

HaNoi, Aug 17, 2026

WORKING REGULATIONS
Extraordinary General Meeting of Shareholders 2026
Vinacomin Investment, Trade and Service Joint Stock Company

Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;

Pursuant to the Charter of Vinacomin Investment, Trade and Service Joint Stock Company;

The Board of Directors of Vinacomin Investment, Trading and Service Joint Stock Company hereby issues the Working Regulations for the 2026 Extraordinary General Meeting of Shareholders, with the following content:

Chapter I
GENERAL PROVISIONS

Article 1: Subjects and scope of application

1. This Regulation prescribes the procedures for organizing the 2026 Extraordinary General Meeting of Shareholders of Vinacomin Investment, Trading and Service Joint Stock Company, as well as the rights and obligations of shareholders attending the meeting.

2. The Company's shareholders and the subjects attending the meeting are responsible for complying with the provisions of this Regulation.

Article 2: Order of the General Meeting

1. Shareholders attending the General Meeting when entering the meeting room must sit in the correct position or area as prescribed by the General Meeting Organizing Committee, complying with the arrangement of the position of the Organizing Committee.

2. Do not talk privately, do not use mobile phones during the General Meeting, all mobile phones must be turned off or set to vibrate mode (no ring tone).

3. Shareholders/shareholder representatives are responsible for attending the General Meeting of Shareholders from the beginning of the meeting until the end of the meeting. In case any shareholder/shareholder representative has to leave the meeting before the end of the meeting due to force majeure, that shareholder/shareholder representative is responsible for contacting the

Organizing Committee to notify in writing his/her opinion on the issues to be voted at the General Meeting. In case a shareholder/shareholder representative leaves the meeting before the end of the meeting without notifying the Organizing Committee, that shareholder is considered to have agreed to all the issues to be voted at the General Meeting.

Article 3: Rights of shareholders when attending the meeting

1. Receive an invitation to the meeting from the Organizing Committee along with the Conference Regulations.
2. Be able to attend the conference in person or authorize a representative to attend the conference and express opinions and vote on issues listed in the conference agenda.
3. Be issued ballots/voting cards corresponding to the number of voting shares that the shareholder registers to own or represents (For example, a shareholder's vote/votes are recorded as 10,000 shares, meaning that shareholder has 10,000 voting rights).
4. Provide written comments in advance to the Organizing Committee for synthesis, or for direct discussion at the meeting.
5. Shareholders who arrive late at the meeting have the right to register to attend immediately and then have the right to participate and vote immediately at the meeting; but do not have the right to participate and vote on the contents previously approved by the meeting when the shareholder is not present (the validity of such voting sessions will not be affected).

Article 4: Obligations of shareholders when attending the meeting

1. Comply with the provisions of this Charter.
2. Respect the executive authority of the Chairman of the meeting and respect the voting results of the meeting conducted in a valid manner.
3. Be responsible for all travel and accommodation expenses to attend the meeting.
4. Bring the meeting invitation along with the authorization letter (in case of authorization) and the original ID card or passport, and present it to the shareholder qualification verification committee.

Article 5: Rights and obligations of the Shareholder Qualification Examination Board and the Voting/Casting Board.

1. The shareholder qualification inspection committee established by the General Meeting Organizing Committee is responsible for:
 - Checking whether the shareholders attending the meeting are complete and have the correct composition.
 - Reporting to the General Meeting on the results of the shareholder qualification inspection.

2. The ballot counting committee consists of 3 members introduced by the Chairman for election by the General Meeting.

The ballot counting committee is responsible for: Making a record of the results of the vote counting/voting cards of shareholders on issues approved at the General Meeting; promptly reporting to the Chairman of the General Meeting and to the General Meeting on the results of the vote counting.

Article 6: Rights and responsibilities of the Chairman

The Chairman of the Board of Directors of the Company is the Chairman of the meeting or authorizes another member of the Board of Directors to be the Chairman. The Chairman of the meeting has the following rights and responsibilities:

1. Conduct the meeting in accordance with the agenda and regulations approved by the General Meeting. The Chairman works according to the principle of democratic centralism and makes decisions by majority vote.

2. Guide the Congress to discuss and vote on issues within the agenda of the Congress and related issues throughout the Congress.

3. The Chairman has the right to take necessary measures to control the meeting in a reasonable, orderly manner, in accordance with the approved agenda and reflecting the wishes of the majority of shareholders attending the Congress.

