

*Hanoi, April 3, 2026*

**WORKING REGULATIONS  
2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
TECHCOM SECURITIES JOINT STOCK COMPANY**

**Article 1. Basis**

- 1.1. Law on Enterprises No. 59/2020/QH14, passed by the National Assembly of the Socialist Republic of Vietnam, 14th Legislature, on June 17, 2020 (“Law on Enterprises”);
- 1.2. Law on Securities No. 54/2019/QH14, passed by the National Assembly of the Socialist Republic of Vietnam, 14th Legislature, on November 26, 2019 (“Law on Securities”);
- 1.3. Decree No. 155/2020/ND-CP of the Government dated December 31, 2020 detailing the implementation of certain provisions of the Law on Securities (“Decree No. 155”);
- 1.4. Charter of Techcom Securities Joint Stock Company.

**Article 2. Objectives of the Regulation**

- 2.1. Ensure compliance with the provisions of the law and the Charter of Techcom Securities Joint Stock Company.
- 2.2. Uphold transparency and legality for all shareholders.
- 2.3. Ensure security, order, and efficiency during the Annual General Meeting of Shareholders (“AGM”).

**Article 3. Participants**

Participants of the AGM shall include shareholders or legally authorized representatives of shareholders not restricted from attending the AGM under applicable law, as listed in the Shareholders’ Register as of the record date for attending the AGM (March 24, 2026). Authorized representatives may not delegate their authority to a third party.

**Article 4. Rules of Order**

- 4.1. A shareholder (individual or organization) shall be deemed to attend and vote at the 2026 AGM if the shareholder or the shareholder’s legal representative attends in person and/or authorizes in writing one or more individuals or organizations to attend in person. At the AGM, each shareholder, the shareholder’s legal representative, the authorized representative, or the person authorized must present and submit the following:
  - 4.1.1. For individual shareholders
    - 4.1.1.1. If the shareholder attends in person, the shareholder must present: the original valid personal legal identification document: National ID card, Passport, or other valid legal personal identification documents;

4.1.1.2. If the shareholder authorizes another person to attend the meeting, the authorized person must present their own original valid personal legal identification document (as specified in Article 4.1.1.1 of these Regulations) and submit the original valid power of attorney (in accordance with Article 144 of the Law on Enterprises) at the time of shareholder verification and registration.

A valid power of attorney must simultaneously satisfy the following conditions:

- (i) Original power of attorney, fully and correctly completed;
- (ii) The total number of shares authorized does not exceed the number of voting shares owned by the shareholder (in the case where the shareholder authorizes multiple individuals to attend the AGM, the total number of shares authorized across all powers of attorney must not exceed the total number of voting shares owned by the shareholder);
- (iii) The power of attorney must not be erased, altered, corrected, or tampered with and must bear the signatures and full names of both the shareholder and the authorized person.

4.1.2. For institutional shareholders:

4.1.2.1. If the legal representative of the organizational shareholder attends in person, they must present:

- a. Their own original valid personal legal identification document: National ID card, Passport, or other valid personal identification documents;
- b. A certified copy of the valid Certificate of Business Registration/Operating License/Establishment Decision (if the Establishment Decision does not indicate the current head of the organization, a valid Appointment Decision should also be provided), or other equivalent documents.

4.1.2.2. If the organizational shareholder authorizes a person who is not the legal representative to attend the meeting, the authorized person must present:

- a. Their own original valid personal legal identification document: National ID card, Passport, or other valid personal identification documents;
- b. A certified copy of the valid Certificate of Business Registration/Operating License/Establishment Decision (if the Establishment Decision does not indicate the current head of the organization, a valid Appointment Decision should also be provided), or other equivalent documents;
- c. The original valid power of attorney (in accordance with Article 144 of the Law on Enterprises) at the time of shareholder verification and registration.

