

DRAFT

**WORKING REGULATIONS
OF THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS
OF VICEM HOANG MAI CEMENT JOINT STOCK COMPANY**

In order to ensure that the General Meeting is conducted in an orderly manner, in compliance with legal regulations, the Company's Charter, and the approved agenda of the Meeting.

The Organizing Committee respectfully submits the Working Regulations of the General Meeting of Shareholders for approval, with the following contents:

1. ORDER AND DISCIPLINE OF THE GENERAL MEETING

1.1. All attendees must dress neatly and appropriately.

1.2. Shareholders attending the General Meeting must complete the registration procedures and sit in the designated area assigned by the Organizing Committee; they must strictly comply with the seating arrangements.

1.3. Smoking is strictly prohibited in the meeting room.

1.4. Private conversations and mobile phone use are not allowed in the meeting room (phones should be turned off or set to silent mode).

2. VOTING ON MATTERS AT THE GENERAL MEETING

2.1. Voting Principles: All matters in the Meeting agenda must be approved by open voting, with shareholders voting using their Voting Cards based on their owned or authorized shares. Each shareholder is issued one (1) VOTING CARD, printed on yellow paper. The VOTING CARD contains the shareholder's identification number, the number of shares owned and/or authorized, and bears the official seal of Vicem Hoang Mai Cement Joint Stock Company.

2.2. Voting Method: The Presidium will sequentially request the General Meeting to vote on each option: "agree," "disagree," or "other opinions" (if any). Shareholders shall cast their vote (agree, disagree, or other opinions) by raising their VOTING CARD. When voting, the front side of the VOTING CARD must be facing the Presidium.

2.3. Approval of Matters at the General Meeting: A resolution of the General Meeting of Shareholders is approved when it receives the consent of shareholders representing more than 50% of the total voting shares of all attending shareholders. However, the following resolutions require approval from shareholders representing at least 65% of the total voting shares of all attending shareholders:

- a) Types of shares and the total number of shares of each type;
- b) Changes in business sectors, industries, and fields of operation;
- c) Changes in the company's management structure;
- d) Investment projects or asset sales valued at 35% or more of the company's total assets, as recorded in the latest financial statements;

- d) Reorganization or dissolution of the company;
- e) other matters as stipulated by the Company's Charter.

3. ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

The self-nomination and nomination procedures for candidates to the Board of Directors must strictly comply with the regulations governing nomination and self-nomination, as well as the Election Regulations of the Board of Directors of Vicem Hoang Mai Cement Joint Stock Company.

The regulations on nomination and self-nomination of candidates for election to the Board of Directors of Vicem Hoang Mai Cement Joint Stock Company, the Election Regulations, application forms for nomination and self-nomination, the curriculum vitae template, and the minutes of group meeting template have been published on the Company's website in accordance with applicable regulations.

4. SPEAKING AT THE GENERAL MEETING

4.1. Principles: Shareholders who wish to speak at the General Meeting must request permission and may only do so after approval from the Presidium.

4.2. Speaking Procedures: Shareholders must keep their remarks brief and focused on key discussion points relevant to the approved agenda of the General Meeting. The Presidium will arrange the speaking order based on registration and will also address shareholders' inquiries.

5. RESPONSIBILITIES OF THE PRESIDIUM

5.1. To conduct the General Meeting in accordance with the agenda, regulations, and procedures approved by the Meeting. The Presidium operates based on democratic centralism and makes decisions by majority vote.

5.2. To guide discussions, collect voting opinions on agenda items, and address related matters throughout the General Meeting.

5.3. To resolve any issues that arise during the General Meeting.

6. RESPONSIBILITY OF THE SECRETARIAT

6.1. To accurately and fully record the entire proceedings of the General Meeting, including matters approved or reserved by shareholders.

6.2. To draft the Meeting Minutes and Resolutions on issues approved at the General Meeting.

7. RESPONSIBILITIES OF THE ELECTION AND VOTE COUNTING COMMITTEE

7.1. To conduct the counting of voting ballots immediately at the General Meeting, prepare the Minutes of Vote Counting, and report to the General Meeting on the voting results of shareholders regarding matters submitted for approval;

7.2. To promptly notify the Secretariat of the voting results;

7.3. To present a consolidated report on the receipt of nomination and self-nomination dossiers for candidates to the Board of Directors prior to the General Meeting;

7.4. To conduct the counting of election ballots immediately at the General Meeting, prepare the Minutes of Vote Counting, and announce the results of the election of members of the Board of Directors;

7.5. To review and report to the General Meeting for decision on any violations of the election rules or any complaints related to the election (if any).

The above constitutes the entire Working Regulations of the 2026 Annual General Meeting of Shareholders of Vicem Hoang Mai Cement Joint Stock Company.

Respectfully submitted for approval by the General Meeting.

**ON BEHALF OF THE BOARD
OF DIRECTORS CHAIRMAN**

Le Trung Kien

