



*Ho Chi Minh City, May 27<sup>th</sup>, 2025*

## REGULATIONS ON ORGANIZATION OF THE ONLINE GENERAL MEETING OF SHAREHOLDERS

### CHAPTER I GENERAL PROVISIONS

#### Article 1. Scope of Application

1. These Regulations shall govern the organization of the online General Meeting of Shareholders and the electronic voting of shareholders at the General Meeting of Shareholders (hereinafter referred to as the “Meeting”) of Vietnam Rubber Group – Joint Stock Company (*hereinafter referred to as the “Group”*).

2. These Regulations specify the rights and obligations of shareholders/representatives authorized by shareholders participating in the online General Meeting of Shareholders, the attending parties, and the conditions and procedures for holding the Meeting.

#### Article 2. Legal Grounds

1. The Law on Enterprises No. 59/2020/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam (XIV Legislature) on June 17, 2020 and its implementing instruments (“*Law on Enterprises 2020*”);

2. The Charter of Vietnam Rubber Group – Joint Stock Company as approved by the General Meeting of Shareholders under Resolution No. 147/NQ-DHĐCĐCSVN dated June 17, 2024.

#### Article 3. Definitions

1. “*Online General Meeting of Shareholders*” refers to annual general meetings of shareholders held in an online format to allow shareholders to exercise their voting rights.

2. “*Electronic voting*” refers to the act of shareholders authorized representative by connecting to the Internet and casting votes through the electronic voting system as prescribed and notified by the Group.

3. “*Electronic voting system*” refers to the system provided by the Group to enable shareholders/representatives to exercise their rights when participating in the Online General Meeting of Shareholders.

4. “*Identification factor*” refers to the information required to accurately identify a party under specific circumstances.

5. “*Authentication*” means the verification and validation of whether the information provided or declared by a party is correct.

6. “*Force majeure event*” means an event beyond the control and anticipation of the convener of the Meeting that could not be prevented despite the application of necessary and reasonable measures.

## **CHAPTER II**

### **RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND PARTICIPANTS IN THE ONLINE GENERAL MEETING**

#### **Article 4. Conditions for Participation in the Meeting**

##### **1. Eligibility for Participation**

All shareholders of Vietnam Rubber Group – Joint Stock Company whose names appear on the shareholder list as of May 16, 2025, or those validly authorized to attend the Meeting, are eligible to participate.

##### **2. Authorization to Attend the Meeting**

A shareholder who is unable to attend the Meeting in person may authorize another person in writing to attend the Meeting on their behalf. Such authorization must comply with the provisions of the Law on Enterprises 2020, the Group’s Charter, other relevant legal regulations, and be made in writing using the form provided by the Group.

##### **3. Technical Requirements**

Shareholders must have electronic devices with Internet access (e.g., computers, tablets, smartphones, or other Internet-connected devices)...

##### **4. Rights and Obligations of Shareholders/Authorized Representatives**

###### **a) Rights:**

– To attend and vote on all matters within the authority of the General Meeting as prescribed by the Law on Enterprises 2020, its implementing documents, other relevant regulations, and the Group’s Charter.

– To be informed by the Meeting Organizing Committee of the official agenda of the Meeting.

###### **b) Obligations:**

– Shareholders/authorized representatives shall attend the 2025 Annual General Meeting of Shareholders in the online format and cast their votes electronically. Registration for online participation and electronic voting shall be instructed by the Group in the Meeting Invitation.

– Shareholders/authorized representatives, and other participants must keep information confidential, properly use and preserve documents, and shall not copy or record or disclose such documents to any external party without the consent of the Meeting Presidium.

Shareholders/authorized representatives, and participants must comply with these Regulations and respect the outcomes of the Meeting.

#### **Article 5. Shareholder Eligibility Verification Committee**

The Shareholder Eligibility Verification Committee shall comprise 05 members appointed by the Group and shall perform the following functions and duties:

1. To verify the legality and validity of the authorization letters submitted by shareholders;
2. To verify the status of shareholders/authorized representatives and the attendance of shareholders/representatives at the Meeting;
3. To report to the Meeting on the verification results regarding the eligibility of attending shareholders.

#### **Article 6. Presidium of the Meeting**

1. The Presidium shall consist of up to 04 members and be chaired by the Chairperson of the Board of Directors of the Group.

