



**VIET NAM TECHNOLOGY & TELECOMMUNICATION JOINT
STOCK COMPANY**

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INTERNAL REGULATIONS ON CORPORATE GOVERNANCE

**VIET NAM TECHNOLOGY & TELECOMMUNICATION JOINT STOCK
COMPANY**



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INTERNAL REGULATIONS ON CORPORATE GOVERNANCE

VIET NAM TECHNOLOGY & TELECOMMUNICATION JOINT STOCK COMPANY

(Promulgated under General Meeting of Shareholders Resolution No. 01/2026/NQ-DHDCD dated April 23, 2026)

CHAPTER I: GENERAL PROVISIONS

Article 1. Significance and Scope of Regulations

- a. The internal regulations on corporate governance of Viet Nam Technology & Telecommunication Joint Stock Company stipulate the basic principles of corporate governance in order to protect the legitimate rights and interests of shareholders; the authority, obligations, and operating methods of the company's managers. These regulations are developed in compliance with the following provisions:
- The Securities Law No. 54/2019/QH14, passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its amendments, supplements, execution guidelines, and replacements from time to time (“*Securities Law*”);
 - The Enterprise Law No. 59/2020/QH14, passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its amendments, supplements, execution guidelines, and replacements from time to time (“*Enterprise Law*”);
 - Circular No. 116/2020/TT-BTC dated December 31, 2020, issued by the Minister of Finance, guiding a number of articles on corporate governance applicable to public companies under Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government detailing the implementation of a number of Articles of the Securities Law.
- b. The Board of Directors, the Board of Supervisors, the Board of Management, shareholders, and related individuals are all subject to these Regulations.
- c. These regulations also serve as the basis for evaluating the Company's corporate governance performance.

Article 2. Interpretation

1. Abbreviations:
- a. "Company": Viet Nam Technology & Telecommunication Joint Stock Company
 - b. "GMS": General Meeting of Shareholders
 - c. "BOD": Board of Directors



- d. "BoS": Board of Supervisors
 - e. "SSC": State Securities Commission of Vietnam
 - f. "SE": Stock Exchange
 - g. "VSDC": Viet Nam Securities Depository and Clearing Corporation
 - h. "Appendix 01": Appendix 01 - Regulations on guidances for online attendance and electronic voting at the General Meetings of Shareholders of the Company.
2. The following terms are construed as follows:
- a. "Corporate governance" is a system of principles, including:
 - Ensure a sound governance structure;
 - Ensure the effective operation of the Board of Directors and the Board of Supervisors;
 - Ensure the rights of shareholders and stakeholders.
 - Ensure fair treatment among shareholders;
 - Ensure transparency in all company activities.
 - d. "Public company" refers to a joint-stock company as defined in Clause 1, Article 32 of the Securities Law;
 - e. "Major shareholder" refers to a shareholder as defined in Clause 18, Article 4 of the Securities Law;
 - f. "Business managers" are individuals who manage a company, including the Chairman of the Board of Directors, members of the Board of Directors, the General Director, and individuals holding other managerial positions as stipulated in the Company Charter.;
 - g. "Business executives" include the General Director, Deputy General Director, Chief Accountant, and other executives as stipulated in the Company Charter;
 - h. "Related parties" are individuals and organizations as defined in Clause 46, Article 4 of the Securities Law.;
 - i. In these Regulations, references to one or more provisions or legal texts shall include any amendments, supplements or replacements to those texts.

CHAPTER II: PROCEDURES FOR CONVENING AND VOTING AT THE GENERAL MEETING OF SHAREHOLDERS

Article 3. Notice regarding the closing of the list of shareholders entitled to attend the General Meeting of Shareholders.

- The Record Date is the date on which shareholders are entitled to attend the General Meeting of Shareholders are determined. The company must disclose information on the



preparation of the list of shareholders entitled to attend the General Meeting of Shareholders at least twenty (20) days prior to the Record date.

- The Board of Directors shall send notices and related documents to the Stock Exchange and VSDC notifying the record date for completing the list of shareholders entitled to attend the meeting no later than eight (08) consecutive working days before the record date.

Article 4. Notice of Invitation to the General Meeting of Shareholders

1. The invitation of the General Meeting of Shareholders shall be sent to all shareholders by a method that ensures it reaches the shareholders' contact addresses (it may be sent to shareholders by post and/or otherwise communication methods to ensure it reaches the shareholders' contact addresses), and shall also be published on the Company's website and the State Securities Commission of Vietnam, the stock exchange where the Company's shares are listed or subscribed for trading. The convenor of the General Meeting of Shareholders must send the meeting invitation to all shareholders included in the List of Shareholders entitled to attend the meeting no later than twenty-one (21) days before the opening date of the meeting. The agenda of the General Meeting of Shareholders, and documents related to the issues to be voted at the meeting shall be posted on the Company's website. In case where the documents are not enclosed with the invitation of the General Meeting of Shareholders, the invitation of the meeting must clearly state the link to all meeting documents so that shareholders can access them, including:
 - a Meeting agenda and documents to be used in the meeting;
 - b List and detailed information of candidates in case of election of members of the Board of Directors and members of the Board of Supervisors;
 - c Voting ballot;
 - d Draft resolutions for each item on the meeting agenda.

Article 5. Method to register to attend the General Meeting of Shareholders

1. Shareholders or their authorized representatives holding shares of Viet Nam Technology & Telecommunication Joint Stock Company, included in the list provided by VSDC, have the right to attend the General Meeting of Shareholders.
2. Shareholders or their authorized representatives must register to attend the General Meeting of Shareholders according to the time and method stated in the meeting invitation letter.
3. In case where shareholders or their authorized representatives attend the online General Meeting of Shareholders, the authorization shall be made by the shareholders through the electronic voting system as stipulated in Article 6 of Appendix 01 herein.
4. Shareholders or their authorized representatives attending the general meeting must



bring the meeting invitation and valid personal identification documents (Citizen ID card, Identity card, Passport) to register for attendance.

Article 6. Voting procedures in the General Meeting of Shareholders

1. When subscribing shareholders, the Company issues each shareholder or authorized representative a voting card, which includes the subscription number, the shareholder's full name, the authorized representative's full name, and the number of votes cast by that shareholder. The General Meeting of Shareholders shall discuss and vote on each item on the agenda. Voting is conducted by vote in favor, against, or abstention. At the meeting, the ballots voting for the resolution are collected first, followed by those voting against. Finally, the total number of votes for or votes against is counted to make a decision. The results of the vote count are announced by the Chairman immediately before the meeting closing. The General Meeting elects a vote counting committee consisting of individuals responsible for counting or supervising the vote count as proposed by the Chairperson. The number of members of the vote counting committee is decided by the General Meeting of Shareholders based on the proposal of the Chairperson of the meeting.
2. Shareholders, authorized representatives of shareholders being organization, or authorized representatives of shareholders who arrive after the meeting has commenced have the right to subscribe immediately and subsequently have the right to attend and vote at the meeting immediately upon subscription. The chairperson is not obligated to stop the meeting to allow late-arriving shareholders to subscribe, and the validity of any previously voted-on items remains unchanged.
3. For electronic voting at online General Meetings of Shareholders, shareholders shall cast electronic votes on voting and election matters as stipulated in Article 7 of Appendix 01 herein.

Article 7. Method of counting votes

The General Meeting of Shareholders discusses and votes each item on the agenda. Voting is conducted by vote for, vote against, and abstention. The results of the vote count are announced by the chairperson immediately before the meeting closing.

The method for electronic vote counting at the online General Meetings of Shareholders is stipulated in Article 9 of Appendix 01 herein.

