

Thai Nguyen, March 28, 2026

**REGULATIONS ON ORGANIZATION AND OPERATION
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026
TDT INVESTMENT AND DEVELOPMENT JOINT STOCK COMPANY**

Pursuant to:

- *The 2020 Law on Enterprises;*
- *The Charter on Organization and Operation of TDT Investment and Development Joint Stock Company;*
- *The Internal Regulations on Corporate Governance of TDT Investment and Development Joint Stock Company*

2026 Annual General Meeting of Shareholders of TDT Investment and Development Joint Stock Company was organized and conducted in accordance with the following Regulations on Organization and Operation:

I. RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE GENERAL MEETING

Article 1: Shareholders attending the General Meeting of Shareholders

1. Conditions for attending the general meeting
All shareholders owning shares of TDT Investment and Development Joint Stock Company According to the list finalized on March 23, 2026 , and the valid authorized representative .
2. Rights and obligations of eligible shareholders when attending the General Meeting
 - 2.1. Shareholders or their authorized representatives attending the General Meeting should bring the following documents:
 - Meeting invitation notice.
 - Legal documents for individuals and organizations.
 - Letter of authorization (if authorized to attend the General meeting).
 - 2.2. Registration for the General Meeting: Shareholders or their authorized representatives must present the above documents to the Shareholder Eligibility Verification Committee and receive the General Meeting materials .
 - 2.3. Shareholders may authorize a representative in writing to attend and vote on their behalf at the General Meeting of Shareholders. The authorized representative may not authorize another person to attend the meeting on their behalf.
 - 2.4. Shareholders or their authorized representatives attending the General Meeting who wish to speak must obtain the Chairperson’s approval, keep their remarks brief, and focus on the key points relevant to the approved agenda of the Meeting. Shareholders may also submit their questions in writing on a question form to the Secretariat..
 - 2.5. Participate in voting on matters within the authority of the General Meeting of Shareholders in accordance with the provisions of the Enterprise Law.
 - 2.6. Shareholders, or their authorized representatives, attending the General Meeting of Shareholders, will discuss and approve the matters to be approved by voting after hearing the reports on the items to be approved.

- 2.7. During the General Meeting, shareholders must follow the instructions of the Chairperson and behave in a civilized and courteous manner. Recording of the meeting must be publicly announced and only done with the approval of the Chairperson.
- 2.8. Shareholders or their authorized representatives who arrive after the General Meeting has commenced, after completing the registration procedures, are entitled to attend and participate in voting on the remaining items to be voted on according to the approved agenda of the General Meeting. The Chairperson is not responsible for stopping the General Meeting to allow late-arriving shareholders to register, and the validity of voting sessions conducted before the late-arriving shareholders arrive is not affected, except for items requiring opinions on the ballot if the late-arriving shareholder's ballot is still placed in the ballot box and counted as valid by the Ballot Counting Committee.

Article 2. Presidium. Chairperson of the General meeting

1. The Organizing Committee shall introduce the Presidium, with the Chairperson of the Presidium acting as the presiding officer of the General Meeting of Shareholders. The General Meeting shall vote to approve the Presidium during the Meeting.
2. Rights and responsibilities of the Presiding Committee:
 - Conduct the General Meeting's activities according to the agenda approved by the Shareholders' General Meeting. Carry out all necessary tasks to ensure the Shareholders' General Meeting proceeds in an orderly manner and meets the expectations of the majority of attending shareholders.
 - Guide the delegates and the General meeting in their discussions.
 - A draft of the necessary content is being presented for the General meeting to vote on.
 - Answer questions requested by the General meeting or designate a person to answer them.
 - Addressing issues that arise throughout the General meeting.
3. The Presidium operates on the principles of collective decision-making, democratic centralism, and majority rule.