A valid power of attorney must simultaneously satisfy the following conditions:

- (i) Original power of attorney, fully and correctly completed;
- (ii) The total number of shares authorized does not exceed the number of voting shares owned by the shareholder (in the case of multiple authorizations, the total authorized shares must not exceed the total voting shares held);
- (iii) The power of attorney must not be erased, altered, corrected, or tampered with;

it must be signed by the legal representative of the shareholder and the authorized person, include full names, and bear the corporate seal on the signature of the legal representative.

- 4.1.3. Shareholders, the legal representatives of shareholders, authorized representatives, or authorized persons (hereinafter collectively referred to as “shareholders/authorized representatives”) attending the AGM must present all documents as specified in Section 4.1 of these Regulations for verification by the Shareholder Verification Committee and will receive Voting Cards and Ballots (as provided in Article 6 of these Regulations) after their eligibility is confirmed. If a shareholder/authorized representative fails to present or presents incomplete documents such that the Organizing Committee cannot verify eligibility, the Organizing Committee has the right to deny participation in the AGM, and such denial shall be recorded in the minutes.
- 4.2. Shareholders/authorized representatives must be seated in the position or area assigned by the Organizing Committee and comply with seating arrangements.
- 4.3. Shareholders/authorized representatives must comply with general public conduct rules. They shall not engage in private conversations or use mobile phones during the AGM. All mobile phones must be turned off or silenced. Recording or filming of the AGM requires prior announcement and approval by the Organizing Committee/Chairperson. The Organizing Committee may request removal of shareholders/authorized representatives who violate these rules to avoid disruption.
- 4.4. The Organizing Committee may require shareholders/authorized representatives to undergo security checks or other measures deemed appropriate. If a shareholder/authorized representative refuses such checks or security measures, the Organizing Committee may, after careful consideration, deny or expel them from the AGM area, and this shall be recorded in the minutes.
- 4.5. Shareholders are responsible for attending the AGM from the start until the conclusion. If a shareholder must leave early due to objective reasons, they may submit their vote via the Ballot to the Vote Counting Committee/Organizing Committee (the shareholder shall sign, print full name, and mark selected options on the ballot). Ballots submitted in sealed envelopes will still be accepted and counted according to these Regulations.

#### **Article 5. Conditions for Holding the AGM**

- 5.1. The AGM may proceed when shareholders/authorized representatives present represent more than 50% of the total voting shares of the Company, based on the Shareholders' Register at the record date.
- 5.2. If the AGM does not meet the quorum as specified in Article 5.1, the second meeting (reconvened AGM) shall be held in accordance with the Company's Charter and the Law on Enterprises.

