



**VIỆT NAM FORESTRY CORPORATION -
JOINT STOCK COMPANY**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

Ha Noi, date month year 2025

**WORKING REGULATION
AT THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025
VIETNAM FOREST CORPORATION - JSC**

Based on:

- *Enterprise Law No. 59/2020/QH14 dated June 17, 2020;*
- *The Charter on the Organization and Operation of Vietnam Forest Corporation - Joint Stock Company, which was amended and supplemented for the second time on April 20, 2021.*

**CHAPTER I
GENERAL REGULATIONS**

Article 1. Scope of application

- This regulation is applicable to the organization of the Annual General Meeting of Shareholders in 2025 of Vietnam Forestry Corporation – Joint Stock Company (hereinafter referred to as the Corporation).
- This regulation specifically stipulates the rights and obligations of the parties participating in the meeting, the conditions, and the procedures for conducting the Annual General Meeting of Shareholders in 2025 of the Corporation.

CHAPTER II

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

Article 1. Shareholders attending the General Shareholders' Meeting

1. Conditions for attending the Meeting

All shareholders holding shares of Vietnam Forestry Corporation – Joint Stock Company as of May 17, 2025 (the record date according to the notice from the Vietnam Securities Depository and Clearing Corporation) or those authorized to attend validly.

2. Rights and obligations of eligible shareholders when attending the Meeting

a) Shareholders or authorized individuals or organizations (hereinafter referred to as the authorized person) attending the General Meeting need to bring the following documents:

- Legal documents of the shareholder or authorized person;
 - Power of attorney (in case of being authorized to attend the meeting).
- b) Registering to attend the meeting: Shareholders or authorized persons must present the above documents to the Shareholder Verification Committee to receive the General Meeting materials, Voting Card, and Voting Slip.
- c) Authorized in writing for another person or organization to act on their behalf to attend and vote at the General Meeting of Shareholders. The authorized person attending the meeting is not allowed to authorize another person or organization to attend the meeting.
- d) Shareholders wishing to speak during the meeting must obtain the consent of the Presidium, keep their remarks brief, and focus on the key issues to be discussed, in accordance with the agenda that has been approved. The issues that have been expressed by previous speakers should not be repeated to avoid duplication. Shareholders attending the meeting can also write down their questions on a question sheet and submit it to the secretariat.
- e) Participate in voting on matters within the authority of the General Meeting of Shareholders in accordance with the provisions of the Enterprise Law and the Charter of Vietnam Forestry Corporation – joint stock company.
- f) Shareholders and authorized representatives attending the General Meeting of Shareholders will discuss and approve the contents to be voted on after hearing the report on the necessary matters.
- g) During the meeting, shareholders and authorized representatives must follow the guidance of the Chairperson, behave civilized and politely, and not disrupt the order.
- h) Shareholders or authorized representatives arriving after the meeting has started, upon completing the registration procedures, may participate and vote on the remaining contents that need voting as per the approved agenda. In this case, the validity of the votes already conducted prior is not affected.

Article 3. The Chairperson

1. The Chairperson is elected by the General Meeting of Shareholders; the Chairperson of the meeting is the presiding officer.

2. Rights and obligations of the Chairperson:

a) To conduct the meeting activities according to the program approved by the General Meeting of Shareholders. To carry out necessary tasks to ensure the orderly conduct of the General Meeting of Shareholders; to meet the wishes of the majority of attending shareholders.

- b) To guide the representatives and the General Assembly in discussions.
- c) To present or authorize another person to present drafts of necessary contents for the assembly to vote on.
- d) To answer issues raised by shareholders or designate someone to respond.
- e) Other rights and obligations as per legal regulations and the Company's Charter.

Article 4. The Shareholder Qualification Verification Committee

The Shareholder Qualification Verification Committee for the General Meeting of Shareholders is established by Vietnam Forestry Corporation – Joint Stock Company. The committee is responsible for verifying the eligibility of shareholders or authorized representatives attending the meeting, determining the validity according to legal regulations and comparing with the list of shareholders entitled to attend; distributing meeting materials and voting cards; reporting before the meeting and being responsible for the results of the verification of the qualifications of shareholders attending the meeting before the official meeting proceeds.

Article 5. Secretary Committee of the General Assembly

1. The Chairperson appoints the Secretary Committee for the assembly.
2. The Secretary Committee performs the assistance tasks as assigned by the Chairperson, including:
 - a) Accurately and fully recording the contents of the General Assembly.
 - b) Assisting the Presidium in announcing the draft minutes of the General Assembly and notifications from the Presidium to the shareholders when requested.
 - c) Receiving shareholders' opinion ballots.