Article 3. Committee for Verifying the Eligibility of Shareholders Attending the General Meeting

1. The Committee for Verifying the Eligibility of Shareholders Attending the General Meeting of Shareholders is established by the Organizing Committee of the General Meeting of Shareholders. The Committee is responsible for verifying the eligibility of shareholders or their authorized representatives to attend the meeting, determining their validity and conformity with the shareholder list at the time of the meeting. 23/03/2026 ; Distribute documents and voting cards; Voting slips; Report to the General Meeting and be responsible for the results of verifying the eligibility of shareholders attending the General Meeting before the official General Meeting is held.
2. The Head of the Shareholder Eligibility Verification Committee reports to the General Meeting of Shareholders on the attendance of shareholders. If the meeting has a sufficient number of shareholders entitled to attend, representing more than 50% of the voting shares, then the General Meeting of Shareholders of the Company is eligible to proceed.

Article 4. General meeting Secretariat

1. The Secretariat of the General Meeting shall be appointed by the Presidium. The Secretariat is responsible to the Presidium and the General Meeting of Shareholders for its duties and operates under the direction of the Presidium.

2. The Secretariat performs tasks as assigned by the Chairperson, including:
 - Record all contents of the General meeting fully and accurately.
 - Assist the Presidium in announcing the draft Minutes and Resolutions of the General Meeting and the Presiding Committee's announcements to shareholders when requested.
 - Receive and review shareholder opinion forms and send them to the Presiding Committee.
 - Draft Resolution on the issues to be adopted at the General meeting.

Article 5. Vote Counting Committee

1. The vote counting committee is nominated by the Chairperson and approved by a vote of the Shareholders' General Meeting.
2. The vote counting committee has the following duties:
 - Prepare ballot boxes, conduct and determine the voting results on each item to be voted on at the General meeting;
 - Instructing shareholders on how to vote, monitoring the voting process, and collecting ballots from shareholders or their representatives attending the General Meeting.
 - Review and report to the General meeting and the Presidium any cases of violations of voting regulations or complaints regarding voting results (if any).
 - Prepare a vote counting record, summarize the number of votes cast for each item, and announce the results to the General Shareholders' Meeting and the Presiding Board.

II. CONDUCTING THE CONFERENCE

Article 6. Conditions for holding the General meeting

1. The General Meeting of Shareholders will be held when the number of shareholders present and those who authorize to attend represent more than 50% of the total voting shares (corresponding to the number of shares with voting rights) according to the shareholder list as of March 23, 2026.
2. If the first meeting fails to meet the quorum requirements as stipulated in Clause 1 of this Article, a notice inviting shareholders to a second meeting must be sent within 30 days from the date of the first scheduled meeting. The second General Meeting of Shareholders shall be held when the number of shareholders attending represents 33% or more of the total voting shares;
3. If the second meeting fails to meet the quorum requirements as stipulated in Clause 2 of this Article, a notice of a third meeting must be sent within 20 days from the date of the planned second meeting. The third General Meeting of Shareholders shall be held regardless of the total number of votes cast by the shareholders present .

Article 7. Expressing opinions and voting on issues at the General meeting

1. Shareholders or their authorized representatives who have registered to attend the General Meeting of Shareholders are entitled to participate in expressing opinions and voting at the Meeting (if any) .
2. The General Shareholders' Meeting is chaired by the Chairperson, and shareholders participating in the meeting must comply with the Chairperson's instructions to ensure the meeting proceeds smoothly, quickly, and legally.
3. During the registration for the General Meeting, the Organizing Committee shall issue to each shareholder or authorized representative a Voting Ballot and a Voting Card, indicating the

attendance code, the name of the shareholder, and the number of voting rights (corresponding to the number of shares entitled to vote) represented by that shareholder.

3.1. Voting card (blue color)

This is used to vote on the following matters: Approval of the Chairperson and the Vote Counting Committee; Rules of Procedure for the General Meeting; Minutes and Resolutions of the Shareholders' General Meeting; and other matters discussed at the meeting. Shareholders vote by raising their Voting Cards as directed by the Chairperson to indicate their opinion: Approve , Disapprove, or Abstain.

During the General Meeting, shareholders who vote in favor of a resolution will raise their voting cards. Members of the vote counting committee will mark the shareholder code and the corresponding number of votes cast by each shareholder. Similarly, shareholders who vote against or have no opinion will raise their voting cards in turn.

