

WORKING REGULATIONS
2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS
SAIGON TRAFFIC CONSTRUCTION JOINT STOCK COMPANY

Pursuant to:

- *The Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;*
- *The Law on Securities No. 54/2019/QH14 dated November 26, 2019, and accompanying sub-law documents;*
- *Decree No. 155/2020/NĐ-CP detailing the implementation of a number of articles of the Law on Securities, approved on December 31, 2020;*
- *Charter on Organization and Operation of Saigon Traffic Construction Joint Stock Company*
- *Internal Regulations on Corporate Governance of Saigon Traffic Construction Joint Stock Company*

To ensure the 2026 Annual General Meeting of Shareholders of Saigon Traffic Construction Joint Stock Company is held successfully, the Board of Directors establishes these regulations, principles of work, conduct, and voting at the meeting for the General Meeting of Shareholders to approve as follows:

1. PURPOSE

- To ensure the sequence, principles of conduct, and voting at the Annual General Meeting of Shareholders of Saigon Traffic Construction Joint Stock Company are carried out in accordance with regulations and achieve successful outcomes.
- The Resolutions of the General Meeting of Shareholders reflect the unified will of the General Meeting of Shareholders, meeting the expectations and interests of shareholders and complying with the law.

2. SUBJECTS AND SCOPE

- Subjects of application: All shareholders, authorized representatives of shareholders holding shares of Saigon Traffic Construction Joint Stock Company,

and guests attending the Annual General Meeting of Shareholders of Saigon Traffic Construction Joint Stock Company shall comply with and abide by the provisions of these Regulations, the Company's Charter, and current laws.

- Scope of application: These Regulations are used for the organization of the 2026 Annual General Meeting of Shareholders of Saigon Traffic Construction Joint Stock Company.

3. INTERPRETATION OF TERMS/ABBREVIATIONS

- Company : Saigon Traffic Construction Joint Stock Company
- BOD : Board of Directors
- BOS : Board of Supervisors
- OC : Organizing Committee
- GMS : General Meeting of Shareholders
- Delegate : Shareholder, representative (authorized person)
- General Meeting : General Meeting of Shareholders

4. CONTENT OF THE REGULATIONS

4.1 Conditions for convening the General Meeting of Shareholders

- The General Meeting of Shareholders shall be conducted when shareholders representing more than 50% of the total voting shares attend.

- In the event that the first meeting does not meet the requirements for conduction as stipulated in Clause 1, Article 23 of the Company's Charter, the notice for the second meeting shall be sent within 30 days from the intended date of the first meeting. The second meeting of the General Meeting of Shareholders shall be conducted when shareholders representing at least 33% of the total voting shares attend.

- In the event that the second meeting does not meet the requirements for conduction as stipulated in Clause 2, Article 23 of the Company's Charter, the notice for the third meeting shall be sent within 20 days from the intended date of the second meeting. The third meeting of the General Meeting of Shareholders shall be conducted regardless of the total number of voting shares of the attending

shareholders.

4.2 Conditions for shareholders to attend the General Meeting

Shareholders with voting rights of the Company according to the list finalized on March 23, 2026, are entitled to attend the General Meeting; they may attend in person or authorize their representatives to attend. In cases where there is more than one authorized representative as prescribed by law, the number of shares for each representative must be specifically determined.

4.3 Guests at the General Meeting

- Includes management titles of the Company, guests, and members of the Organizing Committee who are not shareholders of the Company but are invited to attend the General Meeting.
- Guests shall not speak at the General Meeting (unless invited by the Chairperson, or registered in advance with the Organizing Committee and approved by the Chairperson).

4.4 Delegates attending the General Meeting must comply with the following regulations:

- Be punctual, wear professional and appropriate attire, and comply with security checks (if any), identity documents, etc., as required by the Organizing Committee.
- Receive documents and materials serving the General Meeting at the reception desk before the General Meeting hall.
- Delegates arriving late have the right to register immediately and subsequently participate and vote at the General Meeting. The Chairperson is not responsible for pausing the General Meeting for late delegates to register; voting results for matters concluded before their arrival shall remain unaffected.
- Keep mobile phones in silent mode or turned off; step outside to conduct conversations if necessary.
- Do not smoke and maintain order in the meeting room.
- Comply with the regulations of the Organizing Committee and the Chairperson presiding over the General Meeting.

