

Ho Chi Minh City, June 24th, 2025

REGULATION
ON ORGANIZING THE ANNUAL GENERAL MEETING OF
SHAREHOLDERS IN 2025

- *Pursuant to the Enterprise Law No. 59/2020/QH14 approved by the XIV National Assembly of the Socialist Republic of Vietnam at its 9th session on June 17th, 2020, effective from January 1st, 2021;*
- *Pursuant to the Charter of Gemadept Corporation.*

Chapter I
GENERAL PROVISIONS

Article 1: Scope of application

This Regulation applies to the organization of the Annual General Meeting of Shareholders in 2025 of Gemadept Corporation.

Article 2: This Regulation specifies the rights and obligations of the parties participating in the General Meeting, conditions and procedures for conducting the General Meeting.

Shareholders and participants are responsible for complying with the provisions of this Regulation.

Chapter II
RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS

Article 3: Rights and obligations of shareholders

3.1. Conditions for attending the General Meeting:

Shareholders are representatives of legal entities, natural persons or representatives of shareholders, groups of shareholders owning voting shares of the Company on the closing date of the shareholder list (May 21st, 2025).

3.2 Rights of shareholders:

- To vote on all matters under the power of the General Meeting of Shareholders in accordance with the Law on Enterprises and the Company's Charter;
- To authorize in writing a representative to attend and vote on his/her behalf at the General Meeting of Shareholders of Gemadept Corporation before the meeting;

- Each shareholder or shareholder's representatives attending the meeting must bring an invitation letter, identity card or passport. In case of receiving authorization to attend, a letter of authorization from the authorized person is required. The above documents shall be submitted to the Organizing Board to receive documents of the General Meeting;
- After hearing the reports and contents that need to be approved, Shareholders or shareholder's representatives will discuss and approve by voting;
- When shareholders come late, they have the right to register immediately, then have the right to participate and vote at the General Meeting, however, the Chairman is not obliged to pause or suspend the General Meeting for purpose of shareholders' registration and the voting already undertaken in progress will not be affected.

3.3 Obligations of shareholders:

- Attend or authorize to attend the General Meeting of Shareholders in accordance with the Company's Charter;
- Comply with the provisions of this Regulation;
- Shareholders or shareholder's representatives attending the meeting must complete the registration procedures with the Organizing Board;
- Strictly abide by the rules at the General Meeting of Shareholders and respect the results at the General Meeting.

Article 4: Rights and obligations of the Supervisor Board on the eligibility of shareholders to attend the General Meeting

- The Supervisor Board on the eligibility of shareholders is responsible for receiving documents from Delegates and attending shareholders, checking the shareholder's eligibility to attend the General Meeting, providing documents and voting slips according to the prescribed form; and report to the General Meeting of Shareholders in advance on the results of the examination of shareholder eligibility;
- In case the person attending the meeting is not fully qualified to attend the meeting, the Supervisor Board have right to refuse to provide the voting slip and documents.

Article 5: Rights and obligations of the Presidium, the Secretariat and the Vote Counting Board

5.1 Rights and obligations of the Presidium

- The Presidium consists of 03 to 05 people, introduced by the Board of Management and approved by the General Meeting of Shareholders.
- Duties of the Presidium:
 - + Manage the activities of the General Meeting according to the proposed program of the Board of Management approved by the General Meeting of Shareholders;
 - + Guide the delegates and the General Meeting to discuss;
 - + Submit draft and conclusion of necessary contents for the General Meeting to vote;
 - + Respond to the contents requested by the General Meeting;

- Powers of the Presidium:

+The Chairman's decision on the order, procedures or events arising outside the agenda of the General Meeting of Shareholders shall be the highest judgment;

+The Presidium conducts the work that it deems necessary to conduct the General Meeting of Shareholders in a valid and orderly manner, reflecting the wishes of the shareholders;

+The Chairman of the General Meeting of Shareholders may also postpone the General Meeting to another time and at a different location in the cases specified in the Company's Charter. The maximum postponement time shall not exceed three days from the date of opening of the General Meeting.

5.2 Rights and obligations of the Secretariat

The Secretary is introduced by the Presidium and is responsible to the Presidium and the General Meeting of Shareholders for his/her duties, specifically:

- To fully and honestly record all the contents of the General Meeting and the contents approved or noted by the shareholders or representatives of the shareholders at the meeting;
- Draw up the Minutes and Resolutions on the contents approved at the General Meeting;
- Other duties as assigned by the Chairman.