2. The Presidium shall operate on the principle of democratic centralism and decide by majority. It shall manage the Meeting activities in accordance with the agenda approved by the General Meeting of Shareholders, ensure order, legality, and reflect the majority will of attending shareholders and their representatives.

3. The Presidium is entitled to postpone the Meeting (even if a sufficient number of registered participants is present) or change the meeting location under the following circumstances:

- a) A participant causes disturbance, disorder, or potential disruption that may render the Meeting unfair or unlawful;
- b) Communication facilities at the meeting venue are inadequate for shareholders to participate, discuss, and vote.

The postponement period shall not exceed three (03) days from the originally scheduled opening date.

4. Duties of the Presidium:

- a) To chair the Meeting in accordance with the approved agenda;
- b) To nominate the Meeting Secretariat and Vote Counting Committee;
- c) To provide guidance to shareholders and facilitate discussions;
- d) To present proposals and conclusions for voting;
- e) To respond to issues raised by the Meeting;
- f) The Chairperson shall, on behalf of the General Meeting, sign the Minutes and Resolutions of the Meeting.

#### **Article 7. Meeting Secretariat**

1. The Presidium shall nominate 02 members for the Meeting Secretariat.

2. The Secretariat shall assist the Chairperson and perform tasks as assigned, including:

a) Accurately and truthfully recording the content of the Meeting;

b) Assisting the Presidium in publishing draft Meeting Minutes and Resolutions and communicating notices to shareholders upon request.

### **Article 8. Vote Counting Committee**

1. The Vote Counting Committee shall consist of 05 members nominated by the Presidium and approved by the General Meeting.

2. Duties of the Vote Counting Committee:

a) To monitor and supervise electronic voting by shareholders during the Meeting;

b) To receive electronic voting results and consolidate the results of voting;

c) To prepare the electronic vote counting minutes and report to the Meeting, including the voting results for each matter, and notify the Chairperson and the Secretariat;

d) To consider and report to the Meeting on any complaints related to the vote counting results.

## **CHAPTER III ORDER OF PROCEEDINGS OF THE GENERAL MEETING**

### **Article 9. Conditions for Convening the Meeting**

The General Meeting of Shareholders shall be convened when the attending shareholders represent more than 50% of the total voting shares, based on the shareholder list as of the date of convocation.

### **Article 10. Manner of Conducting the Meeting**

1. The Meeting is expected to be held on the morning of June 17, 2025, and to last for half a day.

2. The registration process and method of electronic voting through the online General Meeting of Shareholders shall be provided in detail in Appendix 1 of this Regulation – *“Guidelines for Participation and Electronic Voting at the Online General Meeting of Shareholders.”*

3. The Meeting shall sequentially deliberate and approve matters as specified in the agenda outlined in Point b, Clause 4, Article 4 of this Regulation.

### **Article 11. Principles of Voting by Shareholders**

1. General Principle

All matters on the Meeting agenda must be approved by obtaining opinions from all shareholders or authorized representatives attending the Meeting. The number of votes on each matter corresponds to the total number of voting - shares owned by the attending shareholders or their authorized representatives.

## 2. Voting Method

Shareholders shall vote (*approve, disapprove, or abstain*) on each agenda item through the Electronic Voting System as announced and guided by the Group, including but not limited to the following matters:

- a) Composition of the Vote Counting Committee;
- b) Agenda of the Meeting;
- c) Regulations of the Online General Meeting of Shareholders;
- d) Report on the implementation of the 2024 business and production plan and the 2025 orientation and plan;
- e) Report on activities of the Board of Directors;
- f) Report on activities of the Supervisory Board;
- g) Approval of the separate and consolidated financial statements and 2024 profit distribution plan;
- h) Report on remuneration paid in 2024 and plan for remuneration and salary for the Board of Directors and Supervisory Board in 2025;
- i) Appointment of the auditing firm for the 2025 financial statements;
- j) Amendments and supplements to the Charter of the Group; adjustments and supplements to the Group's business lines;
- k) Amendments and supplements to the Group's Internal Governance Regulations;
- l) Dismissal of a member of the Board of Directors for the 2021-2026 term;
- m) Draft Minutes of the General Meeting of Shareholders;
- n) Draft Resolutions of the General Meeting of Shareholders;
- o) Other matters proposed by the Chairperson;

## 3. Electronic Voting Period

The schedule for electronic voting is as follows:

– First Voting Session (on Vote Counting Committee composition, Meeting agenda, and Meeting Regulations): From 08:00 on June 16, 2025, until the Organizing Committee announces the end of the voting period for the first session.