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- In case any delegate does not comply with the inspection regulations or the aforementioned measures and rules, the Chairperson, after careful consideration, may refuse or expel said delegate from the General Meeting venue to ensure the meeting proceeds normally according to the planned program.

4.5 Chairperson and Presiding Committee

- The Presiding Committee consists of the Chairperson and Members.

- The Chairman of the Board of Directors shall act as the Chairperson or authorize another Board of Directors' member to act as the Chairperson of the General Meeting of Shareholders convened by the Board of Directors;

- In the event that the Chairperson is absent or temporarily unable to work, the remaining members of the Board of Directors shall elect one of them to act as the Chairperson by majority vote. If no one can be elected, the Head of the Board of Supervisors shall preside over the election of the Chairperson of the General Meeting of Shareholders among the attendees, and the person with the highest number of votes shall serve as the Chairperson;

- In other cases, the person signing the notice of the General Meeting of Shareholders shall preside over the election of the Chairperson of the meeting, and the person with the highest number of votes shall be appointed as the Chairperson of the meeting.

- The Chairperson has the right to implement necessary measures to conduct the meeting in a reasonable and orderly manner, in accordance with the approved program and reflecting the wishes of the majority of attendees.

- The Chairperson has the right to adjourn the General Meeting of Shareholders that has reached the required quorum for a period of no more than 03 working days from the intended opening date, and may only adjourn the meeting or change the venue as prescribed in Clause 8, Article 146 of the Law on Enterprises.

- Duties of the Presiding Committee:

- Preside over the activities of the General Meeting of Shareholders of the Company in accordance with the program approved by the General Meeting of Shareholders;

- Guide the delegates and the General Meeting in discussing the contents included in the program;
 - Present drafts and conclude necessary matters for the General Meeting to vote on;
 - Address matters requested by the General Meeting;
 - Resolve issues arising during the General Meeting.
- Working principles of the Presiding Committee: The Presiding Committee works on a collective, democratic centralism principle, and makes decisions by majority vote.

4.6 Secretary of the General Meeting

- The Chairperson shall appoint one or more persons to act as Secretary of the meeting.
- Duties and powers:
- Record the proceedings of the General Meeting fully and accurately;
 - Receive registration ballots for speeches from delegates;
 - Prepare the Meeting Minutes and draft the Resolution of the General Meeting of Shareholders;
 - Assist the Chairperson in disclosing information related to the General Meeting of Shareholders and notifying Shareholders in accordance with the provisions of law and the Company's Charter.
 - Perform other duties as requested by the Chairperson.

4.7 Vote Counting Committee

- The General Meeting of Shareholders shall elect one or more persons to the Vote Counting Committee upon the proposal of the Chairperson. Candidates running for or nominated (during the election) may not participate in the Vote Counting Committee.
- Duties of the Vote Counting Committee:
- Disseminate the principles, regulations, and instructions on how to conduct

voting and elections.

- Review and report to the General Meeting cases of violation of voting and election regulations or complaints regarding voting and election results;
- Count and record Voting Cards and Election Ballots, prepare the vote counting minutes, announce results, and transfer the minutes to the Chairperson.

4.8 Delegate Eligibility Verification Committee

- The Delegate Eligibility Verification Committee consists of 02 persons, including 01 Head and 01 member, introduced to the General Meeting by the Chairperson.

- Duties of the Delegate Eligibility Verification Committee:

- Verify the status of shareholders and authorized representatives of shareholders attending the meeting.
- The Head of the Delegate Eligibility Verification Committee shall report to the General Meeting of Shareholders the status of attending shareholders. If the meeting has the required number of shareholders and authorized representatives with voting rights representing over 50% of total voting shares, the General Meeting of Shareholders of the Company shall be held.

