

Bac Ninh, Date ... month year 2025

**WORKING REGULATIONS
2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS
DAP CAU GLASS JOINT STOCK COMPANY**

I. PURPOSE OF THE REGULATIONS

- In order to successfully organize the Extraordinary General Meeting of Shareholders in 2025 in accordance with the law, ensure the rights and obligations of shareholders attending the meeting, and guarantee the principles of transparency, fairness, and democracy;
- To facilitate the organization and conduct of the Extraordinary General Meeting of Shareholders, while also providing guidance to shareholders attending the Meeting and exercising their voting rights directly or through authorized representatives.

II. ORDER OF THE GENERAL MEETING

1. Shareholders/shareholder representatives attending the General Meeting must dress neatly and politely, present full ID card/citizen identity cards, meeting invitations and documents related to shareholder status verification at the reception desk and register shareholders quickly and conveniently..
2. When entering the hall, shareholders must comply with the seating arrangements of the Organizing Committee.
4. No private conversations or use of mobile phones during the General meeting. All mobile phones must be turned off or set to vibrate mode..
5. Shareholders/shareholder representatives are responsible for attending the General Meeting of Shareholders from the beginning of the meeting until the end of the meeting. In case any shareholder/shareholder representative, due to force majeure, must leave the meeting before the end of the General Meeting, that shareholder/shareholder representative is responsible for contacting the Organizing Committee to send his/her written opinions on the issues to be voted on at the General Meeting.
6. In case a shareholder/shareholder representative voluntarily leaves the meeting or is absent before voting on a certain issue or ends the meeting without prior notice to the Organizing Committee, that shareholder is considered to have agreed to all issues to be voted on at the General Meeting.
7. During the General meeting, depending on the content of the program, the chairman may ask the General meeting to take a break during the meeting with reasonable time. After the break, ask the shareholders to return to their original positions to continue the General meeting program.

III. VOTING ON ISSUES AT THE GENERAL MEETING

1. Principle:

All issues in the agenda of the General Meeting must be approved by direct voting at the General Meeting. Each shareholder is given a Voting Card, which states the Ownership Registration Number, the number of shares entitled to vote (owned and authorized) of the shareholder and has the seal of Dap Cau Glass Joint Stock Company.

2. Voting method:

- Shareholders vote in the following forms: *Agree, disagree, have no opinion or have other opinions*, each issue is voted on once directly at the General Meeting.
- When voting to approve an issue raised by the General Meeting, shareholders who agree to approve shall raise their voting ballots. Members of the Voting Counting Committee shall mark the Ownership Registration Number and the corresponding number of votes of each shareholder who agrees on the voting ballot.
- Similarly, in turn, following the chairman's instructions, shareholders who disagree or have other opinions will raise their voting cards in turn.
- When voting, shareholders are requested to be orderly and not to move around or enter or exit so that the specialized departments of the General Meeting can carry out their work in an orderly, accurate manner and ensure democracy and publicity.

IV. SPEECH AT THE GENERAL MEETING

1. Principle:

Shareholders attending the General Meeting shall express their opinions and discuss, register their speech content according to the Speech Registration Form of the Organizing Committee or raise their Voting Form to request a speech and receive the consent of the Chairman. The Speech Registration Form will be distributed to each shareholder upon arrival at the General Meeting. Shareholders shall submit the Speech Registration Form to the General Meeting Secretariat during the General Meeting or during the break. To ensure the order of the General Meeting during the discussion, shareholders who register to speak according to the Registration Form will be given priority to speak first, then shareholders who raise their Voting Form will speak in turn according to the arrangement of the Chairman.

The Chairman of the General Meeting shall assign members to take turns to exchange and answer questions or discuss directly with shareholders who register to speak.

2. Speech method:

Shareholders shall speak briefly and focus on the key contents of the agenda and

within the authority of the Shareholders' Meeting that need to be discussed, in accordance with the approved agenda of the Meeting. The Chairman shall arrange for shareholders to speak in the order of registration and at the same time answer shareholders' questions. The Chairman of the Meeting has the right to remind or request shareholders to focus on the key contents that need to be spoken to save time and ensure the quality of discussion.

V. RIGHTS AND RESPONSIBILITIES OF THE CHAIRMAN

1. Organize the General Meeting in accordance with the time, agenda, and regulations approved by the General Meeting. The Chairman works according to the principle of democratic centralism and makes decisions by majority. The Chairman exercises the rights and obligations according to the provisions of the Enterprise Law and current legal documents.

2. Guide the General Meeting to discuss and vote on issues within the General Meeting agenda and related issues throughout the General Meeting.

3. Chủ tọa có quyền thực hiện các biện pháp cần thiết để điều khiển cuộc họp một cách hợp lý, có trật tự, đúng theo chương trình đã được thông qua và phản ánh được mong muốn của đa số cổ đông dự họp.

4. The right of the Chairman:

- Require all General Meeting attendees to submit to screening or other security measures;

- Request the competent authority to maintain order at the General Meeting; expel those who do not comply with the chairman's authority, intentionally disrupt order, prevent the normal progress of the General Meeting or do not comply with security check requirements from the General Meeting of Shareholders and apply other necessary measures so that the General Meeting of Shareholders takes place successfully and achieves the goals and requirements as prescribed.

5. The Chairman has the right to postpone a General Meeting of Shareholders with a sufficient number of registered attendees as prescribed to another time or change the General Meeting location in the following cases:

- The General Meeting location does not have enough convenient seating for all attendees.

- There are people attending the General Meeting who obstruct or disrupt the General Meeting, causing the General Meeting to not be conducted fairly and legally..

Maximum delay time according to current legal regulations.

6. Resolve other issues arising during the General Meeting.

V. RESPONSIBILITIES OF THE GENERAL MEETING'S SECRETARY

1. Fully and honestly record all the content of the General Meeting and the issues

that have been approved or noted by shareholders at the General Meeting..

2. Drafting the Minutes of the General Meeting and Resolutions of the General Meeting of Shareholders on issues approved at the General Meeting. Approving the full text of the Minutes and Resolutions of the General Meeting directly at the General Meeting.

3. Secretary signs the General Meeting Minutes and General Meeting Resolutions.

VI. RESPONSIBILITIES OF THE VOTING COUNTING TEAM

1. Participate in welcoming and guiding seating arrangements for shareholders, and approve the Election Regulations..

2. Determine the results of shareholders' votes on issues approved at the General Meeting.

3. Promptly notify the Secretariat of the voting results..

4. Organize vote counting, prepare vote counting minutes and announce voting/election results of the General Meeting of Shareholders.

5. Review and report to the General Meeting for decision on cases of violations of election regulations or complaints about elections..

VII. MINUTES OF THE GENERAL MEETING OF SHAREHOLDERS

All contents of the General Meeting of Shareholders must be recorded by the General Meeting Secretary in the Minutes of the General Meeting of Shareholders. The Minutes of the General Meeting of Shareholders must be read and approved directly by the Secretariat at the General Meeting.

Above is the entire Working Regulations of the 2025 Extraordinary General Meeting of Shareholders of Dap Cau Glass Joint Stock Company. These Regulations take effect immediately after being voted and approved by the General Meeting of Shareholders.

Respectfully submit to the General Meeting for consideration and approval.