Article 8. Announcement of vote count results

After the vote count is completed, the Vote Counting Committee will announce the vote count results directly at the General Shareholders' Meeting. The announcement of the vote count results must specify the number of votes for, the number of votes against, and the number of abstentions for each issue.

Article 9. Request for annulment of a Shareholders' General Meeting Resolution



Within ninety (90) days from the date of receiving the resolution or minutes of the General Meeting of Shareholders or the minutes of the vote count results for consultation of the General Meeting of Shareholders, the shareholder or group of shareholders specified in Clause 2, Article 115 of the Enterprise Law has the right to request the Court or Arbitration to review and annul the resolution or part of the content of the resolution of the General Meeting of Shareholders in the following cases:

1. The procedures for convening meetings and making decisions by the General Meeting of Shareholders seriously violate the provisions of the Enterprise Law and the Company Charter, except as stipulated in Clause 3, Article 21 of the Company Charter.
2. The resolution's content violates the law or the Company Charter.

Article 10. Resolutions and Minutes of the General Meeting of Shareholders

1. The General Meeting of Shareholders must be recorded in minutes and may be audio-recorded or recorded and stored in other electronic forms. The minutes must be in Vietnamese, and may also be in a foreign language, and must include the following main contents:
 - a. Name, registered office address, and business code;
 - b. Time and venue of the General Meeting of Shareholders;
 - c. Meeting agenda and content;
 - d. Full names of the chairperson and secretary;
 - e. Summary of the meeting proceedings and opinions provided at the General Meeting of Shareholders on each item on the agenda.;
 - f. Number of shareholders and total number of voting rights of shareholders attending the meeting, appendix of shareholder subscription list, shareholder representatives attending the meeting with corresponding share and voting rights;
 - g. The total number of votes cast for each voting issue, specifying the voting method, the total number of valid, invalid, vote for, vote against, and abstention; and the corresponding percentage of the total votes cast by shareholders attending the meeting;
 - h. Issues that were approved and the corresponding percentage of votes for;
 - i. Full name and signature of the chairperson and secretary. If the chairperson or secretary refuses to sign the meeting minutes, these minutes shall be valid if signed by all other Board of Directors members attending the meeting and containing all contents as stipulated in this clause. The meeting minutes shall clearly state the chairperson's or secretary's refusal to sign the minutes of meeting.
2. The minutes of the General Meeting of Shareholders must be completed and approved before the end of the meeting. The chairperson and secretary of the meeting, or other



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persons signing the minutes, shall be jointly responsible for the truthfulness and accuracy of the contents of the minutes.

3. Minutes made in both Vietnamese and foreign languages have equal legal validity. In case of discrepancies in content between the minutes in Vietnamese and minutes in foreign language, the content in the Vietnamese version shall prevail.
4. Resolutions, minutes of the General Meeting of Shareholders, list of shareholders subscribed for the meeting attendance with their signatures, Power of Attorney for attending the meeting, all documents attached to the minutes (if any), and related documents accompanying the meeting invitation notice must be disclosed in accordance with the law on information disclosure in the securities market and must be kept at the Company's head office.

Article 11. Disclosure of the General Meeting of Shareholders' Resolution

Resolutions of the General Meeting of Shareholders must be disclosed in accordance with the Company Charter and relevant legal regulations.

Article 12. The General Meeting of Shareholders' adoption of resolutions in the form of consultation in writing.

The authority and procedures for consultation of shareholder in writing to approve resolutions of the General Meeting of Shareholders shall be carried out in accordance with the following regulations:

1. The Board of Directors has the right to solicit shareholder opinions in writing to adopt resolutions of the General Meeting of Shareholders when deemed necessary for the benefit of the Company, including but not limited to the following matters:
 - a. Amend and supplement the content of the Company Charter.;
 - b. Company development orientation;
 - c. Class of shares and total number of shares of each class;
 - d. Elect, dismiss, and remove members of the Board of Directors and the Board of Supervisors;
 - e. Decide to invest in or sell assets worth thirty-five percent (35%) or more of the total asset value recorded in the company's most recent financial statement;
 - f. Reorganize or dissolve the company;
 - g. The company enters into contracts or transactions with entities specified in Clause 1, Article 167 of the Enterprise Law with a value equal to or greater than thirty-five percent (35%) of the total value of the company's assets as recorded in the most recent financial statements;
 - h. Approve transactions as stipulated in Clause 4, Article 293 of Government Decree No.



155/2020/ND-CP dated December 31, 2020, detailing the implementation of a number of articles of the Securities Law.;

- i. Other matters as decided by the Board of Directors.
2. The Board of Directors must prepare written ballot, draft resolutions of the General Meeting of Shareholders, explanatory documents for the draft resolutions and send them to all voting shareholders no later than ten (10) days before the deadline for returning the ballot forms. The requirements and methods for sending ballot forms and accompanying documents shall be implemented in accordance with the provisions of Clause 3, Article 18 of the Company Charter.
3. The written ballot forms must contain the following main contents:
 - a. Name, head office address, and business code;
 - b. Purpose of consultation;
 - c. Full name, contact address, nationality, and legal document number of the individual for shareholder being individual; name, business code or legal document number of the organization, and head office address of the shareholder being organization; or full name, contact address, nationality, and legal document number of individual for the representative of the shareholder being organization; number of shares of each class and number of votes of the shareholder;
 - d. Issues requiring consultation to approve a decision;
 - e. The voting options include vote for, vote against, and abstention for each issue being considered;
 - f. Deadline for returning the completed ballot forms to the Company.;
 - g. Full name and signature of the Chairman of the Board of Directors.
4. Shareholders may submit their completed written ballots to the Company by mail or email in accordance with the following regulations:
 - a. In the case of mailing, the completed ballot forms must be signed by the shareholder being individual, by the authorized representative, or the legal representative of the shareholder being organization. The ballot forms submitted to the Company must be enclosed in a sealed envelope, and no one is allowed to open it before the vote count;
 - b. In the case of sending via email, the ballot forms sent to the Company must be kept confidential until the time of vote counting;
 - c. Opinion ballots submitted to the Company after the deadline specified in the ballot forms, or that have been opened in the case of submissions by mail or disclosed in the case of email submissions, are invalid. Unsubmitted ballot forms shall be deemed as non-voting ballots.



5. The Board of Directors shall count the votes and prepare a vote counting minutes in the presence of the Board of Supervisors or shareholders who do not hold managerial positions in the Company. The vote counting minutes must include the following main contents:
 - a. Name, head office address, and business code;
 - b. Purpose and issues requiring consultation for the resolution's adoption;
 - c. The number of shareholders and the total number of votes cast, distinguishing between valid and invalid votes, and the method of submitting the votes, enclosed with an appendix of the list of the shareholders who participated in the vote.;
 - d. Total number of votes for, against, and abstentions for each issue;
 - e. Issues that have been approved and the corresponding percentage of votes for;
 - f. Full name and signature of the Chairman of the Board of Directors, the vote counter, and the vote counting supervisor.

The members of the Board of Directors, the vote counter, and the vote counting supervisor shall be jointly responsible for the honesty and accuracy of the vote counting minutes; and jointly responsible for any damages arising from decisions made due to dishonest or inaccurate vote counting.

6. The vote count minutes and resolutions must be sent to shareholders within fifteen (15) days from the date of the end of the vote count. The submission of the vote count minutes and resolutions may be replaced by posting them on the Company's website within twenty-four (24) hours from the time of the end of the vote count.
7. The completed ballots, vote counting minutes, adopted resolutions, and related documents attached to the ballot forms must all be kept at the Company's head office.
8. A resolution shall be adopted by written consultation of shareholder if it is approved by shareholders holding more than fifty percent (50%) of the total votes cast by voting shareholders, and it shall have the same validity as a resolution adopted at the General Meeting of Shareholders.

