



## CPC1 HANOI PHARMACEUTICAL JOINT STOCK COMPANY

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# ORGANIZATION AND VOTING REGULATIONS

## AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS CPC1 HANOI PHARMACEUTICAL JOINT STOCK COMPANY

### **Article 1 : Scope and subjects of application**

1. This regulation is applied for the organization and conduct of 2025 Extraordinary General Meeting of Shareholders ("GMS") of CPC1 Hanoi Pharmaceutical Joint Stock Company. ("Company").
2. This regulation details the rights and obligations of shareholders, authorized representatives of shareholders and parties attending the General Meeting, conditions and procedures for conducting the General Meeting.
3. Shareholders, authorized representatives of shareholders and parties participating in the General Meeting are responsible for implementing the provisions of this Regulation.

### **Article 2 : General principles**

1. All shareholders attending the General Meeting of Shareholders (GMS) must wear neat and polite clothes, present full identification documents and documents related to shareholder status verification at the reception desk and the Shareholder's Eligibility Verification Committee.
2. When entering the General Meeting room, shareholders must sit in the correct position or area as specified by the General Meeting Organizing Committee, and comply with the seating arrangements of the Organizing Committee.
3. No smoking in the conference room.
4. Communicate politely, friendly, maintain order and serious attitude during the meeting. Do not talk privately or use the phone during the Meeting. All mobile phones must be turned off or set to silent mode. *(If you need to use a mobile phone, please discuss outside the meeting room).*
5. Delegates attending the meeting must follow the direction of the Chair, creating conditions for the meeting to take place smoothly, quickly and validly.

### **Article 3: Conditions for holding General Meeting of Shareholders**

The annual General Meeting of Shareholders is held when the number of shareholders or authorized representatives attending the meeting represents more than 50 % of the total number of shares with voting rights.

### **Article 4: Conditions of participation and regulations on authorization**

1. Shareholders are individuals or authorized representatives of organizational shareholders whose names are on the list of shareholders of CPC1 Hanoi Pharmaceutical Joint Stock Company on the record date of shareholders entitled to attend the 2025 Annual General Meeting of Shareholders.





2. Shareholders who are entitled to attend the General Meeting of Shareholders may attend in person or authorize their representatives to attend. Authorized persons may not re-authorize another person to attend the General Meeting of Shareholders. In case more than one authorized representative is appointed, the number of shares and votes of each representative must be specifically determined.
3. The authorization document is made according to the company's form and the provisions of the civil law. In case the shareholder does not use the authorization document according to the Company's form, the authorization document must clearly state the name of the authorized individual or organization and the number of authorized shares.  
Individuals and organizations authorized to attend the General Meeting of Shareholders must present a written authorization when registering to attend the meeting before entering the meeting room.
4. Before attending the meeting, Shareholders/Authorized Representatives of Shareholders must complete the registration procedure to attend the meeting.

**Article 5: Rights and obligations of shareholders/validly authorized representatives attending the General Meeting of Shareholders**

1. All shareholders and shareholder representatives attending the meeting have the right to participate and express opinions on the agenda approved by the General Meeting of Shareholders and vote at the General Meeting of Shareholders.
2. All shareholders eligible to attend the General Meeting have the rights and obligations prescribed by current laws, the Company's Charter and these regulations (after the regulations are approved by the General Meeting of Shareholders).
3. Each shareholder/shareholder representative must present the original personal legal documents (one of the following documents: ID card, Citizen ID card, Passport, other legal personal identification documents), Invitation letter, Authorization letter (if authorized by an individual or organization) to the Shareholder Qualification Examination Board to register and receive meeting documents according to the Company's regulations.
4. Shareholders and representatives of shareholders attending the General Meeting who wish to express their opinions must obtain the consent of the Chairman, and must speak briefly and focus on the key issues that need to be discussed, in accordance with the approved agenda of the General Meeting. Issues that have been raised by previous participants must not be raised again to avoid duplication. Shareholders and representatives of shareholders attending the General Meeting can also write down the content on the questionnaire to be sent to the Secretary/Secretariat of the General Meeting.
5. Shareholders and shareholder representatives have the right to vote on all matters within the authority of the General Meeting of Shareholders as prescribed in the Company's Charter.
6. Shareholders and shareholder representatives attending the General Meeting of Shareholders, after listening to the report on the contents to be approved, will discuss and approve by voting.
7. Shareholders and shareholders' representatives who arrive after the opening of the General Meeting, after completing the registration procedures, are allowed to attend and vote on the remaining voting contents according to the approved General Meeting agenda. In this case, the validity of the votes that have been conducted shall not be affected.