Article 6. Ballot Counting Committee

1. The Ballot Counting Committee consists of 03 members nominated by the Chairperson and selected and approved by the General Assembly of Shareholders.
2. The Ballot Counting Committee has the responsibilities:
 - a) Supervising the voting process of shareholders or their representatives attending the meeting;
 - b) Preparing the ballot box and guiding how to fill out the ballot;

c) Conducting the collection of ballots, counting the votes, and reporting the results to the General Assembly.

d) Summarizing the voting shares on each issue and notifying the results to the Chairperson and the Secretary Committee;

CHAPTER III HOLDING THE GENERAL MEETING

Article 7. Conditions for conducting the meeting

The General Meeting of Shareholders is conducted when at least 65% of the total shares with voting rights are represented by attending shareholders.

Article 8. Voting at the meeting

1. Voting principles:

All issues on the agenda of the General Meeting are approved by collecting votes from all shareholders using Voting Cards or Voting Ballots. Each shareholder is issued 1 Voting Card and 1 Voting Ballot, which records the name of the shareholder/authorized representative, the number of shares with voting rights (ownership, authorization, and representation), the number of votes of the shareholder, and bears the seal of Vietnam Forestry Corporation - Joint Stock Company at the top left corner. Each voting ballot will state the contents requiring voting.

2. Voting procedure:

a) **Voting by Voting Card:** This is conducted for the following contents: Approval of the meeting agenda; Approval of the working regulations of the General Meeting; Approval of personnel for the Chairmanship, the Vote Counting Committee; Approval of the minutes of the meeting; and other issues proposed by the Chair. Shareholders attending the General Meeting vote by raising the Voting Card (when asked for opinions by the Chair: in favor, against, no opinion).

b) **Voting by Voting Ballot:** Voting ballots are used when shareholders vote to approve reports and proposals at the General Meeting beyond the contents already voted on by Voting Cards. Shareholders vote as follows:

- The shareholder or the authorized representative votes to **approve, disapprove, or abstain** from an issue by marking "X" in the corresponding box on the Voting Ballot in the order of: "Approve," "Disapprove," and "No opinion." After voting on all contents, the shareholder or the authorized representative must sign the Voting Ballot and place it in the ballot box; the Vote Counting Committee collects the Voting Ballots from shareholders to tally the results.

c) In case of changing opinions, the shareholder or the authorized representative must sign next to the chosen opinion box to prevent forgery.

d) Invalid voting ballots are those:

- Ballots not issued by Vietnam Forestry Corporation - Joint Stock Company and lacking the seal of Vietnam Forestry Corporation - Joint Stock Company.

- Ballots with all opinion boxes left blank.

- Ballots corrected, crossed out, or marked in more than one opinion box without the signature of the shareholder or the authorized representative next to the marked box.

- Ballots without the signature of the shareholder or the authorized representative.

e) Each owned or represented share corresponds to one voting ballot.

3. Approval of decisions by the General Meeting of Shareholders

a) Resolutions on the following contents are approved if represented by at least 65% of the total voting ballots of all participating shareholders (directly or through authorized representatives) voting in favor at the General Meeting, except for cases specified in Clauses 3, 4 Article 30 and Clause 1 Article 21 of the amended bylaws of the Corporation on April 20, 2021:

- Types of shares and total number of each type of shares.

- Changes in the main areas of business of the Corporation.

- Changes in the organizational structure of the Corporation.

- Investment projects or the sale of assets valued at or above 35% of the total asset value recorded in the most recent financial report of the Corporation.

- Decisions to amend or supplement the Corporation's bylaws.

- Reorganization or dissolution of the Corporation.

b) Other resolutions are approved when represented by at least 60% of the total voting ballots of all participating shareholders (directly or through authorized representatives) voting in favor at the General Meeting, except for the cases specified in Clause 1, Clause 3 Article 30 and Clause 1 Article 21 of the amended bylaws of the Corporation on April 20, 2021.

Article 9. Minutes of the General Meeting of Shareholders

1. The minutes of the General Meeting of Shareholders must be completed

and approved before the meeting is adjourned.

2. The minutes of the General Meeting of Shareholders on issues in the agenda are approved when represented by at least 60% of the total voting ballots of all participating shareholders (directly or through authorized representatives) voting in favor at the General Meeting.

3. The minutes of the General Meeting of Shareholders must be kept at the Corporation.

CHAPTER IV

EXECUTION REGULATIONS

Article 10. This regulation consists of 4 Chapters, 10 Articles approved at the Annual General Meeting of Shareholders in 2025, which serves as the basis for the Shareholders' General Meeting to conduct the Meeting.

**FOR THE BOARD OF DIRECTORS
CHAIRMAN**

Phí Mạnh Cường