

Hai Phong, April 03, 2026

WORKING REGULATIONS
THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS
(Draft)

In order for the meeting to achieve high results, strictly follow the planned program and the provisions of the Charter of DamiK Group Joint Stock Company. The Board of Directors of DamiK Group Joint Stock Company develops the working regulations of the Meeting with the following specific contents:

Objectives:

- Ensure the principles of openness, fairness and democracy;
- Create favorable conditions for the organization and conduct of the General Meeting of Shareholders.

Chapter I
GENERAL PROVISIONS

Article 1: Scope of application

This Regulation applies to the organization of the 2026 Annual General Meeting of Shareholders (AGM) of DamiK Group Joint Stock Company (DKG).

Article 2.- This Regulation specifically stipulates the rights and obligations of the parties participating in the Meeting, the conditions, and the procedures for conducting the Meeting.

Article 3.- Shareholders and participating parties are responsible for complying with the provisions of this Regulation.

Chapter II
RIGHTS AND OBLIGATIONS OF PARTIES PARTICIPATING IN THE MEETING

Article 4: Rights and obligations of shareholders attending the Meeting

4.1. Conditions for attending the Meeting:

All shareholders owning DKG shares according to the list of shareholders finalized by the Vietnam Securities Depository and Clearing Corporation on March 31, 2026, or validly authorized individuals/organizations.

4.2. Rights and obligations of eligible shareholders when attending the General Meeting:

a. Shareholders or authorized persons (hereinafter referred to as shareholders) attending the General Meeting must bring the following documents:

- Meeting invitation notice;
- Citizen Identification Card or Passport;

- Power of Attorney (in case of being authorized to attend the Meeting). *(If the shareholder is an individual, the Power of Attorney must be signed by that shareholder. If the shareholder is a legal entity/organization, the Power of Attorney must be stamped and signed by the legal representative of that legal entity/organization).*

After presenting the above documents to the Shareholder Eligibility Verification Committee, shareholders attending the Meeting will receive a Voting Card and a Voting Ballot (showing the shareholder code and the number of voting shares of that shareholder). The value of the Voting Card and Voting Ballot of a shareholder attending the Meeting corresponds to the ratio of the total number of voting shares that the shareholder owns or is authorized to represent according to the meeting registration over the total number of voting shares of the shareholders attending the Meeting.

b. Shareholders may authorize in writing for authorized individuals/organizations to attend and vote at the General Meeting of Shareholders on their behalf.

c. Shareholders attending the Meeting who wish to speak and discuss must get the Chairperson's consent, speak briefly and focus correctly on the key contents to be discussed, in accordance with the approved Meeting agenda. Issues that have been spoken about by previous persons shall not be spoken about again to avoid duplication. Shareholders attending the Meeting can also write their contents on the Question Form and then pass it to the Secretariat of the Meeting.

d. Shareholders have the right to vote on all matters within the authority of the General Meeting of Shareholders as prescribed in the Charter of DKG.

e. Shareholders coming to the General Meeting of Shareholders, after listening to reports on the contents to be approved, will discuss and approve them by voting.

f. During the Meeting, shareholders must comply with the instructions of the Presidium, behave civilized and politely, and not cause disorder.

g. g. Shareholders arriving after the Meeting has opened, after completing registration procedures, are allowed to attend and participate in voting on the remaining contents to be voted on according to the approved Meeting agenda. In this case, the validity of the votes already conducted is not affected.

h. h. Strictly comply with the rules at the General Meeting of Shareholders, respect the working results at the Meeting.

Article 5.- Rights and obligations of the Chairperson and the Presidium

5.1. The Chairman of the Board of Directors (BOD) is the Chairperson or authorizes another member of the Board of Directors to be the Chairperson of the Meeting. When events arise outside the program of the General Meeting of Shareholders, the Chairperson will discuss with other members of the Organizing Committee (before the Meeting begins) and the Presidium (during the Meeting) to find a way to resolve them. However, in case of many different opinions, the opinion supported by the Chairperson will be decisive;

5.2. The Presidium is elected at the Congress and has the following duties:

a. Directing the activities of the Meeting according to the program approved by the Meeting. Carrying out necessary works so that the General Meeting of Shareholders takes place in an orderly manner and reflects the wishes of the majority of attending shareholders;

b. Guiding delegates and the Meeting in discussion;

c. Submitting drafts and necessary contents for the Meeting to vote on;

d. Answering issues requested by the Meeting.

Article 6: Rights and obligations of the Shareholder Eligibility Verification Committee to attend the Meeting

The Shareholder Eligibility Verification Committee attending the General Meeting of Shareholders is established by the decision of the Chairman of the Board of Directors of DKG or a person authorized by the Chairman of the Board of Directors. The Shareholder Eligibility Verification Committee receives the documents of shareholders coming to the meeting to check their validity and compares them with the list of shareholders entitled to attend the meeting finalized at the time of March 31, 2026; Distributes documents, Voting Cards, Voting Ballots; Reports to the Meeting on the results of shareholder eligibility verification before the Meeting officially proceeds.

