



Hai Phong, March 26, 2026

**REGULATIONS ON
THE ORGANIZATION OF THE 2026 ONLINE ANNUAL GENERAL MEETING OF
SHAREHOLDERS OF PORT OF HAI PHONG JOINT STOCK COMPANY**

Legal Basis

Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020; the Law amending and supplementing a number of articles of the Enterprise Law No. 76/2025/QH15 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2025;

Pursuant to the Securities Law No. 54/2019/QH14, passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019; the Law No. 03/2022/QH15 passed by the National Assembly of the Socialist Republic of Vietnam on January 11, 2022 amending and supplementing several articles of Law on Public Investment, Law on Investment in the form of Public-Private Partnership, Law on Investment, Law on Housing, Law on Bidding, the Law on Electricity, Law on Enterprises, Law on Special Consumption Tax, and Law on Enforcement of Civil Judgments; the Law No. 56/2024/QH15 passed by the National Assembly of the Socialist Republic of Vietnam on November 29, 2024 amending the Securities Law, the Accounting Law, the Independent Audit Law, the State Budget Law, the Law on Management and Use of Public Assets, the Tax Administration Law, the Personal Income Tax Law, the National Reserve Law, and the Law on Handling Administrative Violations;

Pursuant to the Government Decree No. 155/2020/ND-CP dated December 31, 2020, detailing the implementation of several provisions of the Securities Law, and the Government Decree No. 245/2025/ND-CP dated September 11, 2025, amending and supplementing several articles of Decree No. 155/2020/ND-CP;

Pursuant to the Charter of Organization and Operation of Port of Hai Phong Joint Stock Company.

The 2026 Annual General Meeting of Shareholders of Port of Hai Phong Joint Stock Company is organized and conducted in accordance with the Regulations on the Organization of the 2026 Annual General Meeting of Shareholders (referred to as the Regulations) as follows:

Chapter I GENERAL PROVISIONS

Article 1. Scope and subjects of application

1. These Regulations apply to the organization of the 2026 Annual General Meeting of Shareholders on April 23, 2026, of Port of Hai Phong Joint Stock Company (hereinafter referred to as the "Meeting") via online format and stipulate the voting by electronic voting method for shareholders at the online Meeting.
2. These Regulations specifically stipulate the rights and obligations of shareholders/authorized representatives of shareholders, participating parties, conditions and procedures for conducting the Meeting, and voting methods to pass resolutions on the Meeting's matters.

Article 2. Interpretation of terms

1. ***"Online general meeting of shareholders"*** means a meeting of the General Meeting of Shareholders held online for shareholders to exercise their voting/election rights.
2. ***"Electronic voting"*** refers to a shareholder/authorized representative connecting to the Internet and casting votes/electing through the Electronic Voting System.
3. ***"Electronic voting system"*** is the EzGSM system provided by Port of Hai Phong to shareholders/authorized representatives to attend and exercise related rights when attending the online general meeting of shareholders.
4. ***"Identifying factor"*** means the necessary information to accurately identify a subject in a given context.
5. ***"Authentication"*** is to check and verify whether the information of the subject is exactly the information provided or declared by the subject.
6. ***"Delegate"*** means a shareholder and an authorized representative attending the 2026 Annual General Meeting of Shareholders of Port of Hai Phong Joint Stock Company.
7. ***"Force majeure event"*** refers to events occurring beyond the will of the Meeting convener that cannot be foreseen and overcome despite the application of necessary and permissible measures.
8. ***"The 2026 Annual General Meeting of Shareholders of Port of Hai Phong Joint Stock Company"*** is briefly referred to as the Meeting.
9. ***"Port of Hai Phong Joint Stock Company"*** is briefly referred to as Port of Hai Phong.

Article 3. Shareholders entitled to attend the Meeting

Are shareholders or authorized representatives of shareholders whose names appear on the list of shareholders on the record date entitled to attend the Meeting.

