



**CÔNG TY CỔ PHẦN SỢI THỂ KỸ**  
**CENTURY SYNTHETIC FIBER CORPORATION**



**COMPANY CHARTER  
ON ORGANIZATION AND OPERATION**

*Ho Chi Minh City, Jul 2023*

INTRODUCTION .....	4
I. DEFINITION OF TERMS IN THE CHARTER .....	4
Article 1. Interpretation of terms .....	4
II. NAME, FORM, HEAD OFFICE, BRANCH, REPRESENTATIVE OFFICE AND DURATION OF OPERATION OF THE COMPANY .....	4
Article 2. Name, form, head office, branch, representative office and duration of operation of the Company .....	4
Article 3. The Company's legal representatives .....	5
III. OBJECTIVES, SCOPE OF BUSINESS AND OPERATION OF THE COMPANY .....	5
Article 4. Operational objectives of the Company .....	5
Article 5. Scope of business and operations .....	5
IV. CHARTER CAPITAL, SHARES AND FOUNDING SHAREHOLDERS .....	5
Article 6. Charter capital, shares and founding shareholders .....	5
Article 7. Share certificates .....	6
Article 8. Other securities certificates .....	6
Article 9. Assignment of shares .....	6
Article 10. Revocation of shares .....	6
V. ORGANIZATION, MANAGEMENT AND CONTROL STRUCTURE .....	7
Article 11. Organization, management and control structure .....	7
VI. SHAREHOLDERS AND GENERAL MEETING OF SHAREHOLDERS .....	7
Article 12. Rights of shareholders .....	7
Article 13. Obligations of shareholders .....	8
Article 14. General Meeting of Shareholders .....	9
Article 15. Rights and duties of the General Meeting of Shareholders .....	10
Article 16. Authorizing participation in GMS .....	11
Article 17. Change of rights .....	11
Article 18. Convening of the General Meeting of Shareholders, agenda and notice of meeting of General Meeting of Shareholders .....	12
Article 19. Conditions for conducting meeting of the General Meeting of Shareholders .....	13
Article 20. Procedures for conducting and voting at General Meeting of Shareholders .....	13
Article 21. Conditions for Passing of resolutions of the General Meeting of Shareholders .....	15
Article 22. Authority and procedures for collection of written opinions in order to pass resolutions of the General Meeting of Shareholders .....	15
Article 23. Resolution, Minutes of meeting of General Meeting of Shareholders .....	16
Article 24. Demand for cancellation of resolutions of General Meeting of Shareholders .....	17
VII. BOARD OF DIRECTORS .....	17
Article 25. Nomination, Self-nomination, of members of Board of Directors .....	17
Article 26. Composition and term of office of members of Board of Directors .....	18
Article 27. Powers and duties of Board of Directors .....	19
Article 28. <i>Chairman of Board of Directors</i> .....	21
Article 29. <i>Meetings of Board of Directors</i> .....	21
Article 30. Corporate Governance Officer .....	23
VIII. DIRECTOR (GENERAL DIRECTOR), OTHER MANAGERS AND SECRETARY OF COMPANY .....	24
Article 31. Organization of managerial apparatus .....	24
Article 32. Managers .....	24
Article 33. Appointment, removal, duties and powers of the Director (General Director) .....	24
Article 34. Secretary of Company .....	25
IX. BOARD OF SUPERVISORS .....	25
Article 35. Nomination and Self-Nomination for the position of Members of Board of Supervisors .....	25
Article 36. Board of Supervisors .....	26
X. DUTIES OF MEMBERS OF BOARD OF DIRECTORS, MEMBERS OF BOARD OF SUPERVISORS, DIRECTOR (GENERAL DIRECTOR) AND OTHER MANAGERS .....	27
Article 37. Responsibility to be prudent .....	27
Article 38. Responsibility to be honest and avoidance of conflicts of interest .....	27
Article 39. Responsibilities for loss and compensation .....	28
XI. RIGHT TO INVESTIGATE BOOKS AND RECORDS OF COMPANY .....	29
Article 40. Right to investigate books and records .....	29

XII.	EMPLOYEES AND TRADE UNION Article.....	29
	Article 41. Employees and Trade Union.....	29
XIII.	PROFIT DISTRIBUTION.....	29
	Article 42. Profit distribution.....	29
	Article 43. Other matters relating to profit distribution .....	30
XIV.	Other matters relating to profit distribution shall be implemented in accordance with law. BANK ACCOUNTS, RESERVE FUND, FINANCIAL YEAR AND ACCOUNTING SYSTEM .....	30
	Article 44. Bank accounts .....	30
	Article 45. Financial year .....	30
	Article 46. Accounting regime.....	30
XV.	ANNUAL REPORTS, RESPONSIBILITIES FOR DISCLOSURE OF INFORMATION AND PUBLIC ANNOUNCEMENT.....	30
	Article 47. Annual, semi-annual and quarterly financial statements .....	30
	Article 48. Annual reports .....	31
XVI.	AUDITING THE COMPANY.....	31
	Article 49. Auditing.....	31
XVII.	SEAL .....	31
	Article 50. Seal .....	31
XVIII.	TERMINATION OF OPERATION AND LIQUIDATION.....	31
	Article 51. Termination of operation .....	31
	Article 52. Extension of duration of operation.....	31
	Article 53. Liquidation .....	32
XIX.	INTERNAL DISPUTE RESOLUTION .....	32
	Article 54. Internal dispute resolution .....	32
XX.	ADDITION TO AND AMENDMENT OF THIS CHARTER .....	32
	Article 55. Addition to and amendment of the Charter .....	32
XXI.	EFFECTIVE DATE .....	32
	Article 56. Effective date.....	32
	APPENDIX I .....	35
	APPENDIX II .....	35

## INTRODUCTION

This Charter was approved in accordance with valid resolution No. 2014/NQ-DHĐCĐ/TK of the General Meeting of Shareholders officially held on 26 March 2014

Amended and supplemented under resolution No. 06-2016/NQ-DHĐCĐ/TK of the General Meeting of Shareholders officially held on 28 March 2016

Amended and supplemented under resolution No. 01-2018/NQ-DHĐCĐ/TK of the General Meeting of Shareholders officially held on 17 April 2018.

Amended and supplemented under resolution No. 04-2019/NQ-DHĐCĐ/TK of the General Meeting of Shareholders officially held on 02 April 2019.

## I. DEFINITION OF TERMS IN THE CHARTER

### Article 1. Interpretation of terms

1. In this Charter, the following terms shall be construed as follows:
  - a) "Charter Capital" means the amount of capital contributed by all shareholders and stated in article 5 of this Charter;
  - b) "Voting capital" means the share capital that bestows upon the holders the right to vote on the issues within the jurisdiction of the GMS;
  - c) "Law on Enterprises" means the *Law on Enterprises* 59/2020/QH14 passed by the National Assembly on 17 June 2020;
  - d) "Law on Securities" means the Law on Securities 54/2019/QH14 dated 26 November 2019 and the Law which amended and supplemented some articles of the Law on Securities dated 24 October 2011;
  - e) "Date of Establishment" means the date on which the Company is issued with the initial Enterprise Registration Certificate (Business Registration Certificate);
  - f) "Executives" include the Director/General Director, Deputy Director/Deputy General Director, chief accountant and other executives prescribed by the Company's Charter;
  - g) "Managers" include the Chairman of the Board of Directors, members of the Board of Directors, the Director/General Director and persons holding other managerial positions prescribed by the Company's Charter;
  - h) "Related Person" means any individual or organization stipulated in clause 46, article 4 of the *Law on Securities*;
  - i) "Shareholder" means an individual or organization that owns at least one share of the Company;
  - j) "Major shareholders" are those shareholders as defined in clause 18, article 4 of the *Law on Securities*;
  - k) "Vietnam" means the Socialist Republic of Vietnam;
  - l) "Company" as mentioned in this Charter means Century Synthetic Fiber Corporation;
  - m) "Dividend" means net profit paid to each share either in cash or in kind from the Company's retained earnings after fulfilling its financial obligations;
  - n) "Share's market price" means the trading price in stock exchange or price determined by a professional valuation organization;
  - o) "Duration of Operation" means the duration of operation of the Company stated in article 2 of this Charter and the extended period (if any) passed by the General Meeting of Shareholders by a resolution;
2. In this Charter, any reference to one or more other provisions or documents includes amendments, supplements or replacements.
3. Headings (chapters and articles of this Charter) are used for convenience only and shall not affect the contents of this Charter.

## II. NAME, FORM, HEAD OFFICE, BRANCH, REPRESENTATIVE OFFICE AND DURATION OF OPERATION OF THE COMPANY

### Article 2. Name, form, head office, branch, representative office and duration of operation of the Company

1. Name of the Company:
  - Name in Vietnamese: CÔNG TY CỔ PHẦN SỢI THỂ KỶ
  - Name in English: CENTURY SYNTHETIC FIBER CORPORATION

- Transaction name: CÔNG TY CỔ PHẦN SỢI THỂ KỶ
- Abbreviated name: CENTURY CORP



- Logo:
2. The Company is a shareholding company having legal entity status in compliance with applicable law of Vietnam.
  3. Registered head office of the Company is:
    - Address: B1-1 Tay Bac Cu Chi Industrial Zone, Cu Chi District, Hochiminh City
    - Telephone: (028).37907565
    - Fax: (028).37907566
    - Email: [century@hcm.vnn.vn](mailto:century@hcm.vnn.vn)/ [csf@century.vn](mailto:csf@century.vn)
    - Website: [www.thekey.vn](http://www.thekey.vn)
  4. The Company may establish branches and representative offices in the areas of business in order to carry out the operational objectives of the Company in compliance with the decisions of the Board of Directors and to the extent permitted by law.

Registered branch of Century Synthetic Fiber Corporation is:

- Address: Road 8, Trang Bang Industrial Zone, An Tinh Ward, Trang Bang District, Tay Ninh province
- Telephone: (0276).3899 537
- Fax: (0276).3899 536
- Email: [century@hcm.vnn.vn](mailto:century@hcm.vnn.vn)/ [csf@century.vn](mailto:csf@century.vn)
- Website: [www.thekey.vn](http://www.thekey.vn)

Registered Representative Office of Century Synthetic Fiber Corporation is

- Address: 102-104-106 Bau Cat, Ward 14, Tan Binh District, Hochiminh City
- Telephone:
- Fax:
- Email: [century@hcm.vnn.vn](mailto:century@hcm.vnn.vn)/ [csf@century.vn](mailto:csf@century.vn)
- Website: [www.thekey.vn](http://www.thekey.vn)

5. Except for early termination of operation in accordance with clause 2, article 48. of this Charter, the Duration of Operation of the Company shall commence from the Date of Establishment and shall be indefinite.

### **Article 3. The Company's legal representatives**

The Chairman of the Board of Directors or the General Director shall be the legal representative of the Company. The Company has 1 legal representative who is appointed by the Board of Directors under a written resolution.

## **III. OBJECTIVES, SCOPE OF BUSINESS AND OPERATION OF THE COMPANY**

### **Article 4. Operational objectives of the Company**

1. Lines of business of the Company are: synthetic fiber manufacture and knitting
2. Operational objectives of the Company are to carry out all business activities within the registered scope of business and comply with applicable laws in order to generate profit for the Company, ensure benefits of its shareholders, contributing to value creation for the society and job creation for its employees.

### **Article 5. Scope of business and operations**

1. The Company is permitted to formulate plans and carry out all business activities in accordance with the Company's scope of business as published in the National Business Registration Portal and this Charter and in compliance with applicable law, and permitted to take appropriate measures to achieve the objectives of the Company.
2. The Company may carry out business activities in other sectors permitted by law and passed by the General Meeting of Shareholders.

## **IV. CHARTER CAPITAL, SHARES AND FOUNDING SHAREHOLDERS**

### **Article 6. Charter capital, shares and founding shareholders**

1. The Charter Capital of the Company is VND966,369,240,000.
2. The total amount of Charter Capital of the Company shall be divided into 96,636,924 shares. All the

shares are ordinary shares with par value 10, 000 VND/ share

3. Company may increase its Charter Capital upon approval of the General Meeting of Shareholders and in accordance with law.
4. Shares of the Company on the date of approval of this Charter are ordinary shares.
5. The Company may issue other classes of preference shares upon approval of the General Meeting of Shareholders and in accordance with law.
6. Names, addresses, number of shares and other details about founding shareholders in accordance with the *Law on Enterprises* are stated in the attached Appendix 1. This Appendix is part of this Charter.
7. Ordinary shares shall be given priority to be offered for sale to existing shareholders in proportion to their percentage of ownership of ordinary shares in the Company, unless otherwise decided by the General Meeting of Shareholders. The number of shares for which the shareholders do not register to subscribe shall be decided by the Board of Directors of the Company. The Board of Directors may allocate such shares to entities on such terms and manner as the Board of Directors considers appropriate, but must not sell such shares with conditions not more favorable than the conditions offered to existing shareholders except where shares are sold through the Stock Exchange by way of an auction.
8. The Company may purchase shares issued by it (including preferential redeemable shares) in a manner stipulated in this Charter and applicable law. Shares redeemed by the Company shall be treasury shares and the Board of Directors may offer them for sale in a manner complying with this Charter, the *Law on Securities* and relevant guidelines.
9. Company may issue other types of securities upon approval of the General Meeting of Shareholders and in accordance with law.