4.9 Speaking at the General Meeting

- Delegates attending the General Meeting wishing to express their opinions must obtain permission from the Chairperson. Delegates shall speak concisely and focus on the key contents to be discussed, in line with the program content approved by the General Meeting, or submit opinions in writing to the Secretary for synthesis and reporting to the Chairperson.

- The Chairperson of the General Meeting shall arrange for delegates to speak in the order of registration and simultaneously address shareholders' queries at the General Meeting or record them for a written response later.

4.10 Voting to approve matters at the General Meeting

4.10.1 Principles

- All matters in the agenda and content of the General Meeting must be

discussed and voted upon publicly by the General Meeting of Shareholders.

- The Voting Card, Voting Ballot, and Election Ballot are printed and stamped with the Company seal by the Company and sent directly to the delegates at the General Meeting (enclosed with the AGM attendee document package). The Voting Card, Voting Ballot, and Election Ballot shall clearly state the delegate's ID code, full name, number of owned shares, and authorized voting shares.

- The Chairperson proposes the voting methods for each matter in the agenda for the General Meeting to approve.

- The voting methods are as follows:

○ Voting by raising the Voting Ballot: this method is used to approve matters such as: the Agenda of the General Meeting; the Working Regulations at the General Meeting; the Chairperson of the meeting; the Vote Counting Committee; approval of the Meeting Minutes, the Resolution of the General Meeting, the list of candidates for the Board of Directors and Board of Supervisors; Regulations on nomination and self-nomination for members of the Board of Directors and Board of Supervisors for the 2026-2031 term; Election rules for members of the Board of Directors and Board of Supervisors, and other matters at the General Meeting (If any);

○ Voting by filling out the Voting Card: this method is used to approve matters: Report on the results of production and business activities in 2025, orientations and solutions for the 2026 production and business plan; Report on the Board of Directors' activities in 2025; Report on the Board of Supervisors's activities in 2025; Proposal on amending and supplementing the Charter on Organization and Operation; Proposal on amending and supplementing the Regulation on the organization and operation of the Company's Board of Directors; Audited summary financial statements for 2025; Proposal on the profit distribution for 2025; Proposal on the profit distribution plan for 2026; Proposal

on the remuneration and expenses for members of the Board of Directors, members of the Board of Supervisors, and the person in charge of corporate governance cum Secretary of the Board of Directors in 2026; Proposal on selecting the auditing company for the 2026 fiscal year; Proposal on electing members of the Board of Directors and members of the Board of Supervisors for the 2026 – 2031 term.

4.10.2 Voting method

- Delegates cast their votes to Approve, Disapprove, or Abstain on a matter brought to a vote at the General Meeting by raising the Voting Ballot or filling in the options on the Voting Card corresponding to the items required to be voted on as prescribed in Section 4.10.1.

- When voting by raising the Voting Ballot, the front of the Voting Ballot must be held high, facing the Chairperson. If a delegate raises their Voting Ballot more than one (01) time when voting to Approve, Disapprove, or Abstain on an issue, it shall be considered an invalid vote. For voting by raising the Voting Ballot, a member of the Delegate Eligibility Verification Committee/Vote Counting Committee shall record the delegate code and the corresponding number of voting shares for each shareholder who votes to Approve, Disapprove, Abstain, or whose vote is Invalid.

- When voting by filling out the Voting Card, for each item, the delegate selects one of three options: “Approve”, “Disapprove”, “Abstain” printed on the Voting Card by marking an “X” or “✓” in the chosen box. After completing all voting items of the General Meeting, the delegate shall deposit the Voting Card into the sealed ballot box at the General Meeting as instructed by the Vote Counting Committee. The Voting Ballot must bear the signature and full name of the delegate.

4.10.3 Validity of the Voting Card

➤ **A valid Voting Ballot** is a ballot following the pre-printed template issued by the Organizing Committee of the General Meeting, bearing the red stamp of the

Company, free of erasure, alteration, tearing, damage, etc., with no content written other than what is prescribed for this card, and it must bear the signature of the delegate, followed by their full hand-written name.

