

Quang Ngai, March 6th, 2025

**WORKING REGULATIONS
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
QUANG NGAI SUGAR JOINT STOCK COMPANY**

The 2025 Annual General Meeting of Shareholders of Quang Ngai Sugar Joint Stock Company (hereinafter referred to as the Meeting) will be held on March 29th, 2025; For The Meeting to proceed smoothly and successfully, the following Working Regulations of The Meeting are submitted by the Organizing Committee for Approval:

A - General Provisions at The Meeting

1. All shareholders and shareholders' representatives who have completed the registration procedures to attend The Meeting (hereinafter referred to as Shareholder Delegates) have the right to vote at The Meeting.

2. The Meeting is chaired by The Meeting Chairman. Shareholder Delegates attending The Meeting must comply with the direction of The Meeting Chairman to ensure the standardized, efficient and smooth operation of the shareholders' general meetings.

3. The decision of The Meeting on issues requiring voting shall be made in accordance with Article 21 - Charter of Organization and Operation of Quang Ngai Sugar Joint Stock Company.

4. The list of the Vote Counting Committee must be approved by The Meeting. The Vote Counting Committee will be responsible for the accuracy of the number of voting shares.

5. The Resolution of the 2025 Annual General Meeting of Shareholders will be approved at The Meeting

6. The contents and progress of the 2025 Annual General Meeting of Shareholders shall be fully recorded by the Secretary in the Minutes and approved at The Meeting before closing.

B- Voting to approve issues at the Meeting:

After the Shareholder Delegates complete the registration procedures to attend The Meeting, the Organizing Committee will send the Voting Cards and Voting Ballots to the Shareholder Delegates.

1- The Voting Card

- **Features:** The Voting Card is white, containing Shareholder Delegate information including: full name, delegate code, and the number of shares with voting rights at The Meeting.

- **Purpose:** The Voting Card is used to vote on matters approved directly at the General Meeting through the method of raising the Voting Card, including:

- + Approval of the Working Regulations of The Meeting
- + Approval of the list of the Eligibility Verification Committee for Shareholder Delegates attending The Meeting and the conditions for conducting The Meeting.
- + Approval of the Vote Counting Committee of The Meeting.
- + Approval of the Chairman and the Secretary of The Meeting.
- + Approval of The Meeting Agenda.
- + Approval of the minutes and resolutions of The Meeting.