Article 4. Regulations on authorization to attend the Meeting

Shareholders may authorize another person in writing to attend the Meeting. The authorization must comply with the provisions on meeting authorization in the Enterprise Law 2020, the Charter of Organization and Operation of Port of Hai Phong Joint Stock Company (referred to as the Charter of Port of Hai Phong), other relevant legal regulations, and must be made in a written power of attorney.

Chapter II

RIGHTS AND OBLIGATIONS OF SHAREHOLDERS/AUTHORIZED REPRESENTATIVES OF SHAREHOLDERS AND PARTICIPATING PARTIES

Article 5. Rights and obligations of shareholders/authorized representatives of shareholders

1. Rights of shareholders/authorized representatives of shareholders when attending the Meeting:

a. To attend the online Meeting and vote on all matters within the authority of the Meeting in accordance with applicable laws, the Charter of Port of Hai Phong, these Regulations, and the instructions of the Meeting Organizing Committee; to exercise election rights (if there is an election agenda).

b. To be publicly notified of the Meeting Agenda by the Meeting Organizing Committee, to express opinions, discuss, and vote/elect at the Meeting in accordance with these Regulations.

2. Obligations of shareholders/authorized representatives of shareholders when attending the Meeting:

a. Shareholders/authorized representatives of shareholders shall attend the 2026 Annual General Meeting of Shareholders in the form of an online general meeting and cast electronic votes. The registration for online attendance and electronic voting shall be carried out in accordance with Clause 2 of Article 10, Article 11, and Article 16 of these Regulations;

b. Shareholders/authorized representatives of shareholders and participating parties must maintain confidentiality, strictly follow the regime of using and preserving documents; not copy, record, or provide information to persons outside the Meeting without the permission of the Chairperson;

c. Shareholders/authorized representatives of shareholders and participating parties must comply with the provisions of the law, the Charter of Port of Hai Phong, these Regulations, as well as the direction of the Chairperson during the Meeting and respect the working results at the Meeting. Shareholders/authorized representatives of shareholders must not

cause disruption or disorder during the Meeting.

Article 6. Shareholder Eligibility Verification Board

1. The Shareholder Eligibility Verification Board is decided by the Board of Management before the opening date of the Meeting.

2. Duties of the Shareholder Eligibility Verification Board:

- a. Verify the validity and legality of shareholders' authorization documents;
- b. Verify the eligibility of shareholders/authorized representatives of shareholders attending the meeting;
- c. Report to the Meeting on the results of verifying the eligibility of shareholders attending the Meeting;
- d. Other duties as prescribed by Port of Hai Phong and requested by the Chairperson.

Article 7. Vote Counting Committee

1. The Vote Counting Committee is nominated by the Chairperson and approved by the Meeting.

2. Duties of the Vote Counting Committee:

- a. Disseminate principles, rules, and guide voting/election methods;
- b. Check and record voting/election ballots, prepare vote counting minutes, announce results; submit the minutes to the Chairperson for approval of the voting results;
- c. Notify the vote counting results to the Secretariat;
- d. Review and report to the Meeting cases of violation of voting/election rules or complaints about vote counting results.
- e. Other duties as prescribed by Port of Hai Phong and requested by the Chairperson.

Article 8. Chairperson and Presidium

1. Chairperson of the Meeting:

a. The Chairman of the Board of Management serves as the Chairperson of the Meeting.

b. Rights and duties of the Chairperson of the Meeting:

- Implement necessary and reasonable measures to direct the General Meeting of Shareholders in an orderly manner, according to the approved agenda and reflecting the wishes of the majority of attendees;
- Require all attendees to be subject to lawful and reasonable security checks or other security measures;
- Request competent authorities to maintain order at the meeting; expel from the General

Meeting of Shareholders those who do not comply with the Chairperson's directing authority, intentionally cause disorder, impede the normal progress of the meeting, or fail to comply with security check requirements.

