

Hanoi, April, 2026

**WORKING REGULATIONS AND VOTING PROCEDURES  
AT THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

To: The 2026 Annual General Meeting of Shareholders

*Pursuant to the Enterprise Law No. 59/2020/QH14;  
Pursuant to the Securities Law No. 54/2019/QH14;  
Pursuant to the Charter on organization and operation of Power Engineering  
Consulting Joint Stock Company 1 adopted by the General Meeting of Shareholders on  
June 26<sup>th</sup>, 2025.*

The Management Board is submitting to the 2026 Annual General Meeting of Shareholders the Working Regulations and Voting Procedures for approval with the following contents:

**CHAPTER I. GENERAL REGULATIONS**

**Article 1. Scope and subjects of Application**

1. These Regulations apply to the organization and conduct of the 2026 Annual General Meeting of Shareholders (the General Meeting - GM) of the Company.
2. These Regulations stipulate the rights and obligations of shareholders, authorized representatives of shareholders, and parties attending the Meeting, as well as the conditions and procedures for conducting the General Meeting.
3. In this Regulation, the term “shareholder” is understood to mean a shareholder and/or an authorized representative of a shareholder.

**Article 2. Objective**

Facilitate the successful organization of the General Meeting in compliance with the applicable laws and the Company's Charter, ensuring the principles of fairness, transparency, and efficiency.

**CHAPTER II. CONDITIONS, RIGHTS AND OBLIGATIONS OF  
PARTIES ATTENDING IN THE GENERAL MEETING**

**Article 3. Rights and obligations of shareholders attending the General Meeting**

1. Conditions for attendance:  
Shareholders owning shares of the Company according to the list issued by the Vietnam Securities Depository and Clearing Corporation on the record date of March 19<sup>th</sup>, 2026 have the right to attend the General Meeting in person or authorize another individual or organization in writing to attend the General Meeting.
2. Rights of shareholders when attending the General Meeting
  - 2.1. To be informed by the Company of the content, program of the General

Meeting and accompanying documents.

2.2. To have the right to discuss and vote on all matters on the agenda of the General Meeting.

2.3. Other rights as stipulated in the Company's Charter and Enterprise Law.

### **3. Shareholders' Obligations Attending the General Meeting**

3.1. Shareholders must present the documents as stipulated in the Meeting Invitation and register their attendance with the Shareholders' Eligibility Verification Board.

3.2. Authorized representatives of shareholders may not re-authorize a third party.

3.3. Shareholders must comply with the instructions and directions of the Chairman and respect the results of the General Meeting.

3.4. Shareholders must dress appropriately, behave respectfully and courteously, and not cause any disruption.

3.5. Shareholders must register to speak as stipulated in Chapter III, Article 10 of these Regulations.

3.6. Shareholders must not obstruct, disrupt order, or hinder the normal proceedings of the General Meeting.

3.7. Shareholders are responsible for attending the General Meeting from the beginning to the end. In case of leaving the meeting before the end, shareholders must notify the Ballot Counting Board and return their voting ballot.

3.8. Shareholders who do not submit a voting ballot will be deemed to have agreed to all matters voted on at the General Meeting.

3.9. Strictly comply with these Regulations.

### **Article 4. Rights and Obligations of the Chairman of the General Meeting**

1. Propose the composition of the Meeting Presidium for the General Meeting to vote on.

2. Decide on the procedures, formalities, or issues arising outside the agenda of the General Meeting.

3. Conduct the General Meeting's discussions and vote on issues within the agenda and issues arising during the General Meeting.

4. Answer or designate members of the Meeting Presidium or representatives of relevant departments of the Company to answer questions requested by the General Meeting.

5. The Chairman of the General Meeting has the right to:

a) not respond or only record the shareholders' opinions if such opinions or recommendations fall outside the issues submitted to the General Meeting.

b) Stop a shareholder's speech when the shareholder's opinion is beyond the agenda of the General Meeting, repetitive, or exceeds the time limit that could affect the overall agenda of the General Meeting.

6. Other rights as stipulated in the Enterprise Law and the Company's Charter.

### **Article 5. Duties of the Secretariat of the GM**

1. The Secretariat of the GM consists of 01 Head and two members nominated by the Chairman and approved by a vote of the General Meeting.

2. The Secretariat of the GM records the proceedings of the meeting, the content of questions and answers at the General Meeting; prepares the minutes of the General Meeting and the resolutions of the General Meeting; performs other tasks as assigned

by the Chairman; and presents the minutes and resolutions of the General Meeting.

