

DRAFT

ORGANIZATIONAL REGULATIONS
ANNUAL GENERAL MEETING OF SHAREHOLDERS FOR THE FISCAL YEAR 2026
OF HOANG HUY INVESTMENT FINANCIAL SERVICES JOINT STOCK COMPANY

CHAPTER I
GENERAL PROVISIONS

Điều 1. Scope of application

1. This Regulation applies to the organization of the Annual General Meeting of Shareholders for the fiscal year 2026 of Hoang Huy Investment Financial Services Joint Stock Company (hereinafter referred to as the "General Meeting" or "General Meeting of Shareholders") in the form of an online General Meeting and voting by electronic voting of shareholders at the online General Meeting.
2. This Regulation specifies the rights and obligations of shareholders and parties participating in the General Meeting, conditions and procedures for conducting the General Meeting.
3. Shareholders, shareholders' representatives and participants shall comply with the provisions of this Regulation.

Điều 2. Explanation of terminology

1. **Company** or **TCH**: Hoang Huy Investment Financial Services Joint Stock Company (Stock Code: TCH).
2. **Shareholders**: A person who owns at least one share of Hoang Huy Investment Financial Services Joint Stock Company, named in the list of shareholders entitled to attend the General Meeting of Shareholders closed: 22/06/2026 provided by the Vietnam Securities Depository and Clearing Corporation (VSDC) or a person duly authorized by shareholders and has been granted an access account by the Company to register to attend the online General Meeting, electronic voting.
3. **Online General Meeting**: This is a General Meeting of Shareholders held through the application of modern information technology solutions to transmit the sound and/or image of the General Meeting, allowing shareholders in different locations to attend, monitor, and discuss and vote on the issues of the meeting.
4. **Virtual General Meeting Location**: Includes the main venue and other locations. In which, the main location is the place where the Chairman attends and chairs the meeting, and the other locations are where shareholders log in to the Online System with the Access Account provided by TCH to attend the Online Meeting.
5. **Electronic voting**: It is the voting by shareholders or authorized representatives of shareholders at the General Meeting of Shareholders in the form of voting on the online system.
6. **Online system**: means the application/software system/website used by the Company to serve the organization of the online General Meeting of Shareholders and/or electronic voting.
7. **Online registration to attend the General Meeting**: means that shareholders use an appropriate information channel to notify the Company that they or their representatives will attend the General Meeting.
8. **Login information**: Include Username/ID and password in the Meeting Invitation or OTP code sent to the shareholder's phone number or the authorized person's phone number. The password and OTP code

are provided by the Company uniquely for each shareholder or authorized shareholder in the Invitation Letter or phone number of the shareholder or authorized shareholder.

9. **Time to open the online system:** It is the starting time for shareholders to access and read the documents of the General Meeting. The time for voting on the contents of the Congress shall comply with the regulations of the Organizing Committee of the Congress.
10. **Voting portal opening time:** This is the starting time for shareholders to vote on the contents to be voted on by the General Meeting.
11. **Time of closure of the system/closing of the voting portal:** It is the time when the online system closes access, locks voting, ... according to the announcement of the Organizing Committee of the Congress.
12. **The abbreviations have the following meanings:** General Meeting of Shareholders/General Meeting, General Meeting of Shareholders; Board of Directors: Board of Directors; Supervisory Board: Supervisory Board.

CHAPTER II

CONDITIONS FOR ATTENDING THE CONGRESS

Điều 3. Conditions for attending the Congress

Individual shareholders or authorized representatives of shareholders who are organizations named in the list of shareholders on the closing date of the right to attend the General Meeting have the right to directly attend the General Meeting or duly authorize others to attend the General Meeting and have been granted an access account by the Company to register to attend the General Meeting in accordance with the provisions of the Regulation and the provisions of law.

Điều 4. Forms of attending the Congress

Shareholders are considered to be attending the General Meeting of Shareholders in the following cases:

1. Each shareholder will be provided with an access account and password to log in to the Online System. Shareholders' access accounts will be encrypted to ensure the authentication of shareholder status. The Company informs shareholders of the access account and password in the Invitation Letter.
2. Shareholders who register to attend the meeting online will be verified to attend the General Meeting of Shareholders and be considered to attend and vote at the General Meeting if the Shareholders have completed the login with the Username and password/OTP code provided by the Company.
3. The Organizing Committee of the General Meeting opens the online system so that shareholders can access the system, view documents, and vote 12 (twelve) hours in advance of the expected opening of the General Meeting.

