

**HAI PHONG CONSTRUCTION
JOINT STOCK CORP NO.3**

No: 01/TT-HACO3.25

THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

Hai Phong, May 06th 2025

PROPOSAL (NO 01)

Re: Approval of the Regulations for the 2025 Annual General Meeting of Shareholders of Hai Phong Construction Joint Stock Corporation No. 3

To: - The 2025 Annual General Meeting of Shareholders

In order to conduct the 2025 Annual General Meeting of Shareholders in accordance with the provisions of law and the charter of Hai Phong Construction Joint Stock Corporation No.3, the Board of Management of Hai Phong Construction Joint Stock Corporation No.3 respectfully submits to the 2025 Annual General Meeting of Shareholders for approval the regulations on organizing the 2025 Annual General Meeting of Shareholders of Hai Phong Construction Joint Stock Corporation No.3 (*the draft Regulation is attached*).

Respectfully submit to the AGMS for approval.

**On behalf of Board of Management
Chairman**

Recipient:

- As above
- BOM, BOS,
- For filing



Hai Phong, May 06th 2025

REGULATIONS
ORGANIZING THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
OF HAI PHONG CONSTRUCTION JOINT STOCK CORPORATION NO.3

Charter I
GENERAL REGULATIONS

Article 1. Application scope

Regulations applicable to the organization of the 2025 Annual General Meeting of Shareholders of Hai Phong Construction Joint Stock Corporation No.3 (hereinafter referred to as the Company).

Article 2. These regulations specifically stipulate the rights and obligations of the parties participating in the meeting, the conditions and procedures for conducting the general meeting.

Article 3. Shareholders and participants are responsible for complying with the regulations of this Charter.

Charter II
RIGHTS AND OBLIGATIONS OF PARTIES
ATTENDING THE GENERAL MEETING

Article 4. Rights and obligations of shareholders attending the general meeting

A. Conditions of participation:

A shareholder is a legal representative, an individual or representative of a shareholder, a group of shareholders owning voting shares of the Company on the record date of April 10, 2025, who is entitled to participate in the Annual General Meeting of Shareholders.

B. Rights of shareholders eligible to attend the general meeting:

1. To vote on all matters within the authority of the General Meeting of Shareholders as prescribed in the Charter.
2. To authorize in written document for a representative to attend and vote on their behalf at the General Meeting of Shareholders.



3. The Organizing Committee of the General Meeting of Shareholders will publicly announce the entire content of the General Meeting program; all eligible shareholders are allowed to participate in giving opinions directly or through their authorized representatives; all opinions will be discussed at the General Meeting of Shareholders.

4. At the General Meeting of Shareholders, each shareholder or shareholder representative attending the General Meeting of Shareholders must bring the Invitation Letter/Confirmation/Authorization Letter to the Meeting, submit it to the Shareholder's Eligibility Verification Committee and receive a Voting ballot (indicating the number of voting shares). The voting value of the vote held by that shareholder or shareholder representative corresponds to the ratio between the number of voting shares that he or she owns or represents according to the registration to attend the General Meeting and the total number of voting shares of the delegates present at the General Meeting.

5. Shareholders and shareholder representatives attending the General Meeting of Shareholders, after hearing the report on the contents to be approved, will discuss and vote on each item individually.

6. Shareholders arriving late at the General Meeting have the rights to register, participate and vote immediately at the General Meeting, but the Chairman does not take responsibility to stop the General Meeting for them to register and the validity of the votes already conducted will not be affected.

C. Obligations of shareholders when attending the general meeting:

1. Attend or authorize to attend the General Meeting of Shareholders according to the Company's Charter.

2. Shareholders or shareholders' representatives attending the meeting must complete the registration procedures to attend the General Meeting with the General Meeting Organizing Committee.

3. Strictly comply with the regulations at the General Meeting of Shareholders and respect the results of the general meeting.

Article 5. Rights and obligations of the Shareholder's Eligibility Verification Committee

The Board of Management decides on the Shareholder's Eligibility Verification Committee. The Shareholder's Eligibility Verification Committee receives documents of shareholders attending the meeting; compares and confirms with the Shareholder list as of the record date (April 10th 2025); distributes documents and voting ballots; reports to the General Meeting on the results of the verification of shareholders' qualifications to attend the General Meeting.

Article 6. Rights and obligations of the Chairman and Secretary

1. The Company's Board of Management nominates the General Meeting Executive Committee (including: Presidium, General Meeting Secretariat, Vote Counting Committee) for the General Meeting to approve.

2. The Chairman of the Board of Management is the presidium of the general meeting.

3. The Chairman of the General Meeting has the right to decide on procedural issues or events arising outside the agenda of the General Meeting of Shareholders.

4. The Chairman of the Meeting shall conduct such work as he or she deems necessary to conduct the General Meeting of Shareholders in a valid and orderly manner; or to enable the Meeting to reflect the wishes of the majority of shareholders attending.
5. Without consulting the General Meeting, the Chairman of the General Meeting of Shareholders may at any time postpone the General Meeting to another time and at another location decided by the Chairman if he finds that:
 - a) Behaviors of attendants prevent or are likely to prevent the proceedings of the meeting.
 - b) The delay is necessary so that the business of the General Meeting may be properly conducted.
6. The Secretariat performs support tasks as assigned by the Presidium.

Charter III

CONDUCTING THE GENERAL MEETING

Article 7. The General Meeting of Shareholders is held when the number of shareholders attending the meeting represents more than 50% of the voting shares according to the Shareholder list as of the record date (April, 10th 2025).

Article 8. The procedure for conducting the General Meeting

1. The General Meeting will sequentially discuss and approve the items:
 - According to the contents of the Meeting stated in the Invitation Letters sent to shareholders.
2. The General Meeting of Shareholders will be held over the course of one morning.

Charter IV

ENDING OF THE GENERAL MEETING

Article 9. Approving on the Decision of the General Meeting of Shareholders

The decision of the General Meeting of Shareholders on issues discussed at the meeting shall be approved when more than 50% of the total voting shares of all shareholders attending and voting at the meeting agree.

For the following contents: amendments and supplements to the Charter; types of shares and total number of shares of each type; reorganization and dissolution of the Company; changes in business lines and fields; investment projects or sale of assets with a value equal to or greater than 35% of the total value of assets recorded in the company's latest financial report, changes in the company's management structure are approved if shareholders representing at least 65% of the total voting shares of all shareholders attending and voting at the meeting agree.

Other specific contents shall be approved by the General Meeting of Shareholders in accordance with the provisions of the Company Charter on deciding that issue.



Article 10. Minutes of the Shareholders' General Meeting

All matters discussed at the General Meeting of Shareholders must be recorded by the Secretary of the General Meeting in the Company's minutes book. The minutes of the meeting shall be read and approved before the meeting is adjourned and shall be kept in the Company's minutes book.

Charter V

TERMS OF IMPLEMENTATION

Article 11. This Charter consists of 5 chapters and 11 articles, approved at the Company's General Meeting of Shareholders on May 06, 2025 and takes effect immediately after being approved by the General Meeting.

On behalf of Board of Management

CHAIRMAN



Phạm Kỳ Hưng