#### **Article 6. Voting at the Meeting**

- 6.1. All matters on the AGM agenda must be approved by direct voting at the AGM. Each shareholder/authorized representative shall be issued a Voting Card and a Ballot bearing the shareholder's (participant) code and the Company's seal.
- 6.2. Voting by Voting Card:
  - 6.2.1. Characteristics: The Voting Card is issued with the Company's seal, containing information of the shareholder/authorized representative, the shareholder code (participant), and the number of voting shares at the AGM.
  - 6.2.2. Purpose: To vote on matters requiring immediate approval at the AGM by RAISING THE CARD, such as approval of the Agenda, the Working Regulations of the AGM, appointment of the Vote Counting Committee, approval of Minutes and Resolutions of the AGM, or other matters arising at the AGM as requested by the Chairperson.
  - 6.2.3. Procedure: Shareholders/authorized representatives shall RAISE THEIR CARD to vote "Approve", "Disapprove", or "No Opinion" on matters when requested by the Organizing Committee or Chairperson. Voting shall proceed by first counting "Approve" cards, then "Disapprove" and "No Opinion" cards, and finally tallying the total votes for each option to determine the percentage of votes relative to the total number of voting shares of attending shareholders/authorized representatives.
  - 6.2.4. Special Cases:
    - a) Shareholders/authorized representatives who do not raise their card shall be deemed as not participating in the vote.
    - b) If a shareholder/authorized representative raises multiple opinions for the same voting item, the last opinion raised shall be considered their official vote and counted in the result.
  - 6.2.5. The Chairperson/Vote Counting Committee shall announce the results immediately after voting on each item.
- 6.3. Voting by Ballot:
  - 6.3.1. Characteristics: The Ballot is issued with the Company's seal, indicating the information of the shareholder/authorized representative, shareholder code (participant), the number of voting shares, and the corresponding number of votes. Each Ballot may contain one or more items (each item may have multiple sub-items) for voting at the AGM, sequentially numbered by the Organizing Committee.
  - 6.3.2. Purpose: To vote on matters requiring approval at the AGM by casting a ballot. Ballot boxes shall be provided in the meeting hall for shareholders to submit their votes.
  - 6.3.3. Procedure: Each Ballot lists all matters to be voted on. For each item, three options are provided: "Approve", "Disapprove", or "No Opinion". When voting is requested, shareholders mark ("X" or "V") their chosen option and deposit the completed Ballot into the ballot box, except for Ballots already submitted to the Vote Counting Committee/Organizing Committee under Article 4.5 of these Regulations.
  - 6.3.4. Validity of Ballots:
    - Valid Ballots: Issued by the Organizing Committee, bearing the Company's seal, correctly marked for each item, signed with full name of the shareholder/authorized representative. If

a shareholder changes their vote before completion, they must mark the final choice and sign next to it. Ballots must be submitted to the Vote Counting Committee before the Chairperson announces the end of voting or according to Article 4.5.

- Invalid Ballots: Ballots not issued by the Organizing Committee; lacking the Company's seal; torn, crossed out, erased; containing additional information; unsigned or missing full name; submitted after the Chairperson's announcement of the end of voting; containing multiple opinions for the same item without signature of final choice, or no option selected.
- Treatment of Invalid Ballots: Votes on invalid Ballots shall not be counted. For Ballots with multiple sub-items, only invalid sub-items shall be excluded from counting.

#### 6.4. Voting Rules:

6.4.1. Each ordinary share owned or authorized represents one vote.

6.4.2. Voting percentages ("Approve" – "Disapprove" – "No Opinion") for each item are calculated as the total valid votes of each opinion divided by the total issued votes (corresponding to attending shareholders' votes) at the time of voting for that item.

6.4.3. Timing and Announcement: The Vote Counting Committee shall count votes and report results immediately after voting on each matter.

#### 6.5. Minimum Approval Ratios at the AGM:

6.5.1. Approval of the following requires at least 65% of total votes of attending shareholders/authorized representatives: share types and totals; changes in business lines; organizational restructuring; approval of all contracts/transactions valued at 50% or more of the Company's total assets in the latest financial statements; reorganization or dissolution of the Company.

6.5.2. Approval of other matters requires more than 50% of total votes of attending shareholders/authorized representatives.

6.5.3. Timing and Announcement: The Vote Counting Committee shall count and report results immediately at the AGM.

### **Article 7. Speaking at the AGM**

7.1. Shareholders wishing to make remarks or discuss agenda items must register their speaking content on a question form. If no question form is available, the speaking content shall be written on paper and submitted via the supporting staff to the Secretariat for the Chairperson's attention.

7.2. If the Chairperson requests shareholders to speak directly, the shareholder must raise their hand to request the floor and may only speak when invited by the Chairperson.

7.3. All shareholders have the right and are encouraged to express their opinions at the AGM. However, if the number of remarks is excessive, prolonging the AGM beyond the expected schedule, or if there are duplicate opinions, the Chairperson has the authority to select the most relevant or representative remarks for response and may refuse to address matters outside the approved agenda, ensuring discussion time aligns with the approved AGM agenda.

- 7.4. Shareholders are requested to speak concisely, avoid repetition, and focus on the core points related to the approved AGM agenda. The Chairperson shall arrange the order of speakers based on registration and respond to shareholder inquiries.