#### **Article 7. Share certificates**

1. The shareholders of the Company shall be issued with a share certificate corresponding to the number of shares and class of shares owned.
2. Share certificates must be sealed by the Company and must be signed by the legal representative of the Company in accordance with the Law on Enterprises. A share certificate must specify the number and class of shares held by a shareholder, the full name of the holder and other information as stipulated in clause 1, article 121 of the Law on Enterprises.
3. Within a period of 2 months. from the date of submission of a complete application file for transfer of the ownership of shares as stipulated by the Company or within a period of 2 months (or such other period stipulated in the issue terms) from the date of full payment of the purchase price of shares as stipulated in the share issue plan of the Company, the owner of shares shall be issued with a share certificate. The owner of shares is not required to pay to the Company any expenses for printing the share certificate.
4. Where a share certificate is damaged, erased, lost, stolen or destroyed, the owner of such share certificate may request issuance of a new share certificate provided that such owner must provide evidence of ownership of shares and pay any related expenses to the Company.

#### **Article 8. Other securities certificates**

Bond certificates or other securities certificates of the Company (excluding offer letters, temporary certificates and similar documents) shall be issued with the seal and sample signature of the legal representative of the Company.

#### **Article 9. Assignment of shares**

1. All shares shall be freely assigned unless otherwise stipulated by this Charter and law. Shares listed on the Stock Exchange shall be assigned in accordance with the law on securities and securities market.
2. Shares which have not yet been paid in full shall not be assigned and entitled to related benefits such as right to receive dividends, right to receive shares issued to increase shareholding capital from equity or right to purchase new shares offered for sale.

#### **Article 10. Revocation of shares**

1. Where a shareholder fails to pay in full and on time the amount payable to purchase shares, the Board of Directors shall provide a notice and has the right to request such shareholder to pay the residual amount together with interest on such amount and expenses arising from failure to pay in full to the Company.

2. The payment notice mentioned above must specify the new time-limit for payment (at least seven (7) days from the date of sending the notice) and place for payment, and the notice must clearly state that the number of shares which have not yet been paid for in full shall be revoked in the case of failure to make payment correctly as requested.
3. The Board of Directors has the right to revoke shares which have not yet been paid for in full and on time in a case where the requirements in the above-mentioned notice have not been fulfilled.
4. Revoked shares shall be deemed to be shares entitled to be offered for sale as stipulated in clause 3, Article 112 of the Law on Enterprises. The Board of Directors may, by itself or by authorization, sell, re-distribute on conditions and in the manners the Board of Directors considers appropriate.
5. Shareholders holding revoked shares must waive their status as shareholder with respect to such shares, but must still pay all relevant amounts plus interest of 150% of the base rate announced and applied by the State Bank of Vietnam at the time of revocation as decided by the Board of Directors from the date of revocation to the date of payment. The Board of Directors has full powers to decide the enforcement of payment of the total value of shares at the time of revocation or exempt partial or full amount.
6. A revocation notice shall be sent to the holders of shares to be revoked prior to the time of revocation. The revocation shall remain valid even if there is any error or negligence during the course of sending the notice.

## **V. ORGANIZATION, MANAGEMENT AND CONTROL STRUCTURE**

### **Article 11. Organization, management and control structure**

The organization, management and control structure of the Company shall comprise:

1. General Meeting of Shareholders;
2. Board of Directors;
3. Board of Supervisors;
4. Director (General Director)

## **VI. SHAREHOLDERS AND GENERAL MEETING OF SHAREHOLDERS**

### **Article 12. Rights of shareholders**

1. Ordinary shareholders have the right to:
  - a) To attend and express opinions at the General Meeting of Shareholders and to exercise the right to vote directly at the General Meeting of Shareholders or through an authorized representative or by a postal vote;
  - b) To receive dividends at the rate decided by the General Meeting of Shareholders;
  - c) To be given priority in subscribing for new shares offered for sale in proportion to the number of ordinary shares each shareholder holds in the Company;
  - d) To freely transfer shares to other persons, except in the cases specified in Clause 3 Article 120, Clause 1 Article 127 of the Law on Enterprises and relevant laws;
  - e) To access, examine and extract or copy information relating to names and addresses of voting shareholders and to request amendment of incorrect information about themselves
  - f) To access, examine and extract or copy of the charter of the company, the book of minutes of meetings of the General Meeting of Shareholders and resolutions of the General Meeting of Shareholders;
  - g) If the Company is dissolved or is bankrupt, to receive a part of the remaining assets in proportion to their holding in the company
  - h) To request the Company to redeem shares in the cases stipulated in article 132 of the *Law on Enterprises*;
  - i) To receive equal treatment. Each share of the same type bestows its holder equal rights, obligations and interests. If the Company has preference shares, rights and obligations associated with these preference shares must be approved by the GMS and informed to the shareholders;
  - j) To access to periodic and extraordinary information disclosed by the Company as prescribed by law;

- k) To have their lawful rights and interests protected; demand suspension, cancellation or resolutions and decisions of the GMS and the Board of Directors in accordance with the Law on Enterprises;
  - l) Other rights stipulated in this Charter and by law.
2. . A shareholder or a group of shareholders holding 5% of the total ordinary shares shall have the following rights:
- a. To request the Board of Directors to convene a General Meeting of Shareholders in accordance with clause 3, article 115 and article 140 of the *Law on Enterprises*;
  - b. To examine, extract the minutes, resolutions and decisions of the Board of Directors, biannual and annual financial statements, reports of the Board of Supervisors, contracts and transactions subject to approval by the Board of Directors and other documents, except documents relevant to the Company's trade secrets
  - c. To request the Board of Supervisors to inspect each issue relating to the management and administration of the operation of the Company where it is considered necessary. The request must be made in writing and must contain the following information: full name, contacting address, nationality, ID number of a shareholder being an individual; and the name, enterprise/organization ID number and headquarters addresses of a shareholder being an organization; number of shares and date of registration of shares of each shareholder, total number of shares of the group of shareholders and the percentage of ownership in the total number of shares of the Company; issues to be inspected and purposes of the inspection;
  - d. To propose inclusion of the issues in the agenda of the GMS. The proposal must be made in writing and sent to the Company at least 03 working days before the opening date. The proposal shall specify the shareholder's name, quantity of each type of shares being held by the shareholders and the proposed issues
  - e. Other rights stipulated in this Charter and regulation.
3. The shareholder or group of shareholders that holds at least 10% of total ordinary shares is entitled to nominate candidates to the Board of Directors and the Board of Supervisors in accordance with clause 2, article 25 and clause 4, article 35 of this Charter. Candidates shall be nominated as follows:
- a) The group of shareholders that nominate candidates to the Board of Directors and the Board of Supervisors must inform the participating shareholders before the opening of the GMS;
  - b) Depending on the quantity of members of the Board of Directors and the Board of Supervisors, the shareholders or groups of shareholders prescribed in this Clause may nominate one or some candidates according to the decision of the GMS to the Board of Directors and the Board of Supervisors. In case the number of nominated candidates is smaller than the maximum permissible number of candidates specified in the decision of the GMS, the remaining candidates shall be nominated by Board of Directors, the Board of Supervisors and other shareholders.

**Article 13. Obligations of shareholders**

A shareholder shall have the following obligations:

- 1. To fully and punctually pay for the subscribed shares.
- 2. To not withdraw the capital that has been contributed in the form of ordinary shares in any shape or form, unless these shares are repurchased by the Company or other persons. Otherwise, the shareholder and persons with related interests in the Company shall be jointly responsible for the debts and other liabilities of the Company within the value of withdrawn shares and the damage caused.
- 3. To comply with this Charter and the regulations of the Company;
- 4. To comply with resolutions of the

General Meeting of Shareholders and the Board of Directors.

- 5. To protect the confidential of information provided by the Company in accordance with the Company's Charter and the law; only use the provided information for exercising and protecting their lawful rights and interests; do not copy, send the information provided by the Company to any other organizations and individuals.
- 6. To attend meetings of the General Meeting of Shareholders and to exercise the voting right in the following manners:
  - (a) to physically attend and vote at the meeting;
  - (b) to authorize another individual, organization to attend and vote at the meeting;
  - (c) to attend and vote at the meeting via online medium, cast electronic vote or other electronic forms; or

- (d) to send voting ballot to the meeting via postal mail, email or fax..
- (dd) to send votes using [other means] prescribed by the Company's Charter
- 7. Take personal responsibility when committing any of the following acts in the name of the Company in any shape or form:
  - a) Violations of law;
  - b) Business operations and other transactions for personal gain or serving the interests of other organizations and individuals;
  - c) Paying undue debts while the Company is facing financial risks.
- 8. To fulfil other obligations in accordance with applicable law.

**Article 14. General Meeting of Shareholders**

1. The General Meeting of Shareholders consists of all voting shareholders and is the highest competent authority of the Company. The annual General Meeting of Shareholders shall be organized once every year and within four (4) months from the end of a financial year. Unless otherwise prescribed by the Company's Charter, the Board of Directors may delay the date of conducting the annual GMS but still within 06 months from the ending date of the fiscal year. Extraordinary GMS may be conducted in addition to annual GMS. The location of GMS is where the chair participates in and must be within Vietnam's territory.
2. The Board of Directors shall organize the convening of the annual General Meeting of Shareholders and shall choose an appropriate place. The annual General Meeting of Shareholders shall decide the matters stipulated by law and by the Company Charter especially approval of audited annual financial statements and estimated budget for the next financial year. In case the Company's audited annual financial report has qualified auditor opinion, the Company may invite representative of the independent auditors to attend the General Meeting of Shareholders. The invited representative of the audit organization has the responsibility to participate in the annual GMS.
3. The Board of Directors must convene an extraordinary meeting of the General Meeting of Shareholders in the following cases:
  - a. The Board of Directors considers that it is necessary to do so in the interests of the company;
  - b. The remaining number of members of the Board of Directors and Board of Supervisors is smaller than the minimum number prescribed by law;
  - c. A shareholder or a group of shareholders stipulated in clause 3 of article 115 of the Law on Enterprise requests in writing, clearly state the reason for convening such a meeting, and bear signatures of relevant shareholders. The written request may be made in multiple copies, each of which must be signed by at least one related shareholder;
  - d. It is requested by the Board of Supervisors;
  - e. Other cases as stipulated by law and the Company Charter.
4. Convening of an extraordinary meeting of the General Meeting of Shareholders:
  - a. The Board of Directors must convene a meeting of the General Meeting of Shareholders within a time-limit of thirty (30) days from the date on which the number of remaining members of the Board of Directors, independent members of the Board of Directors or the Board of Supervisors fall below the minimum number as stipulated in clause 3(b) of this article or from the date of receipt of a request stated in clauses 3(c) and 3(d) of this article;
  - b. Where the Board of Directors fails to convene a meeting of the General Meeting of Shareholders in accordance with clause 4(a) of this article, then within next thirty (30) days the Board of Supervisors must, in place of the Board of Directors, convene a meeting of the General Meeting of Shareholders in accordance with clause 3 of article 140 of the *Law on Enterprises*;
  - c. Where the Board of Supervisors fails to convene a meeting of the General Meeting of Shareholders in accordance with clause 4(b) of this article, then within the next thirty (30) days the requesting shareholder or group of shareholders as stipulated in clause 3(c) has the right to request the Company's representative to convene, a meeting of the General Meeting of Shareholders in accordance with the *Law on Enterprises*.  
In this case, the shareholder or group of shareholders convening the General Meeting of Shareholders has the right to request the business registration office to supervise process of convening, conducting and decision-making of the GMS.
  - d. All expenses for convening and conduct of a meeting of the General Meeting of Shareholders shall be reimbursed by the Company. Such expenses shall not include expenses born by the

shareholders for attending the General Meeting of Shareholders, including travel and accommodation costs.

- e. The GMS shall be conducted following the procedures specified in Clause 5 Article 140 of the Law on Enterprises;

#### **Article 15. Rights and duties of the General Meeting of Shareholders**

1. The GMS has following rights and obligations:

- a) Approve the Company's development orientations;
- b) Decide the types of authorized shares and quantity of each type; decide annual dividends of each type of shares;
- c) Elect, dismiss and discharge members of the Board of Directors and members of the Board of Controllers;
- d) Decide investment in or sale of assets that are worth at least [35%] of the total assets written the Company's latest financial statement, [unless another ratio or value is prescribed by the Company's Charter];
- dd) Decide revisions to the Company's Charter;
- e) Approve annual financial statements;
- g) Decide repurchase of over 10% of shares of each type;
- h) Consider taking actions against violations committed by members of the Board of Directors and members of the Board of Supervisors if they cause damage to the Company and its shareholders;
- i) Decide re-organization and dissolution of the Company;
- k) Decide the budget or total remunerations, bonuses and other benefits of the Board of Directors and the Board of Supervisors;
- l) Approve internal regulations on company administration, operation of the Board of Directors and the Board of Supervisors;
- m) Approve the list of accredited audit organizations; decide whether to allow accredited audit organizations to inspect the Company's operation; dismiss accredited auditors where necessary;
- n) Other rights and obligations prescribed by law.