CHAPTER III: MEMBERS OF THE BOARD OF DIRECTORS

Article 13. Standards for Board of Directors Members

1. Members of the Board of Directors must meet the following standards and conditions:
 - a. Not falling under the categories specified in Clause 2, Article 17 of the Enterprise Law;
 - b. Possessing professional qualifications and experience in business administration or in the field, sectors, and business lines of the company, and not necessarily being a shareholder of the company, unless otherwise stipulated in the Company Charter;



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- c. A member of the Board of Directors of a public company may only simultaneously be a member of the Board of Directors or a member of the Members' Council at a maximum of five (05) other companies;
 - d. For state-owned enterprises as stipulated in Point b, Clause 1, Article 88 of the Enterprise Law and subsidiaries of state-owned enterprises as stipulated in Clause 1, Article 88 of the Enterprise Law, a member of the Board of Directors may not be a family relative of the General Director and other managers of the company; or of the manager or person with the authority to appoint managers of the parent company.
2. Unless otherwise provided by securities law, independent members of the Board of Directors as stipulated in Point b, Clause 1, Article 137 of the Enterprise Law must meet the following standards and conditions:
 - a. Not currently working for the company, its parent company, or its subsidiary; not having worked for the company, its parent company, or its subsidiary for at least three (03) preceding years;
 - b. Not currently receiving salary or remuneration from the Company, except for allowances that members of the Board of Directors are entitled to under regulations;
 - c. Not being a person whose spouse, biological father, adoptive father, biological mother, adoptive mother, biological child, adopted child, biological elder brother, biological elder sister, or biological younger sibling is a major shareholder of the company; or is a manager of the Company or its subsidiary;
 - d. Not directly or indirectly holding at least one percent (01%) of the total voting shares of the Company;
 - e. Not being a person who has served as a member of the Board of Directors or Board of Supervisors of the company for at least five (05) preceding years, except in the case of being appointed for two (02) consecutive terms of office.
 3. The Chairman of the Board of Directors shall not concurrently hold the position of General Director (or Director) of one (01) public company.

Article 14. Nomination or Candidacy Procedures of shareholders and groups of shareholders for positions of the Board of Directors member

Common shareholders forming a group to nominate candidates to the the Board of Directors must notify the shareholders attending the meeting about the group meeting before the opening of the General Meeting of Shareholders. A Shareholder or a group of shareholders holding ten percent (10%) or more of the total common shares have the right to nominate candidates for the Board of Directors in accordance with the provisions of the Enterprise Law and the Company Charter, specifically:

1. A shareholder or a group of shareholders holding from ten percent (10%) to less than twenty percent (20%) of the total voting shares may nominate one (01) candidate;



from twenty percent (20%) to less than thirty percent (30%) may nominate a maximum of two (02) candidates; from thirty percent (30%) to less than forty percent (40%) may nominate a maximum of three (03) candidates; from forty percent (40%) to less than fifty percent (50%) may nominate a maximum of four (04) candidates; from fifty percent (50%) to less than sixty percent (60%) may nominate a maximum of five (05) candidates; from sixty percent (60%) to less than seventy percent (70%) may nominate a maximum of six (06) candidates; From seventy percent (70%) to less than eighty percent (80%) may nominate a maximum of seven (07) candidates, and from eighty percent (80%) to ninety percent (90%) may nominate a maximum of eight (08) candidates.

2. If the number of candidates for the Board of Directors, through nomination and candidacy, is still insufficient as stipulated in Clause 5, Article 115 of the Enterprise Law, the incumbent Board of Directors shall introduce additional candidates or organize nominations in accordance with the Company Charter, Internal Regulations on Corporate Governance, and the Regulations on the Operation of the Board of Directors. The introduction of additional candidates by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders votes to elect Board members in accordance with the provisions of law.

Article 15. Method of electing members of the Board of Directors

The voting to elect members of the Board of Directors is carried out by the cumulative voting method, whereby each shareholder has a total number of votes corresponding to their total shares held multiplied by the number of members to be elected to the Board of Directors. The Shareholder has the right to accumulate all or part of their total votes for one or several candidates. The persons elected as members of the Board of Directors shall be determined by the number of votes from high to low, starting from the candidate with the highest votes until the number of members prescribed in the Company's Charter is reached. In the event that two (02) or more candidates achieve the same number of votes for the last member of the Board of Directors, a re-election shall be held among those candidates with an equal votes, or a selection shall be made according to the criteria stipulated in the Election Regulations or the Company Charter.

In the event that the number of candidates is less than or equal to the number of Board members to be elected, the election of Board members may be carried out by the cumulative voting method as mentioned above or by a voting method (vote for, vote against, abstain). The approval ratio for the voting method shall be determined according to Clause 2, Article 21 of the Charter or Clause 8, Article 22 of the Charter.

Article 16. Cases of dismissal or removal of Board of Directors members

1. The General Meeting of Shareholders may dismiss a member of the Board of Directors in the following cases:



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- a. Failure to meet the standards and conditions stipulated in Article 155 of the Enterprise Law;
 - b. Submission of a resignation letter that is subsequently approved;
 - c. Other cases as stipulated in the Company Charter.
2. The General Meeting of Shareholders shall remove a member of the Board of Directors in the following cases:
 - a. Failure to participate in the activities of the Board of Directors for six (06) consecutive months, except in cases of force majeure.;
 - b. Other cases as stipulated in the Company Charter.
 3. When deemed necessary, the General Meeting of Shareholders shall decide to replace members of the Board of Directors; dismiss or remove members of the Board of Directors in cases other than those stipulated in Clauses 1 and 2 of this Article
 4. The Board of Directors must convene a General Meeting of Shareholders to elect additional members of the Board of Directors in the following cases:
 - a. The number of members of the Board of Directors is reduced by more than one-third compared to the number stipulated in the Company Charter. In this case, the Board of Directors must convene a General Meeting of Shareholders within sixty (60) days from the date the number of members is reduced by more than one-third;
 - b. The number of independent members of the Board of Directors is reduced, failing to ensure the ratio as stipulated in point b, Clause 1, Article 137 of the Enterprise Law;
 - c. Except for the case provided in points a and b of this clause, the General Meeting of Shareholders shall elect new members to replace those who have been dismissed or removed at the nearest meeting;

Article 17. Notification of election, dismissal, and removal of Board of Directors members

The election, dismissal, and removal of members of the Board of Directors shall be announced in accordance with the Company Charter and relevant legal regulations.

Article 18. Procedures for introduction of candidates to the Board of Directors.

1. In the event that candidates for the Board of Directors have been identified, the Company must disclose information related to the candidates at least ten (10) days before the opening of the General Meeting of Shareholders on the Company's website so that shareholders can learn about these candidates before voting. Candidates for the Board of Directors must provide a written commitment regarding the truthfulness and accuracy of the disclosed personal information and must commit to performing their duties honestly, prudently, and for the highest interests of the Company if elected as a member of the Board of Directors. Information related to candidates for the Board of



Directors to be disclosed includes:

- a. Full name, date of birth;
 - b. Professional qualifications;
 - c. Work experience;
 - d. Other managerial positions (including positions of Board of Directors in other companies);
 - e. Interests related to the Company and its related parties;
 - f. Other information (if any);
2. Public companies are responsible for disclosing information about the companies in which candidates hold positions as members of the Board of Directors, other managerial positions, and any related interests in the companies of the candidates for the Board of Directors (if any).

