

WORKING REGULATION AT THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

- Pursuant to Law on Enterprise No. 59/2020/QH14 approved by National Assembly dated June 17th, 2020;
- Pursuant to Law on Securities No. 54/2019/QH14 dated November 26th, 2019 and accompanying sub-Law documents;
- Pursuant to Decree 155/2020/ND-CP detailing the implementation of a number of articles of the Law on Securities passed on December 31, 2020;
- Pursuant to Company Regulations of Searefico Corporation;
- Pursuant to Internal regulations on corporate governance. of Searefico Corporation,

In order to ensure the Annual General Meeting of Shareholders in 2025 of Searefico Corporation takes place successfully, the Board of Directors develops regulations, working principles, conduct and voting in the General Meeting to The General Meeting of Shareholders approved the following:

1. Objective:

- Ensure the order, principles of conduct, publicity, transparency, fairness and democracy at the Annual GMS of Searefico Corporation.
- Resolution of the Annual GMS shows the unity of the GMS, meets the rights and interests of shareholders and in accordance with the law.

2. Subjects and scope of application:

- Subjects: All shareholders, representatives (authorized people) and guests attending the Annual GMS of Searefico Corporation must comply with the provisions of this Regulation, the Company's Charter and current law regulations.
- Scope of application: This Regulation is used for the organization of the Annual GMS 2025 of Searefico Corporation.

3. Interpretation of terms/acronyms:

- Company : Searefico Corporation
- BOM : Board of Management
- OC : The Organizing Committee
- GMS : General Meeting of Shareholders
- Delegates : Shareholders, representatives (authorized people)

4. Contents of the regulation:

4.1. Conditions for conducting the GMS

- The GMS is conducted when the number of attending delegates represents more than 50%

of the total voting shares.

- In case there are not enough necessary delegates within thirty (30) minutes from the time of opening, the GMS must be reconvened within thirty (30) days from the date intended to organize the first GMS. The GMS reconvened shall be conducted only when the attending members are the delegates who represent at least 33% of the total voting shares.
- In case the second GMS is not conducted due to insufficient number of necessary delegates within thirty (30) minutes from the time of opening of the meeting, the third GMS may be convened within twenty (20) days from the intended date of the second GMS and in this case, the GMS is held irrespective of the number of delegates attending and considered valid, and it has the right to decide all issues that the first GMS could approve.

4.2. Conditions for shareholders attending the GMS:

The shareholders having voting rights of the Company on the list closed on March 25, 2025 have the right to attend the GMS; can attend directly or authorize their representative to attend. In case of more than one authorized representative as prescribed by law, the number of shares and number of votes of each representative must be specified.

4.3. Guests at the GMS:

- The managerial positions of the Company, guests and members of the OC who are not shareholders of the Company are invited to attend the Meeting.
- Guests do not participate in the speech at the meeting (unless invited by the Chairperson of the Meeting, or registered in advance with the OC and approved by the Chairperson).

4.4. Delegates attending the GMS must comply with the following regulations:

- Be punctual, dress politely and formally, comply with security check (if any), identity papers check, etc. as required by the OC.
- Receive documents and papers for the meeting at the reception department in front of the meeting hall.
- Shareholders who are late have the right to register immediately and then have the right to participate and vote at the meeting. The chairperson is not responsible for stopping the meeting to allow late shareholders to register to attend; Voting results on issues that would be voted on prior to those delegates' attendance will not be affected.
- Put the phone on vibrate mode or turn off the phone, and go outside to talk when needed.
- No smoking, keep order in the meeting room.
- Comply with the regulations of the OC and the Chairperson.
- In the event of delegates failing to comply with the above inspection rules or measures and regulations, the Chairperson can reject or expel the mentioned delegates from the venue of meeting after careful consideration to make sure the meeting goes on in a normal manner according to the scheduled agenda.

4.5. The Chairperson:

- The Presidium includes Chairperson and Members.

