

AGENDA'S REGULATIONS OF THE 2023 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF VINH HOAN CORPORATION

1. Rights and Obligations of Shareholders:

- All Shareholders have the right to participate in the Annual General Meeting of Shareholder (the "AGM"), express their opinions, vote on all issues of the AGM's Agenda. A duly Authorized Representative of the Shareholders is entitled to exercise the rights within the scope of the authorization contents in the Confirmation of Participation/Authorization of Participation that the Shareholders have sent to the Organizing Committee of the AGM.
- Shareholders' obligations with regard to the AGM:
Shareholders directly attending must present:
 - Original Identification Card/Citizen Identification Card /Passport;
 - Original Invitation Letter or Original Confirmation/Authorization of Participation Letter (in case Shareholders do not receive the original by post, please email us at ir@vinhhoan.com to receive a soft copy, print it out, and bring it with you upon registration.The Authorized Proxy must present:
 - Original Invitation Letter or Original Confirmation/Authorization of Participation Letter (in case Shareholders do not receive the original by post, please email us at ir@vinhhoan.com to receive a soft copy, print it out, and bring it with you upon registration.
 - A copy of Identification Card/Citizen Identification Card /Passport of the Shareholders;
 - Original Identification Card/Citizen Identification Card /Passport of the Authorized Proxy.
- Shareholders arriving late at the AGM is entitled to register immediately and then have the right to participate in and exercise their vote right at the AGM but do not have the right to vote on the contents approved by the AGM previously when the Shareholder is not present (i.e. the validity of the voting sessions conducted before the late Shareholder attends will not be affected).
- Pursuant to Clause 1, Article 145 of the Law No. 59/2020/QH14 on Enterprises and Clause 1, Article 18 of the Charter of Vinh Hoan Corporation (the "Company"), the AGM shall proceed when Shareholders and Proxies presented more than 50% of the total voting shares (the "Quorum") based on the list of Shareholders attending the meeting confirmed on April 14, 2023. If the Meeting is deemed ineligible to proceed, according to the above provision, the AGM shall be convened and conducted in accordance with The Company's Charter.
- The 2023 Annual General Meeting of Shareholders shall be presided by the Chairwoman of the Board approved by the AGM. In order to create favorable conditions for the AGM to take place in accordance with the Company's Charter and the provisions of current laws, Shareholders must follow the direction of the Chairwoman and respect the validly conducted voting results of the AGM.
- The AGM shall discuss and approve the issues on the agenda within the competence of Shareholders in the correct order in the form of voting.
- Shareholders attending the AGM may speak their opinions by registering with the Organizing Committee of the AGM or raising their hands, the Chairwoman will invite each Shareholder to express their opinions. Shareholders are not allowed to speak opinion contents that are not related to the agenda.
- Shareholders attending the AGM may ask their questions to the Presidium Committee by making their questions on the "Question form" and forward them to the Presidium Committee to answer. The Chairwoman has the authority not to respond to or to only note down comments and suggestions from Shareholders if the contents of such comments and suggestions are out of the scope of the approved agenda.
- All contents of the AGM shall be fully recorded by the Secretariat Committee in the Minutes of the AGM. Minutes and Resolutions of the AGM must be announced to and approved by AGM before the closing of the AGM,

stored at the Company's head office, will be published on the Company's website within twenty-four (24) hours from the closing of the AGM at the address: <http://vinhhoan.com/investors/#shareholder-meetings>

2. Rights and Obligations of Shareholder Eligibility Verification Committee:

- Making a list of Shareholders attending the AGM.
- Receiving and verifying Identification Card/Citizen Identification Card /Passport, Confirmation/Authorization of Participation Letter, and other relevant documents.
- Verifying the composition and number of shareholders attending the AGM.
- Reporting shareholder eligibility verification results to the AGM.
- Handing out Voting Cards, Voting Opinion Ballot and Election ballot to Shareholders before attending the AGM.
- Shareholder Eligibility Verification Committee shall be ultimately responsible for the accuracy and integrity of the results of their tasks.

3. Rights and Obligations of the AGM Chairwoman of the The Presidium Committee and Secretariat Committee:

3.1. Chairwoman of the The Presidium Committee:

- Request that all AGM attendees be subject to security inspection or other legal and reasonable security measures.
- Ask a competent authority to maintain order at the AGM or expel anyone who shows signs of causing disorder, disobeying the Chairwoman, hampering the AGM progress, or declining to follow the security inspection procedures at the AGM.
- Have the right to chair the AGM in an appropriate and order manner.
- Make decisions regarding order, procedures, and issues arising beyond the approved agenda.
- At the Chairwoman's discretion, the AGM may be postponed or held at another time in another location if the Chairwoman deems that: the behaviours of some participants interfere with or is likely to impede the normal progress of the AGM, cause disorder and disruptions that hinder the AGM from proceeding in a fair and lawful manner and/or delay is necessary for the work of the AGM to be conducted fairly and lawfully. In addition, the Chairwoman may adjourn the AGM when there is a consensus or request of the AGM, which has a sufficient number of delegates attending the AGM.
- The maximum delay time is not more than three (3) days from the schedule opening date of the AGM. The reconvened AGM will only consider issues that would have been lawfully resolved at the previously postponed AGM.
- The AGM Chairwoman or Secretariat Committee has the right to implement necessary and reasonable measures to chair the AGM in an appropriate and orderly manner in accordance with the approved program and allow the AGM to reflect the wishes of the majority of participating Shareholders.

3.2. Secretariat Committee:

- The Secretariat was nominated by the Chairwoman and approved by the AGM.
- The Secretariat shall be responsible for assisting the Chairwoman in operating the Meeting, taking notes and announcing the Minutes and Resolutions of the AGM.



**ON BEHALF OF THE BOARD OF DIRECTORS
VINH HOAN COPRPORATION
CHAIRWOMAN**

Truong Thi Le Khanh

AGENDA REGULATION