

No.: 496 /2023/TTr-HDQT

SUBMISSION

Regarding the approval of the regulations on organising the 2023 Annual General Shareholders' Meeting of Baoviet Holdings

**Respectfully submitted to:
The 2023 Annual General Shareholders' Meeting of Baoviet Holdings**

Upon the commencement of the 2023 Annual General Shareholders' Meeting, the Board of Directors of Baoviet Holdings would like to submit to the General Shareholder's Meeting for approval of the regulations on organising the 2023 Annual General Shareholders' Meeting of Baoviet Holdings.

The draft regulations are attached to this Submission.

The Board of Directors would like to submit to the General Shareholders' Meeting for approval.

Respectfully submit./.

**ON BEHALF OF THE BOARD OF DIRECTORS
MEMBER**

Achieves:

- As above;
- BOD, Supervisory Board;
- For filing: Admin, General Affairs Office.

(Signed and sealed)

Tran Thi Dieu Hang



Regulations on Organizing 2023 Annual General Meeting of Shareholders of BaoViet Holdings

*(Attached with the Submission No. 496/2023/TTr-HDQT
of the Board of Directors of BaoViet Holdings dated 8th June 2023)*

CHAPTER I GENERAL REGULATIONS

Article 1. Scope of application

This Regulation on organizing the General Meeting of Shareholders (“AGM”) is applied to the organization of 2023 Annual General Meeting of Shareholders of BaoViet Holdings (“AGM”).

Article 2. This regulation specifies roles and responsibilities of participants, conditions and a way to organize the AGM.

Article 3. Shareholders and participants are responsible for implementing this Regulation.

CHAPTER II ROLES AND RESPONSIBILITIES OF PARTICIPANTS

Article 4. Roles and responsibilities of AGM participants

1. Conditions to participate in the AGM

- All shareholders who own BVH shares as per the shareholders list finalized on 05th June 2023 and/or legally authorized people.

- Comply to the prevention and control measures against the Covid-10 Pandemic as stipulated by the Ministry of Health upon participating to the AGM.

2. Roles and responsibilities of shareholders who are entitled to participate the AGM:

a. Shareholders or authorized people attending the AGM should bring the following documents:

- Invitation.
- ID card or passport.
- Authorization letter (*in case they are authorized to attend the meeting**).

*(*If the shareholders are individuals, the written authorization must be signed by the shareholders and attached with the legal notarization of the Identity Card or Passport of the authorized shareholders, if the shareholder is an organization, the authorization document must be stamped and signed by the legal representative of the organization.)*

After presenting the above documents to the Shareholders' eligibility inspecting division, Shareholders or the authorized people attending the AGM will receive 1 voting form, 1 voting card and 1 nomination card for the supplementary, replacement of BOD's member(s). The value of the voting card/ nomination card is equivalent to the ratio of the number of shares the Shareholders own or represent as registered to attend the AGM per total votable shares of the shareholders attending and nominating at the AGM.

b. Shareholders are able to authorize in writing to the authorized people to attend the meeting and on behalf of them vote at the AGM. The authorized people are not allowed to reauthorize to other people to attend the AGM.

c. Shareholders, authorised representatives attending the AGM after listening to the reports on contents to be approved will discuss and approve by voting.

d. If Shareholders would like to contribute ideas, they need to note discussed issues on the question tags and give them to the Secretary Board. The discussed issues which have been mentioned should be short, concentrated on contents of AGM. The issues which have been discussed previously should not be reiterated to avoid overlaps.

e. Shareholders or the authorized people attending the AGM are eligible to vote on all issues under authorization of the AGM in accordance with the BVH Charter.

f. During the AGM, shareholders are to obey the Chairing Board, display polite behavior and not disrupt proceedings in a disorderly manner.

g. Shareholders or the authorized people attend the meeting after the opening section, after completing the registration procedures, they can attend and participate in voting on the rest of votable issues as per the approved meeting agenda. In this case, the effect of the completed voting is not affected .

Article 5. Roles and responsibilities of the Chairman and Chairing Board.

1. The Board of Directors of Baoviet Holdings shall nominate the Chairperson and the Chairing Board for the AGM to approve of.

2. Responsibilities of the Chairing Board:

a. Manage all the actives of AGM according to the agenda approved by the AGM. Undertake the necessary actions to make AGM happened in order, reflexing the expectations of the majority of attending shareholders.

b. Lead the shareholders and the meeting in discussion.

c. Present the draft and necessary contents for shareholders' approval.

d. Answer questions from shareholders.

Article 6. Roles and responsibilities of Shareholders' eligibility Inspecting