



*Ho Chi Minh City, 12<sup>th</sup> June 2020*

## **REGULATIONS ON THE WORKING PROCEDURES ANNUAL GENERAL MEETING 2020**

- Pursuant to the Law on Enterprises No. 68/2014/QH13 dated November 26, 2014 of the Socialist Republic of Vietnam;
- Pursuant to the Charter of Bamboo Capital Joint Stock Company (BCG) approved by the General Meeting of Shareholders on May 27, 2020 (the 7<sup>th</sup> reversion);

**\* Target:**

- Ensure the principles of publicity, equality, democracy and lawfulness;
- Create favorable conditions for the organization and implementation of the Program in accordance with the Annual General Meeting 2020.

The Organization Committee of the General Meeting of Shareholders of Bamboo Capital Joint Stock Company (BCG) reports to the 2020 Annual General Meeting of Shareholders for approval of the working Regulation at the General Meeting of Shareholders as follows:

### **I. ORDER OF THE GENERAL MEETING OF SHAREHOLDERS**

1. Shareholders entering the Meeting room must sit in the right position arranged by the Organization Committee.
2. Shareholders may neither speak privately nor smoke in the Meeting, not use mobile phone during the Meeting. Shareholders' mobile phones must be turned off or left in vibrate mode.
3. Maintain order until the end of the Meeting.

### **II. VOTING TO APPROVE ISSUES AT THE GENERAL MEETING**

1. Principles:
  - All issues of the agenda of the Meeting must be approved by voting.
  - Each shareholder or authorized representative attending the Meeting shall be given Voting Card, vote and ballot on which record the shareholder's code, shareholder's name and voting rights corresponding to the number of shares held by such shareholder or his/her authorized representative.
2. Method of voting:
  - a. Voting card (green):

- For approval of members of the Presidium, Secretariat and Voting Committee; Working Regulations at the Meeting; Agenda of the Meeting; Regulations on additional election of Independent members of the Board Members, List of Nominees, Minutes and Resolution of the Meeting and issues arising at the Meeting.
  - Shareholders shall vote by holding Voting Cards under the control of the Chairman for approval.
- b. Vote (yellow):
- Shareholders shall cast by votes for the main contents of the Meeting (except for issues that have been voted on by the above-mentioned Voting Cards) by tick (X) or (√) in the box of Agree or Disagree or No idea for each content in the Votes.
  - Invalid Votes are those:
    - are not issued by the Organization Committee;
    - are added with other contents, information, symbols, etc. not requested by the Chairman;
    - are deleted, corrected, torn, not intact;
    - Shareholders did not sign the vote;
    - Not clearly show the shareholder's idea, not mark any idea or marks from 2 or more ideas for every content required to vote, such vote shall be void.
  - In a Vote, the issues required to approval must be independently voted. The invalidity of such vote will not affect the validity of other contents.
  - In case the shareholder vote wrongly or the vote is no longer intact, such shareholder may contact the Organization Committee to re-issue the new vote and return the old Vote.
  - In case the shareholder who registered to attend the Meeting but due to important reasons cannot be present to the end of the Meeting, such shareholder must return the Vote cast to the Organization Committee before leaving.
  - The voting time is counted from the time the Chairman or Head of the Counting Committee announces the start of voting until no shareholders/shareholders' representatives vote in the ballot box.
- c. Ballots (are prescribed in the Regulations on nomination, candidacy and election):

### **III. SPEECH AT THE MEETING**

#### 1. Principles:

Shareholders attending the Meeting who want to speak must register to speak and obtain the consent of the Presidium.

#### 2. Method of speech:

Shareholders shall speak briefly and focus on the content required to discuss, in accordance with the agenda of the Meeting approved. The Chairman will arrange for shareholders to speak in the order of registration and answer questions of shareholders.

#### **IV. DUTIES AND RIGHTS OF THE PRESIDIUM**

##### 1. The Duties:

- Control the Meeting strictly according to the agenda and rules and regulations approved by the Meeting. The Presidium works on the principle of democratic centralism and decides by majority.
- Direct the Meeting to discuss and approve in writing in relation to issues of the Meeting's agenda and related issues during the Meeting.
- Handle any problems arising during the Meeting.

##### 2. The Rights:

The Presidium has the rights to:

- Require all participants to be subject to the inspection or other security measures.
- Request the competent body to maintain the Meeting's order; Expel those who fail to comply with the Presidium's management, intentionally disrupt the order or prevent the normal progress of the Meeting, etc.
- Postpone the General Meeting of Shareholders in which the registered members are sufficient as stipulated to such another time or another place if:
  - ✓ Any participant intends to obstruct, disturb the Meeting's order or the Meeting is in the risk of unfair and illegal implementation.
  - ✓ The maximum time for postponement is no more than three days from the scheduled date of the Meeting.

#### **V. SECRETARIAT**

##### 1. Secretariat:

The Presidium shall appoint people to the Secretariat and is approved by the Meeting.

##### 2. Responsibilities of the Secretariat:

- Record fully and honestly the proceedings of the Meeting and issues approved by shareholders or required to pay attention at the Meeting.
- Draft the Meeting minutes and resolutions on issues approved at the Meeting.
- Read and approve the Meeting Minutes and Resolutions on issues approved by the Meeting before the Meeting closure.

#### **VI. SHAREHOLDERS REGISTRATION COMMITTEE**

##### 1. Shareholders Board of Inspection:

Members of the Shareholders Board of Inspection shall be appointed by the Organization Committee.

2. Responsibilities of the Shareholders Board of Inspection:

- Examine and report the results of attending shareholders' eligibility verification.
- Inspect and compare the list of shareholders with the right to attend the Meeting and their presence.
- Submit to the Meeting the legality and conditions for conducting the Meeting.

**VII. VOTE COUNTING COMMITTEE**

1. Vote Counting Committee:

Members of the Vote Counting Committee shall be appointed by the Presidium and approved by the Meeting.

2. Responsibilities of the Vote Counting Committee:

- Count votes of the Meeting and report on the vote counting results to the Meeting.
- Sign the vote counting minutes.

The Working Regulations are presented at the Annual General Meeting 2020 of Bamboo Capital Joint Stock Company (BCG) and ratified when approved by 65% of the voting shares attending the Meeting.

It is proposed to the General Meeting of Shareholders for approval by the voting card.

**FOR AND ON BEHALF OF  
THE ORGANIZATION COMMITTEE  
HEAD OF COMMITTEE**

*(Signed & sealed)*

**Nguyen Ho Nam**