#### **Article 6: Chairman of the Congress**

1. The Chairman of the Board of Directors shall chair the General Meeting or authorize another member of the Board of Directors to chair the General Meeting of Shareholders convened by the Board of Directors. In case the Chairman is absent or temporarily unable to work, the remaining members of the Board of Directors shall elect one of them to chair the meeting according to the majority principle. In case no one can be elected as the chairperson, the Head of the Supervisory Board shall direct the General Meeting of Shareholders to elect the meeting chairperson and the person with the highest number of votes shall chair the meeting.
2. The Chairman of the Congress nominates personnel for the Presidium, the Vote Counting Committee, and the General Meeting of Shareholders to approve.
3. The Chairman presides over, together with members of the Presidium, the General Meeting of Shareholders and resolves any issues arising (if any) during the General Meeting.
4. The Chairman has the right to take measures necessary and reasonable for the orderly conduct of the General Meeting, in accordance with the approved agenda and reflecting the wishes of the majority of attendees.
5. The Chairman has the right to request all meeting attendees to submit to inspection or other legal and reasonable security measures; request competent authorities to maintain order at the meeting; expel those who do not comply with the Chairman's authority, intentionally disrupt order, prevent the normal progress of the meeting or do not comply with security inspection requirements from the General Meeting of Shareholders.
6. The Chairman of the General Meeting has the rights and obligations as prescribed by law and by the Company.

#### **Article 7 : Rights and obligations of the Congress Organizing Committee**

1. The Congress Organizing Committee is established by the Company's Board of Directors or authorized to be established by the Chairman of the Board of Directors.
2. The Organizing Committee of the Congress assigns members of the Shareholder Qualification Examination Committee to carry out the Procedures for checking the qualifications of shareholders attending the meeting, distributing documents, and performing other organizational tasks.

#### **Article 8 : Rights and obligations of the Shareholder Qualification Inspection Board**

1. The Shareholder Qualification Examination Committee consists of 01 Head and members selected by the Congress Organizing Committee.
2. The Shareholders' Qualifications Inspection Committee has the right to establish a support unit to fulfill the Committee's tasks.
3. The Shareholder Qualification Examination Committee has the function of examining the qualifications of shareholders or authorized representatives attending the General Meeting of Shareholders and carrying out procedures for registering shareholders/shareholder representatives attending the meeting, issuing Voting Cards, Voting Forms, and Election Forms. (if any) to shareholders/shareholder representatives.
4. Report to the General Meeting of Shareholders on the results of the verification of shareholders' qualifications to attend the General Meeting.

#### **Article 9 : Rights and obligations of the Secretary/Secretariat of the Congress**



1. The Secretary/Secretariat of the General Meeting is nominated by the Chairman and approved by the General Meeting of Shareholders. be responsible to the Chairman and the General Meeting of Shareholders for his/her duties.
2. Duties of the Secretary/Congress Secretariat:
  - Record honestly and accurately the contents and issues approved by shareholders/shareholder representatives or noted at the General Meeting.
  - Minutes of the Meeting.
  - Assist the Chairman in announcing draft documents, conclusions, and notices to shareholders upon request.
  - Receive registration forms for speaking from shareholders/shareholder representatives (if any).
  - Perform other tasks assigned by the Chairman.

**Article 10 : Rights and obligations of the Ballot Counting Committee**

1. The Vote Counting Committee is nominated by the Chairman and approved by the General Meeting of Shareholders with a number of 03 (three) members.
2. The Counting Committee has the right to establish a support unit to complete the Committee's tasks.
3. The Counting Committee has the following duties:
  - Instructions on how to use Voting Cards, Voting Forms, and Election Ballots (if any).
  - Election Guide;
  - The counting committee will determine the number of votes in favor, the number of votes against, the number of votes with no opinion and the number of invalid votes; determine the results of the vote counting.
  - Report to the Congress on the vote counting results.
4. Responsible for the honesty and accuracy of the work performed and the vote counting results.