– Second Voting Session (on proposals submitted to the General Meeting): From 08:00 on June 16, 2025, until the Organizing Committee announces the end of the voting period for the second session.

– Third Voting Session (on approval of Meeting Minutes and Resolutions):  
From 08:00 on June 16, 2025, until the Organizing Committee announces the end of the voting period for the fourth session.

### **Article 12. Voting Rule**

Each common share held by a shareholder corresponds to one vote. The number of voting of each shareholder/authorized representative shall be equivalent to the number of voting shares held by that shareholder, or the number of voting shares that the authorized representative is authorized to represent at the Meeting as registered in the list of participants.

### **Article 13. Electronic Voting Procedure**

Shareholders/authorized representatives participating in the Online General Meeting of Shareholders and casting votes electronically must comply with the guidelines in guidelines for participation in *The online general meeting of shareholders and electronic voting* in Appendix 1 and *the detailed instructions for attending the Annual General meeting 2005* posted on the Group's website, according to each voting content.

### **Article 14. Electronic Voting Results**

1. Voting results during the electronic voting period shall be determined and calculated by the Group's electronic voting service provider.
2. The Vote Counting Committee shall receive and consolidate the electronic voting results.

### **Article 15. Adoption of Resolutions of the General Meeting**

1. Resolutions on the matters presented to the General Meeting of Shareholders shall be adopted when approved by shareholders representing more than 50% of the total voting shares of all shareholders attending the Meeting, except for matters governed by Clause 1, Article 30 and Point a, Clause 4, Article 30 of the Group's Charter.

### **Article 16. Meeting Minutes and Resolutions**

1. The Minutes and Resolutions of the General Meeting of Shareholders must be prepared and approved by vote before the Meeting is adjourned.
2. The Minutes and Resolutions regarding the agenda items shall be passed upon approval by shareholders representing more than 50% of the voting shares of all shareholders attending the Meeting, except for matters governed by Clause 1, Article 30 and Point a, Clause 4, Article 30 of the Group's Charter.
3. The Meeting Minutes and Resolutions shall be archived at the Group's headquarters.

### **Article 17. Force Majeure Events**

1. During the organization of the General Meeting of Shareholders and electronic voting, force majeure events may occur at the location of the Meeting Chair (*excluding those affecting individual participants*), such as natural disasters, fires, power outages, Internet disconnection, technical failures at the Chair's location, or requests from competent state authorities.

2. In such cases, the decision on Meeting continuation shall be made by the Chairperson and appropriately notified to shareholders.

### **Article 18. Unsuccessful Meeting Cases**

1. If the first Meeting fails to meet the quorum prescribed in Article 9 of this Regulation, the second Meeting invitation must be sent within 30 days from the expected date of the first Meeting. The second Meeting shall be held if shareholders and authorized representatives present represent at least 33% of the total voting shares.

2. If the second Meeting also fails to meet the quorum, a third Meeting invitation shall be sent within 20 days from the expected date of the second Meeting. In such a case, the third Meeting shall proceed regardless of the number of attending shareholders and their authorized representatives.

## **CHAPTER IV IMPLEMENTATION PROVISIONS**

**Article 19.** This Regulation comprises four (04) chapters and nineteen (19) articles adopted by the General Meeting of Shareholders and serves as the basis for organizing the online General Meeting.

Shareholders, shareholder group representatives, the Presidium, the Secretariat, and the Vote Counting Committee must strictly comply with these Regulations. Any shareholder violating the Regulation may be subject to disciplinary measures by the Presidium in accordance with Clause 7, Article 146 of the Law on Enterprises 2020.

## **THE ORGANIZING COMMITTEE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**

**APPENDIX 1**  
**GUIDELINES FOR PARTICIPATION IN THE ONLINE GENERAL  
MEETING OF SHAREHOLDERS AND ELECTRONIC VOTING**  
*(Issued together with the Regulation on the Online General Meeting of  
Shareholders of Vietnam Rubber Group – Joint Stock Company)*

**1. Scope and Subjects of Application**

This Regulation governs the participation of shareholders/authorized representatives of shareholders in the 2025 Annual General Meeting of Shareholders (the "General Meeting") of Vietnam Rubber Group – Joint Stock Company (the "*Group*") via online format and electronic voting.

