

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM

Độc Lập - Tự Do - Hạnh Phúc



CÔNG TY CỔ PHẦN KHU CÔNG NGHIỆP HIỆP PHƯỚC

Khu B, đường số 1, Khu công nghiệp Hiệp Phước, xã Hiệp Phước, TP. Hồ Chí Minh, Việt Nam

Giấy CNĐKKD số: 0305046979 - Điện thoại: (84-28) 37800345; 37800350; 37800351 - Fax: (84-28) 37800341

E-mail: hiepphuocco@hiepphuoc.com

Website: www.hiepphuoc.com



WORKING REGULATIONS

AT THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2026

– October 28, 2026 –

Pursuant to:

- Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Law No. 03/2022/QH15 dated January 11, 2022;
- Law on Securities No. 54/2019/QH14 dated November 26, 2019;
- Circular No. 116/2020/TT-BTC dated December 31, 2020 guiding a number of articles on corporate governance applicable to public companies;
- Charter on Organization and Operation (6th Amendment) of Hiep Phuoc Industrial Park Joint Stock Company;
- Internal Regulations on Corporate Governance (3rd Amendment) of Hiep Phuoc Industrial Park Joint Stock Company;
- Resolution No.21/2026/NQ-HDQT-HIPC dated 05/10/2026 of the Board of Directors on approving the list of personnel and documents to be submitted to the Extraordinary General Meeting of Shareholders 2026;
- Notice No. 460/2026/TB-HIPC-TGD dated September 14, 2026 of the General Director on the record date for exercising the right to attend the Extraordinary General Meeting of Shareholders 2026;
- The actual situation,

Article 1: General Provisions

- These Regulations specifically stipulate the rights and obligations of shareholders and related parties when attending the Extraordinary General Meeting of Shareholders 2026 (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 shall be collectively referred to as Delegates.

- These Regulations specifically stipulate the voting procedures using Voting Cards and Voting Ballots.
- These Regulations specifically stipulate the procedural conduct to ensure that the General Meeting takes place 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 published on the Company's website and bound into booklets to be delivered to shareholders at the General Meeting. Only documents issued by the Organizing Committee are permitted for circulation at the General Meeting.

Article 2: The Presidium

- The General Meeting shall approve the list of the Presidium of the General Meeting.
- Duties of the Presidium:
 - + Chair and conduct the General Meeting properly, orderly, and in compliance with the Company's Charter.
 - + Present reports and proposals for the General Meeting to vote upon.
 - + Guide shareholders in discussions at the General Meeting.
 - + Answer matters requested by the General Meeting.
 - + Work on the principles of collectivity, democratic centralism, and majority decision.
 - + Resolve issues arising during the conduct of the General Meeting.
 - + Other rights and obligations as prescribed by law.

Article 3: The Secretariat

- The Secretariat of the General Meeting shall be introduced by the Presidium.
- Duties of the Secretariat:
 - + Fully and truthfully record the proceedings into the Minutes of the General Meeting.
 - + Prepare the draft Minutes and Resolution as proposed by the Presidium.
 - + Perform other tasks as requested by the General Meeting and the Presidium.
 - + Other rights and obligations as prescribed by law.

Article 4: Delegate Eligibility Verification Committee

- The list of the Delegate Eligibility Verification Committee is approved by the Board of Directors.
- Duties of the Delegate Eligibility Verification Committee:
 - + Receive documents of attending shareholders, verify delegate eligibility in accordance with regulations.

- + Distribute documents, Voting Cards, and Voting Ballots.
- + Report to the General Meeting on the results of the eligibility verification of delegates attending the General Meeting.
- + Other rights and obligations as prescribed by law.

Article 5: Vote Counting Committee

- The Vote Counting Committee is introduced by the Presidium and approved by the General Meeting.
- Duties of the Vote Counting Committee:
 - + Assist the Presidium in supervising and recording voting results at the General Meeting.
 - + Disseminate and guide the procedures for casting voting cards/ballots.
 - + Truthfully and fully compile the Vote Counting Minutes.
 - + Report the voting results.
 - + Report to the General Meeting cases of violation of voting regulations or complaints regarding voting results.
 - + Other rights and obligations as prescribed by law.

