

Hung Yên, 24th April 2024

**REGULATION ON ORGANIZING
ANNUAL SHAREHOLDERS' MEETING 2024
EVERPIA JSC**

PURSUANT TO:

- *Enterprise Law;*
- *Charter of Everpia JSC.;*
- *Internal regulation on Corporate Governance;*
- *The relevant legal documents.*

I. PURPOSE :

1. To secure the principle of public, justice, and democracy;
2. For the success of the Annual Shareholders' Meeting 2024 with judicious decisions in order to assure the fast and stable development of the Company.

II. TO GRANT AUTHORITY TO ATTEND

1. Shareholders can grant authority to their representatives to take part in the issues of the Company within their competence. The attorneys are not imperatively the shareholders of the Company. They have the right to do within the competence suitably with the Law and the Charter. The attorneys can not grant authority to the third ones;
2. Appointing representatives and attorneys, changing representatives and attorneys must be in writing by regulations below:
 - a) In case of an individual, he/she must sign in the 'Power of Attorney'.
 - b) In case of an institution, the 'Power of attorney' must be stamped and signed by the legal representatives of that institution.

III. MEETING RULES

1. All shareholders who attend the meeting should be dressed in formal; no smoking in meeting-place;
2. The Organization Committee will arrange the meeting room and seat maps in accordance with the regulations / recommendations of government authority at every time. Shareholders must be in the right place set by the Organization Committee. Please follow the arrangements of the organizers;

IV. VOTES TO PASS THROUGH THE MEETING ISSUES:

1. Voting forms

Shareholder shall have the rights for voting when satisfying one of the two following conditions:

- Exercising the rights of voting at the AGSM
- Exercising via remote vote

2. Vote Counting Committee

The General shareholders shall elect the persons who shall be responsible to check the votes or to supervise the checking of votes at the request of the Chairman. The number of members of the vote-counting committee shall be decided by the ASM on the basis of a request of the Chairman but must not exceed the number stipulated by applicable law.

3. Voting and announcement of the result

- When voting is conducted at the ASM, shareholders or authorized representatives shall vote by selecting agree, disagree or abstention for each issue, then sign their full name on the voting card;
- Except the Proposals, the Chairman may ask for the Shareholders' opinion by raising their hand to vote: agree, disagree or abstention to approve the other issues;
- In case of arising new contents need to be voted or to modify existing contents at the ASM, the shareholders who vote from distance shall be considered absent for the contents. Voting rate shall be counted based on the shareholder attending at the ASM
- The vote counting committee shall collect votes and conduct the counting of votes
- The voting result will be announced before the closing of the meeting.

4. Remote voting

In case shareholders can not attend the AGM, the shareholders may exercise their voting right by remote method. The remote voting shall be implemented in chronological order as follows:

- Shareholders perform the verification procedures by sending information about: shareholder name, registration number, number of shares and ID paper photo in case of individual; Certificate of business registration or equivalent legal document in case of institution via info@everon.com or contact telephone number +84 221.3791777 ext: 348 / 349 for any support;
- The Company provides shareholders with coded Voting Card;
- After receiving, shareholders can print out the Voting Card, vote and send via enhanced message service (EMS) to the Company/via fax/email. (EMS is recommended). The information of recipient as below:

Recipient: Planning Team – Everpia JSC, Hung Yen Branch

Address: Tan Quang commune, Van Lam District, Hung Yen, Vietnam

Tel: (84 221) 3791777

Fax: (84 221) 3791999

Email: info@everon.com

- Deadline to receive remote voting: **4 p.m, Tuesday, April 23rd, 2024.**
- All information of the Voting Card shall be kept confidential until vote counting;

- During checking attendance qualification of the Shareholders at the ASM registration, the Organization Committee will open the Voting Card of the Shareholders who exercise their rights by remote voting to check attendance qualification of shareholders. For the eligible Shareholders, their Remote Voting Card shall be accepted together with the Voting Card distributed at the Meeting in accordance with this Rule.

5. Voting Card

a. In case shareholders exercise voting at AGM, valid Voting Card must:

- Not be erased, changed the printed contents. In case of having any content needs to be supplemented, the order of such contents must be complied and additional contents shall not be accepted except for the contents required by the Organization Committee;
- For reparate content, choose one of three voting status shown on Voting Card (agree, disagree or abstention) and
- Be signed by the shareholder.

b. In case shareholders exercise remote vote, valid Voting Card must:

- Follow the template attached code provided by the Company;
- Not be erased, changed the printed contents. In case of any contents that needs to be supplemented, the order of such content must be compiled;
- For reparate content. Choose one of three voting status shown on Voting Card (agree, disagree or abstention);
- Be signed by the shareholder and stamped in case of institution;
- Remote Voting Card must be arrived at the Company before the deadline.

V. STATE ONE'S OPINION AT THE MEETING:

1. **Principle:** Shareholder attending the meeting has to register for speaking by showing his/her vote and get permission from the Chairman of ASM.
2. **Raising opinion:** Shareholders should make a short speech and concentrate on the main content that they need to discuss, and it must suit the Meeting agenda ratified by the meeting. The Chair of ASM arranges for the shareholders to speak their opinions in order of registration, and simultaneously deal with their queries.

VI. THE RESPONSIBILITIES OF THE CHAIR OF ASM

1. Lead the Meeting following the ratified agenda and regulations. The Chair works due to the principle of democracy and gets the decisions following the majority.
2. Lead the discussion of the meeting and collect the voting ideas of the issues in the meeting's agenda and other relative issues during the meeting.
3. Solve the rising issues during the meeting.
4. Postpone the Meeting in cases mentioned in Point 6, Article 19, Chapter of Everpia JSC., even the rate of attending is qualified.



VII. THE RESPONSIBILITIES OF THE SECRETARY

1. Record the Meeting completely, honestly all the contents happened in the meeting and the issues ratified by the shareholders or remain of the meeting.
2. Draft the Minutes of the Meeting and the Resolutions of approved issues at the meeting.
3. Support Chair of ASM to announce documents, statements, conclusions and resolutions of the Shareholders' Meeting to attendees if required.

**On behalf of BOARD OF DIRECTOR
CHAIRMAN**



CHO YONG HWAN

