



CÔNG TY CỔ PHẦN KHU CÔNG NGHIỆP HIỆP PHƯỚC

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WORKING REGULATIONS

AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

- Date 2025-04-25

Issuance Basis:

- Enterprise Law No. 59/2020/QH14 dated 2020-06-17;
- Law No. 03/2022/QH15 dated 2022-01-11;
- Securities Law No. 54/2019/QH14 dated 2019-11-26;
- Circular No. 116/2020/TT-BTC dated 2020-12-31 guiding a number of articles on corporate governance applicable to public companies;
- Charter of Organization and Operation (amended VI) of Hiep Phuoc Industrial Park Joint Stock Company;
- Internal Regulations on Corporate Governance (amended III) of Hiep Phuoc Industrial Park Joint Stock Company;
- Resolution No. 02/2025/NQ-HĐQT-HIPC dated 2025-02-28 of the Board of Directors on agreeing on the plan for organizing and the contents proposed to the 2025 Annual General Meeting of Shareholders;
- Notice No. 71/2025/TB-HIPC-TGD dated 2025-03-03 of the General Director on the record date to exercise the right to attend the 2025 Annual General Meeting of Shareholders;
- Actual situation.

Article 1: General Regulations

- These regulations specifically stipulate the rights and obligations of shareholders and related parties when attending the 2025 Annual General Meeting of Shareholders (hereinafter referred to as the General Meeting) of Hiep Phuoc Industrial Park Joint Stock Company.
- Shareholders and authorized representatives of shareholders attending the General Meeting will be collectively referred to as Delegates.
- These regulations detail the method of voting by Ballot Card and Voting Ballot.
- These regulations specify the procedures for conducting the General Meeting in accordance with regulations.
- Delegates attending the General Meeting and related parties are responsible for complying with the provisions of these regulations.
- Official documents of the General Meeting are posted on the company's website and are bound and sent to shareholders at the General Meeting. Only documents issued by the Organizing Committee are allowed to be circulated at the General Meeting.

Article 2: Presidium

- The General Meeting will approve the list of the Presidium of the General Meeting.
- Duties of the Presidium:
 - + Preside over and conduct the General Meeting legitimately, orderly, and in compliance with the company's Charter.
 - + Present reports and proposals for the General Meeting to vote on.
 - + Guide shareholders in discussions at the General Meeting.
 - + Answer questions raised by the General Meeting.
 - + Work according to the principles of collectiveness, democratic centralism, and majority decision.
 - + Resolve issues arising during the General Meeting.
 - + Other rights and obligations as prescribed by law.

Article 3: Secretariat

- The Secretary of the General Meeting is introduced by the Presidium.
- Duties of the Secretariat:
 - + Record fully and truthfully the contents in the minutes of the General Meeting.
 - + Prepare draft Minutes and Resolutions as requested by the Chairperson.
 - + Perform other tasks as requested by the General Meeting and the Presidium.
 - + Other rights and obligations as prescribed by law.

Article 4: Delegate Eligibility Check Committee

- The list of the Delegate Eligibility Check Committee is approved by the Board of Directors.
- Duties of the Delegate Eligibility Check Committee:
 - + Receive documents from attending shareholders and verify delegate eligibility in accordance with regulations.
 - + Distribute materials, Voting cards, and Voting ballots.
 - + Report to the General Meeting on the verification results of the delegates attending the General Meeting.
 - + Other rights and obligations as prescribed by law.

Article 5: Vote Counting Committee

- The Vote Counting Committee is nominated by the Presidium and approved by the General Meeting.
- Duties of the Vote Counting Committee:
 - + Assist the Presidium in supervising and recording the voting results at the General Meeting.
 - + Disseminate and guide the casting of voting cards/ballots.
 - + Prepare a complete and accurate Vote Counting Report.
 - + Report voting results.

- + Report to the General Meeting any violations of voting regulations or complaints about voting results.
- + Other rights and obligations as prescribed by law.

Article 6: Rights and Obligations of Delegates Attending the General Meeting

- Conditions for Participation:

- + Shareholders listed in the list of securities holders (exercising voting rights) on **2025-03-25** are entitled to attend the 2025 Annual General Meeting of Shareholders.
- + Representatives authorized by shareholders to attend must have a valid power of attorney.

- Rights and obligations of delegates attending the General Meeting:

- + Delegates attending the General Meeting must bring the Invitation Letter, a valid Power of Attorney (in case of authorization), personal identification papers (ID card/Citizen ID/Passport) and present them to the Shareholder Eligibility Check Committee.
- + Authorized attendees of the General Meeting may not re-authorize another person.
- + Delegates wishing to speak may register the content of their speech through the General Meeting secretary or by raising their hand. After being approved by the Chairperson, the delegate shall speak concisely and relevantly to the topic under discussion.
- + Delegates arriving after the opening time of the General Meeting are registered and entitled to participate in voting/elections immediately after registration. In this case, the validity of previously conducted votes remains unchanged.
- + Delegates shall strictly comply with the working regulations of the General Meeting. Delegates who violate these regulations will be reviewed and dealt with by the Chairperson depending on the specific level of violation.