2. The General Meeting of Shareholders has the right to discuss and approve the following documents:

- a. The Company's annual business plan
- b. Audited annual financial statements
- c. Reports of the Board of Directors on administration and performance of the Board of Directors and each of its members
- d. Reports of the Board of Supervisors on the Company's business performance, performance of the Board of Directors, the Director/General Director;
- e. The self-assessment report on performance of the Board of Controllers and its members;
- f. Rate of dividends paid annually for each class of shares;
- g. Number of members of the Board of Directors and the Board of Supervisors;;
- h. Election, dismissal and removal of members of the Board of Directors and of the Board of Supervisors;
- i. Approval of budget or total remuneration, bonuses and other benefits of the members of the Board of Directors and of the Board of Supervisors;
- j. e. Approval for the list of accredited audit organizations; whether to allow accredited audit organizations to inspect the Company's operation; dismiss accredited auditors where necessary;
- k. Amendment of and addition to the Company Charter;
- l. Class of shares and number of newly issued shares for each class of shares, and assignment of shares by founding members within the first three years of the Date of Establishment;
- m. Division, separation, consolidation, merger or conversion of the Company;
- n. Re-organization and dissolution (liquidation) of the Company and appointment of a liquidator;
- o. Decision on investment or sales of assets with a value of thirty-five (35) per cent or more of the total value of assets of the Company recorded in the most recent financial statements;
- p. Redemption by the Company of ten (10) per cent or more of any one class of issued shares;
- q. Director (General Director)The Company enters into a contract with any person stipulated in clause 1 of article 167 of the *Law on Enterprises* with a value of thirty five (35) per cent or more of the total value of assets of the Company recorded in the most recent financial

- statements;
  - r. Transactions specified in Clause 4 Article 293 of the Government's Decree No. 155/2020/ND-CP dated December 31, 2020 elaborating some Articles of the Law on Securities;
  - s. Internal regulations on company administration, operation of the Board of Directors and the Board of Supervisors;
  - t. Other matters as stipulated in this Charter and other regulations of the Company.
3. A shareholder shall not be entitled to vote in the following cases:
    - (a) Approval of contracts stipulated in clause 2 of article 15 of this Charter when such shareholder or a related person of such shareholder is a party to such contract;
    - (b) Redemption of shares by such shareholder or a related person of such shareholder except where such redemption is implemented on the basis of the ratio of ownership of all shareholders or such redemption is implemented via order matching or public offer on the Stock Exchange.
  4. All resolutions and matters included in the agenda must be discussed and voted at the General Meeting of Shareholders.

**Article 16. Authorizing participation in GMS**

1. Shareholders and authorized representatives of shareholders that are organizations may directly attend or authorize one or some other organizations and individuals to participate the General Meeting of Shareholders in one of the manners specified in Clause 3 Article 144 of the Law on Enterprises .
2. The authorization to a representative to attend the General Meeting of Shareholders mentioned in Clause 1 of this Article must be made in writing. Authorization documents must be made in accordance with the civil law and specify the name of the authorizing shareholder, the authorized individual or organization, the quantity of shares authorized, authorization contents and scope, authorization period, signatures of the authorizing party and the authorized party
  - (a)
 

The person authorized to attend the General Meeting of Shareholders must submit the written authorization before entering the meeting room.
3. Where an authorized participant authorizes another person to participate in the meeting , the original authorization document issued by the shareholder or authorized representative of the shareholder that is an organization shall be presented (if it is yet to be registered with the Company)
4. The voting slip of the person authorized to attend the meeting within the scope of authorization shall remain effective in any one of the following cases:
  - (a) The principal dies, or his capacity for civil acts is lost or is restricted;
  - (b) The principal has rescinded the appointment of authorization;
  - (c) The principal has rescinded the authority of the [particular] person carrying out the authorization.

This clause shall not apply in a case where the Company receives a notice of one of the above cases prior to the time of opening of the General Meeting of Shareholders or prior to the time the meeting is reconvened.
- 5.

**Article 17. Change of rights**

1. The change or cancellation of any special right attached to a class of preference shares shall take effect when such change or cancellation is approved by the shareholders that represent at least sixty five (65) per cent of the votes. The GMS's resolution that contains adverse changes to the rights and obligations of preference shareholders may only be ratified if it is voted for by a number of participating preference shareholders that hold at least 75% of preference shares of the same type, or approved by a number of preference shareholders that hold at least 75% of preference shares of the same type in case of collecting written opinions.
2. The organization of a meeting of the shareholders holding one class of preference shares to approve the above change of rights shall be valid if at least two (2) shareholders (or their authorized representatives) are present and hold at least one-third of the par value of the issued shares of such class. Where the number of attendees as required above is insufficient, the meeting shall be re-organized within a period of thirty (30) days after that and the persons holding shares of such class

(not depending on the number of attendees and the number of shares) who are present directly or via authorized representatives shall be deemed to constitute the number of attendees as required. At the meeting of the persons holding preference shares mentioned above, the persons holding shares of such class who are present in person or via representatives may request a secret ballot. Each share of the same class shall have the equal voting rights at the meeting mentioned above.

3. The procedures for conducting such a separate meeting shall be conducted in the same way as stipulated in articles 19. 20 and 21 of this Charter.
4. Unless otherwise stipulated in the terms of issue of shares, special rights attached to various classes of shares with preference rights with respect to some or all matters relating to the distribution of profits or assets of the Company shall not be changed when the Company issues additional shares of the same class.

**Article 18. Convening of the General Meeting of Shareholders, agenda and notice of meeting of General Meeting of Shareholders**

1. The Board of Directors shall convene the annual or extraordinary General Meeting of Shareholders. The Board of Director shall convene an extraordinary General Meeting of Shareholders in accordance to provisions at clause 3 of article 14 of this Charter.
2. The person who convenes the General Meeting of Shareholders must carry out the following duties:
  - (a) Prepare a list of shareholders satisfying all conditions for attending and voting at the General Meeting of Shareholders within ten (10) days before the date of commencement of conduct of the General Meeting of Shareholders. The Company shall announce the compilation of this list at least 20 days before the deadline for registration;
  - (b) Prepare meeting agenda;
  - (c) Prepare meeting documents;
  - (d) Prepare draft resolutions in accordance with the tentative agenda;
  - (e) Determine time and venue for holding the General Meeting of Shareholders;
  - (f) Inform and send a notice of the meeting of the General Meeting of Shareholders to all shareholders entitled to attend the meeting;
  - (g) Other works to serve the General Meeting of Shareholders.
3. The notice of a meeting of the General Meeting of Shareholders shall be sent to mailing addresses of all shareholders and at the same time shall be published on the websites of the Company, the State Security Committee and the Stock Exchange where the Company's shares are listed or registered. The convener should send such notice to all the shareholders in the list of shareholders entitled to attend the General Meeting of Shareholders at least twenty one (21) days prior to the date of the meeting of the General Meeting of Shareholders (calculated from the date on which the notice is validly sent or delivered. The agenda of the General Meeting of Shareholders and documents relating to the matters to be voted at the meeting shall be sent to the shareholders and/or published on the website of the Company. In a case where no document is attached with the notice of the meeting of the General Meeting of Shareholders, the notice inviting to the meeting must specify the link of website address to all of the documents in order to enable the shareholders to access, including:
  - (a) agenda and documents to be used in the General Meeting of Shareholders;
  - (b) list of and detailed information on candidates for the election of the Board of Directors and the Board of Supervisors;
  - (c) Voting slips
  - (d) Template for power of attorney;
  - (e) Draft resolutions for each matter in the agenda.
4. A shareholder or group of shareholders referred to in clause 2 of article 12 of this Charter has the right to propose any matter to be included in the agenda of a meeting of the General Meeting of Shareholders. The proposal must be made in writing and must be sent to the Company at least three (3) business days before the opening day of the General Meeting of Shareholders. The proposal must contain full names of the shareholders, registered address, identification number, passport number or other identification form in case of individual shareholders, name of the shareholders, business registration number or establishment decision number, registered address of head office in case of institutional shareholders, number and class of shares held by those shareholders, and the items proposed to be included in the agenda.
5. The convener of the General Meeting of Shareholders has the right to reject any proposal relating to clause 4 of this article in the following cases:

- (a) The proposal was sent not in accordance with provisions in clause 4 of this article;
  - (b) At the time of the proposal, the shareholder or group of shareholders does not have at least 5 per cent of the ordinary shares in accordance with clause 2 of article 12 of this Charter;
  - (c) The items proposed do not fall within the authority of the General Meeting of Shareholders ;
  - d) Other cases as stipulated by law and this Charter.
6. The person who convenes the GMS shall accept and include the proposed issues mentioned in Clause 4 of this Article to the intended meeting agenda, except in the cases specified in Clause 5 of this Article; the proposed issues shall be officially included in the meeting agenda if approved by the GMS

**Article 19. Conditions for conducting meeting of the General Meeting of Shareholders**

1. The General Meeting of Shareholders shall be conducted when the number of attending shareholders represents over fifty (50) per cent of the voting shares.
2. In case the first convened meeting fails to meet conditions set out in clause 1 of this Article within thirty (30) minutes from the stipulated time of opening the meeting, the convenor of the meeting shall cancel the meeting and invitations to the second meeting shall be sent within a period of thirty (30) days from the intended date of holding the first General Meeting of Shareholders, [unless otherwise prescribed by the Company's Charter]. The re-convened General Meeting of Shareholders shall be conducted only when the attending shareholders represents at least thirty-three (33) per cent of the voting shares.
3. In case the second convened meeting fails to meet conditions set out in clause 2 of this Article within thirty (30) minutes from the stipulated time of opening the meeting, the convenor of the meeting shall cancel the meeting and invitations to the General Meeting of Shareholders may be convened for a third time within twenty (20) days from the intended date of conducting the second meeting.; In such case, the meeting shall be conducted irrespective of the number of voting rights held by attending shareholders.

**Article 20. Procedures for conducting and voting at General Meeting of Shareholders**

1. Before the opening of the General Meeting of Shareholders, the Company must carry out procedures to register its shareholders and must implement such registration until all shareholders who are entitled to attend the meeting and present have been registered in the following order
  - a) Upon registration of shareholders, the Company shall issue a voting card to each shareholder or authorized representative with voting rights which states registration number, full name of shareholder, full name of authorized representative and number of votes of such shareholder. The GMS shall discuss and vote on each issue in the agenda. Votes include affirmative votes, negative votes and abstentions. When conducting voting at the meeting, the voting cards which agree with a resolution shall be collected first, then the voting cards which do not agree, and finally the overall number of votes which agree or do not agree to make a decision. The vote counting result shall be announced by the Chairman [of a meeting] right before the meeting is closed. The General Meeting of 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 General Meeting of Shareholders on the basis of a request of the Chairman.
  - b) Any shareholder or legal representative of institutional shareholders or shareholder's authorized person who comes to the General Meeting of Shareholders late shall be registered immediately and has the right to attend and vote at the meeting. The Chairman is not responsible to delay the meeting so that late shareholders may register, and the effectiveness of any voting which has already been conducted before the late shareholders attended shall not be affected.
2. Election of the chair, secretary and vote counting committee:
  - a) The Chairman of the Board of Directors shall chair or authorize another member of the Board of Directors to chair General meetings of shareholders which are convened by the Board of Directors. In a case where the Chairman is absent or is not able temporarily to work, the remaining members of the Board of Directors shall elect one of them to act as the Chairman of the meeting in accordance with principle of majority. In a case where there is no person who is able to act as Chairman, the Head of the Board of Supervisors shall arrange for the General Meeting of Shareholders to elect the Chairman of the meeting from amongst the persons attending the meeting, and the person with the highest number of votes shall act as the Chairman of the meeting.

- b) Except the r cases specified in point a of this clause, the person who signed the document convening a meeting of the General Meeting of Shareholders shall arrange for the General Meeting of Shareholders to elect a Chairman of the meeting, and the person with the highest number of votes shall act as the Chairman of the meeting.
  - c) The chair shall appoint one or some people as secretaries of the meeting;
  - d) The GMS shall elect one or some persons to the vote counting board at the request of the chair
3. The agenda and contents of matters to be discussed in the meeting shall be passed by the shareholders at the opening of the meeting. The agenda must clearly define detailed schedule for each matter in the agenda.
4. The Chairman of the General Meeting of Shareholders is entitled to implement necessary and reasonable measures to direct the conduct of the General Meeting of Shareholders in an orderly manner, adheres to the approved agenda and reflects the wishes of the majority of attendees.