On the Voting Card, the voting content (Report, Proposal) is valid when the delegate selects one (01) out of the three (03) voting checkboxes.

➤ **An invalid Voting Ballot:**

- Contains additional content written on the Voting Card;
- A Voting Card that does not follow the pre-printed template issued by the Organizing Committee, a card without the Company's red stamp, or one that has been erased, altered, or contains content other than what is prescribed for the Voting Card, or a card without the delegate's signature or full name shall result in all voting contents on that Voting Card being invalid.

4.10.4 Voting rules

Each 01 (one) common share corresponds to one voting right. Each attending delegate representing one or more voting rights shall be issued a Voting Card and a Voting Ballot.

- At the date of finalizing the list of shareholders (March 23, 2026), the total number of shares with voting rights of the Company is: 28,499,764 shares, equivalent to 28,499,764 voting rights.
- Matters requiring a vote at the General Meeting shall only be approved if approved by shareholders holding over 50% of the total voting shares of all attending shareholders. In particular, for certain voting issues stipulated in Clause 1, Article 25 of the Company's Charter, approval from at least 65% of the total voting shares of all attending shareholders is required.
- Note:
 - Shareholders/authorized representatives with related interests do not have the right to vote on contracts and transactions with a value of 35% or more (of the total asset value of the Company recorded in the most recent financial statement); these contracts or transactions shall only be approved when shareholders/authorized representatives holding 65% of the total remaining

voting shares agree (according to Clause 4, Article 167, Law on Enterprises 2020).

- A shareholder/authorized representative of a shareholder owning 51% or more of the total shares with voting rights, or a related person of that shareholder, does not have the right to vote on contracts and transactions with a value greater than 10% (of the total asset value of the Company recorded in the most recent financial statement) between the Company and that shareholder (according to Point b, Clause 3 and Clause 4, Article 167 of the Law on Enterprises 2020).

4.10.5 Recording voting/election results

- At the General Meeting, the General Meeting of Shareholders shall approve the Vote Counting Committee.
- The Vote Counting Committee is responsible for collecting the voting cards and election ballots.
- The Vote Counting Committee shall count the number of votes to approve, disapprove, and abstain for each item and be responsible for recording, summarizing, and reporting the voting results at the AGM.

4.11 Election of the Board of Directors and Board of Supervisors

The election of members of the Board of Directors and members of the Board of Supervisors must be carried out in accordance with the Regulations on nomination and self-nomination; the Election rules for members of the Board of Directors and members of the Board of Supervisors, and be approved by the General Meeting of Shareholders through a vote at the meeting.

4.12 Minutes and Resolution of the General Meeting of Shareholders

All contents at the General Meeting of Shareholders must be recorded by the Meeting Secretary in the Minutes of the General Meeting of Shareholders. The Minutes of the General Meeting of Shareholders must be read and approved before the closing of the General Meeting.

5. Implemented

- All delegates, representatives, and invited guests attending the General

Working Regulations for the 2026 Annual General Meeting of Shareholders

Meeting are responsible for strictly complying with the provisions specified in these Regulations, the Company's current regulations, rules, and management statutes, as well as relevant legal provisions.

- The convener of the General Meeting of Shareholders has the right to:
 - Require all meeting attendees to undergo security checks or other security measures;
 - Request the competent authority to maintain order at the meeting; expel those who do not comply with the direction of the Chairperson, deliberately disturb the order, impede the normal progress of the meeting, or do not comply with the security checks requirements from the General Meeting of Shareholders.
- Contents not detailed in these regulations shall be consistently applied in accordance with the provisions of the Company's Charter, the Law on Enterprises 2020, and current legal documents of the State.

These regulations take effect immediately after being approved by vote at the General Meeting of Shareholders of the Company.

Recipients:

- The General Meeting of Shareholders;
- Members of the Board of Directors, Board of General Directors, Board of Supervisors;
- Archived: Administration Dept, Secretary.

ON BEHALF OF THE BOARD OF
DIRECTORS
CHAIRPERSON



Hoàng Ngọc Hưng
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