**2. Conditions and method of participation in the online General Meeting of Shareholders and electronic voting**

a) Conditions for participation:

- The shareholder must be listed on the register of shareholders as of May 16, 2025, or be lawfully authorized to attend the Meeting;
- The shareholder/authorized representative must have an electronic device with Internet access, including but not limited to computers, mobile phones, or other Internet-enabled devices.

b) Method of participation:

- Each shareholder named in the shareholder list entitled to attend the General Meeting will be provided with a unique login name and password for accessing the online meeting platform and electronic voting system. Upon receipt of the Meeting Invitation Letter, shareholders shall be responsible for safeguarding their login credentials and identifying elements to ensure only they may attend and vote on the system. The Group shall provide maximum support to enable participation and voting but shall not be liable for any incidents arising from shareholders losing their login information.

- Shareholders are obliged to provide their personal and contact information to the Group. To ensure the confidentiality of shareholder information, the Group may request shareholders to re-submit their personal information, including at a minimum: Citizen ID/Personal Identification Number/Passport Number, mobile phone number, electronic mailbox (*email address*), and permanent or temporary residence address (*contact address*) for individuals; and Business Registration Number, contact phone number, and head office address for organizations. The Group may send login credentials for attending and voting at the Meeting, as mentioned in Clause 3 of this Article, to shareholders via electronic mailbox or other methods based on the contact information registered by the shareholders.

- Shareholders participating online and voting electronically may authorize others to attend the Meeting in accordance with the Charter and applicable law. Once the authorization document has been received and verified, the Group will provide login credentials to the authorized representative as with shareholders,

using the provided authorization information and standard communication channels (*invitation letter/email/phone number*). The shareholder shall be fully responsible for the authorization details submitted.

### **3. Provision of Login Information to the Online General Meeting and Voting System**

a) The access link to the electronic voting system, login name, password, and other identifying elements (*if any*) for participating in the online General Meeting of Shareholders shall be provided in the Meeting Invitation (*or in another form of login information notification as prescribed by the Group*). Shareholders/authorized representatives shall be responsible for safeguarding the provided login name, password, and other identifying elements to ensure that only the shareholder/authorized representative has the right to vote on the electronic voting system. Shareholders/authorized representatives shall bear full responsibility for the accuracy and confidentiality of the registered information.

b) If a shareholder/authorized representative requests the re-issuance of login credentials, the Group may provide such information via direct means, email, or phone.

c) The Group recommends that shareholders/authorized representatives, upon receipt of login information at minimum including the login name and password, log in to the system and change their login password promptly to ensure the security of their information.

### **4. Rights and Obligations of Shareholders/Authorized Representatives Participating Online**

a) Shareholders/authorized representatives attending the General Meeting of Shareholders shall have the right to vote on all matters within the authority of the Meeting in accordance with the law and the Charter on the organization and operation of the Group, via electronic voting.

b) Shareholders/authorized representatives shall be responsible for maintaining the confidentiality of their login credentials to ensure that only the shareholder/authorized representative is entitled to vote on the electronic voting system. The voting result submitted by the shareholder/authorized representative via the electronic voting system shall be deemed the final decision of such shareholder/authorized representative. The shareholder/authorized representative shall bear full responsibility before the law and before the Group for the electronic voting results they have submitted on the electronic voting system.

c) Shareholders/authorized representatives must promptly notify the Group for timely resolution when their username, password, and/or other identifying elements are lost, stolen, disclosed, or suspected to be compromised by contacting the Group to request account locking or security measures. Shareholders/authorized representatives shall be liable for any damage, loss, or other risks arising prior to the time the Group receives the notification, if such causes are attributable to the shareholder/authorized representative.

## **5. Method of recording of Shareholders/Authorized Representatives Participating Online**

a) A shareholder/authorized representative is considered to be attending the General Meeting online when they have successfully logged into the system and completed the “**Register for Attendance**” function using the credentials provided in the Meeting Invitation.

b) **Attendance registration begins at 08:00 on June 14, 2025** (three days before the Meeting date).

## **6. Authorization Procedure**

a) Shareholders may authorize as provided in Article 5 of the Meeting Regulations.

b) The authorization shall be valid only if the following conditions are met:

- Complete information is provided as per the Group’s authorization form;
- The authorization document is duly signed by both the principal and agent, and sealed if applicable;
- The original authorization document is received by the Group **no later than 16:00 on June 12, 2025.**

c) Revocation of authorization for shareholders whose authorization has been approved: the shareholder shall submit an official written request for online authorization revocation to the Group prior to the official opening of the General Meeting. Please note that the effective time of the revocation shall be based on the time the Group receives the official written request for online authorization revocation.

d) Authorization revocation shall not be effective if the authorized representative has already voted on any matter of the Meeting agenda.