CHAPTER III

RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND PARTIES PARTICIPATING IN THE GENERAL MEETING

Điều 5. Rights and obligations of shareholders or authorized representatives

1. Rights of shareholders or authorized representatives:

- a. Shareholders or authorized representatives are entitled to attend the General Meeting and vote on all matters of the General Meeting in accordance with the provisions of the Law on Enterprises and relevant legal documents.
- b. Shareholders who attend the General Meeting online shall log in to the online system at the address: tch.bvote.vn to attend the General Meeting and vote on issues at the General Meeting. Shareholders can log in through the following forms:

➤ *Use the login code (ID) and OTP code to log in to the system;*

- *Use the login code (ID) and password in the Invitation to log in to the system.*
- ✓ The shareholder's login code (ID) is: Identity card number; Citizen identity card number; Enterprise code; Foreign investor code.
- ✓ After the shareholder logs in to the system, the OTP code is sent to the phone number of the shareholder or the phone number of the authorized person.
- ✓ In case the shareholder changes the phone number, contact the Company to update the new phone number.
- ✓ In case the shareholder changes personal information, contact the depository member where the shareholder opens the account to update. For shareholders who have not been deposited, contact the Company for updates.
- ✓ Password: Notified to shareholders in the Invitation Letter.
- c. Shareholders and shareholder representatives have the right to attend the General Meeting and participate in voting on subsequent issues of the General Meeting. The Congress is not responsible for stopping and re-voting the approved issues and the validity of the votes conducted before will not be affected.
- d. In case of unable to attend the General Meeting, shareholders may authorize others to attend and vote on matters under their jurisdiction. This authorization can be done online on the System and at the same time shareholders complete the Power of Attorney according to the Company's form. When a shareholder authorizes another person to attend the General Meeting with a Power of Attorney, the following provisions shall apply:
 - *For individual shareholders, the authorization document must be signed by the shareholder and the person authorized to attend the meeting.*
 - *For shareholders being organizations, the authorization document must be signed by the head of the organization/legal representative of the organization, stamped with the seal of the organization, the full name of the signatory and the signature of the person authorized to attend the meeting.*
 - *Accordingly, for the authorized representative, if the authorized party is not a shareholder of TCH, after receiving a valid authorization, TCH will provide the username and access password to the authorized party for the authorized representative to perform the rights and obligations according to the authorized content. TCH provides login information to authorized representatives via email or other forms according to the registered information of shareholders. Shareholders are fully responsible for the authorization information sent to TCH. Persons authorized to attend the Congress must comply with the provisions of this Regulation, be under the control of the Presidium and respect the results of work at the Congress.*
 - *In case the authorized person is a shareholder of the Company, after the authorizing party completes the authorization procedures, the number of shares of the authorizing party will be accumulated to the number of shares of the authorized party when attending the General Meeting. The authorized party shall have the right to vote according to the total number of shares or vote according to each number of shares it is authorized to receive.*

2. Obligations of shareholders or authorized representatives:

- a. During the General Meeting, shareholders must comply with the instructions of the Chairman of the General Meeting, behave civilly, politely and keep order.
- b. The costumes of shareholders and delegates ensure politeness and solemnity.
- c. Shareholders attending the meeting through the online system are obliged to:
 - *Prepare and use appropriate online meeting equipment with an internet connection to ensure that the progress of the online Congress is monitored.*

- *Attending and voting on all contents and programs of the Congress.*
- *Confidentiality of information related to the access account such as: name, other identifiers (if any) of the access account and login password provided by the Company to shareholders under the Invitation to the meeting to ensure that only shareholders have the right to attend the meeting on the Online System, except for the case of providing the authorized representative to attend the shareholders' meeting. Shareholders are responsible for ensuring that their authorized representatives will comply with the provisions of this Clause in the same manner as shareholders.*
- *Responsible for all risks and disputes related to attending meetings made with shareholders' access accounts on the online system. The implementation of attending the meeting and voting on the online system with the username with the correct password and/or other identifiers will be considered as the will of the shareholders.*
- *Must regularly update information on phone numbers, contact addresses, and email addresses accurately, fully and truthfully at securities depository places to ensure receipt of notification of access accounts and take full responsibility for this registered information.*
- *Strictly abide by the Regulation on organizing the Congress, respect the results of work at the Congress.*

Điều 6. Rights and obligations of the Shareholder Status Examination Board

1. The Shareholder Eligibility Examination Committee consists of 01 Head and a number of members elected by the Organizing Committee of the General Meeting. The Shareholder Eligibility Examination Committee has the function of checking the eligibility of shareholders or authorized representatives to attend the General Meeting: Checking and confirming the eligibility of shareholders to attend the General Meeting online in accordance with the provisions of law, the Company's Charter and this Regulation; Report to the General Meeting on the results of checking the eligibility of shareholders to attend the General Meeting.
2. Inspection method: The Inspection Board confirms the status of shareholders based on the login information from the shareholders' accounts as a basis for determining the number of shareholders attending the online General Meeting.
3. The Shareholder Eligibility Examination Board has the right to set up an assisting department to complete the Board's tasks.