- (a) Arrange seats at the venue of a meeting of the General Meeting of Shareholders;
- (b) Ensure safety for the persons present at the venue of a meeting;
- (c) Facilitate the shareholders to attend (or continue to attend) a meeting.

The convener has full powers to change the above measures and take all measures if it considers necessary. The measures taken may be the issuance of entry permits or use of other forms of selection.

5. The GMS shall discuss and vote on each issue in the agenda. Votes include affirmatives, negatives and abstentions. The vote counting result shall be announced right before the meeting is closed.
6. The shareholders and shareholders' authorized representatives that arrive at the meeting after the opening time may register their presence, participate and vote after registration. The effect of the decisions voted on before their presence shall remain unchanged.
7. The person who convenes the GMS or the chair has the rights to:
  - a) Request all participants to undergo inspection or other lawful and reasonable security measures;
  - b) Request a competent authority to maintain order during the meeting; expel those who refuse to comply with the chair's requests, disrupt the order, obstruct the progress of the meeting or refuse to undergo security measures.
8. The chair is entitled to delay the meeting after an adequate number of participants have registered for up to 03 days from the initial meeting date. The GMS may only be delayed or relocated in the following cases:
  - a) The current location does not have adequate convenient seats for all participants;
  - b) Communications equipment is not sufficient for discussion and voting by participating shareholders;
  - c) The meeting is disrupted by one or some participants thus threatening the fairness and legitimacy of the meeting.
9. In case the chair delay or suspend the GMS against the regulations of Clause 8 of this Article, the GMS shall elect another participant as the chair, who will chair the meeting until the end; all resolutions ratified at that meeting shall be effective.
10. 10. In case of an online meeting, the Company shall ensure that participating shareholders are able to vote electronically in accordance with Article 144 of the Law on Enterprises and Clause 3 Article 273 of Decree No. 155/ND-CP dated December 31, 2020 elaborating some Articles of the Law on Securities. 11. In a case where the General Meeting of Shareholders takes the above measures, then when determining the venue of the meeting, the chair may:
  - (a) Notify that the meeting shall be conducted at the venue stated in the notice and the Chairman of the meeting shall be present there (Official Venue of the Meeting);
  - (b) Implement the arrangement and organization so that the shareholders or authorized representatives who are unable to attend the meeting in accordance with this article or the persons who wish to attend at a venue different from the Official Venue of the Meeting can attend the meeting at the same time;

A notice of holding the meeting shall not be required to state the detailed measures for holding it in accordance with this article.
11. In this Charter (unless the context requires otherwise), all shareholders shall be deemed to attend the

meeting at the Official Venue of the Meeting.

The Company shall hold the General Meeting of Shareholders at least once per year. The annual General Meeting of Shareholders shall not be held by way of collection of written opinions.

**Article 21. Conditions for Passing of resolutions of the General Meeting of Shareholders**

1 Resolutions on the following matters shall be passed when there are at least sixty five (65) percent affirmative votes from participating shareholders, except for the cases specified in Clauses 3, 4 and 6 Article 148 of the Law on Enterprises:

- (a) classes of shares and quantity of each type;
- (b) changes of business activities and business scope;
- (c) changes in organization structure of the Company;
- (d) investment project or transactions of purchase or sale of assets with a value of thirty five (35) per cent or more of the total value of assets of the Company calculated on the basis of the most recent audited financial statements or other smaller value as stipulated by the Company's charter;
- (e) re-organization or dissolution of an enterprise;
- (f) amendments of and additions to the Charter

2 A resolution of the General Meeting of Shareholders shall be passed when there are fifty (50) per cent or more of the total votes of all participating shareholders, except for the cases specified in Clause 1 of this Article and Clauses 3, 4, 6 Article 148 of the Law on Enterprises:

Director (General Director)

3 Those resolutions of the General Meeting of Shareholders which is passed by 100% of the total number of votes of the shareholders with voting rights is legitimate and valid even if the sequence and procedures for passing those resolutions are not in accordance with the regulations.

**Article 22. Authority and procedures for collection of written opinions in order to pass resolutions of the General Meeting of Shareholders**

The authority and procedures for collection of written opinions in order to pass a resolution of the General Meeting of Shareholders shall be implemented in accordance with the following provisions:

1. The Board of Directors has the right to collect written opinions in order to pass a resolution of the General Meeting of Shareholders at any time if it is considered necessary in the interests of the Company, including matters as stipulated in clause 2, article 147 of the Law on Enterprises.

2. The Board of Directors must prepare written opinion forms, a draft of the resolution of the General Meeting of Shareholders, and other documents explaining the draft resolution.

The Board of Directors must ensure to send and publish the document to the shareholders within a reasonable period for their review and voting and must send at least ten (10) days prior to the expiry date of receipt of written opinion forms. Requirement and the method to send the written opinion form and attached documents must be in accordance with provisions in clause 3, article 18 of this Charter.

3. The written opinion form must contain the following basic details:

- a. Name, head office address, number, date of issuance of the Enterprise Registration Certificate; place of business registration of the Company;
- b. Purpose of collecting written opinions;
- c. Full name, permanent address, nationality, and the number of people's identity card, of the passport or other lawful personal identification in respect of a shareholder being an individual; and the name, permanent address, nationality, number of establishment decision or number of business registration of a shareholder or name, permanent address, nationality, the number of people's identity card of the authorized representative in respect of a shareholder being an organisation; the number of shares of each class and number of votes of the shareholder;
- d. Issue on which it is necessary to obtain opinions in order to pass a resolution;
- e. Voting options, comprising agreement, non-agreement, or abstention with respect to each issue on which it is necessary to obtain opinions;
- f. Time-limit within which the completed written opinion form must be returned to the Company;
- g. Full name and signature of the Chairman of the Board of Directors and of the legal representative of the Company.

4. Any completed written opinion form must bear the signature of a shareholder being an individual, and of the authorized representative or of the legal representative of a shareholder being an organization.

A written opinion form must be returned to the Company in a sealed envelope and no person shall be permitted to open the envelope prior to the vote-counting. Any completed written form received by the Company after the expiry of the time-limit stated in the written opinion form or any form which has been opened shall be invalid.

5. The written opinion form can be returned to the Company in the following ways:
  - (a) Postal mail: a written opinion form shall be in a sealed envelope and nobody shall open it until the time of vote counting;
  - (b) Fax or email: a written opinion form which is returned to the Company via email or fax shall be kept confidential until the time of vote counting.

Written opinion forms which are sent to the Company after the determined deadline or opened before the time of vote counting in case of postal mail or disclosed before the time of vote counting in case of email or fax shall be considered invalid. Written opinion form which are not returned to the Company will be considered as abstention.

6. The Board of Directors shall conduct the vote-counting and shall prepare minutes of the vote-counting in the presence of the Board of Supervisors or of a shareholder not holding a management position in the Company. The minutes of vote-counting shall contain the following basic details:
  - (a) Name, head office address, number and date of issuance of the Enterprise Registration Certificate;
  - (b) Purpose of collection of written opinions and issues on which it is necessary to obtain opinions in order to pass a resolution;
  - (c) Number of shareholders with total numbers of votes having participated in the vote, classifying the votes into valid and invalid and method to send the written opinion form, including an appendix being a list of the shareholders having participated in the vote;
  - (d) Total number of votes for, against and abstentions on each issue voted on;
  - (e) Resolutions which have been passed;
  - (f) Full name and signature of the Chairman of the Board of Directors, of the legal representative of the Company and of the person who supervised the vote-counting.

The members of the Board of Directors and the person who supervised the vote-counting shall be jointly liable for the truthfulness and accuracy of the minutes of vote-counting, and shall be jointly liable for any loss and damage arising from a resolution which is passed due to an untruthful or inaccurate counting of votes.

7. The vote counting minutes must be sent to shareholders within fifteen (15) days from the date of completion of the vote-counting. In case the Company has a website, sending of vote counting minutes can be replaced by posting of the minutes on the Company's website within twenty four (24) hours of the completion of the vote counting.
8. Written opinion forms which were returned, the minutes of vote-counting, the full text of the resolution which was passed and any related documents sent with all of the written opinion forms must be archived at the head office of the Company.
9. A resolution which is passed by way of collection of written opinions of shareholders must be approved by the shareholders representing at least 51% of the total number of voting shares and shall have the same validity as a resolution passed in a meeting of the General Meeting of Shareholders.

**Article 23. Resolution, Minutes of meeting of General Meeting of Shareholders**

1. The conduct of the General Meeting of Shareholders shall be recorded in written minutes and can be recorded in form of audio records or other electronic form. The minutes shall be in Vietnamese and can be in English and shall contain the following details:
  - a. Name, head office address, number, date of issuance of the Enterprise Registration Certificate
  - b. Time and venue of the General Meeting of Shareholders;
  - c. Agenda and matters to be passed;
  - d. Name of the Chairman and Secretary of the General Meeting of Shareholders;
  - e. Summary of the conduct of the General Meeting of shareholders and opinions raised in the meeting regarding the matters; Voting options, with respect to each issue on which it is necessary to obtain opinions;
  - f. Number of shareholders and number of voting rights held by attending shareholders, attached list of shareholders and representatives of shareholders attending the meeting with corresponding number of shares and voting rights;

- g. Voting result for each matters to be passed, including voting method, total number of valid votes, number of invalid votes, agreement, non-agreement, or abstention, corresponding ratio for each voting criteria as a percentage of total number of voting rights held by attending shareholders
- h. Matters being passed and corresponding passing rate;
- i. Signatures of the Chairman and of the secretary of the General Meeting of Shareholders.

In case the Chairman and Secretary of the General Meeting of Shareholders refused to sign the minutes, it will be valid if it is signed by other participating members of the Board of Directors and contains sufficient details as specified in this clause. The Minutes should clear state that the Chairman and Secretary of the General Meeting of Shareholders refused to sign the minutes.

The minute in Vietnamese and English language shall have equal legal validity. In case there is a discrepancy between the content of the Vietnamese and English version of the minutes, the Vietnamese version will prevail.

2. The minute shall be made and passed by the General Meeting of Shareholders before conclusion of the meeting. The Chairman and secretary of the General Meeting of Shareholders shall be jointly responsible for the truthfulness and accuracy of the minutes.
3. The minutes of the General Meeting of Shareholders must be published on the website of the Company within twenty-four (24) hours and must be sent to all shareholders within fifteen (15) days from the end of the General Meeting of Shareholders.
4. The minutes of the General Meeting of Shareholders shall be considered authentic evidence of work conducted at the General Meeting of Shareholders unless an objection to the contents of the minutes is provided in accordance with the stipulated procedures within a time-limit of ten (10) days from the date of sending the minutes.
5. The minutes must be in Vietnamese, must be signed for certification by the Chairman of the meeting and the Secretary, and must be made in accordance with the *Law on Enterprises* and this Charter. All records, minutes, books of signatures of attending shareholders and documents authorizing to attend the meeting must be kept at the head office of the Company.
6. Resolutions, minutes of the GMS, the list of registered participating shareholders bearing their signatures, meeting participation authorization documents, documents enclosed to the minutes (if any) and documents enclosed to the invitations shall be disclosed in accordance with regulations of law on disclosure of information on the securities market and retained at the Company's headquarters.

**Article 24. Demand for cancellation of resolutions of General Meeting of Shareholders**

Within ninety (90) days from the date of receipt of the resolution or minutes of a meeting of the General Meeting of Shareholders or the minutes of results of counting written opinion forms at the General Meeting of Shareholders, Director (General Director) a shareholder or a group of shareholders specified in Clause 2 Article 115 of the Law on Enterprises have the right to request a court or an arbitrator to consider and cancel all or part of a resolution of the General Meeting of Shareholders in the following cases:

1. The sequence and procedures for convening a meeting of the General Meeting of Shareholders or to get shareholders' written opinion did not comply with the *Law on Enterprises* and the Company Charter, except the cases as stipulated in clause 3, Article 21 of this Charter.
2. The content of the resolution breached the law or the Company Charter.

In a case where a resolution of the General Meeting of Shareholders is cancelled in accordance with a decision of a court or an arbitrator, the convener of a meeting of the General Meeting of Shareholders at which such resolution is cancelled may consider re-organizing the General Meeting of Shareholders within

60 day(s) in accordance with the sequence and procedures stipulated in the *Law on Enterprises* and this Charter.