5.3 Rights and obligations of the Vote Counting Board

The Vote Counting Board consists of 03 members introduced by the Presidium and accepted by the General Meeting. The Vote Counting Board is responsible for:

- Determine the voting results of shareholders on the contents passed at the General Meeting;
- Quickly notify the Secretariat of the voting results;
- Prepare and hand over the vote counting minutes to the Organizing Board;
- The Vote Counting Board must be responsible for the truthfulness and accuracy of the checking.

Chapter III

CONDUCTING THE GENERAL MEETING

Article 6: Conditions for conducting the General Meeting of Shareholders

The General Meeting of Shareholders is conducted when the number of shareholders attending the meeting represents more than 50% of the total voting shares according to the list of shareholders as of May 21st, 2025 of Gemadept Corporation. (*Pursuant to Article 145 of the Law on Enterprise 2020*)

Article 7: Conducting the General Meeting

- The General Meeting will discuss and approve the contents as the documents sent to the shareholders;
- The General Meeting of Shareholders will hold a meeting and approve the following contents:
 - + Introduce the participant and approve the Presidium, the Secretariat and the Vote Counting Board;
 - + Approving the Regulations, the agenda of the General Meeting and other contents;

- + Discuss and approve the contents to be submitted to the General Meeting;
- + Speeches of participants;
- + Vote to approve the contents as presented by the Presidium;
- + Approving the minutes of the meeting.

Article 8: Voting to approve the contents at the General Meeting

Each shareholder/representative of shareholders attending the General Meeting will be provided a Voting slip used to vote on the contents at the General Meeting of Shareholders. On the slip, there is a registration number (Shareholder ID), full name of the shareholder, full name of the authorized representative and the number of votes of that shareholder. The total number of votes for agree, disagree, and abstention shall be announced at the General Meeting.

In case shareholders leave the General Meeting before the closing of the General Meeting, shareholders please specify your voting opinions in the Voting slip and send it back to the Organizing Board; In case shareholders leave early but do not return the voting slip containing their voting opinions to the Organizing Board, it is considered that they have agreed with all remaining contents at the General Meeting.

Article 9: Approval of the Decision of the General Meeting of Shareholders

The General Meeting of Shareholders approves decisions under its power by voting at the meeting. A decision of the General Meeting of Shareholders shall be adopted when the following conditions are satisfied:

- Resolutions of the General Meeting of Shareholders of the following issues will be approved by 65% or more to the total number of votes voting shareholders present in person or through an authorized representative present at the General Meeting of Shareholders: the amendment and supplementation of the Company's Charter, types of shares and the number of shares to be offered for sale, the reorganization or dissolution of the enterprise, transactions purchase or sale of assets of the Company or its affiliates with a value of 35% or more of the total value of the Company's assets according to the most recent audited financial statement.
- Resolutions of the General Meeting of Shareholders of other contents will be approved by more than 50% of the total voting shares of all shareholders attending the meeting.

Article 10: Discussion at the General Meeting

- Shareholders/representatives of shareholders attending the General Meeting are given question papers. Shareholders' questionnaires will be transferred by the Organizing Board to the Chairman to answer.
- The questions should be brief, focus on the key issues to be discussed, in line with the agenda of the Meeting.

Chapter IV

END OF THE GENERAL MEETING

Article 11: Minutes of the General Meeting of Shareholders

- All contents at the General Meeting of Shareholders must be recorded in the minutes of the meeting by the Secretary of the General Meeting.
- Minutes of the meeting are read and approved before the closing of the meeting and kept in the minute's book of the Company.

Chapter V

IMPLEMENTATION CLAUSES

Article 12: This Regulation consists of 5 chapters and 12 Articles and takes effect when approved by the Annual General Meeting of Shareholders of Gemadept Corporation in 2025.

Recipients:

- 2025 Annual General Meeting of Shareholders;
- Board of Management, General Directors Board of Directors, Board of Controllers (for report);
- ACC, ADM (for filing).

**ON BEHALF OF THE BOARD OF
MANAGEMENT**

CHAIRMAN

(Signed)

DO VAN NHAN