CHAPTER IV: THE BOARD OF DIRECTORS MEETING

Article 19. Notice of Board of Directors Meeting

1. Notices of Board of Directors meetings must be sent to Board members and Supervisors no later than three (03) working days before the meeting date. This period may be shorter as decided by the person authorized to convene the meeting in case it is necessary for the benefit of the Company. The notice must specify the time, place of the meeting, agenda, content of the issues to be discussed, and enclose with necessary documents on the issues to be discussed and voted on at the meeting and the votes of the members.
2. Meeting notices shall be sent by invitation letter, email, or other means, but must ensure that they reach the contact addresses of each Board of Directors member and Supervisors registered with the Company.

Article 20. Conditions for convening and holding the Board of Directors meetings

1. The Board of Directors meeting is held at least once every quarter and extraordinary meetings may be held.
2. The Chairman of the Board of Directors convenes a meeting of the Board of Directors in the following cases:
 - a. At the request of the Board of Supervisors or an independent member of the Board of Directors;
 - b. At the request of the General Director or at least five (05) other managers;
 - c. At the request of at least two (02) members of the Board of Directors;
 - d. Other cases as stipulated in the Company Charter.



3. The proposals stipulated in Clause 2 of this Article must be in writing, clearly stating the purpose, the issues to be discussed, and the decisions falling within the authority of the Board of Directors.
4. The Chairman of the Board of Directors must convene a meeting of the Board of Directors within seven (07) working days from the date of receiving the proposal specified in Clause 2 of this Article. In case of failure to convene a meeting of the Board of Directors as requested, the Chairman of the Board of Directors shall be responsible for any damages incurred by the company; the requesting person has the right to replace the Chairman of the Board of Directors in convening a meeting of the Board of Directors.
5. The Chairperson of the Board of Directors or the convener shall send the meeting notice and accompanying documents to the Supervisors in the same manner as provided for the members of the Board of Directors.

Supervisors have the right to attend Board of Directors meetings; they have the right to participate in discussions but not to vote.

6. A Board of Directors meeting shall be held when at least three-quarters (3/4) of the total number of members are present. If the meeting convened in accordance with this clause does not have the required number of members present, a second meeting shall be convened within seven (07) days from the date of the first scheduled meeting. In this case, the meeting shall be held if more than half of the Board of Directors members attend.

Article 21. Voting Procedures

1. A member of the Board of Directors shall be deemed to have attended and voted at the meeting in the following cases:
 - a. Attend and vote in person at the meeting;
 - b. Authorize another person to attend the meeting and vote as stipulated in Clause 11, Article 30 of the Company Charter.;
 - c. Attend and vote via online conference, electronic voting, or other electronic means.;
 - d. Send the votes to the meeting via mail or email;
 - e. Submit votes by other means as prescribed in the Company Charter.
2. In the case of sending votes to the meeting by mail, the votes must be enclosed in a sealed envelope and delivered to the Chairman of the Board of Directors no later than one hour prior to the opening of the meeting. The votes may only be opened in the presence of all attendees.

In the case of sending votes to the meeting via email, the votes must be sent as a PDF file and sent to the email address recorded in the meeting invitation notice no later



than (one) 01 hour prior to the opening of the meeting. The email and votes file may only be opened in the presence of all meeting attendees.

3. Members must attend all Board of Directors meetings. Members may authorize another person to attend meetings and vote if being approved by a majority of the Board of Directors members.

Article 22. Procedures for adopting resolutions of the Board of Directors

1. Resolutions and decisions of the Board of Directors are adopted if being approved by a majority of the attending members; In the event of equal votes, the final decision shall rest with the side that includes the opinion of the Chairperson of the Board of Directors.
2. Resolutions voted through written consultation shall be approved by the unanimous agreement of a majority of the Board of Directors members having the voting rights. These resolutions have the same effect and value as resolutions adopted at the meeting

Article 23. Recording of Board of Directors meeting minutes and content of Board of Directors meeting minutes

1. Minutes of Board of Directors meetings must be recorded completely and accurately. The Board of Directors may request a member of the Board of Directors or another person to act as secretary to record the meeting minutes.
2. Board of Directors meetings must be recorded in minutes and may also be audio-recorded, recorded, and stored in other electronic forms. Minutes must be in Vietnamese and may also be in a foreign language, including the following main contents:
 - a. Name, head office address, and business code;
 - b. Time and venue of the meeting;
 - c. Purpose, agenda, and content of the meeting;
 - d. Full names of each member attending the meeting or the proxy, and the manner of attendance; full names of members absent from the meeting and the reasons for absence;
 - e. Issues discussed and voted on at the meeting;
 - f. Summary of the opinions of each meeting attendees in chronological order of the meeting proceedings;
 - g. The voting results specifying which members votes for, voted against, and abstained;
 - h. The issue that has been approved and the corresponding percentage of votes in favor;
 - i. Full name and signature of the Chairperson and the minutes maker, except as provided in Clause 3 of this Article.



3. In the event that the chairperson or the minute-maker refuses to sign the meeting minutes, but if all other attending members of the Board of Directors have signed and agreed to approve the minutes which contain all the contents as prescribed in points (a), (b), (c), (d), (e), (f), (g), and (h) of Clause 1 of this Article, then such minutes shall remain valid. The minutes must clearly state the chairperson or the minute-maker's refusal to sign it. Those who sign the minutes shall be jointly liable for the accuracy and truthfulness of the contents of the Board of Directors' meeting minutes. The chairperson and the minute-maker shall be personally liable for any damages caused to the enterprise resulting from their refusal to sign the meeting minutes in accordance with the Law on Enterprises, the Company Charter, and relevant laws.
4. The chairperson, the minutes maker, and those who sign the minutes are responsible for the truthfulness and accuracy of the content of the Board of Directors meeting minutes.
5. Minutes of Board of Directors meetings and documents used in the meetings must be kept at the company's head office.
6. Minutes made in Vietnamese and in a foreign language have equal legal validity. In case of discrepancies in content between the minutes in Vietnamese and the minutes in a foreign language, the content in the Vietnamese minutes shall prevail.

Article 24. Notification of Board of Directors' Resolutions

Board of Directors resolutions must be notified to relevant parties as stipulated in the Company Charter.

CHAPTER V: THE SUPERVISORS

Article 25. Standards for Supervisors

Members of the Board of Supervisors must meet the standards and conditions stipulated in Article 169 of the Enterprise Law and must not fall under the following cases:

1. Working in the accounting and finance department of the Company;
2. Being a member or employee of an independent auditing firm that has audited the company's financial statements for three (03) preceding years.

Article 26. Nomination and candidacy procedures of shareholders or groups of shareholders for the position of Supervisors

1. The nomination and candidacy of members of the Board of Supervisors shall be carried out in a manner similar to the provisions of Clauses 1 and 2 of Article 25 of the Company Charter.
2. In the event that the required number of candidates for the Board of Supervisors through nomination and candidacy is insufficient, the incumbent Board of Supervisors may nominate additional candidates or organize the nomination process in accordance



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with the Company Charter, the Internal Regulations on Corporate Governance, and the Regulations on the Operation of the Board of Supervisors. The introduction of additional candidates by the incumbent Board of Supervisors must be clearly disclosed before the General Meeting of Shareholders votes to elect members of the Board of Supervisors, in accordance to the law.

Article 27. Method of electing the Supervisors

The voting to elect the Board of Supervisors shall be conducted by the cumulative voting method, whereby each shareholder has a total number of votes corresponding to the total number of shares held multiplied by the number of members to be elected to the Board of Supervisors. Shareholders shall have the right to accumulate all or part of their total votes for one or several candidates. The elected members of the Board of Supervisors shall be determined by the number of votes from high to low, starting from the candidate with the highest number of votes until the required number of members as prescribed in the Company's Charter is reached. In the event that two or more candidates receive the same votes for the final member of the Board of Supervisors, a re-election shall be conducted among the candidates with an equal number of votes, or a selection shall be made based on the criteria specified in the Election Regulations or the Company Charter.

