each content and press **the "Submit vote"** button to save and send the voting results to the system. This voting method is used to approve the Presidium, the Secretariat, the Vote Counting Committee, the Regulation on Organization of the Congress, Reports and Submissions at the Congress, Resolutions and Minutes of the Congress, and other contents.*
- *Shareholders or their authorized representatives cannot change the voting results after they have successfully submitted them to the System. For voting contents that are changed or arising during the time of the General Meeting, shareholders or authorized representatives of shareholders shall vote again/vote on additional contents for such changes and arising contents. In case shareholders are unable to re-vote/vote additionally, such changes shall be considered as shareholders not participating in voting.*

b. Election voting method (vote accumulation):

- *Shareholders or authorized representatives of shareholders decide to vote in the form of entering the number of votes for each corresponding candidate or clicking vote evenly to evenly divide the total number of voteable votes of each shareholder among the candidates. (Total number of votes to be elected = Total number of shares held or represented by shareholders * Number of elected members).*
- *The total number of votes cast in each box must be less than or equal to the total number of votes that can be cast. In case shareholders do not choose any number of votes, the system will record the vote as **"0 votes"**.*

4. Other regulations on voting:

a. The voting results of shareholders or authorized representatives of shareholders are a summary of voting results recorded at the end of voting announced by the Chairman at the General Meeting of Shareholders. From the time of the end of voting for each content of the General Meeting of Shareholders, the online system will be locked and shareholders and authorized representatives of shareholders cannot vote on the locked contents. The voting results according to each content will be reported to the Congress by the Vote Counting Committee immediately after the completion of the vote counting.

b. After the voting period ends, shareholders will know the voting results for each content announced by the Presidium or the Vote Counting Committee.

c. When administering the General Meeting, the Chairman must notify the end time of voting on the System for shareholders to exercise their rights. In case shareholders have problems with voting on the System, they can contact the support addresses specified in the Meeting Invitation Letter for guidance and support in completing the voting. From the time the System closes the voting content, shareholders have no right to change any voting content, the voting results of the majority are recorded on the System as the final

result and the Company is exempt from responsibility for the voting results of shareholders when shareholders have duly logged in and voted on the System.

d. Validity of voting papers: Valid voting papers are voting papers of shareholders or authorized representatives of shareholders who participate in voting, choose the voting plan and complete the submission to the online system. The voting result is calculated on the total number of valid voting shares of each content.

e. In case shareholders successfully log in to attend the online General Meeting but do not select any opinion *(do not check any box), the* system will record that the shareholder did not participate in the voting of that content.

Article 16. Minutes of the General Meeting of Shareholders

1. The meeting of the General Meeting of Shareholders must be recorded in minutes and may be recorded in audio or recorded and stored in other electronic forms. The minutes must be made in Vietnamese and contain the following principal contents:

a. Name, address of the head office, enterprise code;

b. Time and place of the General Meeting of Shareholders;

c. Program and content of the meeting;

d. Full name of the Chairman and Secretary;

b. Summary of the meeting and comments at the General Meeting of Shareholders on each issue in the meeting agenda;

a. Number of shareholders and total number of voting votes of shareholders participating in voting, appendix to the list of shareholders and representatives of shareholders participating in voting with the corresponding number of votes;

b. The total number of votes for each voting issue, clearly stating the voting method, the total number of valid votes, invalid, in favor, against and without opinions; the corresponding ratio to the total number of voting votes of shareholders participating in voting;

c. The issues that have been passed and the percentage of votes passed respectively;

d. Signatures of the Chairman and Secretary.

2. The minutes of the General Meeting of Shareholders must be completed and approved before the end of the meeting.

3. The Chairman and the Secretary of the Congress must be jointly responsible for the truthfulness and accuracy of the contents of the Minutes.

4. The minutes of the General Meeting of Shareholders shall be published on the Company's website within twenty-four (24) hours.

The minutes of the General Meeting of Shareholders shall be considered as authentic evidence of the work carried out at the meeting of the General Meeting of Shareholders unless there is an objection to the contents of the Minutes issued in accordance with the prescribed procedures within ten (10) days from the date of sending the Minutes.

CHAPTER V

MISCELLANEOUS

Article 17. In case the organization of the General Assembly meeting is unsuccessful

1. In case the Annual General Meeting of Shareholders in the fiscal year 2025 is not eligible to be conducted according to the provisions of the Law on Enterprises, the convening of the second meeting must be carried out within 30 days from the date on which the General Meeting is intended to be opened. The

meeting of the Second General Meeting is conducted when the number of members attending the meeting is shareholders and authorized representatives representing at least 33% of the total votes.

2. In case the 2nd convened meeting does not meet the conditions for conducting as prescribed in Clause 1 of this Article, it may be convened for the 3rd time within 20 days from the date the second meeting is scheduled to be opened. In this case, the meeting of the General Meeting of Shareholders shall be conducted regardless of the total number of votes of the shareholders attending the meeting.

CHAPTER VI

IMPLEMENTATION TERMS

Article 18. Enforcement Terms

1. This Regulation consists of 6 Chapters, 18 Articles and takes effect immediately after being voted and approved by the General Meeting of Shareholders.
2. The Chairperson shall be responsible for administering the Congress under this Regulation.
3. Shareholders or authorized representatives and persons attending the General Meeting shall be responsible for implementing the provisions of this Regulation.

PRESIDENT

DO HUU HA