Điều 7. Presidium and Chairman of the Congress

1. The Presidium of the Congress approved by the Congress consists of the Chairman of the Congress and a number of members, which have the function of controlling the Congress.
2. Rights and obligations of the Presidium:
 - a. Administer the activities of the session according to the program approved by the Congress. Conduct necessary work so that the General Meeting of Shareholders takes place in an orderly manner; meet the wishes of the majority of shareholders attending;
 - b. Appoint one or several persons to act as secretaries of meetings, recommend to the Congress to elect the Vote Counting Committee;
 - c. Guiding the discussion at the meeting;
 - d. Submit the draft contents necessary for the Congress to vote;
 - e. Respond to issues requested by shareholders or appoint respondents.
3. The Chairman's decision on the order, procedures or events arising outside the program of the General Meeting shall be of the highest judgment.
4. The Chairman shall carry out the work deemed necessary to administer the General Meeting in a valid and orderly manner, or to allow the General Meeting to reflect the wishes of the majority of the

shareholders attending.

5. Without consultation of the General Meeting, the Chairperson may at any time postpone the General Meeting to another time (in accordance with the provisions of the Law on Enterprises and the adopted Charter) and at another location decided by the Chairman if he finds that:
 - a. The behavior of the persons present obstructs or is likely to obstruct the orderly progress of the meeting; or
 - b. The delay is necessary for the work of the General Assembly to proceed validly.

Điều 8. Rights and obligations of the Secretariat of the Congress

1. The Secretariat of the Congress consists of 01 Head and a number of members appointed by the Presidium.
2. The Secretariat of the Congress shall perform assisting tasks as assigned by the Chairman such as: Recording the Minutes of the Congress meeting, reflecting truthfully, accurately and fully the contents of the Congress in the Minutes and Resolutions of the Congress; present to the Congress the Minutes and Resolutions of the Congress; receive comments and discussions from shareholders and transfer them to the Presidium of the General Meeting for the Presidium to give feedback to shareholders.

Điều 9. Rights and obligations of the Vote Counting Committee

1. The vote counting committee consists of 01 Head and a number of members and is voted and approved by the Congress at the request of the Presidium.
2. The Vote Counting Committee has the right to set up an assisting department to complete the tasks of the Board.
3. The Vote Counting Committee has the following tasks:
 - a. Instruct shareholders on how to log in, vote and vote at the Online General Meeting.
 - b. Record the voting results of shareholders and shareholder representatives on issues approved at the General Meeting;
 - c. Summarizing and reporting to the Presidium the results of voting on issues of the Congress;
 - d. Synthesize the results of vote counting and make a record of counting votes and election votes through the contents to be submitted to the General Meeting of Shareholders;
 - e. Report on the results of counting votes and election papers before the Congress;
 - f. Handing over the vote counting record to the Chairperson or Secretary of the Congress;
 - g. Together with the Presidium of the General Meeting, consider and settle complaints and denunciations about voting results, election results (if any) and report to the General Meeting of Shareholders for decision;
 - h. Perform other assigned tasks.

CHAPTER IV

ORDER OF CONDUCTING THE CONGRESS

Điều 10. Conditions for conducting the Congress

The General Meeting is conducted when the number of shareholders attending the meeting represents more than 50% of the total votes, according to VSDC's closing list. The Shareholder Eligibility Examination Committee shall notify the number of shareholders attending, the total number of voting shares and the participation rate so that the General Meeting can proceed according to regulations.

Điều 11. Manner and order of the Congress

1. The congress is expected to take place in 1/2 day.
2. The General Meeting will in turn discuss and approve the contents stated in the Program of the General

Meeting of Shareholders.

3. Shareholders attending using terminals must ensure an internet connection during the General Meeting and only turn on the microphone when invited to speak.

