

Ho Chi Minh City, April 17 , 2025

SUBMISSION

On the approval of the Regulations on organizing the 2025 Annual General Meeting of Shareholders

To: Annual General Meeting of Shareholders of Viettronics Tan Binh Joint Stock Company

To conduct the 2025 Annual General Meeting of Shareholders, the Board of Directors of the Company respectfully submits to the General Meeting of Shareholders of Viettronics Tan Binh Joint Stock Company for approval the Regulations on organizing the 2025 Annual General Meeting of Shareholders of Viettronics Tan Binh Joint Stock Company .

The draft Regulations are attached to this submission.

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval.

Respectfully submit!

Recipient :

- Shareholders of VTB ;
- Post on the company website;
- Board of Directors, Supervisory Board;
- Board of Directors;
- VT, Board of Directors.

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

Vu Hai Vinh

Ho Chi Minh City, date April 2025

**RULES
ORGANIZING THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
VIETTRONICS TAN BINH JOINT STOCK COMPANY**

(Issued with Submission No. /2025/TTr- VTB -HDQT dated /..... /2025

Viettronics Tan Binh Joint Stock Company)

**CHAPTER I
GENERAL PROVISIONS**

Article 1. Scope of regulation and applicable subjects

1. These regulations apply to the organization and conduct of the 2025 Annual General Meeting of Shareholders (hereinafter referred to as the "General Meeting") of Viettronics Tan Binh Joint Stock Company (hereinafter referred to as "VTB Company").
2. This Charter specifically stipulates the rights and obligations of shareholders, shareholder representatives and parties attending the General Meeting, conditions and procedures for conducting the General Meeting and voting on issues within the authority of the General Meeting.
3. Shareholders, shareholder representatives and parties participating in the General Meeting are responsible for complying with the provisions of this Regulation.

Article 2. Purpose

1. Ensure the principles of publicity and transparency.
2. Create favorable conditions for the organization of the Congress to be carried out successfully and in compliance with legal regulations.

**CHAPTER II
CONDITIONS FOR PARTICIPATION IN THE CONGRESS, RIGHTS AND
OBLIGATIONS OF
SHAREHOLDERS, PARTIES ATTENDING THE GENERAL MEETING**

Article 3. Conditions for attending the Congress

Individual shareholders and authorized representatives of organizational shareholders whose names are on the list of shareholders on the closing date of the list of attendees to the General Meeting have the right to directly attend the General Meeting or authorize in writing another person to attend the meeting in accordance with the provisions of this Charter and the provisions of law.

Article 4. Rights of Shareholders when attending the General Meeting

1. Shareholders have the right to discuss and vote on all matters within the authority of the General Meeting as prescribed in the VTB Company Charter, Enterprise Law No. 59/2020/QH14 and relevant legal documents.
2. Shareholders can attend the General Meeting in one of the following ways:

- a. Directly attend the Congress meeting;
 - b. Authorizing another person to attend the General Meeting. Individual shareholders have the right to authorize another person in writing to attend the meeting. The authorized representative of an organization shareholder is not allowed to authorize another person to attend the General Meeting.

In case a shareholder is an organization and does not have an authorized representative as prescribed in Article 14 of the Law on Enterprises, it shall authorize another person to attend the General Meeting.
3. VTB Company publicly announced the content and program of the Congress.
 4. At the General Meeting, each shareholder or authorized representative attending the General Meeting will receive a Voting Card (which states the shareholder's name, shareholder code, total number of shares owned/represented) after registering to attend the General Meeting with the General Meeting Organizing Committee.
 5. The voting value of the Voting Card corresponds to the ratio of the number of voting shares that the person owns or represents according to the registration to attend the General Meeting over the total number of voting shares of the delegates present at the General Meeting.
 6. Shareholders and authorized representatives who arrive at the General Meeting after the meeting has opened have the right to register immediately, and then have the right to participate and vote immediately, but the Chairman is not responsible for stopping the General Meeting to allow these shareholders to register. The validity of previously conducted votes will not be affected. The Vote Counting Committee is responsible for adding the number of voting shares of late-arriving shareholders to the total number of voting shares at the General Meeting to calculate the approval rate for the voting contents in the following section.

Article 5. Obligations of Shareholders when attending the General Meeting

1. Shareholders or authorized representatives attending the Meeting must bring the following documents:
 - a. Invitation letter;
 - b. Citizen ID card or Passport;
 - c. Authorization letter in the form attached to the invitation to the General Meeting (in case of being authorized to attend the General Meeting). In case the Shareholder is an individual, the authorization letter must be signed by that Shareholder and the signature of the authorized person. In case the Shareholder is a legal entity/organization, the authorization letter must be stamped and signed by the legal representative of that legal entity/organization;
 - d. Shareholders are only allowed to officially attend and vote at the General Meeting after completing the registration procedures and proving their shareholder status and/or authorized representative status to the General Meeting Organizing Committee.
2. In case a shareholder has authorized another person without a written notice of cancellation of authorization, that shareholder will not receive a voting card at the General Meeting if their authorized person has completed the procedure to receive the voting card.
3. The authorized person to attend the Meeting may not re-authorize to a third party.