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

- **Conditions for attendance:**
 - + Shareholders whose names appear on the list of securities owners (exercising the right to attend the Extraordinary General Meeting of Shareholders 2026) as of the record date of October 1, 2026 are entitled to attend the General Meeting.
 - + 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, valid Power of Attorney (in case of authorization), personal identification documents (ID card/Citizen ID/Passport), and present them to the Shareholder Eligibility Verification Committee.
 - + Persons authorized to attend the General Meeting are not permitted to re-authorize another person.
 - + Delegates wishing to express opinions may register the content of their remarks through the Secretariat of the General Meeting or raise their hands. Upon approval by the Presidium, delegates shall speak concisely and appropriately relevant to the topic under discussion.
 - + Delegates arriving after the opening of the General Meeting may register and have the right to participate in voting/election immediately after registration. In such event, the validity of votes previously conducted remains unchanged.



- + Delegates shall strictly abide by the working regulations of the General Meeting. In case of violations of these Regulations, depending on the specific severity, the Presidium shall consider and implement appropriate handling measures.

Article 7: Conditions for Conducting the General Meeting

- Pursuant to the current Charter of Hiep Phuoc Industrial Park Joint Stock Company, the Extraordinary General Meeting of Shareholders 2026 shall be conducted when the number of attending delegates represents **at least 51%** of the total voting shares in accordance with the list of securities owners as of October 1, 2026.
- 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 scheduled date of the first General Meeting. The reconvened General Meeting of Shareholders shall only be conducted when the participating members, comprising shareholders and authorized representatives, represent **at least thirty-three percent (33%)** of the voting shares.
- In the event that the second General Meeting cannot be conducted due to lack of the required number of delegates within thirty (30) minutes from the scheduled opening time of the meeting, the third General Meeting of Shareholders may be convened within twenty (20) days from the scheduled date of the second meeting; and in this case, the General Meeting shall be conducted regardless of the number of attending shareholders or authorized representatives, shall be deemed valid, and shall have the right to decide all matters expected to be approved at the first General Meeting of Shareholders.

Article 8: Approval of Matters of the General Meeting

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

1. Resolution on the following contents shall be passed if approved by a number of shareholders representing 65% or more of the total votes of all shareholders **attending and voting** at the meeting, except in the cases specified in Clauses 3, 4, and 6, Article 148 of the Law on Enterprises 2020:
 - a) Classes of shares and total number of shares of each class;
 - b) Change of business lines and sectors;
 - c) Change of the company's managerial organizational structure;
 - d) Investment project or sale of assets valued at 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. Resolutions shall be passed when approved by a number of shareholders owning 51% or more of the total votes of all shareholders **attending and voting** at the

meeting, except in the cases specified in Clause 1, Clause 3 of this Article and in Clauses 1, 3, 4, and 6, Article 148 of the Law on Enterprises 2020 (*As prescribed in Clause 5, Article 7 of Law No. 03/2022/QH15 dated January 11, 2022 amending and supplementing Clause 1 and Clause 2, Article 148 of the Law on Enterprises 2020*).

3. The election of additional members of the Board of Directors and additional members of the Supervisory Board shall be carried out by cumulative voting as stipulated in Article 10 of these Regulations and the Company's Charter.
4. Resolutions of the Extraordinary General Meeting of Shareholders 2026 passed by 100% of the total voting shares are lawful and effective even if the order and procedures for convening the meeting and passing such resolution violated the provisions of the Law on Enterprises and the Company's Charter.

Article 9: Voting Cards, Voting Ballots

1. General Principles

- All matters in the program and agenda of the General Meeting must be publicly discussed and voted on by the General Meeting of Shareholders.
- Voting Cards and Voting Ballots are printed, stamped with the Company's seal across the margin (dau treo), and directly delivered to shareholders at the General Meeting (accompanying the set of meeting materials). Each shareholder is issued a Voting Card (pink) and a Voting Ballot (blue). The Voting Card/Ballot clearly states the full name, number of owned shares, and/or number of authorized shares entitled to vote of that shareholder.

2. Provisions on the Validity of Voting Cards and Voting Ballots

2.1. Valid Voting Cards and Voting Ballots:

- Issued by the Organizing Committee;
- Not erased, corrected, torn, or damaged;
- No additional content written beyond regulations;
- Signed by the shareholder in the case of Voting Ballots;
- The shareholder marks one (01) out of three (03) voting boxes.

