

Hanoi, March 28, 2025

**WORKING REGULATIONS
AT THE GENERAL MEETING OF SHAREHOLDERS**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020, and the Amended and Supplemented Law No. 03/2022/QH15 dated January 11, 2022;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26, 2019, and the Amended and Supplemented Law No. 56/2024/QH15 dated November 29, 2024;
- Pursuant to the Charter of Son Ha Development of Renewable Energy Joint Stock Company;
- Pursuant to the Internal Regulations on Corporate Governance, the Regulations on Operations of the Board of Directors, and the Regulations on Operations of the Supervisory Board of Son Ha Development of Renewable Energy Joint Stock Company;
- Pursuant to the operational situation of Son Ha Development of Renewable Energy Joint Stock Company.

Article 1. Subjects and scope of application

1. Subjects of application

These regulations apply to:

- Shareholders whose names appear on the list of shareholders prepared by the Viet Nam Securities Depository and Clearing Corporation as of the record date as announced by Son Ha Development of Renewable Energy Joint Stock Company (“**the Company**”, “**SHE**”), and individuals authorized to attend the General Meeting of Shareholders (“**the Meeting**”).
- The Board of Directors (“**BOD**”), the Supervisory Board (“**SB**”), the Executive Board, and other Units/Departments/Divisions involved in organizing and operating the Meeting.
- Relevant parties participating in and supporting the organization and management of the Meeting in accordance with the law and the Company’s Charter.

2. Scope of application

These regulations apply to all annual and extraordinary General Meetings of Shareholders of the Company, aiming to ensure that the organization and operation of the meetings are lawful, transparent, and effective.

Article 2. Objectives

1. To ensure compliance with the provisions of law and the Charter of Son Ha Development of Renewable Energy Joint Stock Company;
2. To ensure the principles of transparency, democracy, and the legitimate rights of all shareholders;
3. To ensure security, order, and the effective operation of the General Meeting of Shareholders (“**the Meeting**”).

Article 3. Participants

Participants of the Meeting shall include shareholders whose names appear on the list of shareholders prepared by the Viet Nam Securities Depository and Clearing Corporation as of the record date as announced by the Company, or individuals who are validly authorized to attend the Meeting.

Article 4. Rules of order

1. At the Meeting, each shareholder, authorized representative, or authorized person (hereinafter collectively referred to as “shareholders”) must present the following original documents to the Shareholder Qualification Verification Committee upon arrival: a valid Citizen Identification Card or Passport, the Invitation Letter, the Power of Attorney (if any), and a certified copy of the most recent Business Registration Certificate (for organizations). Each shareholder will receive 01 (one) Voting Card and 01 (one) Voting Ballot (which indicate the shareholder’s name and the number of voting rights).
2. Shareholders must sit in the designated seats or areas assigned by the Organizing Committee and comply with the seating arrangements. Attendees are required to observe general public decorum. Private conversations and phone use are prohibited during the Meeting. All mobile phones must be switched to silent mode. Audio and video recording during the Meeting is only permitted with the approval of the Chairperson. The Organizing Committee reserves the right to request any shareholder who fails to comply with these rules to leave the Meeting to avoid disrupting the agenda.
3. Shareholders or their authorized persons arriving late have the right to register upon arrival and may immediately participate in and vote at the Meeting; however, the Chairperson shall not be obligated to pause the Meeting for late registration, and the validity of any voting already conducted will remain unaffected.
4. Shareholders are expected to attend the Meeting from the beginning until its conclusion. In the event that a shareholder must leave the Meeting early due to force majeure, they are responsible for notifying the Organizing Committee and submitting their written opinions on matters that will be voted on at the Meeting.

Article 5. Conditions for convening the Meeting

1. The Meeting shall be convened when the attending shareholders or authorized representatives represent at least 51% of the total voting rights according to the list of shareholders eligible to attend the Meeting as of the record date.
2. In the event that the Meeting fails to meet the above quorum requirement, the subsequent convening and holding of the Meeting shall be carried out in accordance with the Company's Charter.