4. During the General Meeting, shareholders and shareholders' representatives must strictly comply with the regulations at the General Meeting of Shareholders, comply with the guidance and direction of the Chairman, respect the results of the General Meeting, behave in a civilized and polite manner, and not cause disorder.
5. Shareholders and authorized representatives attending the General Meeting must strictly comply with these Regulations. If there is any violation, the Chairman will consider and take disciplinary action according to Point b, Clause 7, Article 146, Enterprise Law 59/2020/QH14, depending on the specific level.
6. In case a shareholder must leave the meeting before the General Meeting votes for personal reasons, the shareholder is responsible for contacting the Ballot Counting Committee to notify his/her opinion in writing about the issues voted at the General Meeting. In case a shareholder leaves the meeting before the General Meeting votes without notifying the Ballot Counting Committee, it is considered that the shareholder agrees with all issues voted at the General Meeting.

Article 6. Congress Organizing Committee

1. The Organizing Committee of the Congress appointed by the Board of Directors of Viettronics Tan Binh Joint Stock Company has the following functions and tasks:
 - a. Carry out preparations for the Congress;
 - b. Check the meeting attendance qualifications of shareholders and shareholders' authorized representatives based on the documents they present: Check citizen identification/passport, meeting invitation letter, Power of Attorney and accompanying documents (if any);
 - c. Issue voting cards and documents of the General Meeting to shareholders or their authorized representatives;
 - d. Summarize the results of the inspection and report to the General Meeting on the results of the inspection of the qualifications of shareholders attending the General Meeting.
2. In case a person attending the meeting is not fully qualified to attend the Congress, the Congress Organizing Committee has the right to deny that person the right to attend the meeting, refuse to issue a voting card and distribute documents of the Congress.

Article 7. Congress Presidium

1. The Chairman of the Board of Directors is the Chairman of the General Meeting of Shareholders.
2. The Chairman of the Congress may invite additional members to the Presidium to run the Congress.
3. The Chairman of the General Meeting has the following rights and responsibilities:
 - a. Chair and control the General Meeting; The Chairman shall conduct the necessary work to control the General Meeting in a valid and orderly manner, and ensure that the General Meeting reflects the wishes of the majority of attending shareholders;
 - b. Guide the Congress to discuss and vote on issues within the Congress agenda;
 - c. When there are issues regarding procedures, processes or events arising outside the Congress's program, the Congress Chairman will summarize and seek the Congress's opinion, and the Congress's decision will be the most decisive;
 - d. Draft and conclude necessary issues for the Congress to vote on;

- e. Respond or assign members of the Presidium to respond to issues requested by the Congress;
- f. The Chairman has the right to postpone the General Meeting to another time at another location (in accordance with the provisions of the Enterprise Law and the Company Charter) at any time without consulting the General Meeting if he finds that:
 - The conduct of those present prevents or is likely to prevent the orderly conduct of the meeting; or
 - The delay is necessary so that the business of the Congress may be properly conducted.
- g. The Chairman of the Congress has the right to:
 - Require all meeting attendees to submit to screening or other security measures;
 - Request the competent authority to maintain order at the meeting, expel those who do not comply with the Chairman's authority, intentionally disrupt order, prevent the meeting from proceeding or do not comply with security check requirements from the General Meeting.

Article 8. Congress Secretariat

1. Secretariat has 02 members nominated by the Congress Chairman.
2. The Congress Secretariat performs support tasks assigned by the Chairman, including:
 - a. Record fully and honestly the contents of the Congress.
 - b. Announce draft Minutes, Resolutions of the General Meeting and notice of the General Meeting Presidium sent to shareholders upon request.
 - c. Receive shareholder questionnaires .

Article 9. Congress Ballot Counting Committee

1. The Ballot Counting Committee has 03 members, including 01 Head of the Committee and 02 members approved by the Congress upon the proposal of the Congress Chairman. During the Congress with elections, the Ballot Counting Committee also serves as the Election Committee. Members of the Ballot Counting Committee cannot be on the list of nominees or candidates for the Board of Directors.
2. The Counting Committee has the following duties:
 - a. Monitor voting by shareholders or representatives attending the General Meeting;
 - b. Introduce and distribute ballots; Check election results objectively and accurately and make minutes of vote counting; announce vote counting results and election results before the Congress.
 - c. Perform other assigned duties.
3. The election counting committee must commit and be responsible for the accuracy of the election results.

CHAPTER III CONGRESS PROCEDURE

Article 10. Conditions and methods of conducting the Congress

1. The General Meeting is held when the number of shareholders attending the meeting represents more than 50% of the total number of votes according to the list of shareholders entitled to attend the General Meeting or authorize another person to attend the General

- Meeting. The Organizing Committee of the General Meeting shall notify the number of shareholders attending, the total number of voting shares represented by the shareholders and the attendance rate so that the General Meeting can proceed according to regulations.
2. The Congress will discuss and approve the contents stated in the Congress Agenda in turn. Voting to approve each content in the Congress will be carried out according to the voting rules and approval of decisions at the Congress in Article 13 of these Regulations.
 3. Only the General Meeting has the right to decide to change the meeting agenda sent with the meeting invitation.