- Postpone the General Meeting of Shareholders with a sufficient number of registered attendees for a maximum of 03 working days from the intended opening date of the meeting when there is a legitimate reason as prescribed in the Internal Regulations on Corporate Governance, the Charter of Port of Hai Phong, and current laws;
- Other rights and obligations as prescribed by current laws.

2. The Presidium

a. The Presidium consists of 03 to 05 persons, including 01 Chairman and members. The members of the Presidium shall follow the direction of the Chairperson in discussing and debating matters related to the direction of the Meeting. However, in all cases, the decision of the Chairperson is the final decision and the highest ruling.

b. Rights and duties of the Presidium:

- Assist the Chairperson in directing the Meeting according to the agenda approved by the General Meeting of Shareholders and stipulated in these Regulations;
- Guide delegates and the Meeting in discussing the contents of the agenda;
- Present drafts and conclude necessary matters for the Meeting to vote on;
- Respond to matters requested by the Meeting;
- Resolve issues arising during the Meeting.

Article 9. Secretariat

1. The Chairperson appoints one or more persons as meeting secretaries.

2. Duties of the Secretariat:

- a. Fully and honestly record the contents of the Meeting;
- b. Receive registration forms to speak from shareholders/Delegates;
- c. Prepare meeting minutes and draft resolutions of the General Meeting of Shareholders;
- d. Assist the Chairperson in disclosing information related to the meeting of the General Meeting of Shareholders and notifying shareholders in accordance with legal regulations and the Company's Charter;
- e. Other duties as requested by the Chairperson.

Chapter III

ORDER AND PROCEDURES FOR CONDUCTING THE ONLINE MEETING AND ELECTRONIC VOTING

Article 10. Conditions and methods for attending the online General Meeting of Shareholders and electronic voting

1. Conditions for attendance:

Shareholders or authorized representatives of shareholders whose names are in the List of Shareholders finalized on March 23, 2026, have the right to attend and vote online via the system <https://ezgsm.fpts.com.vn>.

Delegates have electronic devices capable of connecting to the Internet, including but not limited to: computers, mobile phones, and other Internet-connected electronic devices.

2. Methods of attendance:

a. Each shareholder in the list of shareholders entitled to attend the Meeting is provided with one and only one login name and corresponding access password to attend the online General Meeting of Shareholders and cast electronic votes. Upon receiving the meeting invitation containing information related to logging into the system and other identifying factors, shareholders are responsible for maintaining the confidentiality of their information to ensure that only shareholders have the right to attend and vote on the system. Port of Hai Phong will provide maximum support to ensure shareholders can attend and vote at the General Meeting of Shareholders but shall not be responsible for issues arising from shareholders losing their login credentials.

b. Shareholders may authorize other individuals/organizations to attend in accordance with the Charter of Port of Hai Phong. Accordingly, for an authorized representative, if the authorized party is not a shareholder of Port of Hai Phong, after receiving the written authorization from the authorizing party and the authorized party has valid confirmation, the company will provide the login name and access password to the authorized party so that the authorized representative can proceed to exercise the rights and obligations according to the authorized contents. The power of attorney is prepared according to the form provided by Port of Hai Phong attached to the Meeting Invitation or in accordance with current laws. Port of Hai Phong provides login information for the authorized representative based on the authorization information provided by the shareholder and is implemented in the same manner as sending meeting invitation notices to shareholders (via invitation letter/email). Shareholders bear full responsibility for the authorization information sent to Port of Hai Phong.

c. The method of executing authorization to attend the online General Meeting of Shareholders is as follows:

- Shareholders authorize all or part of their voting shares to other individuals/organizations to attend the online General Meeting of Shareholders and cast electronic votes on behalf of the Shareholders.

- If the shareholder is an organization, the number of authorized representatives and the method of dividing the number of authorized shares are stipulated in the Charter of Port of Hai Phong.

- The authorization is only legally valid when satisfying the following conditions:

+ The power of attorney contains full information according to the authorization template (*Shareholders refer to the authorization template attached to the Invitation Letter or download it from the online meeting system after completing the online authorization*) and completing the online authorization.