- The Chairman of the Board of Directors of the Company is the Chairperson of the meeting or authorizes another member of the Board of Directors.
- In case the Chairman of the Board of Directors of the Company is absent or temporarily incapable of working or is suddenly absent, the remaining members of the Board of Directors shall elect one of them to be the Chairperson of the meeting according to the majority rule.
- In other cases, the person who signed to convene the GMS will manage so that the GMS will elect the Chairperson of the meeting and the person with the highest votes will be appointed as the Chairperson.
- The Chairperson has the right to take necessary measures to conduct the meeting in a reasonable and orderly manner, in accordance with the approved agenda and reflect the wishes of the majority of attendees.
- The Chairperson has the right to postpone the meeting of the General Meeting of Shareholders with a sufficient number of registered people to attend the meeting for no more than 03 working days from the date the meeting is intended to open and only postpone the meeting or change the venue. meeting as prescribed in Clause 8, Article 146 of the Law on Enterprises.
- The Chairperson's responsibilities:
 - Leading the GMS's activities according to the agenda approved by the GMS;
 - Guiding the delegates to discuss the contents of the agenda;
 - Submitting drafts and conclusions on necessary issues for delegates to vote;
 - Answering to questions requested by the delegates;
 - Resolving the problems that arise during the meeting.
- The Chairperson's rights:
 - Having all meeting attendees subject to inspection or other security measures;
 - Taking necessary measures to control the meeting in a reasonable, orderly and properly manner according to the approved agenda and reflecting the expectation of the majority of the meeting attendees;
 - Asking the competent authority to maintain the order of the meeting; expelling those who do not comply with operating rights of the Chairperson, intentionally disturb the order, prevent normal progress of the meeting or do not comply with the requirements of security check from the GMS.

4.6. Secretary of the GMS:

- The Chairperson can appoint more than one person to be Secretary of the GMS, who has duties:
 - Recording fully and truthfully the contents of the Meeting;
 - Receiving the registration form for expressing the opinions of the delegates;
 - Making minutes of the meeting and drafting Resolution of the GMS;



- Assisting the Chairperson to publish information related to the GMS and notify the delegates in accordance with the law and the Charter of the Company.
- Other duties as requested by the chairperson.

4.7. The Board of Vote Counting

- The Board of Vote Counting is appointed by the Chairperson. Candidates participating in the election or nomination (when conducting the election) are not allowed to participate in the Board of Vote Counting.
- Duties of the Board of Vote Counting:
 - Disseminating principles, rules, and guide the way of voting and election;
 - Counting and recording votes, making minutes of counting votes, announcing results; transferring the minutes to the Chairperson for approving the voting results and election results;
 - Quickly notifying voting results to the secretary;
 - Reviewing and reporting to the GMS on cases of violation of voting rules or complaints about voting results, election results.

4.8. The Board of Delegate Examination:

The Board of Delegate Examination is appointed by the Board of Directors and has the following duties:

- Checking the status and situation of shareholders and representatives attending the meeting.
- The Head of the Board of Delegate Examination reports to the GMS the situation of shareholders attending the meeting.

4.9. Speaking at the GMS:

- Delegates attending the meeting must obtain the consent of the Chairperson of the meeting when wanting to express their opinions. Delegates shall speak briefly and focus on the key contents need to be exchanged and in accordance with the agenda approved by the GMS or send opinions in writing to the secretary of the meeting so that she summarizes and reports to the Chairperson.
- The Chairperson will arrange for delegates to speak in the order of registration, and answer questions of delegates at the meeting or record the questions and answer in writing later.
- The Chairperson only answers directly key questions related to the agenda of the meeting and representative of many delegates, but does not answer directly and explain in detail the contents that were published, which was specified in legal documents or the contents requiring detailed professional explanation to serve the individual requirements of delegates.
- Questions about separate information or not directly related to the content of the meeting or questions not answered at the meeting due to limited time will be gathered by the Chairperson and answered in writing or posted on the Company's website.

4.10. Voting on issues at the GMS:

4.10.1. Principles

- All issues in the agenda and content of the meeting must be discussed and voted by the GMS;
- Voting cards and voting papers are printed by the Company, stamped and sent directly to the delegates at the meeting (attached to the attending documents for the GMS). The voting card and voting paper must specify the delegate code, full name, number of shares owned and authorized to vote of such delegate;
- The form of voting is as follows:
 - Voting by raising Voting card: this form is used to pass issues such as: Meeting's agenda; Working Regulation at the Meeting; Board of Vote Counting; List of candidates for members of the BOD; approve the minutes of the meeting, the resolution of the meeting and other contents at the meeting (if any);
 - Voting by filling in Voting paper: this form is used to approve the following issues: Report on activities of the Board of Directors and vote on the contents of the Proposals at the General Meeting.

