PHU THO TOURIST SERVICE JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Ho Chi Minh City, 19th May 2026

WORKING REGULATIONS

AT THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS PHU THO TOURIST SERVICE JOINT STOCK COMPANY

- *The Law on Enterprises No. 59/2020/QH14, passed by the National Assembly of the Socialist Republic of Vietnam on 17/06/2020;*
- *The Law on Securities No. 54/2019/QH14, passed by the National Assembly of the Socialist Republic of Vietnam on 26/11/2019;*
- *Decree No. 155/2020/ND-CP, regulating in detail the implementation of a number of articles of the Law on Securitiesdated 31/12/2020;*
- *The prevailing Company Charter of Phu Tho Tourist Service Joint Stock Company;*
- *The Internal regulations on corporate governance of Phu Tho Tourist Service Joint Stock Company.*

The procedures and voting regulations for the approval of Reports, Proposals, and Resolutions at the 2026 Annual General Meeting of Shareholders of Phu Tho Tourist Service Joint Stock Company shall be conducted in accordance with the following rules and procedures:

I. OBJECTIVES:

- Ensure compliance with legal regulations and the Company Charter;
- Ensure the principles of transparency, democracy, and the legitimate rights of shareholders.

II. ORDER OF THE GENERAL MEETING OF SHAREHOLDERS:

1. Shareholders or their authorized representatives attending the meeting shall wear appropriate and formal attire.
2. Shareholders or their authorized representatives shall sit in the designated areas assigned by the Organizing Committee.
3. Private discussions, mobile phone use, or any activities causing disruption during the meeting are prohibited.
4. Smoking, carrying weapons, or bringing flammable or explosive materials into the meeting venue are strictly prohibited.

5. Any audio or video recording of the General Meeting of Shareholders must be publicly announced and approved by the Chairperson.

III. PROCEDURES AND VOTING RULES

1. On the day of the General Meeting of Shareholders, the Company shall conduct shareholder registration procedure and must continue the registration until all shareholders entitled to attend have completed their registration. (the time and venue of the meeting shall be specified in the invitation letter and publicly announced through mass media in compliance with legal regulations and the Company Charter)

- Upon registration, shareholders or their authorized representatives will receive Voting Cards, Ballots, and Meeting Documents.
- The Voting Card shall be used to seek shareholder approval on decisions and proposals during the meeting. Each Voting Card shall include: name, shareholder code, and the total number of voting shares.

2. All registered shareholders or their representatives have the rights to participate, express opinions, and vote on the agenda approved by the General Meeting of Shareholders. The General Meeting of Shareholders shall be conducted when the attending shareholders represent more than 50% of the total voting shares.

3. The General Meeting of Shareholders shall be chaired by the Chairman of the Board of Directors. The Chairperson has the authority to decide on the order, procedures, and any issues arising outside the approved agenda. Delegates and shareholders attending the meeting must comply with the Chairperson's guidance to ensure that the meeting proceeds smoothly, efficiently, and in accordance with regulations.

- The Chairperson may take necessary measures to maintain order and ensure the meeting proceeds effectively, in accordance with the approved agenda, and reflecting the will of the majority of attendees.
- The Chairperson may request shareholders or their authorized representatives attending the General Meeting of Shareholders to submit to inspection or security measures that the Chairman deems appropriate. If any shareholder or representative refuses to comply, the Chairperson, after careful consideration, may refuse or expel the above shareholder or representative from attending the meeting.

4. Shareholders arriving late to the General Meeting of Shareholders have the right to register upon arrival and subsequently participate and vote in the meeting. The Chairperson is not responsible for pausing the meeting to accommodate late

registration, and the validity of voting results prior to their arrival remains unaffected.

5. Shareholders or their representatives shall cast votes by raising their **VOTING CARDS** to indicate approval, disapproval, or other opinions when requested by the Organizing Committee.

   Voting results will serve as the basis for drafting the Minutes and Resolutions of the General Meeting of Shareholders. The General Meeting of Shareholders shall elect a Vote Counting Committee or vote supervisors as proposed by the Chairperson. The number of Vote Counting Committee members shall be determined by the General Meeting of Shareholders but shall not exceed the limit prescribed by prevailing law.

6. Approval of Resolutions of the General Meeting of Shareholders

   - A resolution shall only be passed when it is approved by shareholders representing more than 50% of the voting shares of all attending shareholders.
   - For resolutions concerning the type and number of shares offered, amendments to the Company Charter, reorganization or dissolution of the Company, or investment in or sale of assets valued at 35% or more of the total asset value recorded in the company's latest financial statements, approval must be obtained from shareholders representing at least 65% of the total voting shares of all attending shareholders.

7. The contents of the General Meeting of Shareholders shall be recorded by the Secretariat into Minutes of the General Meeting of Shareholders. The Minutes serve as the basis for drafting the Resolutions of the General Meeting of Shareholders.

IV. EXPRESSING OPINIONS AT THE GENERAL MEETING OF SHAREHOLDERS

1. Shareholders attending the General Meeting of Shareholders shall use the Opinion Forms provided in the meeting documents and submit them to the Secretariat.
2. Shareholder opinions should be concise and relevant to the agenda approved by the General Meeting of Shareholders
3. The Secretariat shall compile all Opinion Forms of Shareholders and forward them to the Presidium for responses during the discussion session.
4. The Presidium has the right to disregard Opinion Forms containing issues unrelated to the Meeting Agenda approved by the General Meeting of Shareholders.

V. RESPONSIBILITIES OF THE PRESIDIUM:

1. Conduct the meeting in accordance with the agenda, the working regulations approved by the General Meeting of Shareholders and facilitate discussions and voting on issues within the agenda of the General Meeting of Shareholders as well as related issues.

2. Address any issues that arise during the course of the General Meeting of Shareholders.

VI. RESPONSIBILITIES OF THE SECRETARIAT:

1. Accurately and fully record the entire proceedings of the meeting , including matters approved by shareholders or those requiring further consideration.
2. Draft the Meeting Minutes and Resolutions on issues approved at the 2026 Annual General Meeting of Shareholders of the Company.

VII. RESPONSIBILITIES OF THE SHAREHOLDER ELIGIBILITY VERIFICATION COMMITTEE:

1. Welcome and provide meeting documents to attending shareholders.

2. Verify shareholder eligibility, prepare a verification report, and announce the meeting's eligibility when shareholders representing at least 50% of the total voting shares are present.

VIII. RESPONSIBILITIES OF THE VOTE COUNTING COMMITTEE:

1. Conduct vote counting procedure transparently and fairly.

2. Determine voting results on issues presented at the General Meeting of Shareholders.

3. Promptly report voting results to the Secretariat.

IX. EFFECTIVE DATE:

1. These regulations shall be approved by the General Meeting of Shareholders and take effect immediately for all participating shareholders.

2. Any issues not covered herein shall be carried out in accordance with prevailing laws and the Company Charter.

ON BEHALF OF THE ORGANIZING COMMITTEE

CHAIRMAN OF THE BOARD OF DIRECTORS

(Signed)

Tran Viet Anh