In the event that the number of candidates is less than or equal to the required number of members to be elected to the Board of Supervisors, the election may be carried out by the aforementioned cumulative voting method or by the voting method (vote for, vote against, abstention). The voting ratio for approval is determined by the method of voting as stipulated in Clause 2, Article 21 of the Charter or Clause 8, Article 22 of the Charter.

Article 28. Cases of dismissal, removal of the Board of Supervisors

1. Members of the Board of Supervisors shall be dismissed in the following cases:
 - a. No longer meeting the qualifications and conditions to be act as a member of the Board of Supervisors as stipulated in Article 169 of the Enterprise Law;
 - b. Submission of a resignation letter that is subsequently approved;
 - c. Other cases as stipulated in the Company Charter.
2. Members of the Board of Supervisors shall be dismissed in the following cases:
 - d. Failure to complete assigned tasks or duties.;
 - e. Failure to exercise their rights and obligations for six (06) consecutive months, except in cases of force majeure;
 - f. Repeated and serious violations of the obligations of a member of the Board of Supervisors as stipulated in the Enterprise Law and the Company Charter.;
 - g. Other cases as decided by the General Meeting of Shareholders.

Article 29. Notification of the election, dismissal, and removal of the Board of



Supervisors

The election, dismissal, and removal of the Board of Supervisors shall be announced in accordance with the Company Charter and securities laws.

CHAPTER VI: SUB-COMMITTEES OF THE BOARD OF DIRECTORS

Article 30. Subcommittees of the Board of Directors

1. The Board of Directors may establish subordinate sub-committees to be in charge of development policy, personnel, remuneration, internal audit, and risk management. The number of members of the sub-committee shall be decided by the Board of Directors with a minimum of three (03) persons, including members of the Board of Directors and external members. Independent members of the Board of Directors/non-executive members of the Board of Directors shall constitute a majority of the sub-committee, and one of these members shall be appointed as the Head of the sub-committee according to the decision of the Board of Directors. The activities of the sub-committee must comply with the regulations of the Board of Directors. A resolution of the sub-committee is only valid when a majority of members attend and vote in favor at the sub-committee meeting.
2. The implementation of decisions of the Board of Directors, or of sub-committees under the Board of Directors, must be consistent with applicable laws and regulations and the provisions of the Company Charter.

Article 31. Operational Principles of sub-committees

The implementation of decisions of the Board of Directors, or of sub-committees under the Board of Directors, or of individuals holding membership in those sub-committees must be consistent with applicable laws and regulations and the provisions of the Company Charter.

CHAPTER VII: BUSINESS EXECUTIVES

Article 32. Standards for business executives

1. The Company's management system must ensure that the management apparatus is accountable to the Board of Directors and subject to the supervision and direction of the Board of Directors in the Company's day-to-day business operations. The Company has a General Director, Deputy General Director(s), Chief Accountant, and other managerial positions appointed by the Board of Directors. The appointment, dismissal, and removal of the aforementioned positions must be approved by a resolution of the Board of Directors.
2. Business executives must show duty of diligence in supporting the Company achieving its operational and organizational goals set.

Article 33. General Director



1. The Board of Directors appoints one (01) member of the Board of Directors or hires another person to be the General Director.
2. The General Director is responsible for managing the Company's day-to-day business activities; is subject to the supervision of the Board of Directors; and is accountable to the Board of Directors and to the law for the exercise of assigned rights and obligations.
3. The term of office of the General Director shall not exceed five (05) years and may be reappointed for an unlimited number of terms. The General Director must meet the standards and conditions prescribed by law and the Company Charter.
4. The General Director has the following rights and obligations.:
 - a. Decide on matters related to the Company's day-to-day business activities that do not fall within the authority of the Board of Directors.;
 - b. Organize the implementation of resolutions and decisions of the Board of Directors;
 - c. Organize the implementation of the Company's business plan and investment plan.;
 - d. Propose organizational structure and internal management regulations for the Company;
 - e. Appoint, dismiss, and remove managerial positions within the Company, except for positions under the authority of the Board of Directors.;
 - f. Decide on salaries and other benefits for employees in the Company, including managers appointed by the General Director;
 - g. Recruitment of workers;
 - h. Propose a plan for dividends payment or business losses handling;
 - i. Other rights and obligations as prescribed by law, the Company Charter, and resolutions and decisions of the Board of Directors.
5. The General Director must manage the company's daily business activities in accordance with the law, the Company Charter, the labor contract signed with the company, and the resolutions and decisions of the Board of Directors. If the management is contrary to the provisions of this clause and causes damage to the company, the General Director shall be held legally responsible and must compensate the company for the damages.
6. The Board of Directors may dismiss the General Director when a majority of the Board members with voting rights attending the meeting approve and appoint a new General Director to replace him.

Article 34. Appointment of other business executives



The appointment of other business executives will be governed by the Company Charter and relevant laws and regulations.

Article 35. Signing labor contracts with business executives

The company enters into labor contracts with business executives in accordance with the Company Charter, corporate law, and labor law.

Article 36. Cases of dismissal of business executives

Business executives may be dismissed in cases stipulated in the Company Charter, relevant laws, and signed labor contracts.

Article 37. Notification of appointment and dismissal of business executives

The appointment and dismissal of business executives shall be announced in accordance with the Company Charter and securities laws.

CHAPTER VIII: OPERATIONAL COORDINATION BETWEEN THE BOARD OF DIRECTORS, THE BOARD OF SUPERVISORS, AND THE GENERAL DIRECTOR

Article 38. Operational Coordination between the Board of Directors and the Board of Supervisors

1. Responsibilities of the Board of Directors in coordinating with the Board of Supervisors:
 - a. The meeting notice and accompanying documents shall be sent to the Board of Supervisors members at the same time as they are sent to the Board of Directors members;
 - b. Resolutions of the Board of Directors shall be sent to the Board of Supervisors (at the same time as they are sent to the General Director) within the time limit stipulated in this Regulation and the Company Charter;
 - c. When the Board of Supervisors proposes the selection of an independent auditor, the Board of Directors must respond in accordance with the provisions of this Regulation and the Company Charter;
 - d. Other matters requiring the Board of Supervisors's opinion must be submitted within the prescribed time limit, and the Board of Supervisors is responsible for responding in accordance with the provisions of this Regulation and the Company Charter.
2. Responsibilities of the Board of Supervisors in coordination with the Board of Directors:
 - a. Regularly inform the Board of Directors about operating results, and consult with the Board of Directors before submitting reports, conclusions, and recommendations to the General Meeting of Shareholders;



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- b. During Board of Supervisors meetings, the Board of Supervisors has the right to request the attendance of Board members (and simultaneously request the General Directors, internal audit members (if any), and independent auditors) and to answer questions of concern to the Board of Supervisors members;
- c. Periodic and extraordinary inspections conducted by the Board of Supervisors must result in written conclusions (to be issued no later than fifteen (15) working days from the completion date) and be submitted to the Board of Directors to provide additional grounds for the Board's management of the Company. Depending on the scope and results of the aforementioned inspections, the Board of Supervisors shall discuss and reach a consensus with the Board of Directors and the General Director before reporting to the General Meeting of Shareholders. In the event of a disagreement, the parties are authorized to reserve their opinions in the minutes, and the Head of the Board of Supervisors shall be responsible for reporting these matters to the nearest General Meeting of Shareholders;
- d. In case the Board of Supervisors discovers violations of the law or violations of the Company Charter by members of the Board of Directors, the Board of Supervisors shall notify the Board of Directors in writing within forty-eight (48) hours, request the person committing the violation to cease the violation and take measures to remedy the consequences. At the same time, the Board of Supervisors shall be responsible for reporting to the General Meeting of Shareholders and simultaneously reporting and disclosing information in accordance with current law;
- e. For recommendations relating to the company's operational and financial situation, the Board of Supervisors must send the relevant documents and materials at least fifteen (15) working days before the expected date of receiving the response.
- f. Other matters requiring the opinion of the Board of Directors must be submitted at least seven (07) working days in advance and the Board of Directors will respond within seven (07) working days.