Article 7.- Rights and obligations of the Secretariat of the Meeting

7.1. The Chairperson introduces the Secretariat of the Meeting and organizes to collect opinions for approval at the Meeting.

7.2. The Secretariat of the Meeting performs assistance works assigned by the Chairperson, including:

- a. Fully and truthfully recording the contents of the Meeting;
- b. Assisting the Presidium in announcing the draft Minutes and Resolutions of the General Meeting and the Presidium's notice to shareholders when requested;
- c. Receiving questionnaires from shareholders.

Article 8.- Rights and obligations of the Vote Counting Committee

8.1. The Chairman introduces the Vote Counting Committee and organizes the collection of opinions for approval at the Meeting.

8.2. The Vote Counting Committee has the following duties:

- a. Introducing the content and how to fill in the Voting Ballot;
- b. Supervising the voting of shareholders at the Meeting;
- c. Synthesizing the number of voting shares for each content;
- d. Notifying the results to the Chairperson and the Secretariat of the Meeting, and announcing the voting results before the Meeting.

Chapter III

CONDUCTING THE MEETING

Article 9: Conditions for conducting the Meeting

The Annual General Meeting of Shareholders shall be conducted when the number of attending shareholders represents more than 50% of the total voting shares according to the list of shareholders of DamiK Group Joint Stock Company finalized by the Vietnam Securities Depository and Clearing Corporation on March 31, 2026.

Article 10: Order of the Meeting

10.1. All shareholders attending the Meeting must dress appropriately.

10.2. Shareholders entering the Meeting room must sit in the correct positions or areas designated by the Meeting Organizing Committee. Comply with the direction of the Chairperson and the Meeting Organizing Committee.

10.3. No smoking in the Meeting room.

10.4. Do not talk privately or use mobile phones while the Meeting is taking place. Mobile phones must be turned off or muted.

Article 11: Methods of voting to approve issues at the Meeting

All contents in the Meeting program must be approved by publicly collecting voting opinions of all shareholders attending the Meeting using Voting Cards and Voting Ballots according to the number of shares owned/represented and/or authorized. Each shareholder is issued 01 voting card and 01 voting ballot which indicate: Shareholder Code; Number of voting shares (owned/represented and/or authorized) of the shareholder and stamped with the hanging seal of DKG.

11.1. Voting card: printed on **blue paper**, used to vote for approval of the following contents:

- a. Approving the Organization Regulations of the 2026 Annual General Meeting of Shareholders;
- b. Approving the composition of the Presidium of the Meeting;
- c. Approving the Agenda;
- d. Approving the composition of the Secretariat of the Meeting and the Vote Counting Committee;
- e. Approving the Minutes and Resolution of the Annual General Meeting of Shareholders;
- f. Approving other issues (if any).

11.2. Voting ballot: printed on **white paper**, used to vote for approval of the following contents:

- a. 2025 activity report and 2026 plan of the Board of Directors;
- b. Report of the Board of Management on the 2025 business results and the 2026 business plan;
- c. 2025 activity report and 2026 plan of the Board of Supervisors;
- d. Proposal on selecting an audit firm to audit the financial statements for 2026;
- e. Proposal on approving the audited financial statements for 2025;
- f. Proposal on approving transactions between the Company and related parties;
- g. Proposal on approving the 2025 profit distribution plan and 2026 profit distribution plan;
- h. Proposal on approving the payment of salary, bonus, and remuneration in 2025 and the payment plan for 2026 for internal persons;
- i. Proposal on approving the change of business registration industry codes;
- j. Proposal on approving the amendment of the Charter and internal regulations on corporate governance;
- k. Approving other issues (if any).

Article 12: Approving the Resolution of the General Meeting of Shareholders

12.1. Resolutions and Decisions on the contents of the Meeting are approved when shareholders representing at least 51% of the total voting shares of all attending shareholders vote in favor.

12.2. For Resolutions and Decisions on contents related to the Approval of the Charter, they shall only be approved when at least 65% of the total votes of shareholders with voting

rights present in person or through authorized representatives at the General Meeting of Shareholders vote in favor.

Chapter IV

END OF THE MEETING

Article 13: Minutes and Resolutions of the General Meeting of Shareholders

13.1. The Minutes and Resolution of the Annual General Meeting of Shareholders must be completed and approved before the closing of the Meeting.

13.2. The Minutes and Resolution of the General Meeting of Shareholders must be kept at DamiK Group Joint Stock Company.

Article 14: Effect of implementation

These regulations consist of 14 (fourteen) Articles, are read publicly before the General Meeting of Shareholders, and take effect immediately after being voted and approved by the 2026 Annual General Meeting of Shareholders.

**ON BEHALF OF
THE GENERAL MEETING OF SHAREHOLDERS ORGANIZING COMMITTEE**

CHAIRMAN



DANG DUC MINH