



Everpia JSC

Head office and factory:

Duong An, Gao Lam District, Hanoi City, Vietnam

Tel: (84-4) 827 6490 Fax: (84-4) 827 6492

SOCIALIST REPUBLIC OF VIETNAM
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Hanoi, 16th December 2021

REGULATIONS ON CONSULTING WRITTEN OPINION OF SHAREHOLDERS

Pursuant to :

- *Business Law adopted by National Assembly of Socialist Republic of Vietnam on 17th June 2020;*
- *Charter of Everpia JSC;*
- *Internal regulations on Corporate Governance;*

The Board of Directors of Everpia JSC ("the Company") proceeds to collect shareholders' written opinions to pass the Resolution of the General Shareholders' Meeting on the business expansion with the following provisions:

Article 1: Subjects to vote

Shareholders owning shares with voting right according to the shareholders list closed at Dec 13th, 2021 by the Vietnam Securities Depository center and are excluded from the subjects with out of voting right as prescribed in Clause 3 - Article 14 of Company Charter.

Article 2. Written feedback card

Written feedback card on business expansion is prepared by the Board of Director and sent to each shareholder with voting right by secured express.

Article 3. Method of voting and returning the feedback card to Company

Shareholders give their voting by sending Written feedback card to the Company through any of following ways:

1. Send email to: info@everon.com
2. Send by post to the Company's address: Planning team – Branch of Everpia JSC – Tan Quang commune, Van Lam dist., Hung Yen province, Vietnam.
3. Fax to the Company's fax number: (+84) 2213 791 999

Article 4. Validity of written feedback card

- Valid written feedback card:

- o Sending by post: The answered feedback card must be signed with full name (for individual shareholders); have the signature of the authorized representative or the legal representative and the seal (for institutional shareholders). The feedback card sent to the Company must be contained in a sealed envelope and must not be opened before counting votes.
- o Sending by email: The feedback card sent by email must be kept confidential until counting votes.

- Invalid written feedback card:

- o Be checked at 2 or more boxes on a voting issue, then the voting on that issue is not valid;
- o No signature (for individual shareholders), no signature of the legal representative and no seal (for institutional shareholders);
- o Envelope has been opened before counting votes;
- o Arrive after the deadline stating in the feedback card;
- o Feedback card is corrected, erased, marked with other symbols;

- o Feedback card is disclosed in case of sending by email.
- If shareholders do not check any box in the feedback card but still sign, write full name, stamp (if institutional shareholders), such feedback card is considered as no opinion vote.
- If the feedback card is not sent to the Company, such shareholder is considered as not voting.

Article 5. Counting votes and vote counting minutes

The Board of Directors will organize and set up a Vote counting Committee to count votes and make vote counting minutes in the presence of the Audit Committee. Members of the Board of Directors, vote counters and vote counting supervisors must be jointly responsible for the truthfulness and accuracy of the vote counting minutes; for losses arising from decisions passed due to untruthful or inaccurate vote counting.

Vote counting minutes must include the below contents:

- Name, head office address, enterprise code.
- Purpose and issues that need to be consulted to pass the resolution
- Number of shareholders with the total number of votes that have participated, which distinguishes the number of valid votes and invalid votes, and the method of sending votes, together with an annex for the list of voting shareholders.
- Total number of votes that agree, disagree and no opinion on each issue.
- Approved issues
- Full name, signature of Chairman of BOD, the Company's legal representative, vote counter and vote counting supervisor.

The vote counting minutes will be posted on the Company's website within twenty-four (24) hours from the time that the vote counting minutes are approved.

Article 6. Resolution of the General Shareholders' Meeting

- After the vote counting is completed, the Resolution of the General Shareholders' Meeting will be disclosed in accordance with the law.
- The Resolution of the General Shareholders' Meeting on treasury share settlement will be passed if it is approved by shareholders representing at least 65% of the total votes.
- Resolutions passed by collecting shareholders' opinions in writing have the same value as a resolution passed at the direct General Shareholders' Meeting.

This Regulation includes six (06) articles and is applicable to procedures for collecting written opinions of shareholders to pass resolutions of the General Shareholders' Meeting of Shareholders on the business expansion.