**VII. BOARD OF DIRECTORS**

**Article 25. Nomination, Self-nomination, of members of Board of Directors**

1. In case a candidate to the Board of Directors can be determined in advance, the information about the candidate shall be included in the document for the General meeting of shareholders and shall be disclosed at least 10 days prior to the opening of the General Meeting of shareholders at the Company's website so that shareholders can study the candidate before the election. A candidate to

the Board of Directors should make a written declaration regarding the truthfulness, accuracy, reasonability of disclosed personal information and should make commitment to fulfill his/her duties honestly if him/her is elected as a member to the Board of Directors. The following minimum information about the candidate is required:

- (a) Full name, date of birth
  - (b) Education
  - (c) Professionalism
  - (d) Working experience
  - (e) List of companies in which the candidate holds position of Board Member or managerial position
  - (f) Report on performance and contribution of the candidate to the Company, in case the candidate is already the member to the Board of Directors
  - (g) Conflict of interest regarding the Company
  - (h) Name of shareholders or group of shareholders nominated this candidate
  - (i) Other information (if any)
2. The shareholders holding voting shares for a consecutive period of at least six (6) months have the right to aggregate the number of voting rights of each shareholder to nominate candidates to the Board of Directors. A shareholder or a group of shareholders holding from 10% to less than 20% of the total number of voting shares shall be entitled to nominate one (1) candidate; from 20% to less than 30% to nominate two (2) candidates; from 30% to less than 40% to nominate up to three (3) candidates; from 40% to less than 50% to nominate up to four (4) candidates; from 50% to less than 60% to nominate up to five (5) candidates; from 60% to less than 70% to nominate up to six (6) candidates; from 70% to 80% to nominate up to seven (7) candidates; and from 80% to less than 90% to nominate up to eight (8) candidates.
3. Where the number of candidates to the Board of Directors by way of standing for election or nomination is still insufficient as specified in Clause 5 Article 115 of the Law on Enterprises, the incumbent Board of Directors may nominate additional candidates or hold a nomination in accordance with provisions in the Company's Charter, the internal rules on corporate governance, or regulations on operation of the Board of Directors. The nomination of candidates to the Board of Directors by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders start to vote for members of the Board of Directors as prescribed by law
4. Members of the Board of Directors shall satisfy the standards and conditions specified in Clause 1 and Clause 2 Article 155 of the Law on Enterprises and [the Company's Charter].

#### **Article 26. Composition and term of office of members of Board of Directors**

- 1 The Board of Directors shall have at least 5 members and not more than seven (07) members. The number of members of the Board of Directors for each tenure and period should be approved by the General Meeting of Shareholders upon proposals of the Board of Directors.
- 2 The term of office of the Board of Directors shall be five (5) years. The term of office of a member of the Board of Directors shall not exceed five (5) years and members of the Board of Directors may be re-elected for an unlimited number of terms. An individual may only be elected as an independent member of Board of Directors of a company for up to 02 consecutive terms. In case the term of office of all members of the Board of Directors end at the same time, they shall remain members of the Board of Directors until new members are elected and take over the works
- 3 At least one-third of the total number of the members of the Board of Directors should be non-executive. The Company shall minimize the number of members of the Board of Directors that concurrently hold executive positions in the Company to ensure the independence of the Board of Directors

The total number of independent members of the Board of Directors shall satisfy the following requirements:

- a) At least 01 independent member if the Board of Directors has 03 – 05 members;
- b) At least 02 independent members if the Board of Directors has 06 – 07 members;
- 4 The status as a member of the Board of Directors shall be terminated when he/she is replaced, dismissed or discharged by the GMS as prescribed in Article 160 of the Law on Enterprises

5. (The appointment of members of the Board of Directors must be disclosed in accordance with the law on securities and securities market.
6. Members of the Board of Directors may not be the persons holding shares of the Company.

**Article 27. Powers and duties of Board of Directors**

1. The Board of Directors is a managerial body of the Company, having full authority to make decision and exercise all rights and obligations of the Company in the name of the Company, except for the rights and obligations which are belongs to the General Meeting of Shareholders.
2. The rights and obligations of the Board of Directors shall be as stipulated by law, the Company Charter and resolutions of the General Meeting of Shareholders. Specifically, the Board of Directors has the following powers and duties:
  - a. To make decisions on strategies, medium and long-term plans for development, annual business plan, and annual budgets;
  - b. To determine operational objectives on the basis of strategic objectives approved by the General Meeting of Shareholders;
  - c. To appoint and remove, sign and terminate employment agreement with managers of the Company at the request of the Director (General Director); and to make decisions on their salary;
  - d. To make decisions on the organizational structure of the Company, establishment of subsidiaries, branches, representative offices and capital contribution and acquisition of stakes in other companies;
  - e. To approve internal rules on corporate governance after being approved by the General Meeting of Shareholders in order to protect shareholders effectively;
  - f. To approve agenda, and content of documents to the General Meeting of Shareholders, to convene the General Meeting of Shareholders or to get shareholders' written opinion to pass resolution; To resolve claims of the Company against managers and to make decisions to select representatives of the Company to resolve issues relating to legal proceedings against such managers;
  - g. To propose classes of shares which may be issued and the total number of shares of each class to be issued;
  - h. To present audited financial report and corporate governance report to the General meeting of Shareholders;
  - i. To propose the issuance of convertible bonds and bonds with warrants;
  - j. To determine the price of bonds, shares offered for sale if so authorized by the General Meeting of Shareholders;
  - k. To propose annual dividend rates and to determine the deadline and procedures for payment of dividends;
  - l. To propose the re-organization or dissolution of the Company. To report to the General Meeting of Shareholders the appointment of Director (General Director) by the Board of Directors;
  - m. To supervise and direct the Director (General Director) and other managerial officer;
  - n. Rights of members of Board of Management to be provided with information  
Members of the BOD must send inquiry letter to the Director (General Director) for requesting information, specifying: (i) the document needed to provide the information, and (ii) purposes of providing the information. The inquiry letter should be simultaneously sent to the Chairman of the BOD and the Board of Supervisors. The request should be ensured the following principles:
    - The content of the requesting information must be in the scope under the BOD's responsibilities and duties in accordance with the prevailing law and the Company's Charter.
    - Not require the information provided earlier or the information already published according to legal regulations.

The BOD's members are obliged to keep confidentiality of the information and only reveal in case of The State agencies' requests or in mandatory upon the legal regulations.

After providing information, the BOD's members are responsible to report to the Chairman of the BOD on the use of the provided information. The report should be also sent to the Director

- (General Director) and the BOS to acknowledge.
- o. Other rights and obligations prescribed by the Law on Enterprises, the Law on Securities, other regulations of law and the Company's Charter.
3. The following matters must be approved by the Board of Directors:
- (a) Establishment of branches or representative offices of the Company;
  - (b) Establishment of subsidiaries of the Company;
  - (c) Within the scope of clause 2, article 153 of the Law on Enterprises and except for the case stipulated in clause 2, article 138 of the Law on Enterprises in which the approval of the General Meeting of Shareholders is required, the Board of Directors shall from time to time make decisions on the performance, amendment or cancellation of contracts of the Company (including contracts for purchase, sale, merger and takeover of companies and joint ventures);
  - (d) Appointment and removal of any person authorized by the Company to act as a commercial representative or lawyer of the Company;
  - (e) Borrowing and implementation of mortgages warranties guarantees and payment of compensation by the Company;
  - (f) Investments not included in the business plans and budgets or investments exceeding ten (10) per cent of the planned value and in annual business budgets;
  - (g) Purchase or sale of shares or capital contribution in other companies established in Vietnam or overseas;
  - (h) Valuation of assets contributed to the Company which are not in cash relating to the issuance of shares or bonds of the Company, comprising gold, land use rights, intellectual property rights, technology and technological know-how;
  - (i) Purchase or recovery by the Company of no more than ten (10) per cent of shares of each class offered during the last 12 months;
  - (j) Business issues or transactions which require approval as decided by the Board of Directors within the scope of its powers and responsibilities;
  - (k) Decision on purchase price or on recovery of shares of the Company;
4. The Board of Directors must make a report to the General Meeting of Shareholders on its activities, in particular the supervision of the Board of Directors in respect of the Director (General Director) and other managers within a financial year. If the Board of Directors fails to submit such report to the General Meeting of Shareholders, the annual financial statements of the Company shall be deemed invalid and not to have been approved by the Board of Directors.
5. Unless otherwise stipulated by law and the Charter, the Board of Directors may authorize lower level staff and managers to deal with work on behalf of the Company.
6. Members of the Board of Directors (excluding alternate authorized representatives) shall be entitled to remuneration for their work in their capacity as members of the Board of Directors. The total remuneration for the Board of Directors shall be determined by the General Meeting of Shareholders and shall be distributed to members of the Board of Directors as agreed within the Board of Directors or shall be distributed [amongst all members] equally if the Board of Directors fails to reach an agreement.
7. The total amount of money paid to each member of the Board of Directors comprising remuneration, expenses, commission, right to purchase shares and other benefits conferred by the Company, its subsidiary companies and affiliated companies and other companies in which a member of the Board of Directors is the capital contribution representative must be disclosed in detail in the annual report of the Company. Remuneration for members of the Board of Director should be shown in separate section of the annual report.
8. Any member of the Board of Directors who holds a management position or who works in a sub-committee of the Board of Directors or who performs other work which is, in the opinion of the Board of Directors, beyond the scope of the normal duties of a member of the Board of Directors may be paid additional remuneration in the form of a lump sum wage on each occasion, [or] salary, commission, profit percentage or other form as decided by the Board of Directors.
9. Members of the Board of Directors shall be entitled to reimbursement of all travel and accommodation expenses and other reasonable expenses paid by them when performing their responsibilities as a member of the Board of Directors, including expenses arising out of attending meetings of the General Meeting of Shareholders, of the Board of Directors or of sub- committees

of the Board of Directors.

**Article 28. Chairman of Board of Directors**

1. The General Meeting of Shareholders or the Board of Directors must select one of the members of the Board of Directors to elect as Chairman.
2. Unless otherwise decided by the General Meeting of Shareholders, the Chairman of the Board of Directors shall not act concurrently as the Director (General Director) of the Company. Director (General Director).
3. Rights and obligations of the Chairman of the Board of Directors:
  - a) Formulate operating plans and programs of the Board of Directors;
  - b) Prepare the agenda and documents of meetings; convene and chair meetings of the Board of Directors;
  - c) Organize the ratification of resolutions and decisions of the Board of Directors;
  - d) Supervise the process of implementation of resolutions and decisions of the Board of Directors;
  - dd) Chair the GMS;
  - e) Other rights and obligations prescribed by the Law on Enterprises and [the Company's Charter].
4. The Vice Chairman of the Board of Directors shall have the same rights and obligations as the Chairman if authorized by the Chairman but only in case the Chairman informed the Board of Directors of his absence due to reason of force majeure or due to the loss of his capacity to fulfil his obligations. If the Chairman fails to authorize the Vice Chairman to act so, the other members of the Board of Directors shall authorize the Vice Chairman to fulfil the obligations of the Chairman. In case the Chairman or Vice Chairman of the Board of Directors is dead, missing, held in police custody, imprisoned, detained in a mandatory rehabilitation center or correctional institution, has fled the residence, has limited capacity or is incapacitated, has difficulties controlling his/her behaviors, is prohibited by the Court from holding certain positions or doing certain works, the remaining members shall elect one of them to hold the position of Chairman of the Board of Directors under the majority rule until a new decision is issued by the Board of Directors.
5. The Chairman of the Board of Directors is responsible to ensure that the Board of Directors sends annual financial statements, operational reports of the Company, audit reports and inspection reports of the Board of Directors to the shareholders at the General Meeting of Shareholders.
6. The Chairman of the Board of Directors can be dismissed upon a resolution of the Board of Directors. Where the Chairman of the Board of Directors resigns or is removed, the Board of Directors must elect another person for replacement within a period of ten (10) days.

**Article 29. Meetings of Board of Directors**

1. If the Board of Directors elects the Chairman, the initial meeting of a term of the Board of Directors in order to elect the Chairman and to pass other resolutions within its authority must be conducted within a time-limit of seven (07) working days from the date of completion of the election of the Board of Directors for that term. Such meeting shall be convened by the member who obtains the highest number of votes. If two or more members obtain the same highest number of votes, such members shall elect by a majority vote a person amongst themselves to convene the meeting.
2. The Chairman of the Board of Directors must convene regular meetings of the Board of Directors, and must prepare the agenda, time and venue of a meeting within at least three (3) working days before the proposed date of such meeting. The Chairman may convene a meeting at any time considered necessary, but there must be at least one (01) meeting every quarter.
3. The Chairman of the Board of Directors shall convene an extraordinary meeting when it is deemed necessary in the interests of the Company. In addition, the Chairman of the Board of Directors must convene a meeting of the Board of Directors which shall not be delayed without a legitimate reason, when any of the following entities makes a written request stating the purpose of the meeting and the matters to be discussed:
  - (a) The Director (General Director) or at least five managers;
  - (b) At least two (2) members of the Board of Directors;
  - (c) An Independent Board Member;
  - (d) The Board of Supervisors.
4. Meetings of the Board of Directors stipulated in clause 3 of article 27 must be conducted within a time-limit of seven (7) working days after receiving the request as stipulated in clause 3 of this article. If the Chairman of the Board does not accept to convene a meeting as requested, then the Chairman must be liable for any loss and damage caused to the Company; the person making the

request as referred to in clause 3 of article 29 may himself/herself convene a meeting of the Board of Directors.