## **7. Discussion at the Online General Meeting of Shareholders**

a) The discussion at the Online General Meeting of Shareholders shall be coordinated by the Presidium, ensuring compliance with the provisions of the Group’s Charter.

b) For shareholders/authorized representatives participating in the Online General Meeting and voting electronically, shareholders and their authorized representatives may raise questions directly or submit inquiries to the Group via the online platform selected for hosting the Meeting or through other means as instructed in the Meeting Invitation. The Secretariat is responsible for recording the name of the shareholder/authorized representative, shareholder/authorized representative code (if any), and the content of the questions.

## **8. Principles and Procedures for Electronic Voting**

a) From the time shareholders/authorized representatives receive their login credentials for the Online General Meeting and electronic voting system, they shall have the right to access and vote on matters under the authority of the

General Meeting of Shareholders. After the voting period ends as indicated in the notice on the electronic voting system, the system will no longer accept voting submissions from shareholders/authorized representatives.

b) Voting: Shareholders/authorized representatives shall cast their votes on each item in the Meeting agenda. For each matter, when voting electronically, shareholders/authorized representatives shall select **one of the three options: “Agree,” “Disagree,” or “No opinion”** on the electronic ballot as configured in the voting system. Upon completing the voting process for all items in a voting round, shareholders/authorized representatives shall click “Vote” to save and submit their results to the system.

d) In the event the Meeting agenda is supplemented with additional items proposed by shareholders/a group of shareholders and approved by the General Meeting, shareholders/authorized representatives may proceed to cast additional votes. If shareholders/authorized representatives do not vote on these additional items, they shall be deemed to have not voted on such matters

e) Shareholders/authorized representatives may revise their voting and election results multiple times; however, submitted votes cannot be canceled. The electronic voting system shall record only the final voting result as of the closing time of each voting session in accordance with the announced schedule.

## **9. Electronic Vote Counting Method**

**For voting:** The voting ballot of each shareholder/authorized representative shall be recorded by the system, indicating the number of votes “Agree,” “Disagree,” and “No opinion.”

## **10. Force Majeure Events**

a) During the organization of the online General Meeting of Shareholders and electronic voting, force majeure events beyond the Group’s control may occur, such as natural disasters, fires, power outages, Internet connection failures, other technical incidents, or requirements and directives from the Government, regulatory authorities, or other competent entities, etc. The Group shall make every effort and mobilize all available resources to promptly resolve such incidents. The Meeting may resume and continue, but not more than 60 minutes from the time the incident occurs.

b) In the event that force majeure incidents cannot be resolved within 60 minutes to allow the General Meeting to continue, the Presidium shall announce a temporary suspension of the Meeting. All matters that were voted on or elected prior to the suspension (if any) shall be nullified. These matters shall be re-submitted for voting at the next convened General Meeting of Shareholders.

## APPENDIX 2

### DETAILED GUIDELINES FOR PARTICIPATING IN THE ONLINE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

*(Issued together with the Regulation on the Online General Meeting of Shareholders of Vietnam Rubber Group – Joint Stock Company)*

Vietnam Rubber Group – Joint Stock Company hereby provides shareholders/authorized representatives with instructions for logging in, voting, and electing on the online General Meeting platform as follows:

#### 1. Login to the Online General Meeting System

To attend the 2025 Annual General Meeting of Shareholders, please visit the website [https://ezgsm.com.vn] and log in using the account details provided in your Meeting Invitation.

The online system shall remain accessible until the Presidium announces the completion of the voting session or the Meeting itself.

#### 2. Password Change

The Group recommends that shareholders/authorized representatives change their passwords after their first login to protect the confidentiality of their credentials.