Article 39. Operational Coordination between the Board of Directors and the General Director

- 1. Regarding the organization of the annual General Meeting of Shareholders, the Board of Directors must notify the General Director about the coordination and use of resources within a reasonable time as stipulated in the Company Charter.
- 2. In urgent cases, the Board of Directors has the right to request the General Director and other executives in the company to provide information about the company's operations. The Board of Directors may not use information that has not been authorized for public disclosure or disclose it to others to carry out related transactions.



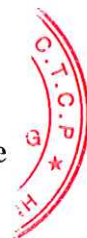
3. Issues falling under the Board of Directors' approval authority as stipulated by law and the Company Charter, and proposed by the General Director, must be responded to by the Board of Directors within the time limit prescribed in the Company Charter.
4. The Board of Directors shall decide on rewards or disciplinary actions for the fulfillment or non-fulfillment of resolutions and other matters delegated by the Board of Directors to the General Director.

Article 40. Access to Information

1. Regarding access to the Company's information and documents, the Board of Supervisors is obligated to state the reason in the written request for provision and to maintain absolute confidentiality of information collected during the monitoring of the Company's operations. Disclosure of this information is only permitted upon request from a competent authority, but must be notified to the Board of Directors before provision, or in other cases as stipulated by law.
2. This information and documentation includes:
 - a. Meeting notice and related documents, and a form for collecting opinions from Board members;
 - b. Minutes and Resolutions of the Board of Directors;
 - c. Report by the General Director;
 - d. Information and documents related to management and financial reporting;
 - e. Report evaluating the management performance of the Board of Directors;
 - f. Other related documents.

Article 41. Operational Coordination between the Board of Supervisors and the General Director

1. The Board of Supervisors has the function of inspection and supervision.
 - a. During Board of Supervisors meetings, the Board of Supervisors has the right to request the General Director (and simultaneously request members of the Board of Directors, internal auditors (if any), and independent auditors) to attend and answer questions of concern to the Board of Supervisors members.;
 - b. Periodic and extraordinary inspections conducted by the Board of Supervisors must result in written conclusions (to be issued no later than fifteen (15) working days from the completion date) and be submitted to the General Director to provide additional grounds for the General Director's management of the Company. Depending on the scope and results of the aforementioned inspections, the Board of Supervisors shall discuss and reach a consensus with the Board of Directors and the General Director before reporting to the General Meeting of Shareholders. In the event of a disagreement, the parties are authorized to reserve their opinions in the minutes, and



the Head of the Board of Supervisors shall be responsible for reporting these matters to the nearest General Meeting of Shareholders;

- c. In case the Board of Supervisors detects violations of the law or company charter by the General Director, the Board of Supervisors shall notify the General Director in writing within forty-eight (48) hours, requesting the person committing the violation to cease the violation and take remedial measures, and at the same time the Board of Supervisors shall report to the General Meeting of Shareholders and simultaneously disclose information in accordance with current law;
- d. Members of the Board of Supervisors have the right to request the General Director to facilitate access to records and documents related to the company's business activities at the Head Office or where the records are store;
- e. For information and documents on business management and operation, business performance reports, financial statements, and written requests from the Board of Supervisors must be sent to the company at least forty-eight (48) hours in advance. The Board of Supervisors may not use information that has not been authorized for public disclosure by the company or disclose it to others to carry out related transactions;
- f. Other matters requiring the General Director's opinion: must be submitted at least seven (07) working days in advance and the General Director will respond within seven (07) working days from the date of receipt of such matter.

Article 42. Coordination between the General Directors and the Board of Directors and Board of Supervisors.

1. The General Director shall represent the Company in managing its operations, ensure the Company's going concern and effective operation.
2. The General Director is accountable to the General Meeting of Shareholders and the Board of Directors for the exercise of their duties and responsibilities and must report to these bodies when requested.
3. When there are proposals for measures to improve the Company's operations and management, decision on such matter must be made; the General Director shall send it to the Board of Directors as soon as possible but no later than seven (07) days before the date of issuance of the decision.
4. Other matters requiring the opinion of the Board of Directors must be submitted at least seven (07) working days in advance and the Board of Directors will respond within seven (07) days from the date of receipt of such matters.

CHAPTER IX: THE PERSON IN CHARGE OF CORPORATE GOVERNANCE

Article 43. Standards for persons in charge of corporate governance



1. The person in charge of corporate governance must meet the following standards:
 - a. Having knowledge of the law;
 - b. Must not concurrently work for the independent auditing firm that is performing the audit of the Company's financial statements.
 - c. Other standards as prescribed by law, the Company Charter, and decisions of the Board of Directors.

Article 44. Rights and obligations of the person in charge of corporate governance

1. Advise the Board of Directors on organizing the General Meeting of Shareholders in accordance with regulations and on related matters between the Company and shareholders;
2. Prepare for Board of Directors, Board of Supervisors, and General Shareholders' Meetings as requested by the Board of Directors or Board of Supervisors.;
3. Provide advice on meeting procedures;
4. Attend meetings;
5. Provide advice on the procedures for preparation and issuance of resolutions of the Board of Directors in accordance with legal regulations;
6. Provide financial information, copies of Board of Directors meeting minutes, and other information to members of the Board of Directors and the Board of Supervisors;
7. Monitor and report to the Board of Directors on the company's information disclosure activities;
8. Maintain confidentiality of information in accordance with legal regulations and the Company Charter;
9. Other rights and obligations as prescribed by law and the Company Charter.

Article 45. Appointment of persons in charge of corporate governance

The Board of Directors shall appoint at least one (01) person to be in charge of the Corporate Governance to support the effective performance of corporate governance. The person in charge of Corporate Governance may also serve as the Company Secretary as prescribed in Clause 5, Article 156 of the Enterprise Law. The term of office of the person in charge of Corporate Governance shall be decided by the Board of Directors, with a maximum of five (05) years and may be reappointed.

Article 46. Cases of dismissal of the person in charge of corporate governance.

The Board of Directors may remove the person in charge of Corporate governance when necessary, provided that such removal does not contrary to applicable labor laws. The Board of Directors may appoint an Assistant to the person in charge of corporate



governance from time to time.

Article 47. Announcement of appointment and dismissal of persons in charge of corporate governance

Announcement regarding the appointment and dismissal of the person in charge of corporate governance is made in accordance with the Company Charter and securities laws.

CHAPTER X: PREVENTING CONFLICTS OF INTEREST

Article 48. Duty of Care

Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other executives are responsible for performing their duties, including those as members of sub-committees under the Board of Directors, in good faith and with due diligence for the benefit of the Company.

