

Hanoi,th, 2024

REGULATION

ON ORGANIZING THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2024 OF PVI HOLDINGS

Chapter I GENERAL PROVISIONS

Article 1. Scope of the Regulation

This regulation is applicable to the organization of Annual General Meeting of Shareholders 2024 (“the Meeting”) of PVI Holdings (PVI).

Article 2. This regulation consists of provisions on rights and responsibilities of all attending parties at the Meeting as well as prerequisites and methods for organizing the Meeting.

Article 3. Attending shareholders and parties shall be responsible for implementing this Regulation.

Chapter II RIGHTS AND RESPONSIBILITIES OF PARTIES ATTENDING THE MEETING

Article 4. Rights and responsibilities of shareholders attending the Meeting

4.1. Requirement to attend the Meeting:

All shareholders owning PVI’s shares according to the list provided by the Vietnam Securities Depository and Clearing Corporation as of record dated 26/02/2024 and individuals/organizations who are authorized to attend the meeting.

4.2. Rights and responsibilities of shareholders qualified to attend the Meeting

- a. Shareholders or representatives authorized to attend the meeting (“the shareholder”) shall have to present the following papers upon their register for attending the meeting:
 - Notification for the Annual General Meeting of Shareholders 2024
 - Identification Card or Passport
 - Letter of Attorney

(In case of individual shareholder, letter of attorney shall have to be signed by that shareholder; in case of organization shareholder, letter of attorney shall have to include stamp and signature of legal representative of the organization).

Upon the presentation of required papers to the Committee for Checking Attendance Requirements, the shareholder shall be given a Voting card and Voting Ballot Paper (with Shareholder code and respective number of shares with voting right). All these papers shall be in relation to the ratio between total number of shares (owned directly or via authorization) with voting right for each shareholder and total number of shares with voting right of all attending shareholders.

- b. Shareholders can authorize in writing for individuals/ organizations for attending and voting at the Meeting.
- c. If the shareholders wish to publicly raise their opinion at the Meeting, approval by the Meeting Presidium is required. Presentation should be kept short, focused and appropriate with the Meeting's content. Topics which have been raised by other shareholders shall not be allowed to be repeated. The shareholder attending the Meeting could also express their opinion by writing on Question Card and transferring to the Secretary Committee of the Meeting.
- d. The shareholders are entitled to voting for all matters within authority of the General Meeting of Shareholders according to stipulations of PVI's Charter.
- e. After the proposals and reports are presented, the Shareholders shall discuss and approval decisions shall be made by voting.
- f. At the Meeting, the Shareholders shall have to comply with the direction of the Meeting Presidium and behave in a well - manner.
- g. The Shareholders who arrive after the Meeting's opening shall still be allowed to attend the meeting and vote for meeting contents after completing the check-in procedure. In this case, validity of the meeting contents voted approved earlier shall be preserved.

Article 5. Rights and responsibilities of the Meeting Presidium

- 5.1. Chairman of the Board of Directors (BOD) shall be Chairman of the Meeting Presidium or authorize other BOD member to be the Chairman of the Meeting Presidium.
- 5.2. Meeting Presidium is presented by the AGMS Organizing Committee and approved by GMS shall be subject to following responsibilities:
 - a. To direct the Meeting to run as the agenda approved by the GMS; Ensure the Meeting to take place in well-order and well-reflect the desire of the majority of attending shareholders.
 - b. To instruct and direct the discussions of delegates at the Meeting.
 - c. To present the meeting contents within authority for the GMS's approval.
 - d. To address the questions raised by the GMS.

Article 6. Rights and responsibilities of Committee for Checking Attendance Eligibility of the Shareholders for the GMS

Forming the Committee for Checking Attendance Eligibility of the Shareholders shall be decided by the BOD Chairman or authorized person. The Committee shall check the papers presented by shareholders upon their register against the list of requirements for attending the meeting

and list of shareholders as of last record date 26/02/2024; deliver meeting documents, voting ballot papers/cards; announce the Report on Checking Attendance Eligibility of Shareholders prior to the Meeting's opening.

