



HANOI BEER ALCOHOL AND BEVERAGE JOINT STOCK CORPORATION
HANOI BEER TRADING JOINT STOCK COMPANY
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Hanoi, day, month, 2025

WORKING REGULATIONS

2025 ANNUAL GENERAL SHAREHOLDERS' MEETING HANOI BEER TRADING JOINT STOCK COMPANY

Pursuant to:

- *The Enterprise Law No. 59/2020/QH14 passed by the 13th National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and the related implementing documents;*
- *The Statute of Organization and Operation of Hanoi Beer Trading Joint Stock Company.*

In order to facilitate the organization and conduct of the 2025 Annual General Shareholders' Meeting (AGSM) of Hanoi Beer Trading Joint Stock Company (HABECO Trading), as well as to guide shareholders in participating in the meeting and exercising their voting rights directly or through an authorized representative, the Organizing Committee of the 2025 Annual General Shareholders' Meeting proposes the following working regulations for the meeting:

I. CONDITIONS FOR HOLDING THE SHAREHOLDERS' MEETING:

(According to Article 21 of the Statute of Organization and Operation of Hanoi Beer Trading Joint Stock Company)

1. The General Shareholders' Meeting shall be held when shareholders representing more than fifty percent (50%) of the total voting shares are present.
2. If the meeting fails to meet the conditions specified in Clause 1 of this Article within thirty (30) minutes from the scheduled start time, the convener shall cancel the meeting. A second meeting notice must be sent within thirty (30) days from the intended date of the first meeting. The second General Shareholders' Meeting will proceed when shareholders representing at least thirty-three percent (33%) of the total voting shares are present.
3. If the second meeting fails to meet the conditions specified in Clause 2 of this Article within thirty (30) minutes from the scheduled start time, the convener shall cancel the meeting. A third meeting notice must be sent within twenty (20) days from the intended date of the second meeting. In this case, the General Shareholders' Meeting shall

proceed regardless of the total number of voting shares represented by attending shareholders and will be considered valid to make decisions on all issues expected to be approved at the first General Shareholders' Meeting.

II. ORDER OF THE MEETING:

1. Shareholders and/or their representatives must sit in the designated seats or areas as determined by the Organizing Committee of the meeting.
2. Smoking is prohibited in the meeting room.
3. Maintain order in the meeting room; no private conversations or mobile phone use during the meeting. Mobile phones should be turned off or set to silent mode..

III. VOTING ON ISSUES AT THE MEETING:

1. Principles:

- All issues on the meeting agenda will be discussed and voted on by the General Shareholders' Meeting (GSM) through a public vote, either by raising a voting card or by casting votes on Voting Sheets or Ballots.
- Voting cards are provided directly to shareholders by the Organizing Committee at the meeting. Each shareholder will receive one voting card. The voting card will clearly display the delegate's code, full name, number of voting shares, and the stamp of HABECO Trading.

2. Voting Methods:

- Shareholders and/or their representatives will vote (In favor, Against, No opinion) on issues presented in the meeting according to the Chairman's decision, using a suitable method for the meeting's progress, as follows:

✓ **Voting by raising the Voting Card:** The Chairman will ask shareholders or their representatives to raise their Voting Cards (In favor, Against, No opinion) to vote on certain issues:

- Meeting agenda, Working Regulations, and election of the Vote Counting Committee.
- Minutes of the meeting.
- Other issues as decided by the Chairman and according to the actual proceedings of the meeting.

When voting, shareholders in favor will raise their Voting Cards high. Similarly, under the Chairman's direction, shareholders who are against or have no opinion will raise their Voting Cards accordingly.

✓ **Voting by filling out the Voting Sheet:** Shareholders or their representatives will vote by marking the appropriate box (In favor, Against, No opinion) on each item listed on the Voting Sheet. Invalid Voting Sheets are those that:

- Are not in the provided format issued by the Organizing Committee, without the HABECO Trading stamp.
- Contain additional content not listed on the Voting Sheet.
- Have crossed-out or amended content without the shareholder's signature.
- Do not have the shareholder's signature on the Voting Sheet.

- After voting on the issues presented at the meeting, the Vote Counting Committee will tally the votes and announce the results to the entire meeting.

3. Voting Regulations:

a. One (1) common share corresponds to one (1) voting card.

As of the shareholder list closing date (March 20, 2025), the total number of shares of Habeco Trading is 3,123,000 (Three million one hundred twenty-three thousand) common shares, equivalent to 3,123,000 (Three million one hundred twenty-three thousand) voting cards.

b. Issues to be voted on at the meeting will only be approved if the voting results represent at least 51% of the total voting shares in attendance and are approved by the meeting vote. However, in some cases, the issues to be voted on as per Clauses 1 and 3, Article 148 of the 2020 Enterprise Law, must have at least 65% of the total voting shares of all attending shareholders and be approved by the meeting vote.

4. Election of Board Members and Supervisory Board Members must be conducted according to the Election Regulations approved by the General Shareholders' Meeting.

IV. DISCUSSIONS AT THE MEETING:

1. Principles:

- Discussions shall only be conducted within the designated time and on the issues presented in the General Shareholders' Meeting (GSM) agenda.
- Shareholders who wish to express their opinions must register their questions on the Question Form and submit it to the Meeting Secretariat.

- The Meeting Secretariat will organize the submitted Question Forms and forward them to the Presidium

2. Responding to Shareholder Questions:

Based on the Question Forms collected by the Meeting Secretariat and presented to the Presidium, the Chairman or a member appointed by the Chairman will respond to shareholders' questions.

V. RESPONSIBILITIES OF THE CHAIRMAN:

1. Lead the meeting according to the agenda and regulations approved by the meeting. The Chairman works under the principle of democratic centralism and makes decisions based on the majority.
2. Guide the meeting in discussions and collect votes on issues in the agenda and related matters throughout the meeting.
3. Resolve issues arising during the meeting; decisions made by the Chairman regarding the sequence, procedures, or any unforeseen events during the meeting are final and binding

VI. RESPONSIBILITIES OF THE MEETING SECRETARIAT:

1. Accurately and completely record the proceedings of the meeting and the issues approved or noted by shareholders in the meeting minutes.
2. Draft resolutions for the issues that have been approved during the meeting.

VII. RESPONSIBILITIES OF THE SHAREHOLDER ELIGIBILITY COMMITTEE:

1. Verify the eligibility of shareholders or their authorized representatives to attend the meeting: National ID or passport, Invitation Letter, Proxy Letter (for authorized representatives).
2. Collect the Shareholder Attendance Confirmation and Proxy Letter (if applicable).
3. Issue voting cards and relevant documents to shareholders or their authorized representatives attending the meeting.
4. Report to the meeting on the results of the shareholder eligibility verification

VIII. RESPONSIBILITIES OF THE VOTE COUNTING COMMITTEE:

1. Accurately determine the results of the shareholders' vote on issues presented at the meeting.
2. Promptly notify the Secretariat of the voting results.
3. Conduct vote counting according to the regulations outlined in the Nomination, Election, and Voting Rules of the meeting.
4. Review and report any violations of voting rules or complaints regarding the voting results

IX. MEETING MINUTES AND RESOLUTIONS OF THE GENERAL SHAREHOLDERS' MEETING:

The meeting minutes and resolutions must be read and approved before the meeting is adjourned.

This is the working regulation for the Annual General Shareholders' Meeting of 2025 for HABECO Trading Joint Stock Company. The Organizing Committee submits this for the General Shareholders' Meeting's consideration and approval.

On behalf of the Board of Directors

Chairman

Mr. Nguyen Manh Hung