Article 49. Duty of loyalty and avoidance of conflicts of interest

1. Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other managers must disclose their related interests in accordance with the Enterprise Law and relevant legal documents.
2. Members of the Board of Directors, members of the Board of Supervisors, the General Director, other managers, and their related persons may only use information obtained through their positions to serve the interests of the Company.
3. Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other managers are obligated to notify the Board of Directors and the Board of Supervisors in writing of transactions between the Company, its subsidiaries, and other companies in which the public company control 50% or more of the charter capital, and those entities themselves or their related parties, as stipulated by law. For the aforementioned transactions approved by the General Meeting of Shareholders or the Board of Directors, the Company must disclose information regarding these resolutions in accordance with the securities law on information disclosure.
4. Members of the Board of Directors may not vote on transactions that benefit that member or its related person, as stipulated in the Enterprise Law and the Company Charter.
5. Members of the Board of Directors, members of the Board of Supervisors, the General Director, other managers, and related persons of these entities are prohibited from using or disclosing internal information to others for the purpose of conducting related transactions.
6. The General Director shall not be a related party of the business manager, the



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Supervisor of company and parent company, the representative of state capital, or the representative of the enterprise's equity in the company and parent company as stipulated in point d, clause 46, Article 4 of the Securities Law.

7. Transactions between the Company and one or several members of the Board of Directors, members of the Board of Supervisors, the General Director, other executives, and individuals or organizations related to these parties shall not be invalidated in the following cases:
 - a. For transactions worth less than thirty-five percent (35%) of the total value of assets recorded in the latest financial statement, the significant contents of the contract or transaction, as well as the relationships and interests of the Board of Directors members, Board of Supervisors members, General Director, and other executives, have been reported to the Board of Directors and approved by a majority vote in favor of the Board members who have no vested interest;
 - b. For transactions worth thirty-five percent (35%) or more, or transactions resulting in a transaction value arising within twelve (12) months from the date of the first transaction worth thirty-five percent (35%) or more of the total asset value recorded in the latest financial statement, the significant contents of this transaction as well as the relationship and interests of the Board of Directors members, Board of Supervisors members, General Director, and other executives have been disclosed to the shareholders and approved by the General Meeting of Shareholders by votes of shareholders who have no related interest.

Article 50. Liability for damages and compensation

1. Members of the Board of Directors, members of the Board of Supervisors, the General Director, and other executives who violate their obligations, duty of loyalty and duty of diligence, or fail to fulfill their obligations, shall be held liable for any damages caused by their violation.
2. The Company shall indemnify any person who was, is, or may become a party to any claims, lawsuits, or legal proceedings (including civil and administrative cases, excluding those initiated by the Company) if such person is or was a member of the Board of Directors, a member of the Board of Supervisors, the General Director, other executives, employees, or representatives authorized by the Company who performed duties under the Company's authorization, acted in good faith and with due diligence in the best interests of the Company in compliance with the law, and provided there is no evidence confirming that such person breached their responsibilities.
3. Indemnification expenses shall include judgment costs, fines, and actual payments arising (including legal fees) from the resolution of such matters within the extent permitted by law. The Company may purchase insurance for these individuals to mitigate the aforementioned indemnification liabilities.



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CHAPTER XI. AMENDMENT OF INTERNAL REGULATIONS ON CORPORATE GOVERNANCE

Article 51. Amendments to the Internal Regulations on Corporate Governance

1. Any amendments, supplements, or replacements to these Regulations must be submitted by the Board of Directors to the General Meeting of Shareholders for approval.
2. In cases where relevant legal provisions governing the company's operations are not addressed in these Regulations, or in cases where new legal provisions differ from those in these Regulations, those legal provisions shall automatically apply and govern the company's operations.

CHAPTER XII: EFFECTIVE DATE

Article 52. Effective Date

1. These Regulations consist of twelve (12) chapters and fifty-two (52) articles, including Appendix 01 attached; and is submitted to the General Meeting of Shareholders for approval on April 23, 2026.
2. Copies or extracts of the Regulations on Corporate Governance must be signed by the Chairman of the Board of Directors or at least one-half (1/2) of the total number of members of the Board of Directors to be valid.

ON BEHALF OF BOARD OF
DIRECTORS
CHAIRMAN



Lê Phan Minh Vũ



APPENDIX 01
INTERNAL REGULATIONS ON CORPORATE GOVERNANCE

REGULATIONS
ON GUIDELINES FOR ONLINE ATTENDANCE AND ELECTRONIC VOTING
AT THE GENERAL MEETING OF SHAREHOLDERS OF
VIETNAM TECHNOLOGY & TELECOMMUNICATION JOINT STOCK
COMPANY

(Promulgated under the Internal Regulations on Corporate Governance of Viet Nam Technology & Telecommunication Joint Stock Company, which was approved by the General Meeting of Shareholders under Resolution No. 01/2026/NQ-ĐHĐCĐ dated April 23, 2026.)

CHAPTER I. GENERAL PROVISIONS

Article 1. Scope and subjects of application

This appendix stipulates the regulations for online attendance at the General Meeting of Shareholders and electronic voting by delegates at the Annual General Meeting/Extraordinary General Meeting of Shareholders of Viet Nam Technology & Telecommunication Joint Stock Company (*hereinafter referred to as "the Company"*).

Article 2. Interpretation

- a. **"Delegate"** means a shareholder, an authorized representative (authorized person).
- b. **"Online General Meeting of Shareholders"** means annual or extraordinary general meetings of shareholders held *via the internet* to exercise their voting/election rights.
- c. **"Electronic voting"** means the process by which a Delegate connects to the internet and exercise their voting or election right through the Electronic Voting System as specified and notified by the Company.
- d. **"Electronic voting system"** is a system that provides delegates with the tools to exercise their relevant rights when attending online shareholders' general meetings.
- e. **"Identifying elements"** are pieces of information necessary to accurately identify an object in a given context.
- f. **"Force majeure event"** refers to events occurring beyond the will of the convenor of the General Meeting, which could not be foreseen or overcome despite the necessary and possible measures taken.
- g. **"Equal Cumulative Voting"** is a method of Cumulative Voting in which a Delegate accumulates their total votes for a single candidate or distributes them equally among several corresponding candidates. Following the equal distribution, the number of



votes allocated to each candidate shall be rounded down to the nearest whole number. Any remaining fractional votes (if any) shall be discarded.

- h. **“Manual Cumulative Voting”** is a method of Cumulative Voting in which a Delegate specifies the exact number of votes for each candidate, provided that the total votes allocated to all candidates equal the Delegate’s total voting rights.

CHAPTER II. SPECIFIC PROVISIONS

Article 3. Conditions and procedures for online attendance and E-voting by delegates of the general meeting of shareholders.

- a. Eligibility requirements:
- Being named in the List of Shareholders entitled to attend the General Meeting of Shareholders, as established in accordance with the Company’s notice for exercising rights.
 - Being an authorized representative who meets all eligibility requirements as prescribed by law and the Company Charter.
- b. Technical requirements:
- Delegates must be equipped with an internet-connected electronic device (e.g., computer, tablet, mobile phone, or other electronic devices with internet connectivity, etc.).
- c. Method of implementation:
- Delegates access the link and log in using the information provided in Article 4 of this Appendix to attend the online general meeting of shareholders and cast their electronic votes on the electronic voting system.

Article 4. Providing login information and conducting electronic voting.

- a. Information regarding the access link to the electronic voting system, username, password, and other identifying elements (if any) for attending the online General Meeting of Shareholders will be provided in the meeting invitation notice (or the form of login information notification as stipulated by the Board of Directors). Delegates are responsible for keeping their username, password, and other assigned identifying elements confidential to ensure that only Delegates have the right to vote on the electronic voting system and are fully responsible for the information they have registered.
- b. When delegates request a re-issue of their login information, the General Meeting Organizing Committee may notify them through the following methods: in person or via email/telephone. Providing login information via email or telephone will only be done based on shareholder information from the list of voting shareholders made by the Vietnam Securities Depository and Clearing Corporation, as per the Company's notice of exercising voting rights.



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- c. Delegates use their login name, password, or other identifying factors (if any) to access the electronic voting system and cast their electronic votes according to the agenda of the online General Shareholders' Meeting.

Article 5. Method of recording the attendance of Delegates at the online general meeting of shareholders.