**3.** The Secretariat of the GM has the right to establish a supporting team to perform its duties.

#### **Article 6. Duties of the Shareholder's Eligibility Verification Board**

**1.** The Shareholder's Eligibility Verification Board consists of one Head and two members, appointed by the Management Board to perform the following tasks:

a) Verify the eligibility of shareholders and authorized representatives attending the meeting based on the following documents: Invitation Letter; Identity card/Citizen ID/Passport or other legally valid personal identification; Power of attorney to attend the meeting (for authorized representatives of shareholders).

b) Distribute voting cards, ballots, voting ballots for electing members of the Management Board and meeting documents to shareholders.

c) Compile and report to the Chairman and Supervisory Board on the results of shareholder eligibility verification at the following times:

- Before the opening of the General Meeting.

- When there is a change in the number of shareholders registering to attend the General Meeting (late-arriving shareholders registering for attendance).

**2.** If a person attending the meeting does not meet the eligibility requirements, the Shareholder's Eligibility Verification Board has the right to refuse that person's attendance.

**3.** Perform other tasks assigned by the Chairman of the General Meeting.

#### **Article 7. Duties of the Ballot Counting Board**

**1.** The Ballot Counting Board consists of one Head and three members (including one member from the Supervisory Board) nominated by the Chairman. Shareholders may nominate one additional member, which will be approved by a vote of the General Meeting.

**2.** The Ballot Counting Board has the following duties:

a) Checking the content, form, and number of voting ballots issued.

b) Guiding the voting procedures.

c) Checking and supervising the voting process of shareholders.

d) Counting ballots, preparing minutes, and announcing the vote counting results to the General Meeting.

e) Handing over the vote counting results and all ballots to the Chairman of the General Meeting.

f) Together with the Chairman of the General Meeting, reviewing and resolving complaints and accusations (if any) regarding the voting results and reporting them to the General Meeting for decision.

**3.** The Ballot Counting Board has the right to request assistance from a supporting team to ensure the progress of the vote counting.

**4.** The Ballot Counting Board is legally responsible and accountable to shareholders for the accuracy and integrity of the announced vote counting results.

### **CHAPTER III. PROCEDURES FOR CONDUCTING THE GENERAL MEETING**

#### **Article 8. Conditions for Conducting the General Meeting**

**1.** The General Meeting shall be conducted when the number of shareholders attending represents at least 51% of the total voting shares according to the list issued by the Vietnam Securities Depository and Clearing Corporation on the record date of

March 19, 2026.

2. The Supervisory Board shall announce the number of shareholders attending, the total number of shares with voting rights, and the attendance rate so that the General Meeting can proceed as prescribed.

### **Article 9. Conducting the General Meeting**

1. The General Meeting is expected to take place within half a day.

2. The General Meeting will proceed in accordance with the agenda approved by the General Meeting.

3. The General Meeting shall be closed after the Resolution and Minutes of the General Meeting are approved.

### **Article 10. Discussion and Questioning at the General Meeting**

1. Based on the number of shareholders attending and the time allotted for the General Meeting, the Chairman of the General Meeting may choose the most appropriate method of conducting the meeting. Shareholders attending the General Meeting may express their opinions, discuss, or ask questions by raising their hands to request to speak and with the approval of the Chairman of the General Meeting, or by filling out a Questionnaire and submitting it to the Secretariat of the GM.

2. Shareholders should speak concisely, with each shareholder's speaking time not exceeding 3 minutes, focusing on the key points to be discussed and in accordance with the approved agenda of the General Meeting. The Chairman of the General Meeting has the right to remind or request shareholders to focus on the key points to be discussed in order to save time and ensure the quality of the discussion.

3. For issues raised in the questions, the Meeting Presidium has the right to immediately answer the shareholders or record the opinions for the Company's Management Board, within its authority, to provide a written response to the shareholders within 7 working days from the closing of the General Meeting.

### **Article 11. Voting ballots and Voting cards at the General Meeting**

1. Each shareholder, upon registering to attend, will receive one Voting Card (*blue*) and two Voting ballots (*yellow and pink*) from the Shareholder's Eligibility Verification Board. These ballots include shareholder's information as required and stamped with the Company's seal, for voting on all matters requiring a vote at the meeting.

2. Shareholders must check the information on the Voting Card and Voting Ballot. If there are any errors, the shareholder must immediately notify the Shareholder's Eligibility Verification Board for verification, correction, and reprinting of the Voting Card and Voting Ballot.

