



Everpia JSC

Head office and factory:

Thang Xa, Gio Lam District, Hanoi City, Vietnam

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SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Hung Yên, 24th April 2024

REGULATIONS

FOR ELECTION, NOMINATION TO THE BOARD OF DIRECTORS

Pursuant to:

- *Law on Enterprise adopted by National Assembly of Socialist Republic of Vietnam on 17th June 2020;*
- *Charter of Everpia JSC.;*

Purpose:

- *To secure the principle of public, justice and democracy;*
- *To enable the Annual Shareholder Meeting taking place propitiously;*

In order to prepare for the Annual Shareholder Meeting, Everpia JSC. would like to inform all shareholders concrete regulations about the election, nomination to Board of Directors (“BOD”) as followings:

I. Election, nomination to BOD

1. Qualifications of the member of BOD

- Having capacity for civil acts and are not prohibited from establishing an enterprise as stipulated in Enterprise Law;
- Leadership, integrity, responsibility, maturity, ethics and must commands the trust of shareholders, other Board members, managers, and employees of the Company
- The ability to balance to the interests of all stakeholders and make reasonable decisions
- The professional expertise and education needed to be effective
- International business experience, knowledge of local issues, knowledge of the market, products, and competitors

2. Nomination for member of BOD

- Shareholders or group of shareholders owning from 10% to under 15% of common shares are entitled to nominate one (01) member; from 15% to 30% are entitled to nominate two (02) members; from 30% to 40% are entitled to nominate three (03) members; from 40% to 50% are entitled to nominate four (04) members; from 50% to 60% are entitled to nominate five (05) members; from 60% to 70% are entitled to nominate six (06) members; from 70% to 80% are entitled to nominate seven (07) members; from 80% to 90% are entitled to nominate eight (08) members
- Nominating a person to BOD can be implemented as follows: Common shareholders who group together to nominate a person into BOD shall inform BOD about the meeting as soon

as it happens and inform other shareholders about the meeting at least 10 working days before the date of ASM.

- Written nomination must be sent to the Company at least 3 days before the Meeting. The content of Nomination Letter must include full name of shareholder, numbers of each kind of shares, name of the nominated candidates, signature of shareholder who nominate or nominated.

II. Nomination application

Application for nomination of candidates to BOD includes:

- Application for (Self) nomination to BOD;
- Curriculum Vitae of the candidates (*in form*);
- Copy of ID card or Passport, certificates or qualifications that certify the education level or professional skills.

III. Select candidates

Based on the Application of shareholders, group of shareholders and application of the candidates, the Organizer will make a list of candidates who meet all the conditions due to the Election regulations.

IV. Deadline and address to send the Letter of Attorney and Nomination application

Application for Nomination must be sent to Board of Organization before 19th April, 2024 to following address by post or by fax:

Address: EVERPIA JSC – Hung Yen Branch
Tan Quang – Van Lam – Hung Yen
Tel: 0321.3791777 (ext: 348)/ Fax: 0321.3791999
Email: Planning Team – info@everpia.vn

All the Application sent to the Company after this deadline will be invalid.