



SAIGON PORT JOINT STOCK COMPANY

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WORKING REGULATIONS FOR THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Legal Basis:

• **Law on Enterprises No. 59/2020/QH14** passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;

• **Law on Securities No. 54/2019/QH14** passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019;

To ensure the success of the 2026 Annual General Meeting of Shareholders (AGM) of **Saigon Port Joint Stock Company**, the Board of Directors establishes the regulations, working principles, conduct, and voting procedures for the Meeting as follows:

Article 1. Purpose

1. To ensure the procedures, principles of conduct, and voting at the Annual General Meeting of Shareholders (AGM) of Saigon Port Joint Stock Company are conducted in compliance with regulations and achieve successful results.

2. To ensure that the Resolutions of the AGM reflect the unified will of the General Meeting, meet the aspirations and interests of shareholders, and comply with the law.

Article 2. Subjects and Scope

1. **Subjects:** All shareholders, representatives (authorized persons), and guests attending the AGM of Saigon Port Joint Stock Company must comply with the provisions of these Regulations and current legal provisions.

2. **Scope of Application:** These Regulations apply to the organization of the 2026 AGM of Saigon Port Joint Stock Company.

Article 3. Interpretation of Terms/Abbreviations

- **Company:** Saigon Port Joint Stock Company.
- **BOD:** Board of Directors.
- **SB:** Supervisory Board.
- **OC:** Meeting Organizing Committee.
- **AGM:** General Meeting of Shareholders.
- **Delegates:** Shareholders or authorized representatives.

Article 4. Conditions for Conducting the General Meeting of Shareholders

1. The AGM shall be conducted when the number of attending shareholders represents more than **fifty percent (50%)** of the total voting shares.

2. If the first meeting does not meet the conditions in Clause 1, a second meeting notice must be sent within 30 days of the original date. The second meeting shall be conducted when attending shareholders represent at least **33%** of the total voting shares.

3. If the second meeting fails to meet the conditions in Clause 2, a third meeting notice must be sent within 20 days. The third meeting shall be conducted **regardless of the total number of voting shares** represented by attending shareholders.

Article 5. Delegates Attending the 2026 AGM

1. Shareholders on the finalized list as of **March 23, 2026**, have the right to attend; they may attend in person or authorize a representative. If multiple representatives are authorized, the specific number of shares and votes for each must be defined.

2. Delegates must be punctual, dress formally, comply with security checks, and present invitation letters/ID as required by the OC.

3. Collect meeting documents at the reception desk before entering the Hall.

4. Set phones to vibrate or turn them off; calls should be taken outside the Hall.

5. No smoking inside the Meeting Hall.

6. Comply with the regulations of the OC and the Chairperson.

7. The Chairperson may refuse entry or expel delegates who fail to comply with security measures or these regulations to ensure the meeting proceeds normally.

Article 6. Authorization to Attend the AGM

1. Shareholders may attend in person or authorize individuals/organizations to attend via:

- Direct attendance and voting.
- Authorization of another party to attend and vote.
- Online conferences, electronic voting, or other electronic means.
- Sending votes via mail, fax, or email.
- Other methods prescribed in the Company's Charter.

2. Authorization must be in writing. If not using the Company's template, the document must specify: shareholder name, authorized party name, number of shares, content, scope, and duration of authorization, with signatures of both parties.

3. Authorized votes remain valid even if the authorizer dies, loses civil capacity, or cancels authorization, unless the Company receives notice of such events *before* the meeting starts.

Article 7. Guests at the Meeting

1. Guests include Company managers, invited guests, and OC members who are not shareholders.

2. Guests shall not speak unless invited or approved by the Chairperson.

Article 8. Procedures for Conducting and Voting

1. Registration:

○ Each delegate receives a **Voting Card** indicating their registration number, name, and number of votes.

○ Voting is conducted for each agenda item via: **Approve, Disapprove, or No Opinion.**

- Late arrivals have the right to register and vote immediately, but previously completed votes remain valid.

2. Chairperson, Secretary, and Counting Committee:

- The Chairman of the BOD shall act as Chairperson. If absent, the BOD elects a replacement. If none is elected, the Head of the SB oversees the election of a Chairperson.

- The Chairperson appoints the Secretary.

- The AGM elects the Counting Committee based on the Chairperson's proposal.

3. The Agenda must be approved during the opening session.

4. The Chairperson has the power to maintain order, including arranging seating and ensuring safety.

5. Voting results are announced by the Chairperson before the meeting adjourns.

Article 9. Meeting Secretary

1. Consists of 02 persons appointed by the Chairperson.

2. Duties: Assist in eligibility checks, announce draft documents/resolutions, receive speaking requests, record minutes, and draft the final Resolution.

Article 10. Eligibility Verification Committee

1. Consists of 02 persons (1 Head, 1 Member).

2. Duties: Check shareholder status and report to the AGM. Confirm if the 50% threshold is met to proceed.

Article 11. Vote Counting Committee

1. Consists of 04 persons (1 Head, 3 Members) proposed by the Chairperson and approved by the AGM.

2. Duties: Record counting minutes, determine results for each issue, report to the Secretary, and handle voting violations.

Article 12. Discussion at the Meeting

1. **Principles:** Discussion is limited to agenda items. Shareholders must register questions via the "Question Slip." Speakers have a maximum of **03 minutes**.

2. **Responses:** The Chairperson or a designee will answer. Questions not addressed due to time constraints will be answered in writing later.

Article 13. Voting Procedures

1. Forms of Voting:

- **Raising Voting Cards:** For procedural matters (Agenda, Regulations, Counting Committee, Minutes, etc.).

- **Voting Ballots:** For performance reports (BOD, SB), 2025 Audited Financial Statements, and Proposals.

2. **Method:** * When raising cards, if a delegate does not raise their card for any of the three options, it is considered an **"Approve"** vote.

- Ballots must be marked with an "X" or "P" and signed.

3. **Validity:** Ballots must be the official template, without erasures or unauthorized additions, and must be signed with the full name written out.

Article 14. Conditions for Approval of Resolutions

1. **65% Approval Required for:** Share types/totals, changes in business lines, organizational structure changes, major asset sales ($\geq 35\%$ total assets), reorganization/dissolution.

2. **Over 50% Approval Required for:** All other resolutions (unless otherwise specified).

3. **Cumulative Voting:** Used for electing members of the BOD and SB. (Total votes = Shares owned \times Number of members to be elected).

4. Resolutions must be notified to shareholders within 15 days or posted on the Company website.

Article 15. Minutes and Resolutions

1. Minutes must be in Vietnamese (can include a foreign language) and contain: time/location, agenda, participants, summary of discussions, and voting results.

2. Minutes must be completed and approved **before the meeting ends**.

3. Vietnamese versions prevail in case of discrepancies with foreign language versions.

Article 16. Implementation

a) All attendees must strictly follow these Regulations. Violations may lead to expulsion by the Chairperson.

b) These Regulations take effect immediately upon approval by the AGM./.

Ho Chi Minh City, April 24, 2026
**ON BEHALF OF THE BOARD OF
DIRECTORS
CHAIRMAN**

Huynh Van Cuong