4.10.2. Method of voting:

- Delegates carry out the voting to Agree, Disagree or Neutral an issue to be voted at the meeting by raising Voting Card or filling out the options on the Voting paper corresponding with the contents that need to be voted as prescribed in Clause 4.10.1.
- When voting by raising the Voting card, the front of Voting card must be raised up towards the Chairperson. If the delegate does not raise Voting card in all three times voting Agree, Disagree or Neutral on an issue, it is deemed to agree to that issue. If the delegate raise Voting card more than one (01) time when voting Agree, Disagree or Neutral of an issue, it is considered as an invalid vote. In the form of voting by raising Voting cards, members of the Board of Vote Counting mark the delegate code and the number of votes corresponding with of each shareholder Agree, Disagree, Neutral and Invalid.
- When voting by filling in Voting paper, for each content, delegates choose one of three options "Agree", "Disagree", "Neutral" preprinted in the Voting paper by marking either "X" or "✓" in the box of your choice. After completing all the voting content of the Meeting, the delegate puts the Voting paper into the sealed vote box at the meeting according to the Board of Vote Counting's instructions. The Voting paper must be signed and clearly state the full name of the delegate.

4.10.3. The validity of the Voting paper

- **A valid Voting paper** is a form printed by the OC, not be erased, shaved, torn, etc.; do not write anything other than the provisions for this Voting paper and must be signed with full name written by delegates attending.
- On Voting paper, voting contents (reports, proposals) are valid when the delegates mark one (01) in three (03) voting boxes.
- **An invalid voting paper:**



- Adding other contents to Voting paper;
- Voting paper which are not in the pre-printed form issued by the OC, without stamp of the Company, or erased, scraped, corrected, written more contents outside the regulations for Voting paper, then all voting contents on Voting paper are invalid.

4.10.4. Voting rules:

Every 01 (one) ordinary share is equivalent to one voting right.

- At the closing date of the list of shareholders (February 21, 2023), the total number of voting shares of the Company is: 33,786,780 shares equivalent to 33,786,780 voting rights.
- Issues to be voted at the meeting shall only be approved when the voting rate of agreement more than 50% of the total voting shares is reached. Particularly in some cases of voting issues specified in Clause 1, Article 21 of the Company's Charter, there must be agreement of at least 65% of the total voting shares attending the meeting.
- Note:
 - A shareholder/ representative with related interests has no voting right on contracts and transactions with such shareholder with value from 35% of the total value of the Company assets recorded in the latest financial statements; These contracts or transactions are approved only when the number of shareholders/ representatives accounting for 65% or more of the total remaining vote papers agree (according to Clause 4, Article 167, Law on Enterprise 2020).
 - A shareholder/ representative owning 51% or more of the total number of voting shares or related person of that shareholder has no voting rights on contracts and transactions with such shareholder with value is more than 10% of the total value of the Company assets recorded in the latest financial statements (according to Point b, Clause 3 and Clause 4, Article 167 of the Law on Enterprise 2020).

4.10.5. Recording voting results

- GSM will approve the Board of Vote Counting.
- The Board of Vote Counting is responsible for collecting votes.
- The Board of Vote Counting will check the number of votes Agree, Disagree, Neutral with each content and be responsible for recording, statistic and reporting voting results at the GMS.

4.11. Minutes of the GMS

All contents of the meeting must be recorded by the secretary. The meeting minutes of the GMS must be read and approved before closing the Meeting.

5. Implementation of the Regulation

- All delegates and guests attending the meeting are responsible for fully complying with the provisions of this Regulation and relevant law provisions.
- The convenor of the GMS has the right to:

- Require all meeting attendees to be subject to inspection or other security measures;
 - Request the competent authority to maintain the order of the meeting; expel those who do not comply with the Chairman's executive authority, intentionally disrupt order, prevent the normal progress of the meeting or fail to comply with the requirements of security checks from the General Meeting of Shareholders.
- The contents not specified in detail in this Regulation are uniformly applied according to the provisions of the Charter of the Company, Law on Enterprise 2020 and current legal documents.

This Regulation takes effect immediately after being approved by the GMS.

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

Signed and Sealed

Le Tan Phuoc