Article 6. Voting at the Meeting

1. All matters on the agenda of the Meeting must be approved by direct voting at the Meeting. Each shareholder shall be issued one (1) Voting Card and one (1) Voting Ballot (if there are matters to be approved by ballot at the Meeting), both bearing the Company's seal. The Chairperson of the Meeting shall decide to choose the voting method through Voting Card or Voting Ballot for each voting content in accordance with the law and the Company's Charter.
2. Voting method:
 - 2.1. Voting Card
 - a. Description: The Voting Card contains information about the shareholder/authorized representative and the number of voting rights at the Meeting.
 - b. Purpose: The Voting Card is used for voting on matters that need to be approved immediately during the Meeting, such as: the agenda, election of the Presidium, the Vote Counting Committee, approval of the composition of the Secretariat, etc.
 - c. Usage: The shareholder/authorized representative shall vote on each matter by raising the Voting Card when asked by the Chairperson: *First time: vote in favor; Second time: vote against; Third time: vote No opinion* on each specific matter. The vote count results will be announced immediately after voting on each matter.
 - 2.2. Voting Ballot
 - a. Description: The Voting Ballot contains information about the shareholder/authorized representative, the number of shares owned and/or represented, and the number of voting rights at the Meeting.
 - b. Purpose: The Voting Ballot is used for voting on matters that require ballot voting at the Meeting. The Organizing Committee will arrange ballot boxes in the meeting hall for shareholders to cast their votes.
 - c. Usage: The Voting Ballot will list all matters to be voted on. For each item, there are three voting options: "Agree", "Disagree", or "No opinion". When the Presidium calls for a vote, the shareholder marks an "X" next to the selected option and places the completed Voting Ballot into the ballot box.
 - d. Validity of Voting Ballots: A valid Voting Ballot is one that is issued by the Organizing Committee in the prescribed format, bears the Company's seal, and is properly marked in accordance with the voting rules for each item (for each item, shareholders may select only one of the three options: "Agree" – "Disagree" – "No opinion"; if a shareholder changes their decision before submitting the ballot, they

must re-mark their final choice and sign next to it on the right-hand side). The ballot must also bear the full name and signature of the shareholder or authorized representative attending the Meeting.

d1. A Voting Ballot shall be considered invalid if:

- (i) The ballot was not issued by the Organizing Committee in the prescribed format and does not bear the Company's seal, and/or;
- (ii) The ballot does not bear the signature of the shareholder or the authorized representative attending the Meeting, and/or;
- (iii) The ballot is torn, crossed out, and/or;
- (iv) The Voting Ballot contains more than one selected option for the same voting item and does not have a signature next to the final selected option, or no option is selected at all; in such cases, the vote for that particular item shall be considered invalid. Voting on each item in the Voting Ballot is treated independently, and the validity is determined separately for each specific voting item.

d2. Handling of invalid Voting Ballots:

- (i) Ballots that are invalid for the reasons specified in items (i), (ii), and (iii) of section d1 above will not be counted in the vote tally for any item.
- (ii) For the case specified in point (iv) of section d1 above: if a ballot contains any individual voting item that is invalid, the vote for that specific item shall not be counted in the vote tally.

e. Voting rules:

- Each common share carries one voting ballot.
- The voting ratio for each voting item is determined by the ratio of the total valid votes collected from the attending shareholders to the total votes of the attending shareholders who participate in the voting (calculated based on the issued votes).
- The required voting ratio for approving each item shall be in accordance with the Company's Charter and the provisions of laws.
- Time for vote counting and announcement of results: Voting Ballots will be counted by the Vote Counting Committee, and the results will be announced immediately after the voting takes place.

Article 7. Election of members of the Board of Directors and members of the Supervisory Board (if any)

1. The election of members of the Board of Directors (“**BOD**”) and members of the Supervisory Board (“**SB**”) shall be conducted by secret ballot on a majority voting basis.
2. Each shareholder shall be provided with: a Ballot for electing BOD members and/or a Ballot for electing SB members with the number of ballots for the BOD member

and/or the number of ballots for the SB member equal to the number of shares owned and authorized.

3. Shareholders shall elect members of the BOD and/or members of the SB by filling in the number of votes corresponding to each candidate for the BOD and/or SB, ensuring that the number of votes allocated to each BOD and/or SB candidate on each ballot must not exceed the total number of shares owned and authorized.
4. The following election ballots shall be considered invalid:
 - a. Ballots that were not issued by the Organizing Committee of the Meeting; or
 - b. Ballots that do not bear the document control seal of the Organizing Committee of the Meeting; or
 - c. Ballots that are erased, altered, or contain additional names of candidates not included in the list of candidates approved by the Meeting prior to the voting; or
 - d. Ballots in which the number of votes allocated to any candidate exceeds the total number of votes of the respective shareholder; or
 - e. Ballots that do not bear the signature of the shareholder or authorized representative; or
 - f. Ballots submitted to the Vote Counting Committee after the voting has concluded and the ballot box has been sealed.
5. Principles for selecting elected candidates to the BOD and SB
 - a. A candidate shall be elected as a member of the BOD or the SB if they receive 51% or more of the total votes, ranked from highest to lowest, until the number of members required by the Company's Charter is reached.
 - b. In case the required number of BOD or SB members is not elected due to candidates failing to obtain at least 51% of the total votes, or if two or more candidates receive the same number of votes for the final position, a re-vote shall be conducted among those candidates to select the one who meets the required voting threshold.
 - c. Any arising issues shall be submitted to the shareholders for direct consideration and decision at the Meeting.