Article 7: Conditions for Holding the General Meeting

- Pursuant to the current Charter of Hiep Phuoc Industrial Park Joint Stock Company, the 2025 Annual General Meeting of Shareholders will be held when the number of delegates attending represents **at least 51%** of the total voting shares according to the list of securities holders on 2025-03-25.
- In the event that the required number of delegates is not present within thirty (30) minutes from the scheduled opening time of the General Meeting, the convener shall cancel the meeting. The General Meeting of Shareholders must be reconvened within thirty (30) days from the date of the first scheduled General Meeting of Shareholders. The reconvened General Meeting of Shareholders shall only be held when the attendees are shareholders and their authorized representatives representing **at least thirty-three percent (33%)** of the voting shares.
- In the event that the second General Meeting is not held due to the lack of the required number of delegates within thirty (30) minutes from the scheduled opening

time, the third General Meeting of Shareholders may be convened within twenty (20) days from the date of the second scheduled meeting and in this case, the meeting shall be held regardless of the number of attending shareholders or authorized representatives and shall be considered valid and entitled to decide on all matters proposed for approval at the first General Meeting of Shareholders.

Article 8: Approval of matters at the General Meeting

The General Meeting shall vote on each matter on the agenda.

1. Resolution on the following content shall be approved if agreed by shareholders representing at least 65% of the total voting shares of all shareholders **attending and voting** at the meeting, except as provided in Clauses 3, 4, and 6 of Article 148 of the Law on Enterprises 2020:
 - a) Type of shares and the total number of shares of each type;
 - b) Change in business lines, trades, and sectors;
 - c) Change in the organizational structure of company management;
 - d) Investment projects or sale of assets with a value from 35% or more of the total asset value recorded in the Company's most recent audited financial statements;
 - e) Reorganization, dissolution of the company;
2. The Resolutions shall be approved when agreed by shareholders holding at least 51% of the total voting shares of all shareholders **attending and voting** at the meeting, except for the cases specified in Clause 1, Clause 3 of this Article and in Clauses 1, 3, 4, and 6 of Article 148 of the Law on Enterprises 2020; *(according to Clause 5, Article 7: Amending and supplementing Clause 1 and Clause 2 of Article 148 of the Law on Enterprises 2023, Law No. 03/2023/QH 15).*
3. The Resolutions of the 2025 Annual General Meeting of Shareholders, approved with 100% of the total voting shares, are legal and effective even if the order, procedures for convening the meeting and approving those resolutions violate the provisions of the Law on Enterprises and the Company's Charter.

Article 9: Voting card, Ballot

1. General principles

- All matters on the agenda and content of the General Meeting must be discussed and voted on publicly by the General Meeting of Shareholders.
- Voting cards and Ballots are printed, sealed, and sent directly to shareholders at the General Meeting (attached to the set of documents for attending the General Meeting of Shareholders). Each shareholder is issued a Voting card (pink) and a Ballot (blue). The Voting card/Ballot clearly states the full name, number of shares owned and/or number of proxy shares voted by that shareholder.

2. Regulations on the validity of Voting cards, Ballots

a. Valid Voting card, Ballot:

- Issued by the Organizing Committee;
- Not erased, scraped, torn, or tattered;
- No additional content written other than what is prescribed;
- Signed by the shareholder for the Ballot;
- The shareholder marks one (01) of the three (03) voting boxes.

b. Invalid Voting card, Ballot:

- Not issued by the Organizing Committee;
- Additional content written/printed beyond the regulations;
- Erased, scraped, torn, or tattered;
- Two (02) or more voting boxes are marked.

3. Voting methods:

a. Voting by raising the Voting card (pink):

- Target: Used to approve the Meeting Agenda, the list of Presiding Officers, the list of Vote Counting Committee members, the working regulations at the General Meeting, the Minutes and the Resolution of the General Meeting.
- Voting method:
 - + Shareholders exercise their voting rights by raising the front of the Voting card towards the Presiding Board.
 - + In the event that a shareholder does not raise the Voting card in all three voting sessions of "**Agree**", "**Disagree**" or "**Abstain**" for a particular matter, it shall be considered as **not participating in the vote for that matter** (abstention).
 - + In cases where a shareholder raises their Voting card more than once when voting "**Agree**," "**Disagree**," or "**Abstain**" on a matter, the vote shall be deemed invalid.
 - + The Vote Counting Committee member marks the shareholder code and corresponding voting ballot number in the "**Agree**," "**Disagree**," or "**Abstain**" sections, and Invalid Ballot.

b. Voting by completing a voting ballot (blue).

- Objective: To approve the contents discussed at the General Meeting as proposed by the Chairperson.
- Voting Method:
 - + Shareholders shall vote on each item by marking an "X" in the box of their choice: "**Agree**," "**Disagree**," or "**Abstain**."
 - + After completing all voting items, shareholders submit their voting ballots to the sealed ballot box at the General Meeting as instructed by the Vote Counting Committee.
 - + A voting ballot must have the shareholder's signature and full name to be considered valid.



Article 10: Minutes and Resolution of the 2025 Annual General Meeting of Shareholders

- The contents of the General Meeting will be compiled by the Secretary of the General Meeting and recorded in the Minutes of the 2025 Annual General Meeting of Shareholders.
- The Minutes of the 2025 Annual General Meeting of Shareholders serve as the basis for issuing the Resolution of the 2025 Annual General Meeting of Shareholders.
- The Minutes and Resolution of the 2025 Annual General Meeting of Shareholders must be approved by the General Meeting before adjournment.

Article 11: Implementation Clause

- Above are the Working Regulations of the 2025 Annual General Meeting of Shareholders - Hiep Phuoc Industrial Park Joint Stock Company.
- Matters not specified in these Regulations shall be implemented in accordance with the company's Charter and relevant legal regulations.
- These Regulations shall take effect immediately after being approved by the General Meeting *(when there are at least 51% of the total votes in favor from shareholders with voting rights who are present in person or through authorized representatives present at the General Meeting of Shareholders)*.

**2025 ANNUAL GENERAL
MEETING OF
SHAREHOLDERS**