5. Where an independent auditor makes a request, the Chairman of the Board of Directors must convene a meeting of the Board of Directors in order to discuss the audit report and the status of the Company.

6. Meetings of the Board of Directors shall be conducted at the registered address of the Company or at another address in Vietnam or abroad as decided by the Chairman of the Board of Directors and as agreed by the Board of Directors.

7. The notice of a meeting of the Board of Directors must be sent to the members of the Board of Directors and the Board of Supervisors at least three (3) days before holding the meeting; the members of the Board of Directors may refuse the notice of invitation in writing and such refusal may be changed or aborted by a written notice by that member. The notice of the meeting of the Board of Directors must be in writing and in Vietnamese, and must provide complete information about the agenda, contents of matters to be discussed, time and venue of the meeting, accompanied by necessary documents regarding the matters to be discussed and voted on at the meeting of the Board of Directors and voting slips for the members of the Board of Directors who are unable to attend the meeting.

The notice of invitation shall be sent by post, fax, electronic mail or other method guaranteed to reach the address of each member of the Board of Directors as registered with the Company.

8. The first meeting of the Board of Directors shall be permitted to implement resolutions if at least three quarters of the members of the Board of Directors are present in person or via their representatives (being authorized representatives) if approved by majority of the members of the Board of Directors.

In a case where the number of attending members is not sufficient as stipulated, the meeting must be re-convened within a period of seven (07) days from the proposed date of the first meeting. The re-convened meeting shall be conducted if more than half of the number of members of the Board of Directors attend.

9. A meeting of the Board of Directors may be held by way of an online conference between the members of the Board of Directors when all or a number of members are at different places, provided that each attending member is able to:

- a) Hear each other member of the Board of Directors expressing their opinions in the meeting;
- (b) Express his/her opinions at the same time as other attending members.

The communication between the members may be implemented directly via telephone or by other means of communication (including the use of such means at the time of approving the Charter or thereafter) or by a combination of such means. The members of the Board of Directors who attend such a meeting shall be deemed physically present at such meeting. The venue of the meeting to be held in accordance with this provision shall be the venue where the group having the largest number of members of the Board gathers, or shall be the venue where the Chairman of the meeting is present if there is no such a group.

Resolutions to be passed at a meeting via telephone which is duly held and conducted shall take effect immediately after the closing of the meeting, but must be confirmed by the signatures of all attending members of the Board of Directors in the minutes.

10. A member of the Board of Directors can send the voting slip to the meeting via postal mail, fax, email. In case the voting slip is sent to the meeting via postal mail, it should be in a sealed envelop and sent to the Chairman of the Board of Director at least 1 hour prior to the opening of the meeting. Such a voting slip shall be opened in front of the meeting's attendants.

11. Voting.

(a) Except for point (b), clause 11 of article 29, each member of the Board of Directors or authorized person in accordance with clause 8 of this article, who is present in his or her capacity as an individual at a meeting of the Board of Directors shall have one vote;

(b) A member of the Board of Directors shall not be permitted to vote on any contract, transaction or proposal in which such member or any related person of such member has an interest which conflicts or possibly conflicts with the interests of the Company. A member of the Board of Directors shall not be included in the quorum required to be present to hold a meeting of the Board of Directors regarding resolutions on which such member does not have the right to vote;

- (c) Pursuant to point (d), clause 11 of article 29, when an issue arises at a meeting of the Board of Directors relating to the interests or voting right of a member of the Board of Directors, who do not voluntarily waive his/her voting right, the decision of the Chairman on such issue shall be final, except where the nature or scope of the interest of the relevant member of the Board of Directors has not been fully announced;
  - (d) Any member of the Board of Directors who benefits from any contract stipulated in points (a) and (b), clause 3 of article 38 of this Charter shall be deemed to have a material interest in such contract.
12. Any member of the Board of Directors who directly or indirectly benefits from a contract or transaction signed or intended to be signed with the Company and is aware that he/she has an interest in such contract or transaction is responsible to disclose such interest at the first meeting where the Board of Directors considers the signing of such contract or transaction. Where a member of the Board of Directors is not aware that such member and his/her related person has an interest at the time a contract or transaction is signed with the Company, such member must publicly announce his/her related interests at the first meeting of the Board of Directors to be held after such member becomes aware that he/she has or will have an interest in the relevant contract or transaction.
  13. The Board of Directors shall pass decisions and issue resolutions on the basis of the consent of the majority of members of the Board of Directors present (more than fifty (50) per cent). Where the number of votes for and against are equal, then the vote of the Chairman of the Board of Directors shall be the deciding vote.
  14. A resolution by way of collection of written opinions shall be approved on the basis of the consent of the majority of members of the Board of Directors who have voting rights. Such resolution shall have the same effect and validity as a resolution passed by the members of the Board of Directors at a meeting which is convened and held in accordance with the normal practice.
  15. The Chairman of the Board of Directors is responsible to deliver the minutes of a meeting of the Board of Directors to the members, and such minutes shall be authentic evidence of the work carried out at such meeting unless there is an objection of the contents of the minutes provided within a time-limit of ten (10) days from the date of delivery. The minutes of the meeting of the Board of Directors must be prepared in Vietnamese and must bear the signatures of the Chair person, secretary and all attending members of the Board of Directors or the minutes shall be made into multiple copies and each copy shall bear the signature of at least one (1) attending member of the Board of Directors.
  16. The Board of Directors may establish and authorize sub-committees. Such a sub-committee may consist of one or more members of the Board of Directors and one or more external members as decided by the Board of Directors. During the course of performance of authorized, the sub-committees must comply with the rules stipulated by the Board of Directors. Such rules may govern or permit the admission of additional persons who are not members of the Board of Directors to a sub-committee mentioned above and permit such persons to vote in the capacity as a member of the sub-committee, but (a) must ensure that the number of external members is less than half of the total number of members of the sub-committee, and (b) resolutions of the sub-committee shall take effect only when the majority of members attending and voting at a meeting of the sub-committee are members of the Board of Directors.
  17. The implementation of resolutions of the Board of Directors of sub-committees under the Board of Directors or of a person with the status as a member of a sub-committee of the Board of Directors shall be deemed to be in accordance with the prevailing regulations and the Company's charter.

**Article 30. Corporate Governance Officer**

1. The Board of Directors shall appoint at least one (01) person as the Corporate Governance Officer in order to support the conduct of corporate governance effectively. The Corporate Governance Officer can concurrently hold the position of Secretary of the Company in accordance with clause 5, article 156 of the Law on Enterprises.
2. A Corporate Governance Officer shall meet the following requirements:
  - (a) To have legal knowledge;
  - (b) Do not concurrently work for an independent auditing firm which is auditing the Company's financial reports;
  - (c) Other criterion as required by the laws, this Charter and decisions of the Board of Directors

3. The Board of Directors may dismiss the Corporate Governance Officer if it is necessary but such dismissal should not violate the prevailing regulations on employment. The Board of Directors may appoint an Assistant to the Corporate Governance Officer from time to time.
4. The Corporate Governance Officer shall have the following rights and obligations:
  - a. To advise the Board of Directors on organization of the General Meeting of Shareholders in accordance with regulations and other matters relating to the Company and shareholders;
  - b. To prepare for General meetings of Shareholders, meetings of the Board of Directors, meetings of the Board of Supervisors at the request of the Board of Directors, the Board of Supervisors;
  - c. To advise on the proceedings of the meetings;
  - d. To attend meetings
  - e. To advise on the procedures to issue resolutions of the Board of Directors in accordance with regulations
  - f. To provide financial data, copies of Board of Directors' meetings minutes and other documents to the Members of the Board of Directors, the Board of Supervisors
  - g. To supervise the public disclosure activities and report to the Board of Directors on this activity;
  - h. To protect confidential information in accordance with regulations and the Company's Charter;
  - i. Other rights and obligations in accordance with regulations and the Company's Charter.

## **VIII. DIRECTOR (GENERAL DIRECTOR), OTHER MANAGERS AND SECRETARY OF COMPANY**

### **Article 31. Organization of managerial apparatus**

The managerial system of the Company must ensure that the managerial apparatus is liable to the Board of Directors and is under the leadership of the Board of Directors in the Company's everyday business operation. The Company shall have a Director (General Director), Deputy Director (General Director), one chief accountant and other positions appointed by the Board of Directors.

The appointment, removal or dismissal of any position mentioned above must be implemented by a resolution of the Board of Directors.

### **Article 32. Managers**

1. The Director (General Director) is entitled to recruit managers required within the quantity and with the quality complying with the managerial structure and practice of the Company. Managers must be diligent as required for the operations and organization of the Company to achieve the stated objectives.
2. Salary, remuneration, benefits and other terms in the labour contract with the Director (General Director) shall be decided by the Board of Directors, and labour contracts with other managers shall be decided by the Board of Directors after consulting the Director (General Director).

### **Article 33. Appointment, removal, duties and powers of the Director (General Director)**

1. The Board of Directors shall appoint a member of the Board of Directors or another person to be the Director (General Director) and shall enter into a contract which specifies the salary, remuneration, interests [benefits] and other related terms. The information about salary, allowances and benefits of the Director (General Director) must be reported at the annual General Meeting of Shareholders, must be shown in a separate section in the annual financial report and must be stated in the annual report of the Company. The term of office of the Director (General Director) shall be five (5) years and may be re-appointed. The appointment may become invalid pursuant to the provisions in the labour contract. The Director (General Director) must not be prohibited by law to hold such position and must satisfy standards and requirements in accordance with the regulations and the Company's Charter.

2 The Director (General Director) has the following powers and responsibilities:

- (a) To implement resolutions of the Board of Directors, and of the General Meeting of Shareholders, business plans and investment plans of the Company approved by the Board of Directors and the General Meeting of Shareholders;
- (b) To make decisions on all matters which do not require a resolution of the Board of Directors, including the signing of financial and commercial contracts on behalf of the Company, and on the organization and operation of day-to-day business and production activities of the Company in accordance with best management practices;
- (c) To make recommendations on the number and category of managers the Company needs to recruit for appointment or removal when it is necessary for the purpose of conducting good

management activities as proposed by the Board of Directors; and to decide salary, remuneration, benefits and other terms of labour contracts of managers;

- (d) To consult the Board of Directors to make decisions on the number of employees, wage rate, allowances, benefits, appointment and dismissal and other terms relating to their labour contracts;
  - (e) On 31st October in each year, the Director (General Director) must submit a detailed business plan for the next financial year to the Board of Directors for its approval on the basis of satisfying the requirements of appropriate budget and the five-year financial plan;
  - (f) To implement business plan and investment plan of the Company;
  - (g) To propose measures to improve the operation and management of the Company;
  - (h) To prepare long-term, annual and quarterly estimated budgets of the Company (hereinafter referred to as an estimated budget) to service long-term, annual and quarterly management activities of the Company in accordance with business plans. The annual estimated budget (including the proposed balance sheet, report on business results and cash flow report) for each financial year must be submitted to the Director (General Director) for his/her approval and must contain information as stipulated in the rules of the Company;
  - (i) To carry out other activities in accordance with this Charter, the rules of the Company, resolutions of the Board of Directors, the labour contract of the Director (General Director), and law.
4. The Director (General Director) is responsible before the Board of Directors and the General Meeting of Shareholders for implementation of assigned duties and powers, and must report to such authorities if so required.
5. Board of Directors may remove the Director (General Director) upon consent of the majority of the attending members of the Board of Directors with voting rights, and appoint a new Director (General Director) for replacement.

#### **Article 34. Secretary of Company**

The Board of Directors shall appoint one or more persons to act as secretary of the Company with a term of office and other terms as decided by the Board of Directors. The Board of Directors may remove the secretary of the Company when considered necessary but not contrary to the applicable law on labour. The Board of Directors may also appoint one or more secretary assistants of the Company from time to time. The role and duties of the secretary of the Company shall comprise:

1. Prepare meetings of the Board of Directors, of the Board of Supervisors and of the General Meeting of Shareholders as requested by the Board of Directors or Board of Supervisors.
2. Provide advice on procedures for meetings.
3. Attend meetings.
4. Ensure that resolutions of the Director (General Director) comply with law.
5. Provide financial information, copies of minutes of meetings of the Director (General Director) and other information to the members of the Board of Directors and the Board of Supervisors.

The secretary of the Company is responsible to keep information confidential in accordance with law and this Charter.