Article 8. Expression of opinions at the Meeting

1. Shareholders attending the Meeting who wish to express their opinions during the discussion must register the content of their remarks on the Question Slip. In the absence of a Question Slip, shareholders may write their comments on paper and submit them to the support team, who will forward them to the Secretariat for presentation to the Presidium.
2. In cases where the Presidium invites shareholders to speak directly, shareholders wishing to speak must raise their hands to request to speak and may only express their opinions when invited by the Presidium.
3. All shareholders have the right and are encouraged to express their opinions at the Meeting. However, in cases where there are too many comments that cause the Meeting to extend beyond the expected duration, or if there are repeated or

overlapping remarks, the Presidium has the right to select the most representative or agenda-related opinions to respond to, and may decline to address issues that fall outside the approved agenda.

4. When speaking, shareholders should be concise, avoid repetition, and focus on the key points for discussion in line with the approved agenda of the Meeting. The Chairperson shall arrange for shareholders to speak in the order of registration and will also address their questions.

Article 9. Rights and responsibilities of the Chairperson and the Presidium

1. The Company's BOD shall nominate the Presidium, including the Chairperson, members of the BOD, and the Executive Board to assist the Chairperson in conducting the Meeting, and shall be approved by the Meeting to conduct the proceedings.
2. Rights and obligations of the Chairperson of the Meeting
 - a. Preside over the Meeting and conduct the activities of the Meeting according to the approved agenda.
 - b. Decisions regarding the order of proceedings, procedures, or events arising outside the agenda of the Meeting are highly decisive.
 - c. The chairperson carries out the necessary tasks to conduct the Meeting in a valid, orderly manner that reflects the wishes of the majority of shareholders and their representatives in attendance.
 - d. Guide the shareholders in discussion.
 - e. Present the draft, conclude the necessary issues for the shareholders to vote on.
 - f. Answer/appoint those responsible for addressing issues requested by shareholders.
 - g. The Meeting can be postponed to another time and place as decided by the Chairperson without consulting the shareholders in the case of:
 - The behavior of those present obstructs or has the potential to obstruct the orderly conduct of the Meeting;
 - The delay is necessary for the meeting's tasks to be conducted properly.

Article 10. Responsibilities of the Shareholder Qualification Verification Committee

The Shareholder Qualification Verification Committee is appointed by the Organizing Committee of the Meeting. The Shareholder Qualification Verification Committee is responsible for verifying the qualifications and attendance status of shareholders and/or their authorized representatives throughout the duration of the Meeting, and for reporting to the Meeting on the results of the verification, including the legality and validity of the organization of the Meeting in accordance with the provisions of the Company's Charter.

Article 11. Responsibilities of the Meeting Secretariat

The Meeting Secretariat is appointed by the Chairperson and approved by the Meeting. The Secretariat shall perform the following duties:

1. Accurately and fully record the entire proceedings of the Meeting, including matters approved or noted by the shareholders, in the Minutes of the Meeting, which shall be adopted before the closing of the Meeting.
2. Assist the Presidium in announcing draft documents, conclusions, and the Minutes of the Meeting.
3. Receive Question Slips submitted by shareholders and forward them to the Presidium.
4. Perform other duties as prescribed in the Company's Charter (if any) and as requested by the Presidium.

Article 12. Responsibilities of the Vote Counting Committee

1. The Vote Counting Committee is nominated by the Chairperson and approved by the Meeting through a voting process. The Committee shall have the following responsibilities:
 - a. Announce the voting rules and principles, and provide instructions on how to use the Voting Ballots/Voting Cards.
 - b. Collect the ballots after shareholders have voted and conduct the vote counting.
 - c. Report the vote counting results to the Meeting.
 - d. Review and report to the Meeting on any violations of the election rules or complaints related to the election (if any).
 - e. Perform other duties as prescribed in the Company's Charter (if any).
2. Vote Counting Principles:
 - a. The voting process shall begin after the Organizing Committee announces and requests shareholders to cast their votes, and shall end when the last shareholder has placed their ballot into the ballot box, or immediately after the Chairperson asks if there are any shareholders who have not voted and no response is received, or when the allotted voting time expires;
 - b. The Vote Counting Committee shall inspect the ballot box in the presence of the shareholders or their representatives;
 - c. The Vote Counting Committee shall conduct the vote counting in a separate room or separate area;
 - d. The Vote Counting Committee may use electronic equipment and technical personnel to support the vote counting process;
 - e. The counting of Voting Cards and Voting Ballots must be documented in a written record (referred to as the "**Vote Counting Minutes**"), which shall be announced by the Head of the Vote Counting Committee before the closing of the Meeting.

Article 13. Minutes and Resolution of the General Meeting of Shareholders

All contents of the Meeting must be recorded by the Secretariat in the Minutes of the Meeting. The Minutes and the Resolution of the General Meeting of Shareholders shall be read aloud and adopted before the closing of the Meeting and shall be archived in the Company's minute book.

Article 14. Implementation provisions

Shareholders, attendees of the Meeting, and participants in the meeting are responsible for implementing these Regulations.

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN

(Signed)

Le Vinh Son