**Article 11 : Approval of decisions of the General Meeting of Shareholders**

1. Voting form:
  - a. 2025 Annual General Meeting of Shareholders of CPC1 Hanoi Pharmaceutical Joint Stock Company by using Voting Cards and Voting Ballots.  
 Voting cards and ballots are pre-printed according to the form of the Organizing Committee of the General Meeting, stamped by CPC1 Hanoi Pharmaceutical Joint Stock Company, and are issued to Shareholders when attending the General Meeting, with information about the shareholder code, the number of shares with voting rights of the Shareholder or Shareholder Representative attending the General Meeting.  
 Shareholders/Shareholder Representatives use the Voting Card to vote on issues that require direct voting at the General Meeting by raising the Voting Card.  
 In addition to issues asking for direct voting opinions by raising Voting Cards at the Congress, for the contents of Reports, Proposals and other contents Other (if any), Shareholders/Shareholder Representatives vote by selecting voting contents (Agree, disagree, no opinion) on the Voting Form, signing to confirm and putting it in the Ballot Box according to the instructions of the Vote Counting Committee.
  - b. The Congress shall vote on each issue in the agenda. For each issue to be voted on at the General Meeting of Shareholders, the Chairman of the Congress shall propose to vote 3 times in the following order:

- First time : Vote in favor.
  - Second time : Vote against.
  - Third time : No opinion.
2. *For direct voting by raising Voting Card:* Each Shareholder or Shareholder Representative (01 person) is only allowed to vote 01 time (approve or disapprove or have no opinion) for each time the Chairman asks for a vote on an issue to be voted on at the Shareholders' Meeting. In case a shareholder does not vote on any content, the shareholder is obliged to immediately notify the Vote Counting Committee at the time of voting on that content to summarize the results.
  3. *For voting on the contents of Reports, Submissions, and other contents Other (if any) by selecting voting content on the Voting Form:* Shareholders choose to mark “v” or “x” in the appropriate box on the Voting Form.
    - A ballot is considered valid in the following cases:
      - + Is a voting ballot issued by the Congress Organizing Committee, stamped by CPC1 Hanoi Pharmaceutical Joint Stock Company;
      - + Voting ballots are not torn;
      - + Voting content is not erased, scraped or edited;
      - + Valid voting content is the content that the Shareholder specifically selects 1 of 3 boxes: Agree or Disagree or No opinion.
      - + Voting ballot signed by shareholder or authorized representative of shareholder.
    - Voting ballots and voting content are considered invalid in one of the following cases:
      - + Voting ballots are not issued by the Congress Organizing Committee and do not have the seal of CPC1 Hanoi Pharmaceutical Joint Stock Company;
      - + The voting ballot is torn, erased, or has information on the ballot altered;
      - + Voting ballots do not have the signature of shareholders or authorized representatives of shareholders;
      - + Shareholders who do not mark any box or mark 2 or more boxes for the same voting content or erase the ballot resulting in unclear selection content will be considered invalid for that voting content.
      - + Voting ballots must be submitted to the Congress Organizing Committee after voting has ended and the Ballot Box has been sealed.
  4. Voting ratio and conditions for passing decisions of the General Meeting of Shareholders at the meeting shall be implemented according to the provisions of the Company Charter and relevant laws.

#### **Article 12 : Speaking at the Congress**

1. Shareholders/shareholder representatives attending the General Meeting who want to express their opinions must have the consent of the Chairman.
2. Shareholders/shareholder representatives make brief statements, focusing on the key issues to be discussed, in accordance with the approved agenda of the General Meeting. The maximum speaking time for each shareholder is 3 minutes.
3. The chairman arranges for shareholders to speak in the order of registration and answers shareholders' questions.

#### **Article 13 : Minutes and Resolutions of the Congress**



1. The content of the General Meeting of Shareholders is fully recorded by the Secretary/Secretariat of the General Meeting in the Minutes of the meeting and approved before the closing of the General Meeting.
2. Minutes of the meeting are the basis for drafting the Resolution of the General Meeting of Shareholders.
3. Minutes of the General Meeting of Shareholders and Resolutions passed by the General Meeting of Shareholders and related documents are kept at the Company's head office.
4. The Chairman and the Secretary/Secretariat of the General Meeting or other signatories to the minutes of the meeting shall be jointly responsible for the truthfulness and accuracy of the contents of the minutes.
5. In case the Chairman, Secretary/Secretariat of the General Meeting refuses to sign the meeting minutes, the minutes shall be valid if signed by all other members of the Board of Directors attending the meeting and contain all the contents as prescribed in this clause. The meeting minutes shall clearly state that the Chairman, Secretary/Secretariat of the General Meeting refused to sign the meeting minutes.

**Article 14: Entry into force**

Working and voting regulations are publicly announced before the General Meeting of Shareholders, take effect immediately after being voted and approved by the General Meeting of Shareholders and applied at the 2025 Annual General Meeting of Shareholders of CPC1 Hanoi Pharmaceutical Joint Stock Company.

**ON BEHALF OF THE GENERAL MEETING  
OF SHAREHOLDERS  
CHAIRMAN OF THE CONGRESS**



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