2.2. Invalid Voting Cards and Voting Ballots:

- Not issued by the Organizing Committee;
- Having additional content written/printed beyond regulations;
- Erased, corrected, torn, or damaged;
- Marking two (2) or more voting boxes.

3. Forms of Voting:

3.1. Voting by raising Voting Cards (pink):

- Scope: Used to approve the Program of the General Meeting, list of the Presidium, list of the Vote Counting Committee, Working Regulations at the General Meeting, Minutes and Resolution of the General Meeting.
- Voting method:
 - + Shareholders exercise their voting rights by holding up the front face of the Voting Card toward the Presidium.
 - + In the event that a shareholder does not raise the Voting Card in all three calls of **"Agree"**, **"Disagree"** or **"Abstain"** on an issue, it shall be **deemed as not participating in voting on that issue** (blank vote).
 - + In the event that a shareholder raises the Voting Card more than one (01) time for **"Agree"**, **"Disagree"** or **"Abstain"** on an issue, it shall be considered an invalid vote.
 - + Members of the Vote Counting Committee record the shareholder codes and corresponding number of votes under **"Agree"**, **"Disagree"** or **"Abstain"**, and Invalid votes.

3.2. Voting by completing Voting Ballots (blue):

- Scope: Approving discussion contents at the General Meeting as proposed by the Presidium.
- Voting method:
 - + Shareholders vote on each content by marking an "X" in their selected box: **"Agree"**, **"Disagree"** or **"Abstain"**.
 - + After completing all items requiring a vote, shareholders submit the Voting Ballot into the sealed ballot box at the General Meeting under the guidance of the Vote Counting Committee.
 - + Voting Ballots must bear the signature and full name of the shareholder to be deemed valid.

Article 10: Election Ballots (yellow ballot)

1. General Principles:

- Each shareholder or authorized representative of a shareholder is issued 01 (one) Election Ballot for members of the Board of Directors and 01 (one) Election Ballot for members of the Supervisory Board.
- The election of 01 additional member of the Board of Directors and 01 additional member of the Supervisory Board for term IV (2022 – 2027) shall be conducted by cumulative voting in accordance with the provisions of law and the Company's Charter.

- The total number of votes of each shareholder is determined by the number of owned (or represented) shares multiplied by (x) the number of members of the Board of Directors / Supervisory Board to be elected.
- Shareholders have the right to accumulate all or part of their total votes for one or several candidates.
- The number of votes allocated to candidates is not required to be equal.
- In the event that a shareholder does not vote for any candidate, leave blank the "Number of votes" column corresponding to those candidates.

2. Provisions on the Validity of Election Ballots:

a. Valid election ballots:

- Ballots issued by the Organizing Committee of the General Meeting, bearing the Company's seal;
- Ballots voting for a sufficient number or fewer than the number of members to be elected;
- Ballots where the total number of votes cast is less than or equal to the total voting rights entitled to the shareholder;
- Ballots signed with the full name clearly written.

b. Invalid election ballots:

- Ballots not issued by the Organizing Committee, without the Company's seal;
- Ballots voting for more than the number of members to be elected;
- Ballots where the total number of votes cast is greater than the total voting rights entitled to the shareholder;
- Ballots adding names of persons outside the list of candidates approved by the General Meeting;
- Ballots that are torn, crossed out, or erased/altered.

Article 11: Minutes and Resolution of the Extraordinary General Meeting of Shareholders 2026

- The proceedings at the General Meeting shall be compiled by the Secretariat and recorded in the Minutes of the Extraordinary General Meeting of Shareholders 2026.
- The Minutes of the Extraordinary General Meeting of Shareholders 2026 shall serve as the basis for issuing the Resolution of the Extraordinary General Meeting of Shareholders 2026.
- The Minutes and Resolution of the Extraordinary General Meeting of Shareholders 2026 must be approved by the General Meeting prior to closing.



Article 12: Enforcement Provisions

- The above are the Working Regulations at the Extraordinary General Meeting of Shareholders 2026 - 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 provisions.
- These Regulations take effect immediately upon approval by the General Meeting via voting (when approved by 51% or more of the total votes of voting shareholders present in person or via authorized representatives present at the General Meeting of Shareholders).

**EXTRAORDINARY GENERAL MEETING
OF SHAREHOLDERS 2026**