

2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
MINISTRY OF INDUSTRY AND TRADE
HANOI BEER ALCOHOL AND BEVERAGE
JOINT STOCK CORPORATION

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Ha Noi, ,2025

**REGULATIONS ON THE ORGANIZATION
OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
HANOI BEER ALCOHOL AND BEVERAGE JOINT STOCK CORPORATION**

Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17th, 2020, and its guiding documents;

Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26th, 2019, and its guiding documents;

Pursuant to the Charter on the organization and operation of Hanoi Beer Alcohol and Beverage Joint Stock Corporation, as amended for the fifth time on April 28th, 2021;

The 2025 Annual General Meeting of Shareholders of Hanoi Beer Alcohol and Beverage Joint Stock Corporation shall be organized and conducted with the following Regulations:

Article 1. Purpose

To ensure the proper order, code of conduct, and voting procedures at the 2025 Annual General Meeting of Shareholders of Hanoi Beer Alcohol and Beverage Joint Stock Corporation, in compliance with regulations and for the successful meeting execution.

The Resolutions of the General Meeting of Shareholders shall reflect the unified will of the shareholders, safeguard their rights and interests, and comply with the law.

Article 2. Subjects and scope of applicability

Subjects: All shareholders and authorized representatives attending the Annual General Meeting of Shareholders of Hanoi Beer Alcohol and Beverage Joint Stock Corporation must comply with the provisions of this Regulation, the Hanoi Beer Alcohol and Beverage Joint Stock Corporation's Charter, and applicable legal regulations.

Scope of applicability: This Regulation applies to organizing the 2025 Annual General Meeting of Shareholders of Hanoi Beer Alcohol and Beverage Joint Stock Corporation.

Article 3. Conditions for conducting the General Meeting of Shareholders

(According to Article 38 of the Charter on the Organization and Operation of Hanoi Beer Alcohol and Beverage Joint Stock Corporation)

1. The General Meeting of Shareholders shall be conducted when shareholders attending the meeting represent at least 51% of the total voting shares.

2. The convener shall cancel the meeting in case the required number of attendees is not met within thirty (30) minutes from the scheduled opening time. In such a case, the General Meeting of Shareholders must be reconvened within thirty (30) days from the date of the initially planned meeting. The reconvened General Meeting of Shareholders shall be conducted when the attending shareholders and authorized representatives represent at least 33% of the total voting shares.

3. In case the second meeting cannot proceed due to insufficient attendees within thirty (30) minutes from the scheduled opening time, the convener shall cancel the meeting. The third meeting shall be convened within twenty (20) days from the expected date for the second meeting. In this case, the meeting shall be conducted regardless of the number of attending shareholders or authorized representatives, be considered valid, and have the authority to vote and decide on all matters originally proposed for approval at the first General Meeting of Shareholders.

4. Delegates attending the General Meeting of Shareholders

1. Shareholders of Hanoi Beer Alcohol and Beverage Joint Stock Corporation and their authorized representatives with voting rights (as per the shareholder list recorded on the final registration date of March 26th, 2025, provided by the Vietnam Securities Depository and Clearing Corporation) are entitled to attend the General Meeting of Shareholders.

2. Shareholders or authorized representatives, hereinafter referred to as "Delegates," must present at the meeting venue on time and complete the registration procedures with the Organizing Committee before entering the meeting room.

3. During the General Meeting, Delegates must follow the instructions of the Presidium, maintain courteous and respectful conduct, and ensure orderly proceedings.

4. Delegates must maintain confidentiality, properly use and protect meeting documents, and not copy, record, or share information with external parties without the Presidium's approval.

5. Smoking is strictly prohibited in the meeting room.

6. Delegates must not engage in private conversations or use mobile phones during the meeting. All mobile phones must be turned off or set to silent mode.

Article 5. The Presidium

1. The Chairman of the Board of Directors shall serve as the Chairman of the Presidium and the Chairman of the 2025 Annual General Meeting of Shareholders of Hanoi Beer Alcohol and Beverage Joint Stock Corporation.

2. Responsibilities of the Presidium:

a. Directing and managing the proceedings of the General Meeting based on the agenda proposed by the Board of Directors and approved by the Shareholders at the General Meeting.

b. Guiding the Delegates to discuss the contents included in the agenda;

c. Presenting drafts and conclusions on key issues for the Shareholders to vote;

d. Responding to inquiries raised by the Shareholders;

e. Addressing arising issues throughout the General Meeting;

f. Working principles of the Presidium: The Presidium shall operate based on the principles of collective leadership and democratic centralism and decisions made by the majority.

Article 6. The Secretariat of the General Meeting

1. The General Meeting's Secretariat shall consist of two (02) members nominated by the Chairman (through the Organizing Committee). The Secretariat is responsible for the Presidium and the General Meeting of Shareholders for fulfilling its duties and works under the Presidium's direction.

2. Responsibilities of the Secretariat:

a. Assisting the Presidium in verifying the eligibility of Delegates attending the meeting (when necessary);

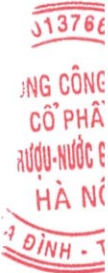
b. Supporting the Presidium in announcing drafts of documents, conclusions, and Resolutions of the meeting and delivering notifications from the Presidium to the Delegates upon request.

c. Receiving and reviewing Discussion slips and feedback from Delegates, then forwarding them to the Presidium for decisions.

d. Accurately and truthfully recording the entire proceedings of the meeting, including approved matters and outstanding issues, in the Meeting Minutes.

e. Drafting the Resolution on matters approved at the General Meeting.

