

Dong Nai, date 16 month 04 year 2026

WORKING REGULATIONS

At the 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

A. GENERAL PROVISIONS

1. Scope and Applicability

These Regulations apply to the 2026 Annual General Meeting of Shareholders of Hoa An Joint Stock Company.

These Regulations set forth the principles for conducting the Meeting, voting procedures, as well as the rights, responsibilities, and obligations of all parties participating in the General Meeting of Shareholders.

2. General rules on order at meeting:

Shareholders attending the Meeting must sit in the seats arranged by the Organizing Committee.

Mobile phones must be set to silent mode or turned off; any calls should be taken outside the Meeting room.

Participants must comply with the regulations of the Organizing Committee and the instructions of the Chairperson presiding over the Meeting.

In cases where a shareholder fails to comply with the above regulations, the Chairperson, after careful consideration, may refuse admission or request such shareholder to leave the Meeting venue in order to ensure the orderly conduct of the Meeting in accordance with the approved agenda.

B. REGULATIONS AT THE MEETING:

I. VOTING ON MATTERS AT THE GENERAL MEETING OF SHAREHOLDERS:

1. Principle:

All matters included in the Meeting agenda must be approved through voting by the shareholders attending the Meeting.

Each shareholder or authorized representative attending the Meeting will be provided with:

+ A Voting Card, stating the shareholder code, full name of the shareholder, and the number of voting shares;

+ A Ballot Paper, stating the shareholder code, number of voting shares, and the matters subject to voting.

2. Voting method:

Shareholders or their authorized representatives shall cast their votes as

follows:

+ Voting by Voting Card: For certain matters where the Presidium seeks opinions directly at the Meeting, shareholders shall raise their Voting Cards to vote.

+ Voting by Ballot Paper (secret ballot): Matters included in the approved Meeting agenda shall be voted on using pre-printed Ballot Papers. Shareholders shall select (tick one corresponding box for each matter) in favor, against, or abstain, and then place the ballot into the ballot box.

(Ballot Papers not issued by the Company, not bearing the Company's stamp, incorrectly marked, or containing additions, erasures, or alterations shall be deemed invalid).

3. Approval Voting Ratio:

- In accordance with the provisions of Article 21 of the Company's current Charter.

II. STATEMENTS AND OPINIONS AT THE MEETING:

Shareholders attending the Meeting who wish to speak must obtain approval from the Chairperson. Remarks should be concise, focused on key issues, and relevant to the approved Meeting agenda.

Shareholders may submit their comments in writing using a registration form and send it to the Meeting Secretariat for consolidation and reporting to the Chairperson.

Before speaking, shareholders must introduce key information, including their full name, shareholder code, and number of shares held.

III. RESPONSIBILITIES OF THE PRESIDIUM:

1. The list of members of the Presidium shall be approved by the Meeting through voting.

2. Responsibilities of the Presidium::

To conduct the Meeting in accordance with the approved agenda and regulations; the Presidium shall work on a collective basis and make decisions by majority vote.

To guide discussions and address relevant issues throughout the Meeting.

To organize voting on matters included in the Meeting agenda based on the principle of majority.

To handle any issues arising during the course of the Meeting.

IV. RESPONSIBILITIES OF THE SECRETARIAT:

1. The list of members of the Secretariat shall be approved by the Meeting through voting.

2. Responsibilities of the Secretariat:

To fully and accurately record all speeches, presentations, and responses made at the Meeting.

To receive speech registration forms, consolidate them, and submit them to the Presidium.

To prepare and finalize the Minutes of the Meeting;

To draft the Resolution and submit it for approval at the Meeting.

V. RESPONSIBILITIES OF THE VOTE COUNTING COMMITTEE:

1. The list of members of the Vote Counting Committee shall be approved by the Meeting through voting.

2. Responsibilities of the Vote Counting Committee:

To provide instructions on voting procedures and distribute ballots;

To supervise the voting and election processes conducted by shareholders at the Meeting;

To count voting ballots and election ballots, ensuring their validity and accuracy;

To announce voting and election results to the Presidium and the Meeting Secretariat;

To prepare the Vote Counting Minutes and announce the results before the Meeting;

Submitted to the General Meeting of Shareholders for consideration and approval. If approved by more than 50% of the total voting shares of shareholders attending the Meeting, these Regulations shall take immediate effect.

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN

(Signed)

CAO TRUONG THU