3. The voting value of the Voting Card and Voting Ballot corresponds to the number of voting shares that the shareholder owns and/or represents when registering to attend the General Meeting, based on the total number of voting shares of the shareholders present at the meeting.

4. Validity of Voting Ballots

a. Valid voting ballots are:

- Ballots issued by the General Meeting Organizing Board.
- Ballots that are not torn, erased, or altered.
- Ballots with the signatures of attending shareholders.

- Only one (x) or (√) mark is made for each voting item.
- Ballots submitted before the Ballot Counting Board opens the sealed ballot box.
- b. Invalid voting ballots are:
  - Ballots not issued by the General Meeting Organizing Board.
  - Ballots with erased or altered content.
  - Ballots without the signatures of attending shareholders.
  - Ballots submitted after the Ballot Counting Board opens the sealed ballot box.

If a voting item has more than one voting option or no voting option from shareholders, the ballot is still considered valid if it does not violate the above conditions, but the voting item itself will be considered invalid.

**5.** Invalid voting ballots shall have no value in the vote counting process.

## **Article 12. Voting Procedures for General Meeting Decisions**

### **1. Direct Voting by Voting Card:**

a) Voting on matters not listed in the Voting Ballot shall be conducted by direct voting using Voting Cards.

b) For each voting issue, the Chairman shall ask shareholders for their opinion in the following order: “Approve”, “Disapprove”, “No Opinion”. If a shareholder does not raise their Voting Card all three times, it shall be considered that the shareholder voted “Approve”. For each issue requiring an opinion, shareholders may only raise their Voting Card once.

c) The Ballot Counting Board shall record the results of the direct vote counting and report to the Chairman for announcement of the voting results.

### **2. Voting by Voting Ballot:**

a) Shareholders vote on the issues of the Voting Ballot by marking (“x” or “√”) in only one of the boxes “Agree,” “Disagree,” or “No Opinion” for each item requiring a vote, signing to confirm, and placing it in the ballot box.

b) In case of an incorrect mark, shareholders must not erase it but must request the Ballot Counting Board to issue a new ballot.

**3.** Decisions of the General Meeting are adopted in accordance with the Company's Charter and these Regulations.

## **Article 13. Regulations on Vote Counting for Voting by Ballot**

### **1. The Ballot Counting Board shall conduct the vote counting as follows:**

a) Inspect the ballot box in the presence of the shareholders.

b) Voting begins when the distribution of voting ballots is complete and ends when the last shareholder casts their vote into the ballot box.

c) The Ballot Counting Board shall conduct the vote counting immediately after the voting ends, under the supervision of a Supervisory member of the Company.

d) Verify the validity of the voting ballots and record the vote counting results.

e) Seal all voting ballots and hand them over to the Chairman.

### **2. Preparation and Announcement of the Vote Counting Minutes:**

a) The vote counting results shall be recorded in a Vote Counting Minutes in accordance with regulations, signed by all members of the Ballot Counting Board and Supervisory members who participated in supervising the vote counting.

b) The Ballot Counting Board is responsible for the integrity and accuracy of the vote counting results.

c) The Head of the Ballot Counting Board announces the Vote Counting Report to the General Meeting.

#### **Article 14. Minutes of the General Meeting, Resolutions of the General Meeting**

1. All main contents of the General Meeting shall be recorded in the Minutes. The Chairman and Secretary of the General Meeting are responsible for the accuracy and truthfulness of the Minutes of the General Meeting.

2. The Minutes of the General Meeting must be published before the General Meeting and approved by the General Meeting before the closing.

3. Based on the Minutes of the General Meeting, the Secretariat compiles the data to include in the draft Resolutions of the General Meeting. The draft Resolutions shall be read and approved before the closing of the General Meeting.

4. The Minutes and Resolutions of the General Meeting shall be posted on the Company's website within 24 hours of the closing of the General Meeting.

#### **CHAPTER IV. IMPLEMENTATION EFFECTIVENESS**

##### **Article 15. Implementation Effectiveness**

1. These Regulations comprise 4 Chapters and 15 Articles, take effect immediately upon approval by the General Meeting, and is only applicable at the Company's 2026 Annual General Meeting of Shareholders.

2. Shareholders and all parties attending the General Meeting are responsible for complying with the provisions of these Regulations.

***Recipients:***

- Shareholders;
- MB, SB;
- P7 (Web site posting);
- Archive: VT, MB.

**ON BEHALF OF THE MANAGEMENT BOARD  
CHAIRMAN**

**Nguyen Huu Chinh**