

DRAFT

Hanoi, April 28th 2026

**WORKING REGULATIONS
AT THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS
OF CONSTRUCTION AND INVESTMENT J.S COMPANY NO.18**

To: THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Pursuant to:

Law on Enterprises No. 59/2020/QH14 dated June 17, 2020.

Law on Securities No. 54/2019/QH14 dated November 26, 2019.

The Charter of Organization and Operation of Construction and Investment Joint Stock Company No.18.

To ensure transparency, fairness, and facilitate shareholders' participation in the General Meeting, enabling them to exercise their voting rights directly or through authorized representatives, the Board of Directors respectfully submits the Draft Working Regulations for approval by the 2026 Annual General Meeting of Shareholders (AGM) as follows:

1. Presidium and Chairperson of the 2026 AGM

1.1. Composition of the Presidium:

- The Presidium consists of 5 members of the Board of Directors.
- The Chairperson of the Board of Directors serves as the Chairperson of the Meeting.

1.2. Rights and responsibilities of the Presidium:

- Conduct the of the 2026 AGM legally, orderly, and in alignment with the majority will of shareholders and authorized representatives present.
- Manage activities of the 2026 AGM according to the approved agenda.
- Operate based on democratic centralism principles and decide by majority.
- Present drafts, guide discussions, conclude essential issues, and put them to a vote.
- Address issues arising during the 2026 AGM.

2. Secretariat of the 2026 AGM

2.1. Composition of the Secretariat:

- Comprises 2 members nominated by the Presidium and approved by the 2026 AGM.

2.2. Rights and responsibilities of the Secretariat:

- Accurately and comprehensively record the content and proceedings of the AGM.
- Prepare the Draft Minutes and Resolutions of the 2026 AGM.
- Assist the Presidium in announcing documents, materials, and resolutions of the General Meeting to shareholders upon request.
- Receive and pass speaking requests from shareholders to the Presidium.

3. Election and Vote Counting Committee

3.1. Composition:

- Includes 5 members nominated by the Presidium and approved by the 2026 AGM.

3.2. Rights and responsibilities of the Election and Vote Counting Committee:

- Record, summarize, and announce voting results on issues decided at the General Meeting for the Secretariat to disclose to attendees.
- Explain the election regulations, guide voting procedures for shareholders, tally votes, and report results to the General Meeting.
- Supervise the voting of shareholders or their representatives attending the Meeting.
- Submit all voting slips, ballots, and vote counting minutes to the Chairperson for archival at the company headquarters.
- Review and report violations of voting rules or complaints about voting results.
- All vote counting, minute establishing and result announcing shall be implemented honestly, exactly, responsibly by the Committee.

4. Shareholders Attending the General Meeting

- Shareholders listed on the record date of March 18th 2026, provided by the Vietnam Securities Depository and Clearing Corporation (VSDC), have the right to attend, discuss, and vote on all agenda items.
- Late-arriving shareholders may register and participate but previous voting results remain unaffected.
- During the General Meeting, shareholders must adhere to the Working Regulations, follow the Chairperson's instructions, act civilly, and actively contribute to the success of the General Meeting.
- Shareholders must attend the meeting from start to end. If they leave early, they must notify the Organizing Committee to notice writing regarding their voting opinions on pending issues. Failure to notify will be considered as renouncing their voting right with all subsequent voting outcomes.

5. Conditions for Conducting the General Meeting of Shareholders

- The General Meeting of Shareholders shall be conducted when shareholders attending the Meeting represent more than 50% of the total voting shares, based on the shareholder list finalized as of March 18, 2026, as provided by the Vietnam Securities Depository and Clearing Corporation (VSDC).

6. Meeting Order and Conduct

- All shareholders attending the Meeting shall be properly dressed.
- Smoking is strictly prohibited in the Meeting room.
- Shareholders shall refrain from private conversations and from using mobile phones during the Meeting. Mobile phones must be switched off or set to silent mode.

7. Speaking at the General Meeting

7.1. Shareholders wishing to present opinions at the Meeting must comply with the following principles:

- Opinions may only be presented during the discussion session of the Meeting.
- Shareholders must register speaking topics with the Presidium (via the Secretariat). They may speak only with the Presidium's consent.
- In case multiple shareholders wish to speak simultaneously, the Chairperson shall invite shareholders to present their opinions in sequence.
- The Chairperson shall have the right to interrupt a shareholder's presentation where deemed necessary.

7.2. The content of shareholders' statements must satisfy the following requirements:

- Statements must be concise and clear. Statements must not repeat matters already presented.
- The content of any proposal must not violate the law, relate to personal matters, or exceed the authority of the Company.

8. Voting at the General Meeting

8.1. Principles:

- All issues on the meeting agenda must be decided by direct voting at the General Meeting.
- Each shareholder receives a Voting Card and Voting Slip, containing information on the shareholder, their voting shares (owned or authorized), and the Company's seal.

8.2. Voting methods:

- For direct voting: Shareholders vote by raising their Voting Cards. The Chairperson will call for opinions sequentially: "Agree," "Disagree," "Abstain." Shareholders not raising their cards during both "Agree" and "Disagree" calls are considered in agreement.
- For ballot voting: Shareholders vote directly on the Voting Slips distributed to them. After completing the ballot, they submit it to the Voting Committee or drop it in the designated ballot box.
- The Voting Committee monitors the voting process, tallies votes, and reports results to the General Meeting.

8.3. Voting results:

- The annual proposals is passed if it receives over 50% approval from the voting shares present at the General Meeting.
- The proposals of Plan for Issuance of Shares to Increase Charter Capital from Owner's Equity and supplement of the Company's business lines shall be passed if it receives over 65% approval from the voting shares present at the General Meeting.

9. Election at the 2026 AGM:

- The election of BOD and SB's member in term 2026-2031 shall be implemented in comply with Regulations on the Election of Members of the Board of Directors and the Supervisory Board.

This Draft Working Regulation for the 2026 Annual General Meeting of Shareholders is submitted for consideration and approval to ensure the successful organization of the General Meeting in compliance with legal and corporate charter requirements.

These Regulations take effect immediately upon approval by the General Meeting.

**ON BEHALF OF THE PRESIDUM
CHAIRPERSON**

Recipients:

- Shareholders attending the AGM.
- Archived.

Nguyễn Xuân Hưng