Article 7. The Shareholder Eligibility Verification Committee



1. The Shareholder Eligibility Verification Committee shall consist of three (03) members, including one (01) Head and two (02) members. The committee is responsible to the Presidium and the General Shareholders' Meeting for its duties.

2. Responsibilities of the Shareholder Eligibility Verification Committee:

The committee is responsible for verifying shareholders' eligibility and attendance status at the meeting.

The Head of the Committee shall report the attendance status to the General Meeting of Shareholders. Suppose the meeting has the required minimum attendance of 51% of the total voting shares. In that case, the General Meeting of Shareholders of Hanoi Beer Alcohol and Beverage Joint Stock Corporation shall be deemed valid and may proceed.

Article 8. The Vote Counting Committee

1. The General Meeting's Vote Counting Committee consists of three (03) members, including one (01) Head and two (02) members, who are nominated by the Chairman. The Committee is subject to approval by the General Meeting of Shareholders through voting.

2. Responsibilities of the Vote Counting Committee:

a. Preparing the vote counting report and bear full responsibility to the Presidium and the General Meeting of Shareholders to execute its duties.

b. Accurately determine the voting results at the General Meeting.

c. Promptly announcing the voting results to the Shareholders;

d. Consider and report to the Shareholders any violations of the voting regulations, elections, or complaints regarding the vote counting results.

Article 9. Discussion at the General Meeting

1. Principles for Discussion:

a. Discussion shall be conducted within the scheduled time frame and the scope of matters presented in the agenda of the General Meeting of Shareholders.

b. Delegates wishing to express their opinions must register their content on a Discussion slip and submit it to the Presidium.

c. The Secretariat shall arrange the Delegates' Discussion slips in the order of registration and forward them to the Presidium;

d. Delegates who need to make speeches or debates shall raise their hands and may speak if the Presidium agrees upon them. Each delegate should speak for no more than 03 minutes. The content should be concise and avoid duplication.

2. Responses to Delegates' inquiries:

a. Based on the submitted Discussion slips, the Presidium shall address the questions and concerns raised by the Delegates.

b. If necessary, for any issues that cannot be immediately addressed during the meeting, the Corporation will provide written responses to the Delegates after the General Meeting.

Article 10. Voting on the contents of the General Meeting

1. Principles:

a. All the issues in the agenda and content of the General Meeting must be openly discussed and voted upon publicly by the General Meeting of Shareholders using Voting Cards.

b. Voting Cards are printed, stamped with the Company's seal, and directly distributed to Delegates at the meeting (together with the General Meeting of Shareholders' documents). Each Delegate is issued a Voting Card, which specifies the delegate's code, full name, number of shares owned and the authorized voting rights of that Delegate.

2. Voting Method for contents at the 2025 Annual General Meeting of Shareholders:

Voting shall be conducted by raising the Voting Card, which will be used to approve matters such as the Meeting Agenda, Organizational Regulations, the composition of the Presidium, the Vote Counting Committee, the Secretariat, and the Shareholder Eligibility Verification Committee; reports, Proposals, Meeting Minutes, Resolutions, and other matters arising during the meeting as requested by the Chairman (if any).;

3. Voting Procedures:

a. Delegates shall vote "Approve," "Disapprove," or "Abstain" on a matter presented for voting at the General Meeting by raising their Voting Card high.

b. When voting by raising the Voting Card, the front side of the card must be held high and directed toward the Presidium. If a Delegate does not raise the Voting Card in all three rounds of voting ("Approve," "Disapprove," or "Abstain") on a matter, it will be considered as an approval of that matter.

c. If a Delegate raises the Voting Card in all three rounds of voting ("Approve," "Disapprove," or "Abstain") on a matter, such voting will be deemed invalid. In this form of voting, members of the Vote Counting Committee/Shareholder Eligibility Verification Committee will mark the Delegate's code and the corresponding number of votes for each shareholder as "Approve," "Disapprove," "Abstain," or "Invalid."



4. Voting Rules:

Matters requiring voting at the General Meeting shall only be approved if they receive affirmative votes from at least 51% of the votes cast by Delegates attending the meeting and voting. For some issues specified in Clauses 3 and 5, Article 40 of the Company's Charter, approval requires affirmative votes from at least 65% of the total votes cast by all shareholders attending the meeting and voting.

Article 11. Meeting Minutes and Resolutions of the General Meeting of Shareholders

The meeting minutes and resolutions of the General Meeting of Shareholders must be read and approved before the meeting concludes.

Article 12. Implementation of the Regulations

Delegates attending the General Meeting must strictly comply with the Regulations of the General Meeting of Shareholders. Delegates who violate these Regulations will be subject to review and disciplinary actions by the Presidium, depending on the severity of the violation, by the Charter of Hanoi Beer Alcohol and Beverage Joint Stock Corporation and the Law on Enterprise.

These Regulations consist of 12 Articles and take effect immediately after being approved by the General Meeting of Shareholders of Hanoi Beer Alcohol and Beverage Joint Stock Corporation.

**O/B THE BOARD OF DIRECTORS
CHAIRMAN**

TRAN DINH THANH