

RULES OF OPERATION
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026
INDOCHINA PETROLEUM TRANSPORTATION JOINT STOCK COMPANY

I. OBJECTIVES:

- To ensure the principles of transparency, fairness, and democracy.
- To ensure the centralized and stable organization of the 2026 Annual General Meeting of Shareholders.

II. AUTHORIZATION TO ATTEND SHAREHOLDER MEETINGS:

1. Shareholders may authorize their representatives to participate in the Company's affairs within their authority. The authorized person does not necessarily have to be a shareholder of the Company. The authorized person may exercise the rights within the scope of the authorization in accordance with the law and these Articles of Association. The authorized person may not re-authorize a third party.
2. The appointment of authorized representatives, changes in representatives, and authorized persons must be done in writing in accordance with the following regulations:
 - In the case of an individual shareholder, the authorization document must be signed by that shareholder.
 - In the case of a legal entity/organization shareholder, it must be stamped and signed by the legal representative of that legal entity/organization.

III. GENERAL MEETING ORDER:

1. All shareholders attending the general meeting must dress appropriately, present identification, meeting invitation, and other documents related to verifying their eligibility at the reception desk; no outsiders may be brought into the meeting hall without the organizers' permission.
2. Shareholders entering the meeting room must sit in the designated seats or areas specified by the General Meeting Organizing Committee. Strict adherence to the seating arrangements by the Organizing Committee is required.
3. Smoking is prohibited in the meeting room.
4. Private conversations and the use of mobile phones are prohibited during the General Meeting. All mobile phones must be silenced or set to vibrate mode.

IV. VOTING PROCEDURES FOR ISSUES AT THE GENERAL MEETING:

1. **Principle:** All issues on the agenda of the General Meeting (except those approved by show of hands) will be approved by secret ballot according to the number of shares owned and represented. Each shareholder will be issued a Voting Ballot, which includes the shareholder's name, the number of shares entitled to vote (owned and authorized), the contents of the vote at the meeting, and bears the seal of Indochina Petroleum Transportation Joint Stock Company.
2. **Voting Method:** Shareholders vote: Agree, disagree, or abstain from voting on each issue at the meeting.
3. **Thông qua quyết định của Đại hội đồng cổ đông :**
 - Approval of the General Meeting of Shareholders' Decisions:
 - A decision of the General Meeting of Shareholders is approved when it is approved by shareholders representing more than 50% of the total voting rights of all shareholders present at the meeting.
 - The following decisions of the General Meeting of Shareholders shall be adopted when at least 65% of the total voting shares of all shareholders present at the meeting approve them:
 - + The type of shares and the total number of shares of each type;
 - + Changes to the business lines, professions, and business sectors;

- + Changes to the Company's management organizational structure compared to the organizational structure stipulated in Article 9 of the Company's Charter, excluding changes to the management organizational structure under the authority of the Board of Directors as stipulated in Article 25 of the Company's Charter and as stipulated in the Company's internal regulations;
- + Investment projects or sale of the Company's assets or signing contracts with parties specified in Clause 1, Article 162 of the Enterprise Law with a value equal to or greater than 35% of the total value of assets recorded in the most recent audited financial statement;

V. EXPRESSING OPINIONS AT THE GENERAL MEETING:

1. **Principle:** Shareholders attending the General Meeting who wish to express their opinions must register their remarks and obtain the approval of the Presiding Committee.
2. **Method of speaking:** Shareholders should speak concisely and focus on the key issues to be discussed, in accordance with the agenda approved by the General Meeting. The Presiding Committee will arrange for shareholders to speak in the order of registration and will answer any questions from shareholders.

VI. RESPONSIBILITIES OF THE PRESIDIUM:

1. To conduct the General Meeting in accordance with the agenda and regulations approved by the General Meeting. The Presiding Committee operates on the principle of democratic centralism and makes decisions by majority vote.
2. Guide the General Meeting in discussing and voting on issues within the agenda and related matters throughout the meeting.
3. Resolve issues arising during the General Meeting.

VII. RESPONSIBILITIES OF THE SECRETARIAT:

1. Accurately and completely record the entire proceedings of the General Meeting and the issues approved or still under consideration by shareholders.
2. Draft the Minutes of the General Meeting and Resolutions on the issues approved at the General Meeting.

VIII. RESPONSIBILITIES OF THE VOTING COMMITTEE:

1. Determine the results of the shareholder vote on the issues approved at the General Meeting.
2. Determine the election results at the General Meeting.
3. Promptly inform the Secretariat of the voting results and election results.

**CHAIRMAN OF THE GENERAL MEETING
CHAIRMAN OF THE BOARD OF DIRECTORS**

Le Manh Tuan

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