Điều 12. Agenda and working contents of the Congress

1. The agenda and contents of the General Meeting must be approved by the General Meeting of Shareholders right in the opening part and the time for each content in the meeting must be clearly determined.
2. In the course of organizing the meeting, if the Chairman proposes changes to the agenda and contents of the meeting, the changes must be approved by the General Meeting.

Điều 13. Discussion and questioning at the Congress

1. The discussion shall only be carried out within the prescribed time and fall within the scope of the issues presented in the agenda of the General Meeting of Shareholders.
2. Based on the number of shareholders attending and the allowed time of the General Meeting, the Presidium of the General Meeting may choose the method of controlling the meeting. Shareholders shall discuss under the guidance of the Chairman during the online General Meeting in the form of online discussion and questioning and with the consent of the Presidium or send questions to the Presidium of the General Meeting through the online system. At the same time, only one shareholder has the right to speak. In case many shareholders have opinions at the same time, the Chairman shall invite each shareholder to present his/her opinion according to the content of the discussion.
3. Shareholders spoke briefly and focused on the right key contents to be discussed, in accordance with the approved program of the General Meeting. The content of shareholders' suggestions must not violate the law, relate to personal issues or exceed the authority of the enterprise. The Chairman of the General Meeting has the right to remind or request shareholders to focus on the key content to be spoken, to save time and ensure the quality of the discussion.
4. The General Meeting agreed that the total duration of a shareholder's speech shall not exceed 3 minutes/time. If this time limit is exceeded, the Chairman of the General Meeting may request shareholders to make written questions and proposals, the Secretariat of the General Meeting will record it and the Board of Directors within the scope of its competence will reply in writing to shareholders as soon as possible.

Điều 14. Approval of the Decision of the General Meeting of Shareholders

The approval of decisions of the General Meeting of Shareholders on reports and submissions at the General Meeting is specified as follows:

1. For the contents specified in Clause 1, Article 148 of the Law on Enterprises, the contents shall be approved when at least 65% of the votes of the shareholders participating in the vote are in favor.
2. The remaining contents are approved when the number of shareholders representing more than 50% of the votes of the shareholders participating in the vote is approved.
3. The ratio of voting options is calculated on the total number of valid votes of shareholders participating in voting according to each content. Shareholders attending the General Meeting but not participating in voting (*may not participate in voting in whole or not participating in voting on one or more contents*), the number of shares of such shareholders shall not be included in the total number of voting votes and shall not be counted in such non-voting contents.

Điều 15. How to vote to approve the contents at the online General Meeting of Shareholders

1. Voting time:
 - a. The time when shareholders can start accessing the online system to conduct electronic voting is 12

(twelve) hours before the opening of the General Meeting, i.e. **from 20:30 on July 23, 2026** until the Presidium announces the end of voting.

- b. Electronic voting may be conducted prior to the General Meeting of Shareholders and/or at the General Meeting of Shareholders. Shareholders have the right to vote from the time of opening the system to before the end of voting according to the notice of the Presidium.

2. Voting method:

When conducting electronic voting on the online system, shareholders must comply with the obligations specified at Point c, Clause 2, Article 5 of this Regulation. Each shareholder logs in to the Online System through the access account provided by the shareholder in the Invitation Letter and votes on the Online System. Access instructions are posted on the Company's website.

3. Voting method:

- a. Methods of voting to approve the opening procedures of the Congress, Reports and Proposals, Minutes and Resolutions of the Congress:

- *Shareholders or authorized representatives of shareholders decide to vote by ticking 01 of 03 boxes corresponding to **"Approve"**, **"Disapprove"**, **"No opinion"** for each content and press the **"Send vote" button** to save and send the voting results to the system. This voting method is used to approve the Presidium, the Secretariat, the Vote Counting Committee, the Regulation on Organization of the Congress, Reports and Reports at the Congress, Resolutions and Minutes of the Congress, and other contents.*
- *Shareholders or authorized representatives of shareholders cannot change the voting results after successfully submitting them to the System. For voting contents that change or arise during the holding of the General Meeting, shareholders or authorized representatives of shareholders shall re-vote/vote to supplement such changed and arising contents. In case a shareholder is unable to perform the re-voting/additional vote, such change is considered as a shareholder not participating in the voting.*

- b. Election voting method (accumulated votes):

- *Shareholders or authorized representatives of shareholders decide to vote by entering the number of votes for each corresponding candidate or clicking on vote equally to divide the total number of votable votes of each shareholder evenly among the candidates. (Total number of votable votes = Total number of shares held or represented by shareholders * Number of elected members).*
- *The total number of votes cast in each box must be less than or equal to the total number of votes that can be cast. In case shareholders do not choose any number of votes, the system will record voting on that content as **"0 votes"**.*