Article 7. Rights and responsibilities of the Secretary Committee at the Meeting

- 7.1. The Meeting Presidium shall introduce the Secretary Committee for approval by the GMS.
- 7.2. Secretary Committee at the Meeting shall implement tasks assigned by the Meeting Presidium, including:
 - a. To note down in a comprehensive and truthful manner all contents of the GMS.
 - b. To support the Meeting Presidium in announcing Meeting Minutes and the Resolution of the GMS and in notifying messages from Meeting Presidium to shareholders when required.
 - c. To receive Question Card transferred from the Shareholders

Article 8. Rights and responsibilities of Vote Counting Committee

- 8.1. The Meeting Presidium shall introduce the Vote Counting Committee and implement the collection of shareholders' approval at the GMS.
- 8.2. The Vote Counting Committee shall be subject to the following responsibilities:
 - a. To introduce contents and how to fill in voting ballot papers/cards.
 - b. To supervise the voting process of the shareholders/ authorized representatives attending the meeting.
 - c. To consolidate the voting result for each meeting contents.
 - d. To notify the results to the Meeting Presidium, Secretary Committee and announce the results publicly in front of the GMS.

**Chapter III
CONDUCTING THE GMS**

Article 9. Prerequisites for the GMS to take place

Quorum for the GMS to be allowed to take place shall be at least 65% of the total share with voting right based on the list of shareholders of PVI Holdings provided by Vietnam Securities Depository and Clearing Corporation as of last record date 26/02/2024.

Article 10. Requirements for the GMS's security and orderings

- 10.1. Costume of meeting attendants shall be formal.
- 10.2. The Shareholders shall be seated in the right areas allocated by the Organization Board for the Meeting. All Shareholders shall have to strictly comply the direction of the Meeting Presidium and the Organizing Board for the GMS
- 10.3. Smoking shall not be allowed at the Meeting room.
- 10.4. Private talking and phone using shall not be allowed at the time of the Meeting. Mobile phones shall be set silent or without incoming alert.

Article 11. Method for adoption of meeting contents

All meeting contents of the GMS shall have to be adopted by public collection opinions of all attending shareholders via VOTING CARDS/ VOTING BALLOT PAPERS given the information on number of shares owned directly and/or via authorization. Each shareholder shall be issued 01 VOTING CARD and 01 VOTING BALLOT PAPERS printed with information on Shareholders Code and respective number of shares owned directly and/or via authorizing and PVI company stamp.

11.1. VOTING CARDS: printed on **white papers**, for approval upon following matters:

- a. Regulations on organizing the AGMS 2024
- b. The Meeting Presidium
- c. Meeting agenda
- d. The Secretariat and Vote Counting Committee
- e. Meeting Minutes and Resolution of the GMS
- f. Other matters (if any).

11.2. VOTING BALLOT PAPERS: printed on **yellow papers**, for approval upon following matters:

- a. Report on business result in 2023 and Business Plan in 2024
- b. Report on activities of the BOD in 2023; Direction of the BOD in 2024
- c. Proposal for the approval of the 2023 Audited Financial Statements
- d. Proposal on Profit Distribution Plan in 2023 and Profit Distribution Plan in 2024
- e. Proposal for the Payment of Remuneration in 2023 and the estimated Remuneration in 2024 of the Board of Directors and the Supervisory Board
- f. Report on supervising the business operation of PVI in 2023 of the Supervisory Board
- g. Proposal on selecting the independent audit firm providing audit services for financial statements of PVI and subsidiaries in 2024
- h. Other contents under the authority of the General Meeting of Shareholders (if any).

Article 12. Voting contents and AGMS's Resolution Adoption

Voting contents and Resolution of the AGMS shall be adopted in accordance with the provision of PVI's Charter.

Chapter IV CLOSING THE GMS

Article 13. Meeting Minutes and Resolution of the GMS

13.1. Meeting Minutes and Resolution of the AGMS shall have to be available on approval before closing the GMS.

- 13.2. Meeting Minutes and Resolution of the GMS shall be kept at PVI Holdings.

Article 14. Validity

This Regulation consists of 14 (fourteen) articles and shall be announced at the Meeting. This Regulation shall take effect upon the adoption of the Annual General Meeting of Shareholders 2024.

**ON BEHALF OF BOARD OF DIRECTORS
CHAIRMAN**