### Đổi mật khẩu

Mật khẩu cũ

Mật khẩu cũ

Mật khẩu mới

Mật khẩu mới

Mật khẩu nhập lại

Mật khẩu nhập lại

Lưu ý: Mật khẩu mới phải ít nhất có 10 ký tự, trong đó có ít nhất 1 ký tự viết hoa, 1 ký tự viết thường, 1 chữ số và 1 ký tự đặc biệt trong các ký tự sau ([!@#\$%^&\*()~:/;])

Đổi mật khẩu

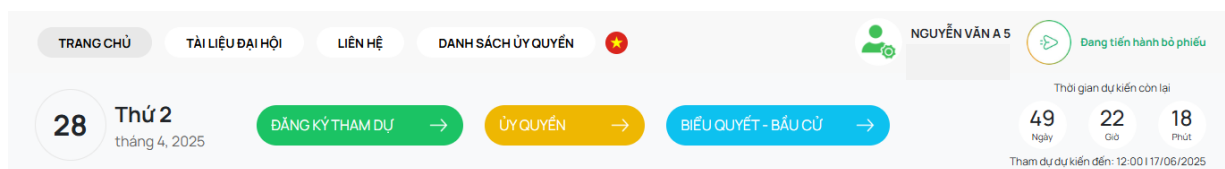
The screenshot shows the online general meeting interface. At the top, there's a header with the date '28 Thứ 2 tháng 4, 2025' and buttons for 'ĐĂNG KÝ THAM DỰ', 'ỦY QUYỀN', and 'BIỂU QUYẾT - BẦU CỬ'. Below this, there's a table showing the number of shares held by different groups: 'Tổng SL phiếu BQ đại diện' (1,000), 'SL phiếu BQ sở hữu' (1,000), 'SL phiếu BQ đã ủy quyền' (0), and 'SL phiếu BQ nhận ủy quyền' (0). A modal dialog box is open in the center with the title 'XÁC NHẬN THAM DỰ ĐẠI HỘI ĐỒNG CỔ ĐÔNG'. It contains two points: '1. Đại biểu xác nhận tham dự tại bước này được tính là tham dự Đại hội hợp lệ.' and '2. Đại biểu không được hủy xác nhận tham dự đại hội hoặc ủy quyền cho tổ chức cá nhân khác tham dự Đại hội.' Below these points is a checkbox labeled 'Đồng ý với các điều khoản trên' which is checked. At the bottom of the dialog are two buttons: 'ĐÓNG' and 'XÁC NHẬN'. At the bottom of the interface, there's a video camera icon and the text 'Xem trực tiếp đại hội'.

### 3. Register for Attendance

After logging in, shareholders must click on “**Register for Attendance**” in the online General Meeting platform.

A shareholder shall be deemed to have attended the online General Meeting of Shareholders when the shareholder successfully accesses the online General Meeting platform using the account details provided in the Meeting Invitation and has completed the “**Register for Attendance**” action in the electronic voting system.

### 4. Voting



After completing “**Register for Attendance**” step, Shareholders select “Vote”.

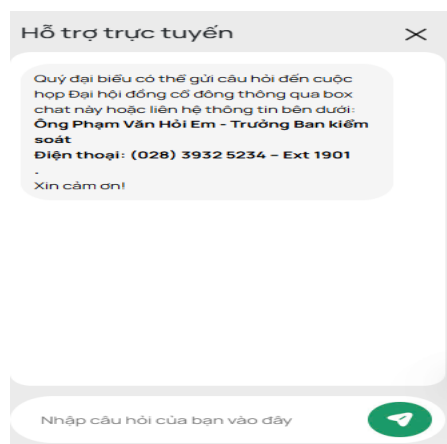
The 2025 Annual General Meeting of Shareholders of Vietnam Rubber Group – Joint Stock Company will have 15 voting sessions according to the content of the Meeting Agenda sent to Shareholders and announced on the Group's website.

For the voting content, Shareholders select one of the three options: “Agree,” “Disagree,” or “No opinion” then click “Vote” to submit, the system will record and save the results of voting.

*Note: Shareholders may change their votes/elections at any time until the Chairperson announces the close of the voting/election period.*

### 5. Discussion

Please submit your discussion questions via the chatbox at the bottom-right of the screen.



## 6. Other Features Include:

**\*Livestream Feature:** Shareholders can follow the Meeting's proceedings in real time on the day of the Meeting.



### ĐẠI HỘI ĐỒNG CỔ ĐÔNG THƯỜNG NIÊN NĂM 2025 TẬP ĐOÀN CÔNG NGHIỆP CAO SU VIỆT NAM - CÔNG TY CỔ PHẦN



Xem trực tiếp đại hội

**\*Contact:** For any inquiries or questions, shareholders may reach out to the Organizing Committee via the contact section.

#### Tập đoàn Công nghiệp Cao su Việt Nam - Công ty cổ phần

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ĐÓNG