Article 11. Program and working content of the Congress

1. The agenda and content of the meeting must be approved by the Congress at the opening session. The agenda must clearly specify the time for the contents of the meeting agenda.
2. In case there are changes to the meeting agenda sent with the meeting invitation to shareholders, the changes must be approved by the General Meeting.

Article 12. Discussion and questioning at the Congress

1. Based on the number of shareholders attending and the time allowed for the General Meeting, the Chairman of the General Meeting can choose the most appropriate method of conducting the meeting. Shareholders attending the General Meeting can express their opinions and questions by raising their hands to speak and receiving the approval of the Chairman of the General Meeting or filling out a Questionnaire and sending it to the General Meeting Secretariat. Only one shareholder can speak at a time. In case many shareholders have opinions at the same time, the Chairman of the General Meeting will invite each shareholder to present their opinions in turn.
2. Shareholders should speak briefly and focus on the main content that needs to be discussed, in accordance with the approved agenda of the General Meeting. The content of shareholders' proposed opinions must not violate the law, be related to personal matters or exceed the authority of the enterprise. The Chairman of the General Meeting has the right to remind or suggest that shareholders focus on the main content that needs to be spoken to save time and ensure the quality of the discussion.
3. The General Meeting agrees that the total speaking time of a shareholder shall not exceed 5 minutes. If this time is exceeded, the Chairman of the General Meeting may request the shareholder to submit questions and recommendations in writing, the General Meeting Secretariat must record them and the Board of Directors, within its authority, will respond in writing to the shareholder within 05 working days from the date of receipt of the shareholder's recommendation.

Article 13. Rules for voting and passing decisions at the Congress

1. Voting principles: Shareholders can vote through the following forms:
 - a. Vote directly at the Congress by raising the Voting Card;
 - b. Voting by sending a proxy to attend the meeting, then the proxy attends the General Meeting and votes as if the shareholder were directly attending the meeting.
2. Issues approved at the General Meeting must be approved by shareholders representing more than 50% of the total votes of all shareholders attending and voting at the meeting or through authorized representatives present at the General Meeting, except for the content specified in Clause 3 of this Article.

3. For the issues specified in Clause 1, Article 21 of the Charter of VTB Company, the approval must be obtained from shareholders representing 65% or more of the total number of votes of all shareholders attending and voting at the meeting or through authorized representatives present at the General Meeting.
4. Voting form:
 - a. Shareholders (or authorized representatives) vote on each item on the agenda of the General Meeting. When voting on an issue raised by the General Meeting, shareholders vote by raising their voting cards ; Determining the voting results is done by counting the number of voting cards in favor, the number of voting cards against, and the number of voting cards with no opinion or other opinions.
 - b. For each issue to be voted on, the Presidium of the General Meeting will ask for the opinion of the Shareholders in the following order: Approve; Disapprove; No opinion or other opinion. In case the Shareholders do not raise the Voting Card, it is considered as approval. For each issue to be voted on, the Shareholders may only raise the voting card once.

Article 14. Minutes of the Congress meeting, draft resolutions of the Congress

1. Minutes of the Congress: All contents of the Congress must be recorded in the minutes by the Congress Secretariat. The minutes must be read and approved before the closing of the Congress.
2. Based on the Congress minutes, voting and election results, the Congress Secretary will compile the data and include it in the draft Congress resolution. The draft resolution will be read and approved before the closing of the Congress.
3. Minutes, appendix of list of shareholders registered to attend the meeting, full text of passed resolutions and related documents sent with the meeting invitation are kept at VTB Company's headquarters according to regulations.

CHAPTER IV OTHER TERMS

Article 15. Cases where the Congress is not held successfully

1. In case the first General Meeting does not meet the conditions for holding the meeting as prescribed in Article 10 of this Charter, the convening of the second meeting must be carried out within 30 days from the date of the first meeting scheduled to open. The second General Meeting shall be held when the number of members attending the meeting, which are shareholders and authorized representatives, represents at least 33% of the total number of voting shares of VTB Company.
2. In case the second meeting convened does not meet the conditions for holding it as prescribed in Clause 1 of this Article, it shall be convened for the third time within 20 days from the date of the second meeting scheduled to open. In this case, the meeting of the General Meeting shall be held regardless of the number of shareholders or authorized representatives attending and shall be considered valid and shall have the right to decide all matters that the General Meeting may approve.

CHAPTER V TERMS OF IMPLEMENTATION

Article 16. Implementation provisions

1. This regulation consists of 5 chapters and 16 articles and was approved on 17 April 2025 and takes effect immediately after being voted on by the Congress. via.
2. The Chairman is responsible for running the Congress according to these Regulations.
3. Shareholders or authorized representatives and participants Attending the Congress is responsible for implementing the provisions of this Charter.