If a delegate does not raise their voting card in all three rounds of voting on an issue (apply, disagree, or abstain), they will be considered as not participating in the vote.

If a delegate raises their voting card in all three instances, or in two out of three instances of voting in favor and/or against and/or abstaining on an issue, the vote will be considered invalid.

3.2. Voting Ballot (white color)

- Used for voting on reports and proposals at the General Meeting, including : Reports of the Board of Directors/Supervisory Board; Audited financial statements for 2025; Profit distribution plan for 2025, business plan and profit distribution for 2026; Proposal to amend and supplement the operating regulations of the Supervisory Board; Proposal to amend the Charter, internal governance regulations, and operating regulations of the Board of Directors; Remuneration policy for the Board of Directors and Supervisory Board in 2025, plan for 2026 ; Selection of the auditing firm for the financial statements in 2026,...
- Shareholders vote on the contents of the General Meeting by marking a cross (X) in one of the boxes " Agree" , "Disagree " , or "No opinion" for each item listed on the voting form.
- A valid voting ballot is one that meets all of the following conditions:
 - TDT Investment and Development Joint Stock Company . Issued, bearing the company's seal and the shareholder's signature for confirmation.
 - The ballot must be intact, without any erasures, alterations, tears, or fading. In case a shareholder votes incorrectly or the ballot is no longer intact, the shareholder may contact the Organizing Committee to obtain a new ballot and must return the old ballot.
- Invalid voting ballots (those that do not meet the above requirements) will not be counted as voting rights corresponding to the number of shares indicated on that ballot.
- A voting ballot that is left blank or marked for two or more options on a single item to be voted on shall be considered invalid for that item. Each item on the voting ballot is voted on independently; the invalidity of one item does not affect the validity of other items.
- Voting ballots issued to shareholders upon registration of their attendance shall be considered as issued. In case a shareholder leaves the meeting before its conclusion and is unable to remain until the end of the agenda, the shareholder must return their voting ballot to the

Meeting Organizing Committee. If the shareholder does not submit the ballot when the vote counting procedure is conducted, the ballot shall be considered Not Collected ."

Article 8. Adoption of Resolutions by the General Meeting of Shareholders

1. Resolutions on the following matters shall be adopted if approved by shareholders representing 65% or more of the total voting rights of all shareholders present and voting at the meeting, except as provided in Clauses 3, 4 and 6 of Article 148 of the Enterprise Law :
 - a) The type of shares and the total number of shares of each type;
 - b) Changes in industry, occupation, and business sector;
 - c) Changes to the company's organizational and management structure;
 - d) Investment projects or asset sales with a value of 35% or more of the total asset value recorded in the company's most recent financial statement, unless the company's charter stipulates a different percentage or value;
 - d) Reorganizing or dissolving the company;
 - e) Charter of organization and operation; Internal regulations on corporate governance; Regulations on the operation of the Board of Directors; Regulations on the operation of the Supervisory Board.
2. Resolutions are adopted when the number of shareholders representing more than 50% of the total voting rights of all shareholders present and voting at the meeting approve them, except in the cases stipulated in Clause 1 of this Article and Clauses 3, 4, and 6 of Article 148 of the Enterprise Law.

Article 9. Minutes and Resolutions of the General Meeting of Shareholders

1. The minutes of the General Shareholders' Meeting must be prepared and approved before the meeting adjourns.
2. The minutes of the General Meeting of Shareholders must be retained by the Meeting Secretary at TDT Investment and Development Joint Stock Company .

Article 10. Enforcement Provisions

1. regulations on organization and operation will be used for organizing the 2026 Annual General Meeting of Shareholders. This regulation is issued by TDT Investment and Development Joint Stock Company . The regulation is read before the General Meeting of Shareholders and voted on by the shareholders. The regulation is approved with more than 50% of the total votes of all shareholders present and participating in the vote, and is binding on all shareholders.
2. Shareholders and members of the Organizing Committee for the 2026 Annual General Meeting of Shareholders of TDT Investment and Development Joint Stock Company. responsible for implementation.

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

Chu Thuyen