

No.: /QD-DHDCD
DRAFT

Hanoi, April ____, 2025

WORKING REGULATIONS
for the Annual General Meeting of Shareholders 2025
of X20 Joint Stock Company

Article 1. General Provisions

1. These Working Regulations shall be used for the Annual General Meeting of Shareholders 2025 of X20 Joint Stock Company (hereinafter referred to as the GMS).
2. These Regulations specify the rights and obligations of participants in the Annual GMS, and the conditions and procedures for conducting the meeting.
3. Shareholders, authorized persons, and other parties attending the meeting are responsible for complying with the provisions of these Regulations.

Article 2. Rights and Obligations of the Presidium

1. The Presidium shall consist of 02 members who are members of the Board of Directors. Members of the Board of Directors shall perform the duties and responsibilities of the Chairman of the BOD as the chairperson and shall be responsible for presiding over the GMS in accordance with the law and the Company Charter.
2. Duties of the Presidium:
 - a) Preside over the GMS according to the agenda and content approved by the GMS;
 - b) Introduce the GMS Secretary;
 - c) Present drafts, guide shareholders/shareholder representatives in discussions; conclude on necessary issues for the GMS to vote on;
 - d) Answer and request relevant individuals to present issues in the agenda as requested by shareholders;
 - e) May conduct activities, change the order of agenda items when deemed necessary to facilitate the GMS;
 - f) Work on the principle of collegiality; organize the GMS in a valid, orderly manner, reflecting the wishes of the majority of attending shareholders/shareholder representatives.
 - g) Other responsibilities and obligations as prescribed by law and the Company Charter.

Article 3. Rights and Obligations of the Secretary

1. The Secretary, introduced by the Presidium, shall be responsible to the Presidium and the General Meeting of Shareholders for his/her duties.
2. Duties of the Secretary:
 - a) Record fully and accurately the contents of the GMS.
 - b) Assist the Presidium in announcing draft documents, conclusions, minutes, and resolutions of the GMS.
 - c) Receive registration forms for speeches from shareholders.
 - d) Other duties as prescribed by law and the Company Charter.

Article 4. Rights and Obligations of the Vote Counting Committee

1. The Vote Counting Committee shall be introduced by the Presidium and approved by the GMS through voting.

2. Responsibilities of the Vote Counting Committee:
 - a) Supervise the voting and election process of shareholders;
 - b) Summarize the number of shares voting and electing according to the content submitted to the GMS;
 - c) Review and report to the General Meeting for decision on cases of violation of voting rules or complaints about voting;
 - d) Announce the voting and election results before the GMS.
 - e) Other duties as prescribed by law and the Company Charter.

Article 5. Rights and Obligations of Shareholders Attending the GMS

1. All shareholders owning shares of X20 Joint Stock Company named in the list of shareholders as of the record date of //2025 are entitled to attend the GMS.
2. Rights and obligations of shareholders when attending the GMS:
 - a) Shareholders have the right to vote on all matters within the GMS's authority;
 - b) Shareholders may authorize in writing a representative to attend and vote at the GMS on their behalf;
 - c) Each shareholder or shareholder representative attending the GMS must bring personal identification documents (Citizen ID card, ID card, Passport, etc.) and the Letter of Invitation to submit to the Organizing Committee to verify shareholder status and receive ballots and related documents;
 - d) An authorized person attending the GMS may not re-authorize another person;
 - e) During the meeting, shareholders must comply with the guidance and direction of the Presidium and the Organizing Committee; behave in a civilized and polite manner, and not cause disorder;
 - f) Shareholders must maintain confidentiality, adhere to rules of speech, and correctly implement regulations on the use and storage of documents;
 - g) Shareholders and authorized representatives attending the GMS must strictly comply with the working regulations of the General Meeting of Shareholders. Shareholders violating these regulations will, depending on the specific extent, be considered and handled by the Presidium in accordance with the law and the Company Charter;
 - h) When a shareholder has registered to attend the GMS but is absent during voting, it is considered that the shareholder agrees to vote in favor of the issues put to vote;
 - i) Other rights and obligations as prescribed by law and the Company Charter.

Article 6. Conducting the General Meeting of Shareholders

The GMS shall be conducted when the number of attending shareholders represents more than 50% of the total voting shares according to the list of shareholders as of the record date/...../2025.

In case there is not a sufficient number of shareholders required within thirty (30) minutes from the scheduled opening time of the General Meeting of Shareholders, the convener shall cancel the meeting. The reconvening of the General Meeting of Shareholders shall be carried out in accordance with the law and the Company Charter.

Article 7. Expressing Opinions and Voting on Matters at the GMS

Shareholders register the content of their speech with the Presidium. When speaking or needing to debate, they should raise their ballot. Only after agreement from the Presidium may they speak. The content of the speech should be concise and avoid repetition.

Agenda items according to the submitted content shall be voted on directly via ballots at the GMS.

Article 8. Minutes of Meeting and Resolution of the General Meeting of Shareholders

All content at the GMS must be recorded by the Secretary in the Minutes of Meeting of the General Meeting of Shareholders. The Minutes of Meeting and Resolution shall be approved before the GMS is closed.

Article 9. Implementation Provisions

These Regulations shall take effect immediately after being approved by the General Meeting of Shareholders.

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

Chu Van De