### **IX. BOARD OF SUPERVISORS**

#### **Article 35. Nomination and Self-Nomination for the position of Members of Board of Supervisors**

1. Nomination and Self-Nomination for the position of Member of Board of Supervisors should be carried out in accordance with provisions in clauses 1 and 2, article 25 of this Charter.
2. Where the number of candidates to the Board of Supervisors by way of standing for election or nomination is still insufficient, the incumbent Board of Supervisors may nominate additional candidates or hold a nomination in accordance with the mechanism stipulated by the Company in the internal rules on corporate governance. The mechanism for nomination or the method of nominating candidates to the Board of Supervisors by the incumbent Board of Supervisors must be clearly announced and must be approved by the General Meeting of Shareholders before commencing the nomination.
3. The number of members of the Board of Supervisors of the Company shall be Three (03). The members of the Board of Supervisors shall satisfy the standards and conditions specified in Article 169 of the Law on Enterprises and the Company's Charter and shall not:
  - a) work in the accounting/finance department of the Company
  - b) shall not be members or employee of the independent auditing company that is auditing the

financial statements of the Company over the last 03 years.

c) related persons of the members of the Board of Directors, of the Director (General Director) and other managers of the Company.

The Board of Supervisors must appoint one (1) member to act as the Head. . The Head of the Board of Supervisors shall be elected among the members of the Board of Supervisors and the election, dismissal should follow the rule of majority voting. The Head of the Board of Supervisors shall have university degree or higher in the following majors: economics, finance, accounting, auditing, laws, business administration or major that is relevant to the Company's business. The Head of the Board of Supervisors has the following rights and responsibilities:

- (a) To convene meetings of the Board of Supervisors;
  - (b) To request the Board of Directors, the Director (General Director) and other managers to provide relevant information in order to report to the Board of Supervisors;
  - (c) To prepare and sign reports of the Board of Supervisors after consulting the Board of Directors, and to submit same to the General Meeting of Shareholders.
4. The shareholders may aggregate the votes of each of them to nominate candidates to the Board of Supervisors. A shareholder or a group of shareholders holding from 10% to less than 20% of the total number of voting shares shall be entitled to nominate one (1) candidate; from twenty (20) per cent to less than thirty (30) per cent to nominate up to two (2) candidates; from thirty (30) per cent to less than forty (40) per cent to nominate up to three (3) candidates; from forty (40) per cent to less than fifty (50) per cent to nominate up to four (4) candidates; and from fifty (50) per cent to less than sixty (60) per cent to nominate up to five (5) candidates.
- In case the number of nominated and self-nominated candidates is smaller than the minimum number, the incumbent Board of Supervisors shall nominate more candidates or organize the nomination in accordance with [the Company's Rules on Corporate Governance. This must be announced before the GMS starts to vote for members of the Board of Supervisors as prescribed by law
5. Members of the Board of Supervisors shall be elected by the General Meeting of Shareholders; the term of office of the Board of Supervisors shall not exceed five (5) years; and members of the Board of Supervisors may be re-appointed with an unlimited number of terms.
6. The status as a member of the Board of Supervisors shall be terminated in the following cases:
- (a) Such member is prohibited from being a member of the Board of Supervisors by law;
  - (b) Such member resigns by sending a written notice to the head office of the Company;
  - (c) Such member suffers a mental disorder and other members of the Board of Supervisors have professional evidence that such person has lost capacity for civil acts;
  - (d) Such member is absent and does not attend the meetings of the Board of Supervisors for six (6) consecutive months without approval of the Board of Supervisors, and the Board of Supervisors decides that the position of such member is vacated;
  - (e) Such member is dismissed from the position of the member of the Board of Supervisors by a decision of the General Meeting of Shareholders.

### **Article 36. Board of Supervisors**

1. The Company must have an Board of Supervisors, and the Board of Supervisors has the powers and responsibilities stipulated in article 170 of the *Law on Enterprises* and in this Charter, mainly the following powers and responsibilities:
  - (a) To propose the selection of an independent auditing company, fees for auditing and all related matters;
  - (b) To discuss the nature and scope of auditing with the independent auditor before starting the audit;
  - (c) To consult independent professional or legal consultants, and to guarantee the involvement of external experts with appropriate professional qualifications and experience in the affairs of the Company when considered necessary;
  - (d) To inspect annual, semi-annual and quarterly financial statements;
  - (e) To discuss difficult and outstanding issues discovered from the mid-term or final-term audit results as well as issues which the independent auditor wishes to discuss;
  - (f) To review the management letter of the independent auditor and feedbacks from the Company's management board;

- (g) To report to the General Meeting of Shareholders in accordance with provisions at Article 290, Decree 155/2020/ND-CP of the Government guiding implementation of the Law on Securities;
  - (h) To review reports of the Company on the internal control system before the Board of Directors approves; and
  - (i) To review the internal inspection results and feedbacks from the management board.
2. Members of the Board of Directors, the Director (General Director) and other managers must provide all information and documents relating to the operations of the Company at the request of the Board of Supervisors. The secretary of the Company must ensure that all copies of financial and other information provided to the members of the Board of Directors and copies of minutes of meetings of the Board of Directors are provided to the members of the Board of Supervisors at the same time as they are provided to the Board of Directors.
  3. The Board of Supervisors must meet at least twice each year and the minimum number of members attending the meetings must be 2/3. The minutes of the meeting of the Board of Supervisors should be detailed and clear. The secretary of the meeting and participants should sign the minutes. Minutes of meetings of the Board of Supervisors should be kept in order to determine responsibilities of each member of the Board of Supervisors.
  4. The remuneration of the members of the Board of Supervisors shall be decided by the General Meeting of Shareholders. The members of the Board of Supervisors shall be entitled to reimbursement of travel, hotel and other expenses arising reasonably when they attend the meetings of the Board of Supervisors or carry out other activities of the Board of Supervisors.

## **X. DUTIES OF MEMBERS OF BOARD OF DIRECTORS, MEMBERS OF BOARD OF SUPERVISORS, DIRECTOR (GENERAL DIRECTOR) AND OTHER MANAGERS**

### **Article 37. Responsibility to be prudent**

Members of the Board of Directors, members of the Board of Supervisors, the Director (General Director) and other managers are responsible to perform their duties including duties in the capacity as a member of a sub-committee of the Board of Directors in an honest manner in the best interests of the Company and with the degree of prudence which a prudent person must have in order to fill corresponding positions under similar circumstances.

### **Article 38. Responsibility to be honest and avoidance of conflicts of interest**

1. Members of the Board of Directors, members of the Board of Supervisors, the Director (General Director) and other managers shall disclose related interest in accordance with provisions of the Law on Enterprises and other regulations.
2. Members of the Board of Directors, members of the Board of Supervisors, the Director (General Director) and other managers are not permitted to use business opportunities profitable to the Company for personal purposes; and concurrently are not permitted to use information obtained by virtue of their positions for their personal interests or for the interests of other organizations or individuals.
3. Members of the Board of Directors members of the Board of Supervisors, the Director (General Director) and other managers are obliged to notify the Board of Directors of any interest which may conflict with the interests of the Company and which they may be entitled to via other economic legal entities, transactions or individuals. The content of the disclosure shall contain the following:
  - (a) Name, business registration number, address of head quarter, registered lines of business of the enterprise that they contribute capital or have share ownership, percentage of ownership and time of capital contribution or share acquisition;
  - (b) Name, business registration number, address of head quarter, registered lines of business of the enterprise that their related persons have jointly or separately hold 10% or more share of chartered capital;
  - (c) Name, business registration number, address of head quarter, registered lines of business of the enterprise that they contribute capital or have share ownership or their related persons have jointly or separately hold 10% or more share of chartered capital within seven (07) working days of changes or supplements;
4. The Company shall not provide any loan or guarantee to any member of the Board of Directors,

any member of the Board of Supervisors, the Director (General Director) , other managers and their related persons or legal entities in which the above-mentioned persons have financial interests, except where such loan or guarantee has been approved by the General Meeting of Shareholders and except the case of the public company and related entities which are in the same group such as parent-subidiaries or economic group and except the cases that specific regulations have different provisions.

5. A contract or transaction between the Company and the following entities:
- (a) a shareholder or authorized representatives of a shareholder, holding 10% or more of the Company's common shares in the Company and their related persons;
  - (b) one or more members of the Board of Directors or of the Board of Supervisors, the Director (General Director) , other managers or their related persons, or
  - (c) a company which a member of the Board of Directors or of the Board of Supervisors, Director (General Director), other managers, or their related persons contribute capital or have ownership of 10% or more; or
  - (d) partner, association or organization of which a member of the Board of Directors or of the Board of Supervisors or other managers or their related persons are members or are involved in terms of financial interests shall not be invalid in the following cases:
    - With respect to a contract with a value of less than twenty (20) per cent of the total value of assets recorded in the most recent financial statements, the important factors regarding the contract or transaction as well as relations and interests of a manager or member of the Board of Directors have been reported to the Board of Directors or to the relevant sub-committee. At the same time, the Board of Directors of such sub-committee permitted to implement such contract or transaction honestly by majority of votes for of members of the Board of Directors who do not have any related interest;
    - With respect to a contract with a value of more than twenty (20) per cent of the total value of assets recorded in the most recent financial statements, the important factors regarding the contract or transaction as well as relations and interests of a manager or member of the Board of Directors have been disclosed to the shareholders who do not have any related interest and have the voting right with respect to such matter, and such shareholders voted in favour of such contract or transaction;
    - Such contract or transaction is considered as fair and reasonable by an independent consultancy organization and in any respect relates to the shareholders of the Company at the time such transaction or contract is permitted to be executed by the Board of Directors or a sub-committee of the Board of Directors or the shareholders.

Members of the Board of Directors, members of the Board of Supervisors, the Director (General Director), other managers and their related persons must not use information of the Company which has not yet been permitted to be disclosed, or must not disclose information to others in order to implement related transactions.

#### **Article 39. Responsibilities for loss and compensation**

1. Members of the Board of Directors, members of the Board of Supervisors, the Director (General Director) and other managers who breach their obligations and responsibilities for honesty and prudence or fail to fulfil their obligations with due diligence and professional capability must be responsible for any loss and damage caused by their breach.
2. The Company shall pay compensation to any person who has been, is or is likely to become a related party in a claim, suit or legal proceeding (including civil and administrative cases other than those initiated by the Company) if such person was or is a member of the Board of Directors, a manager, an employee or a representative authorized by the Company, or such person acted or is acting at the request of the Company or the Company's subsidiaries in the capacity as a member of the Board of Directors, a manager, an employee or an authorized representative of the Company. The expenses for compensation shall comprise expenses arising (including legal fees), judgment expenses, fines and payables actually arising or deemed reasonable when dealing with such cases within the framework permitted by law, provided that such person acted honestly, prudently and diligently in the best interests or not against the best interests of the Company on the basis of compliance with law and that there is no evidence that such person committed a breach of his/her responsibilitiesThe Company may purchase insurance for such persons in order to avoid the above responsibilities for compensation.

## **XI. RIGHT TO INVESTIGATE BOOKS AND RECORDS OF COMPANY**

### **Article 40. Right to investigate books and records**

1. A shareholder or group of shareholders holding 5% of the total ordinary shares for a consecutive period of six months or more shall have the right, in person or via an authorized person, to send a written request to inspect during business hours at the Company's business establishments the list of shareholders and meeting minutes the General Meeting of Shareholders and to copy or extract such records, review and copy or extract meeting minutes and resolutions of the Board of Directors, semi-annual and annual financial statements which are prepared in accordance with Vietnamese accounting standards and reports of the Board of Supervisors during business hours at the head office of the Company. A request for inspection made by the authorized representative of a shareholder must be accompanied by a power of attorney of the shareholder represented by such person or a notarized copy of such power of attorney.
2. Members of the Board of Directors, members of the Board of Supervisors, the Director (General Director) and other managers have the right to inspect the register of shareholders of the Company, the list of shareholders and other books and records of the Company for the purposes relating to their positions, provided that such information must be kept confidential.
3. The Company must store this Charter, amendments of and additions to the Charter, the Enterprise Registration Certificate, any rules, documents proving ownership of assets, resolutions of the General Meeting of Shareholders and of the Board of Directors, meeting minutes the General Meeting of Shareholders and of the Board of Directors, reports of the Board of Directors, reports of the Board of Supervisors, annual financial statements, accounting books and any other documents in accordance with law at the head office or another location, provided that the shareholders and the business registration Authority have been notified of the location where such documents are stored.
4. The Charter of the Company must be published on the website of the Company.

## **XII. EMPLOYEES AND TRADE UNION Article**

### **Article 41. Employees and Trade Union**

The Director (General Director) must prepare a plan in order for the Board of Directors to approve the matters relating to recruitment, dismissal of employees, salary, social insurance, welfare, rewards and discipline applicable to employees and managers as well as the matters relating to the relationship between the Company and trade unions in accordance with best management standards, practices and policies, the practices and policies stipulated in this Charter, the rules of the Company, and applicable law.

