

**VOTING GUIDELINES
AT THE ANNUAL GENERAL MEETING OF SHAREHODERS
DATED APRIL 20th, 2023
PHU HUNG SECURITIES CORPORATION**

Ho Chi Minh City, April 20th, 2023

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17th, 2020;
- Pursuant to the current Charter of Phu Hung Securities Corporation.

A. CONDITIONS FOR CONDUCTING THE MEETING

1. The General Meeting of Shareholders ("GMS") shall be conducted when the number of attending shareholders represents more than 50% of the voting shares.
2. Where the number of attendees required is not satisfied within thirty (30) minutes from the time set to open the GMS, the GMS may be convened for a second time within thirty (30) days from the date of intended opening of the first GMS. Such GMS which is convened for a second time shall be conducted only when the numbers of attending shareholders or their authorized representatives represent at least 33% of the voting shares.
3. Chairman of the Meeting may make changes to the meeting agenda based on requests of attendees.

B. MEETING ASSIGNMENT

1. **To voting and pass the followings:** Agenda of meeting, the Voting Guidelines, the Chairman, the Scrutiny team, the Secretariat.
2. **To discuss and pass the following contents, including:**
 - 2.1 Pass the Audited Financial Statement in 2022;
 - 2.2 Pass the Report of the Board of Directors on the Business performance in 2022;
 - 2.3 Pass the Report of the Inspection Committee on the Business performance in 2022;
 - 2.4 Pass the Report on Corporate governance of PHS in 2022;
 - 2.5 Pass the Report on updating the charter capital in Charter of PHS in 2022;
 - 2.6 Pass the Development and Business plan of PHS in 2023;
 - 2.7 Pass the Financial budget in 2023;

- 2.8 Pass the Selection of Auditor in 2023;
- 2.9 Pass the Plan for handling the operational risk and financial reserve funds and the authorization for the Board of Directors to perform related works;
- 2.10 Pass the Profit Distribution Plan in 2022 and the authorization for the Board of Directors to choose the suitable time and proceed the procedure to pay dividend for shareholders;
- 2.11 Pass the revised Charter of PHS.

3. To vote and pass the followings: Meeting Minutes and Resolutions

C. MEETING'S REGULATIONS

1. Meeting registration

- Shareholder or the authorized person attends the meeting shall register with the organizer in order to receive Voting card, meeting materials and sign on the Register of Attendance.
- Late-coming shareholders reserve the right to register and vote at the Meeting. The former voting results remain valid.

2. Discuss, give speech at the Meeting

To discuss and express opinions at the Meeting shall comply with the following regulations:

- The shareholder shall present their names and code before giving the speech
- Chairman of the Meeting has rights to stop shareholder's speech if the speech is not appropriate or offensive.

3. Other provisions

- Even if sufficient attendees as required are present, the chairman of the General Meeting of Shareholders shall adjourn the General Meeting of Shareholders to another time or change the location of the meeting decided by the chairman without obtaining opinions of the General Meeting of Shareholders if the chairman considers that (a) the location of the General Meeting of Shareholders fails to provide suitable seating for all attendees, (b) there is an attendee who disrupts or is likely to disrupt order at the meeting, or (c) an adjournment is necessary so that the work of the General Meeting of Shareholders will be carried out validly. In addition, the chairman of the General Meeting of Shareholders may adjourn a meeting upon agreement or request of the General Meeting of Shareholders even if sufficient attendees as required for such meeting are present. The maximum time for any adjournment of a meeting shall be three days as from the

date of the proposed opening of the meeting. The General Meeting of Shareholders which is reconvened shall review the work which should have been legally carried out at the previous adjourned meeting.

- Where the chairman adjourns or postpones a General Meeting of Shareholders contrary to the provisions in point an above, the General Meeting of Shareholders shall elect another person from the attendees to replace the chairman in conducting the meeting until its completion, and the effectiveness of voting conducted at such meeting shall not be affected.

D. VOTING METHOD:

1. Voting method: Voting by Voting paper

- 1.1. Voting paper is GREEN: has the hanging seal of Phu Hung Securities Corporation, has information of Shareholder's name, code, name of the authorized person, number of share has right to vote. Shareholders/ Authorized Person must sign and write full name into the Voting paper.

GREEN voting paper is used to pass the following:

- Chairman, the Secretariat and Scrutiny team
- The Agenda
- The Voting guidelines.

- 1.2. Voting paper is YELLOW: has the hanging seal of Phu Hung Securities Corporation, has information of Shareholder's name, code, name of the authorized person, number of share has right to vote. Shareholders/ Authorized Person must sign and write full name into the Voting paper.

YELLOW voting paper is used to pass the following:

- The submissions
- Other subjects if considered necessary to vote by voting paper.

- 1.3. Voting paper is PINK: has the hanging seal of Phu Hung Securities Corporation, has information of Shareholder's name, code, name of the authorized person, number of share has right to vote. Shareholders/ Authorized Person must sign and write full name into the Voting paper.

PINK voting paper is used to pass the following:

- Minutes of the Meeting
- Resolution of the Meeting.

How to use: Shareholders or authorized people exercise their voting right by marking (X) or (✓) to the box corresponding to « Agree » or « Disagree » or « Abstention » on the Voting paper when the Meeting Chairman requires to vote.

Voting paper will be put in sealed box. The Scrutineers will conduct counting and report the results of counting at the General Shareholders' Meeting.

2. Voting paper are considered null and void

- The Voting paper has wrong format, has no Company seal;
- Voting paper is erased or modified;
- Blank Voting paper;
- The Voting paper has neither signature nor full name of the shareholder or authorized person.

3. To determine voting result

The subject is passed when there are favorable votes obtained more than 50% of the total votes of all shareholders with voting rights who are present directly or via their proxies;

As for Charter amendment, the favorable votes of the attending shareholders or proxies shall reach at least 65% of the total voting shares.

E. COMPLAINTS AND DEAL WITH COMPLAINTS

All complaints on the voting result shall be handled at the Meeting. The Scrutiny team shall reexamine the votes and listen to the opinions of the General Shareholders' Meeting if there is a complaint.