#### **Article 8. Rights and Responsibilities of the Chairperson of the AGM**

- 8.1. The Chairman of the Board of Directors of Techcom Securities Joint Stock Company shall serve as the Chairperson of the AGM.
- 8.2. Rights and responsibilities of the Chairperson of the AGM include:
- 8.2.1. Conducting the AGM of Techcom Securities Joint Stock Company in accordance with the agenda approved by the shareholders.
- 8.2.2. Guiding delegates and shareholders in discussions.
- 8.2.3. Presenting draft resolutions and conclusions on matters requiring shareholder approval.
- 8.2.4. Responding to or delegating responses to shareholder inquiries.
- 8.2.5. Acting fairly and objectively, ensuring the AGM is conducted lawfully, orderly, and reflects the will of the majority of attending shareholders or their representatives.
- 8.2.6. Exercising other rights in accordance with the Company's Charter and applicable law.
- 8.3. Support Team for the Chairperson: The Chairperson may appoint qualified and reputable individuals, such as members of the Executive Board and/or Supervisors, to assist in managing the AGM.

#### **Article 9. Shareholder Registration and Verification Committee**

The Shareholder Registration and Verification Committee shall be appointed by the Organizing Committee of the AGM. This Committee is responsible for verifying delegates, issuing Voting Cards/Ballots, and handling AGM-related documents. The Committee shall report to the AGM on the legality and validity of shareholder registration and the organization of the meeting in accordance with applicable law and the Company's Charter.

#### **Article 10. AGM Secretary**

- 10.1. The Chairperson shall appoint one or more individuals as AGM Secretary.
- 10.2. Responsibilities of the AGM Secretary include:
- 10.2.1. Accurately and faithfully recording all proceedings and matters approved by shareholders in the AGM Minutes, to be approved before the meeting adjourns.
- 10.2.2. Assisting the Chairperson in publishing drafts, conclusions, and Minutes of the AGM.
- 10.2.3. Receiving question forms submitted by shareholders via the Chairperson's support team.

#### **Article 11. Vote Counting Committee**

- 11.1. The Chairperson shall nominate one or more individuals to serve on the Vote Counting Committee. Members must be approved by the AGM via Voting Card raised vote.
- 11.2. Responsibilities of the Vote Counting Committee include:
- 11.2.1. Disseminating voting rules and instructions on the use of Voting Cards/Ballots.
- 11.2.2. Collecting and counting Voting Cards/Ballots after voting.
- 11.2.3. Reporting voting results to the Chairperson/AGM.

11.2.4. Reviewing and reporting any violations of voting rules or complaints regarding the voting process, if any.

**Article 12. Minutes and Resolutions of the AGM**

12.1 All AGM proceedings must be recorded by the AGM Secretary in the Minutes. The section of discussions between shareholders and the Chairperson shall be attached to the Minutes and publicly disclosed to all shareholders and the public as required. Minutes shall be read and approved before the meeting adjourns and kept at the Company's head office.

12.2 Based on the AGM Minutes, the AGM Secretary shall draft Resolutions reflecting matters approved by shareholders and submit them to the Chairperson for issuance.

**Article 13. Implementation Provisions**

The 2026 AGM Working Regulations of Techcom Securities Joint Stock Company shall take effect immediately upon approval by the shareholders at the AGM. Shareholders, authorized representatives, attendees, and all participants are responsible for complying with these Regulations.

These Regulations may be amended from time to time and must be approved by the AGM.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN**



CÔNG TY  
CỔ PHẦN  
CHỨNG KHOAN  
KỸ THƯƠNG  
P. YÊN HÒA - T.P HÀ NỘI  
S.G.P. 125 - C.T.C.

**NGUYEN XUAN MINH**

*\* Note: This document may be amended or supplemented as appropriate and submitted to the Annual General Meeting of Shareholders for consideration and approval at the Meeting.*