Delegates are recognized as having attended the online General Meeting of Shareholders by the electronic voting system when they access the system using the access information provided in accordance with Article 4 of this Appendix and have cast their electronic vote on any item in the agenda of the online General Meeting of Shareholders

Article 6. Regulations on online authorization

- a. Shareholders being individual: authorize all or part of their shares to a single individual to represent them in attending and voting at the general meeting.
- b. Shareholders being organization: authorize all or part of their maximum number of shares to 3 proxies to attend and vote at the general meeting.
- c. Shareholders must provide complete information to conduct authorization, especially providing the information of the authorized party: telephone number, contact address, and email address. This is the basis for assigning login names, login passwords, and other identifying elements (if any) to the authorized party.
- d. Validity of authorization: Authorization is only legally valid when the following conditions are met:
 - When shareholders fill in all the information on the online authorization form and complete the online authorization process.
 - The power of attorney must be printed using the online authorization form, with full signatures, specifying the full names, and stamping (if it is an organization) of both the authorizing party and the authorized party.
 - The company shall receive the original Power of Attorney before the official opening of the general meeting.
- e. Cancellation of online proxy authorization for shareholders: Shareholders must submit a formal written request to the Company to cancel their online proxy authorization before the official opening of the General Meeting. Note that the effective date of the cancellation of the proxy authorization is calculated from the date the Company receives the formal written request to cancel the online proxy authorization.
- f. The cancellation of the proxy will be invalid if the proxy has already cast a vote/election on any issue of the agenda for the online General Meeting of Shareholders.

Article 7. Methods of electronic voting

- a. Voting method:



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- Delegates choose one of three voting options: Vote for, Vote against, or Abstain, for each issue put to a vote at the General Meeting, which are pre-set in the electronic voting system.
 - Afterwards, the delegates proceed to confirm their votes so that the electronic voting system can record the results.
- b. Voting methods:
- Elections via Cumulative Voting (Equal Cumulative Voting or Manual Cumulative Voting): Delegates shall perform their election by checking the 'Equal Cumulative Voting' box or entering the specific number of votes into the 'Number of Votes' field for the respective candidates on the ballot pre-set in the Electronic Voting System. Subsequently, Delegates must confirm their election for the system to record the results.
 - Voting method: Delegates choose one of three voting options: "Vote for," "Vote against," or "Abstain" on the list of candidates. Delegates then confirm their vote so that the electronic voting system records the results.
- c. Other regulations on electronic voting:
- In the event that delegate fails to complete all the voting and election procedures as outlined in the General Meeting agenda, any unvoted or unelected matters shall be treated as if the Delegate did not cast a vote for those specific items.
 - In the event of issues arising outside the agenda of the General Meeting, delegates may vote or hold supplementary elections. In the event that a Delegate does not cast a vote or participate in the election for any arising matters, it shall be deemed that the Delegate has not performed the voting or election process for those specific arising matters.
 - Delegates may change the results of votes and elections (but cannot cancel these results); this includes the results of supplementary votes and elections on issues arising outside the agenda of the General Meeting. The online system only records the vote count for the final voting and election results at the time of completion of electronic voting for each vote counting round as stipulated in the working regulations of the General Meeting.
 - In the event that a Delegate performs Manual Cumulative Voting: An invalid ballot is defined as one where the total votes allocated to all candidates differs from (is greater than or less than) the Delegate's total voting rights as calculated at the time of the vote count.

Article 8. Time for electronic voting



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The time for electronic voting is specified in the regulations of procedure at the general meeting. Delegates can access the electronic voting system and vote twenty-four (24) hours a day and seven (07) days a week except in case of system maintenance or other reasons beyond the Company's control. After the voting period ends, the system will not record any further electronic voting results from Delegates.

Article 9. Method of vote counting

When delegates cast their votes/elections, the number of votes and ballots is recorded in the system according to the principle of the number of votes in favor, the number of votes against, and the number of abstentions.

The vote counting minutes is a document recording the results of the vote counting of all delegates attending the online General Meeting of Shareholders through the electronic voting system.

Article 10. Announcement of vote counting results

Based on the vote counting minutes as stipulated in Article 9 of this Appendix, the Vote Counting Committee will verify, compile, and report the results of the vote count for each issue according to the agenda of the General Meeting to the Chairperson. The results of the vote count will be disclosed by the Chairperson immediately before the closing of the meeting.

Article 11. Minutes of the online General Meeting of Shareholders and the method of approval.

- a. The venue of meeting recorded in the minutes of the online Shareholders' Meeting is the location where the Chairperson of the Meeting will be present to preside over the meeting. This location must be in Vietnam.
- b. The method for adopting the minutes of the General Meeting of Shareholders is specifically stipulated in the Company's Regulations on Procedure for the General Meeting of Shareholders.

Article 12. Rights and obligations of Delegates when participating in electronic voting.

- a. All matters within the authority of the General Meeting, as stipulated by law and the Organizational and Operational Charter of the Company, shall be voted on and elected through electronic voting.
- b. Delegates shall be responsible for maintaining the confidentiality of their access information to ensure that only the Delegate has the right to perform voting on the Electronic Voting System. All voting transaction results performed by a Delegate on the electronic voting system shall be automatically considered the Delegate's final decision. Delegates shall bear full legal responsibility before the law and the Company for the results of their electronic voting transactions performed on the Electronic Voting System.



- c. Delegates must immediately notify the Company for timely action upon discovering that their login name, password, and/or other identifying elements have been lost, stolen, compromised, or suspected of being compromised by contacting the Company to lock their login name and security device. Delegates shall be responsible for any damages, losses, and other risks occurring before the Company receives notification from the Delegate if the cause is due to the Delegate's fault.

Article 13. Discussion at the Online General Meeting of Shareholders

a. Principles:

- Discussions shall only be conducted within the prescribed time and must be limited to the matters presented in the General Meeting of Shareholders' agenda;
- Only delegates are allowed to participate in the discussion.;
- Delegates may register their discussion topics in the format specified in the regulations of General Meeting's procedure.;
- The Secretariat will arrange the delegates' discussion content in the order of registration and forward them to the Chairperson.;

b. Addressing the opinions of the Delegates:

- Based on the content of the delegates' discussions, the Chairperson or a member designated by the Chairperson will answer the delegates' question;
- In case of time constraints, questions that are not answered directly at the General Meeting will be answered by the Company later.

Article 14. Force majeure events

- a. During the online Shareholders' Meeting and electronic voting, force majeure events (beyond the Company's control) may occur at the location where the Chairperson presides over the Meeting (excluding force majeure events affecting one or more attending delegates) such as: natural disasters, fires, power outages or internet connection failures, technical malfunctions at the location where the Chairperson presides over the Meeting, requests or directives from the Government and other state agencies or competent authorities.....
- b. In the event of irremediable Force Majeure events that prevent the General Meeting from proceeding for a duration of sixty (60) minutes, the Chairperson shall declare a suspension of the General Meeting. All matters previously voted for prior to the suspension (if any) shall be voided. These matters shall be resubmitted for voting at the next convened General Meeting of Shareholders.

CHAPTER III. OTHER PROVISIONS

Article 15. Other provisions

Other matters not mentioned in this Appendix shall be governed by the Company Charter, the Regulations on Corporate Governance, and relevant laws and regulations.



Article 16. Enforcement

- a. This appendix consists of three (03) chapters, sixteen (16) articles and is effective from the date of issuance.
- b. Delegates, individuals, organizations, and departments involved in the Company's online General Meeting of Shareholders are responsible for complying with this Appendix.

To:

- Shareholders;
- Board of Directors, Board of Supervisors, Management Board;
- Kept files.

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



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