4. The Chairman of the General Meeting has the right to:

- Request all attendees to submit to inspection and other security measures.
- Request the competent authority to maintain order of the General Meeting; expel from the General Meeting of Shareholders those who do not comply with the chairman's authority, intentionally disrupt order, prevent the normal progress of the General Meeting or do not comply with security inspection requirements.

5. The Chairman has the right to postpone the General Meeting of Shareholders with the required number of registered shareholders to another time or change the meeting location, specifically as follows:

5.1. Regarding the postponement of the General Meeting of Shareholders:

The Chairman has the right to postpone the General Meeting of Shareholders with the required number of registered shareholders in the following cases:

- The meeting location does not have enough convenient seats for all attendees.
- There are attendees who obstruct or disrupt the order, which risks making the meeting not be conducted fairly and legally.

The maximum postponement period shall not exceed 3 days from the date the meeting is scheduled to open.

5.2. Regarding the change of the location of the General Meeting of Shareholders:

The Chairman has the right to change the location of the General Meeting of Shareholders that has had enough registered shareholders in the following cases:

- The meeting location is too large but the number of shareholders attending the meeting is too small.

- The new meeting location must be arranged no more than 100m from the old meeting location.

- The time to change the location must not exceed 30 minutes.

6. Resolve other issues arising during the General Meeting. The Chairman's decision on the issue of order, procedures or events arising outside the agenda of the General Meeting of Shareholders will be of the highest judgment.

Article 7: Responsibilities of the General Meeting Secretariat

1. The General Meeting Secretary is appointed by the Chairman and is responsible for recording fully and truthfully all the contents of the General Meeting and the issues that have been approved or noted by the shareholders at the General Meeting.

2. Drafting the General Meeting Minutes and Resolutions on the issues approved at the General Meeting.

Chapter II

CONDUCTING THE CONGRESS

Article 8: Expressing opinions at the congress

1. Principles:

Shareholders attending the Meeting express their opinions, raise their voting cards to request to speak and receive the approval of the Chairman. To ensure the order of the Meeting during discussion, shareholders who register to speak will speak according to the arrangement and direction of the Chairman.

2. Requirements for speech content:

Shareholders must speak briefly and focus on the key content that needs to be discussed, in accordance with the approved agenda of the General Meeting. Shareholders who speak later must not repeat the content that the previous shareholder has spoken about. Shareholders who have opinions on other contents other than the approved agenda of the General Meeting must submit a written request to the Secretary to collect opinions and submit them to the Chairman to respond to shareholders in writing after the General Meeting. The Chairman will arrange for shareholders to speak in order, and at the same time answer shareholders' questions. The Chairman of the General Meeting has the right to remind or request shareholders to focus on the key content that needs to be spoken to ensure the time and quality of discussion.

Article 9: Voting to approve issues at the meeting

1. Principle:

All issues in the agenda of the meeting must be approved by direct voting/balloting at the meeting. Each shareholder is given a voting card/ballot, which states the full name of the shareholder or authorized person attending, the number of shares entitled to vote (owned and authorized) of the shareholder and has the seal of Vinacomin Investment, Trade and Service Joint Stock Company.

2. Voting method:

- Shareholders vote (agree, disagree, or have other opinions) on an issue by voting/casting ballots directly at the General Meeting.

- When voting to approve an issue proposed by the General Meeting of Shareholders, shareholders who agree to approve shall raise their Voting Cards high (for direct voting) or vote (for voting). Members of the Vote Counting Committee shall sum up the corresponding number of votes of each shareholder who agrees.

- Similarly, under the guidance of the Chairman, shareholders who disagree or have other opinions shall raise their Voting Cards/cast their votes in turn.

** The Chairman applies the form of passing issues at the Congress by voting or direct voting.*

3. Voting rules:

- Each share owned or represented by ownership corresponds to a voting unit.

- The decision of the General Meeting of Shareholders is approved for each content at the meeting according to the provisions of the Enterprise Law and the Company Charter.

Chapter III

IMPLEMENTATION PROVISIONS

Article 10: This Regulation takes effect from the date of issuance and serves as the legal basis for organizing the 2026 Extraordinary General Meeting of Shareholders of Vinacomin Investment, Trading and Service Joint Stock Company (V-ITASCO)/.

Receiving place:

- Shareholders;
- Members of the Board of Directors;
- The Supervisory Board;
- Archived: VT, Board of Directors.

**ON BEHALF OF BOARD OF DIRECTORS
CHAIRMAN**