+ The power of attorney has full signatures, clear full names, and seals (if it is an organization) of the Authorizing Party and the Authorized Party.

+ Port of Hai Phong receives the **ORIGINAL** Power of Attorney sent before April 23, 2026.

- Canceling authorization for shareholders whose online authorization has been approved: the shareholder sends an official written request to cancel the online authorization to the company before the official opening of the Meeting. Note that the time of recording the effective cancellation of authorization is calculated based on the time Port of Hai Phong receives the official written request to cancel the online authorization.

- Cancellation of authorization is invalid if the Authorized Party has already cast votes on any matter of the agenda in the Meeting Program.

Article 11. Providing login information for the online General Meeting of Shareholders and electronic voting system

1. The access link to the electronic voting system, login name, and access password for attending the online General Meeting of Shareholders will be provided in the Meeting Invitation Notice (or via other forms of login information notification prescribed by the company). Delegates are responsible for maintaining the confidentiality of their login names, passwords, and other issued identifying factors to ensure that only the Delegates have the right to cast votes on the electronic voting system, and bear full responsibility for such registered information.

2. When Delegates request the re-issuance of login information, the Meeting Organizing Committee may notify them via the following methods: directly, or via email/telephone.

Delegates are obligated to provide their personal information for identification; Port of Hai Phong may request shareholders to re-provide these details, which at a minimum include: ID Card/Citizen ID/Passport Number, Mobile phone number, Email address, permanent or temporary residential address (contact address).

3. Port of Hai Phong recommends that upon receiving login information, including the login name and password, Delegates should access the system to change their login password to ensure information security.

Article 12. Method of recording Delegates attending the online General Meeting of Shareholders

Delegates are considered to be attending the online General Meeting of Shareholders at the time the Delegate Eligibility Verification Committee publicly reports the results at the Meeting that Shareholders and authorized representatives have executed the **Meeting Registration** on the online General Meeting of Shareholders and electronic voting system.

Article 13. Conditions for conducting the Meeting

The Meeting shall be conducted when the number of attending shareholders and authorized persons represents over 50% of the total voting votes according to the list of shareholders established at the record date for the Meeting.

Article 14. Cases of unsuccessful Meeting organization

1. In case the first Meeting does not meet the conditions to be conducted as prescribed in Article 13 of these Regulations, the second meeting invitation notice shall be sent within thirty (30) days from the intended date of the first meeting. The second Meeting shall be conducted when the attending shareholders represent 33% or more of the total voting votes.

2. In case the second General Meeting of Shareholders does not meet the conditions to be conducted as prescribed in Clause 1 of this Article, the third meeting invitation notice must be sent within twenty (20) days from the intended date of the second meeting. In this case, the Meeting shall be conducted regardless of the total voting votes of the attending shareholders.

Article 15. Discussion at the online General Meeting of Shareholders

1. Discussions at the online General Meeting of Shareholders are coordinated by the Chairperson, ensuring strict compliance with the provisions of the Charter of Port of Hai Phong.

2. For delegates attending the online General Meeting of Shareholders and voting electronically, shareholders and authorized representatives submit questions to the

enterprise via the online General Meeting of Shareholders organization system. The Meeting Secretariat is responsible for saving the delegate's name, delegate code (if any), and the content of the question

3. Depending on the time of the Meeting, the Meeting Organizing Committee may select an appropriate online channel for delegates to speak, raise opinions, and receive responses from Port of Hai Phong.

4. The language used for exchange, discussion, and sending questions is Vietnamese.

Article 16. Principles and methods of electronic voting

1. After receiving the login name and password for the online General Meeting of Shareholders and electronic voting system, delegates have the right to access the online meeting system to study documents.

2. Voting on issues under the authority of the General Meeting of Shareholders or electing (if there is an election agenda) starts from 08:00 AM on April 23, 2026. At the end of the voting period specified in the notification of the electronic voting system, the system will not record any further electronic voting results from delegates.