## **XIII. PROFIT DISTRIBUTION**

### **Article 42. Profit distribution**

1. The General Meeting of Shareholders shall decide the rate of dividends to be paid and the method of annual dividend payment from retained profits of the Company.
2. The Company shall not pay interest on payments of dividends or on payments relating to any class of shares.
3. The Board of Directors may request the General Meeting of Shareholders to approve payment of all or part of dividends in kind (such as by fully paid shares or bonds which are issued by other companies), and the Board of Directors shall be the Authority implementing such decision.
4. Where the payment of dividends or other payments relating to one class of shares is made in cash, the Company must make such payment in Viet Nam Dong (VND). The payment may be made directly or via banks on the basis of the bank details provided by the shareholders. If the Company makes a bank transfer based on the exact banking details provided by a shareholder but such shareholder does not receive money, the Company shall not be liable for the amount which it transferred to the shareholder entitled to such amount. The payment of dividends in respect of shares listed on the Stock Exchange may be made via a securities company or Vietnam Securities Depository.
5. Subject to a resolution of the General Meeting of Shareholders, the Board of Director may make resolution and inform shareholders that common shareholders will receive common shares in lieu

of cash. Such incremental shares should be recorded as fully paid up shares with a principle that the face value of shares to pay dividend should be equal to the amount of cash if the company paid cash dividend. .

6. Pursuant to the *Law on Enterprises* and the *Law on Securities*, the Board of Directors shall approve a resolution determining a specific date to close the list of shareholders. Based on such date, any person who has registered as a shareholder or owner of other securities shall be entitled to receipt of dividends, interest, profit distribution, receipt of share certificates, notices or other documents.
7. Dividend should be paid fully within six (06) months, since the completion of the annual General Meeting of Shareholders. Procedures, proceeding for payment of dividend should be in accordance with provisions at clause 4, article 135 of the *Law on Enterprises*.

**Article 43. Other matters relating to profit distribution**

**XIV. Other matters relating to profit distribution shall be implemented in accordance with law.  
BANK ACCOUNTS, RESERVE FUND, FINANCIAL YEAR AND ACCOUNTING SYSTEM**

**Article 44. Bank accounts**

1. The Company shall open bank accounts at Vietnamese banks or foreign banks permitted to operate in Vietnam.
2. In necessary cases, the Company may open an offshore bank account in accordance with law with prior approval of the competent Authority.
3. The Company shall make all payments and conduct all accounting transactions via its Viet Nam Dong (VND) or foreign currency accounts at the banks where it opens such accounts.

**Article 45. Financial year**

The financial year of the Company shall commence from the first day of January each year and shall end on the 31<sup>st</sup> of December. The first financial year shall begin from the date of issuance of the Enterprise Registration Certificate and shall end on the 31<sup>st</sup> of December immediately after the date of issuance of such Enterprise Registration Certificate.

**Article 46. Accounting regime**

1. The accounting regime used by the Company shall be Vietnamese Accounting System (VAS) or another accounting regime approved by the Ministry of Finance.
2. The Company shall prepare accounting books in Vietnamese. The Company shall store the accounting records in accordance with the form of business activities conducted by the Company. Such records must be accurate, updated, systematic and sufficient to prove and explain the transactions of the Company.
3. The Company shall use Viet Nam Dong (VND) (or freely convertible foreign currency if approved by the competent State Agencies) as the currency in accounting.

**XV. ANNUAL REPORTS, RESPONSIBILITIES FOR DISCLOSURE OF INFORMATION AND PUBLIC ANNOUNCEMENT**

**Article 47. Annual, semi-annual and quarterly financial statements**

1. The Company must prepare annual financial statements in accordance with law and the regulations of the State Securities Commission, and such statements must be audited in accordance with article 49 of this Charter, and within a time-limit of 90 days from the end of each financial year, the Company must submit the annual financial statements approved by the General Meeting of Shareholders to the competent tax office, the State Securities Commission, the Stock Exchange (in a case of a listed company) and the business registration Authority.
2. Annual financial statements must contain a report on the results of business activities which reflects the profit and loss of the Company in a financial year in a truthful and objective manner, a balance sheet which reflects truthfully and objectively the operational situation of the Company as at the time of preparing the statements, a cash flow report and explanatory notes to the financial statements.
3. The Company must formulate and publish semi-annual and quarterly reports in accordance with regulations of the State Securities Commission and the Stock Exchange (in a case of a listed company) and submit them to the relevant tax office and the business registration Authority in

accordance with the *Law on Enterprises*.

4. Audited financial statements (including the auditor's opinions) and semi-annual and quarterly reports of the Company must be published on the website of the Company.
5. Interested organizations and individuals shall be entitled to inspect or copy the audited annual financial statements and the semi-annual and quarterly reports during business hours of the Company at its head office, and shall be required to pay a reasonable amount of fees for copying.

#### **Article 48. Annual reports**

The Company must prepare and publish its annual reports in accordance with the law on securities and securities market.

### **XVI. AUDITING THE COMPANY**

#### **Article 49. Auditing**

1. The annual General Meeting of Shareholders shall appoint an independent auditing company or shall approve the list of independent auditing companies and authorize the Board of Directors to decide to select one of such companies to conduct the auditing of the Company for the next financial year on the basis of the terms and conditions as agreed with the Board of Directors. The Company must prepare and send the annual financial statements to the independent auditing company after the end of a financial year.
2. The independent auditing company shall inspect, certify and make a report on the annual financial statements which reflects the income and expenditure of the Company, and shall prepare an audit report and submit same to the Board of Directors within a period of two (2) months from the end of a financial year.
3. A copy of the audit report must be sent with the annual financial statements of the Company.
4. The auditors who audit the Company shall be permitted to attend all meetings of the General Meeting of Shareholders and shall be entitled to receive other notices and information relating to the General Meeting of Shareholders which the shareholders are entitled to receive, and shall be entitled to express their opinions about issues relating to the auditing.

### **XVII. SEAL**

#### **Article 50. Seal**

1. Seals include physical seals and digital signatures prescribed by regulations of law on electronic transactions
2. The Board of Directors shall make a decision approving the official seal of the Company.
3. The Board of Directors and the Director (General Director) shall use and manage the seal in accordance with the applicable law.

### **XVIII. TERMINATION OF OPERATION AND LIQUIDATION**

#### **Article 51. Termination of operation**

1. The Company may be dissolved or terminated in the following cases:
  - (a) The duration of operation of the Company expires, including after extension;
  - (b) The Company is declared bankrupt by a court in accordance with the applicable law;
  - (c) The Company is early dissolved as decided by the General Meeting of Shareholders;
  - (d) Other cases as stipulated by law.
2. The early dissolution of the Company (including any extended period) shall be decided by the General Meeting of Shareholders and shall be implemented by the Board of Directors. The decision on dissolution must be notified to, or must be approved by (if so required) the competent Authority in accordance with regulations.

#### **Article 52. Extension of duration of operation**

1. The Board of Directors shall convene a meeting of the General Meeting of Shareholders within a time-limit of at least seven (7) months prior to expiry of the duration of operation in order to enable the shareholders to vote on the extension of duration of operation of the Company at the request of the Board of Directors.
2. The duration of operation shall be extended when it is approved by sixty five (65) per cent or more of the total votes of shareholders with voting rights who are present in person or via their

authorized representatives at the General Meeting of Shareholders.

#### **Article 53. Liquidation**

1. At least six (6) months prior to expiry of the duration of operation of the Company or after a decision on dissolution of the Company is made, the Board of Directors must establish a liquidation committee consisting of three (3) members, in which two (2) members shall be appointed by the General Meeting of Shareholders and one (1) member shall be appointed by the Board of Directors from an independent auditing company. The liquidation committee shall prepare its operational regulations. The members of the liquidation committee may be selected from the employees of the Company or independent experts. All expenses relating to liquidation shall be paid by the Company in priority to other debts of the Company.
2. The liquidation committee is responsible to report its date of establishment and date of commencement of operation to the business registration Authority. From such point of time, the liquidation committee shall represent the Company in all work relating to the liquidation before a court and administrative Authorities
3. Proceeds from the liquidation shall be disbursed in the following order:
  - (a) Expenses for liquidation;
  - (b) Wages and insurance costs for employees;
  - (c) Taxes and other items paid to the State;
  - (d) Loans (if any);
  - (e) Other debts of the Company;
  - (f) Residual upon payment of the debts stated in (a) to (e) above shall be distributed to shareholders. The payment of preference shares shall be given priority.

### **XIX. INTERNAL DISPUTE RESOLUTION**

#### **Article 54. Internal dispute resolution**

1. Where a dispute or a claim relating to the operation of the Company or to the rights and obligations of shareholders stated in the Charter of the Company, the *Law on Enterprises*, other laws or administrative regulations between:
  - (a) A shareholder and the Company;
  - (b) A shareholder and the Board of Directors, the liquidation committee, the Director (General Director) or a senior manager, the related parties shall attempt to resolve such dispute by way of negotiation and mediation. Except where such dispute involves the Board of Directors or the Chairman of the Board of Directors, the Chairman of the Board of Directors shall preside over resolution of the dispute and shall require each party to present the real factors relating to the dispute within a period of 15 business days from the date of the dispute arising. If the dispute involves the Board of Directors or the Chairman of the Board of Directors, any party may require to appoint an independent expert to act as arbitrator during the course of dispute resolution.
2. If a decision on reconciliation is not made within a time-limit of six (6) weeks from the beginning of the mediation process or if the decision of the intermediary is not accepted by the parties, then any party may refer such dispute to economic arbitration or to the economic court.
3. The parties shall bear their own costs relating to procedures for negotiation and mediation. The payment of court expenses shall be made in accordance with the judgment of the Court.

### **XX. ADDITION TO AND AMENDMENT OF THIS CHARTER**

#### **Article 55. Addition to and amendment of the Charter**

1. Any addition to and amendment of this Charter must be considered and decided by the General Meeting of Shareholders.
2. Where any provision of law relating to the operation of the Company has not been mentioned in this Charter or where any new provision of law is different from the terms of this Charter, such provision of law shall automatically apply, and shall govern the operation of the Company.

### **XXI. EFFECTIVE DATE**

#### **Article 56. Effective date**

1. This Charter comprises 21 Chapters and 56 articles, and was unanimously passed by the General Meeting of Shareholders of the Century Synthetic Fiber Corporation on 26 March 2014 at HCMC

and amended and supplemented based on the resolution of the General Meeting of Shareholders on 28 March 2016; resolution of the General Meeting of Shareholders on 17 April 2018; resolution of the General Meeting of Shareholders on 2<sup>nd</sup> April 2019, resolution of the General Meeting of Shareholders on 22 June 2020 approves the validity of the whole text of this Charter.

2. This Charter is made in ten (10) copies, each with the same validity, of which:
  - (a) 1 copy shall be submitted to the State Notary Public in the locality;
  - (b) 5 copies shall be registered with the local authority in accordance with regulations of the municipal or provincial people's committee;
  - (c) 4 copies shall be kept at the head office of the Company.
3. This Charter shall be the sole and official Charter of the Company.
4. Copies or extracts of the Charter of the Company shall be valid when they bear the signature of the Chairman of the Board of Directors or the signatures of at least half of the total number of members of the Board of Directors.

**SIGNATURE OF THE COMPANY'S LEGAL REPRESENTATIVE**

A handwritten signature in blue ink, appearing to be a stylized representation of the name 'DANG TRIEU HOA'.

**DANG TRIEU HOA**

**APPENDIX I**

Full name and personal information of founding shareholders

S/N	Full name (Founding shareholders)	Date of birth (for shareholders is individual shareholders )	Nationality	Number, date, place of issue ID or passport if individual, or Business Registration Certificate if enterprise, or Decision on the Establishment of Institution		Registered permanent place if individual, or head office if institution
				Number	Date, Place of Issue	
1	Dang Trieu Hoa	19/10/1969	Vietnam	023323686	25/12/2006 at Ho Chi Minh Authority	A30 Bàu Cát Residence, Ward 14, Tan Binh Dist., HCMC
2	Dang Huong Cuong	04/07/1976	Vietnam	023323688	20/06/1999 at Ho Chi Minh Authority	65/39 Phu Tho Street, Ward 1, Dist. 11, HCMC
3	Dang My Linh	19/01/1972	Vietnam	023323687	19/01/2000 at Ho Chi Minh Authority	65/39 Phu Tho Street, Ward 1, Dist. 11, HCMC

**APPENDIX II**

Capital contribution of founding shareholders

S/N	Name of shareholders	Capital contribution				Number of shares	Date
		Total amount	Categories				
			Vietnam Dong	Foreign currencies	Gold		
1.	Dang Trieu Hoa	32,500,000,000	32,500,000,000			3,250,000	03/02/2005
2.	Dang Huong Cuong	8,750,000,000	8,750,000,000			875,000	03/02/2005
3	Dang My Linh	8,750,000,000	8,750,000,000			875,000	03/02/2005
	<b>Total amount:</b>	50,000,000,000	50,000,000,000			5,000,000	