4. Other provisions on voting:

- a. The voting results of shareholders or authorized representatives of shareholders are the sum of voting results recorded at the time of the end of voting announced by the Chairman at the General Meeting of Shareholders. From the time of the end of voting for each content to be consulted by the General Meeting of Shareholders, the online system will be locked and shareholders and authorized representatives of shareholders cannot vote on the locked contents. The voting results according to each content will be reported to the Congress by the Vote Counting Committee immediately after completing the vote counting.
- b. After the voting period ends, shareholders will know the voting results for each content announced by the Presidium or the Vote Counting Committee.
- c. When running the General Meeting, the Chairman must notify the end of voting on the System for shareholders to exercise their rights. In case shareholders have problems voting on the System, they can contact the support addresses specified in the Invitation Letter for guidance and support to complete the

voting. From the time the System closes the voting contents, shareholders have no right to change any voted contents, the voting results of the shareholders are recorded on the System as the final results and the Company is exempt from responsibility for the voting results of shareholders when shareholders have logged in and voted on the System.

- d. Validity of voting slips: Valid voting slips are votes cast by shareholders or authorized representatives of shareholders who participate in voting, choose a voting option and complete the submission to the online system. Voting results are calculated on the total number of valid voting shares of each content.
- e. In case shareholders successfully log in to attend the online General Meeting but do not choose any opinions (*do not check any boxes*), the System will record that shareholders do not participate in voting for that content.

Điều 16. Minutes of the General Meeting of Shareholders

1. The General Meeting of Shareholders must be recorded in minutes and may be recorded or recorded and kept in other electronic forms. The minutes must be made in Vietnamese and contain the following principal contents:
 - a. Name, address of the head office, enterprise code;
 - b. Time and place of the General Meeting of Shareholders;
 - c. Agenda and contents of the meeting;
 - d. Full name of the Chairman and Secretary;
 - e. Summary of the meeting's developments and opinions expressed at the General Meeting of Shareholders on each issue in the meeting agenda;
 - f. The number of shareholders and the total number of votes of the shareholders participating in voting, the appendix to the list of shareholders and representatives of shareholders participating in voting with the corresponding number of votes;
 - g. The total number of votes for each voting issue, clearly stating the voting method, the total number of valid and invalid, approving, disapproving and no opinions; the proportion of the total number of votes of shareholders participating in voting;
 - h. The issues that were passed and the corresponding percentage of votes voted for approval;
 - i. Signatures of the Chairman and the Secretary.
2. The minutes of the General Meeting of Shareholders must be completed and approved before the end of the meeting.
3. The Chairperson and the Secretary of the Congress must be jointly responsible for the truthfulness and accuracy of the contents of the Minutes.
4. The minutes of the General Meeting of Shareholders shall be published on the Company's website within twenty-four (24) hours.

The Minutes of the General Meeting of Shareholders shall be considered as authentic evidence of the work carried out at the General Meeting of Shareholders unless there is an objection to the contents of the Minutes issued in accordance with the prescribed procedures within ten (10) days from the sending of the Minutes.

CHAPTER V

MISCELLANEOUS

Điều 17. In case the organization of a congress meeting fails

1. In case the Annual General Meeting of Shareholders for the fiscal year 2026 is not eligible to be held as prescribed in the Law on Enterprises, the second convening must be held within 30 days from the date the

General Meeting is intended to open. The meeting of the Second General Meeting shall be conducted when the number of members attending the meeting is shareholders and authorized representatives representing at least 33% of the total votes.

2. In case the 2nd convened meeting is not eligible to be conducted under the provisions of Clause 1 of this Article, it may be convened for the 3rd time within 20 days from the date the second meeting is intended to open. In this case, the meeting of the General Meeting of Shareholders shall be conducted regardless of the total number of votes of the shareholders attending the meeting.

CHAPTER VI

IMPLEMENTATION PROVISIONS

Điều 18. Implementation provisions

1. This Regulation consists of 6 Chapters, 18 Articles and takes effect immediately after being voted and approved by the General Meeting of Shareholders.
2. The Chairperson shall be responsible for administering the Congress according to this Regulation.
3. Shareholders or authorized representatives and persons attending the General Meeting shall be responsible for implementing the provisions of this Regulation.

CHAIRMAN

DO HUU HA