3. Delegates cast their votes on each issue in the meeting agenda. When voting electronically, for each issue, delegates select one of the three options: "Approve", "Disapprove", or "No opinion" on the Voting Ballot pre-installed in the electronic voting system. After completing the voting for all items required in a single voting session, the delegate clicks "**Vote**" to save and send the voting results to the system.

4. In case the meeting agenda is supplemented with items proposed by shareholders/groups of shareholders and approved by the General Meeting of Shareholders, delegates may conduct supplementary voting. If delegates do not conduct supplementary voting, they are considered as not voting on these items.

4. Delegates can change their voting results multiple times but cannot cancel their voting results. The electronic voting system only records the final voting result at the end of the specified voting time for each session.

5. The election (if there is an election agenda at the Meeting) shall be carried out in accordance with the Election Regulations presented by the Presidium and approved at the Meeting.

Chapter IV

VOTING AND VOTE COUNTING

Article 17. Voting principles

All matters in the Meeting's agenda must be passed by collecting opinions of all

shareholders/authorized representatives of shareholders attending the Meeting. Each voting matter has a number of votes calculated by the total number of voting shares owned by the shareholder/authorized representative of the shareholder attending and voting at the Meeting.

Article 18. Voting and election rules

1. The total number of votes of each shareholder/authorized representative of the shareholder corresponds to the number of voting shares owned by that shareholder or the total number of voting shares that the authorized representative is authorized to represent according to the registration to attend the Meeting.

2. The matters subject to voting at the Meeting shall be passed when approved by shareholders owning more than 50% of the total votes of all shareholders attending and voting at the meeting, except for the cases prescribed in Clauses 1, 3, 4, and 6, Article 29 of the Charter of Port of Hai Phong.

3. The method of election on the system will be guided in the Election Regulations presented by the Presidium and approved at the Meeting (if there is an election agenda at the Meeting).

Article 19. Method of vote counting

1. The voting ballot of each Delegate is recorded and counted by the system according to the number of approving votes, disapproving votes, and no opinion votes.

2. The number of electoral votes each Delegate casts for a candidate is recorded and counted by the system according to the principles stipulated in the Election Regulations presented by the Presidium and approved at the Meeting (if there is an election agenda at the Meeting).

Article 20. Force majeure events

1. During the organization of the online General Meeting of Shareholders and electronic voting, force majeure events beyond the company's control may occur, such as natural disasters, fires, power outages, loss of Internet connection, or other technical incidents, requests or directives from the Government, state agencies, and other competent authorities... The company shall mobilize maximum resources to overcome the incidents so that the meeting can continue, but no later than 60 minutes from the time the incident occurs.

2. The company shall mobilize maximum resources to overcome the incidents so that the meeting can continue, but no later than 60 minutes from the time the incident occurs. The company shall mobilize maximum resources to overcome the incidents so that the meeting can continue, but no later than 60 minutes from the time the incident occurs.

Chapter V

MINUTES OF THE GENERAL MEETING OF SHAREHOLDERS

Article 21. Meeting Minutes

The contents of the Meeting must be recorded in the Minutes, read and approved before the closing of the Meeting, with the signatures of the Chairperson and the Secretariat. The Meeting Minutes serve as the basis for issuing the Resolutions of the Meeting. The Meeting Minutes shall be disclosed and archived in accordance with the Charter of Port of Hai Phong.

Chapter VI

IMPLEMENTATION EFFECTIVENESS

Article 22. Implementation Effectiveness

1. These Regulations consist of 6 Chapters, 22 Articles and take effect immediately upon approval by the Meeting.
2. Shareholders, authorized representatives of shareholders, and participating parties are responsible for complying with the provisions of these Regulations.

ON BEHALF OF THE BOARD OF MANAGEMENT
CHAIRMAN



Pham Hong Minh