

Ho Chi Minh City, , 2026

DRAFT

WORKING REGULATIONS ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026

Pursuant to:

- *The Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;*
- *The Law on Securities No. 54/2019/QH14 dated November 26, 2019 and relevant guiding documents;*
- *Decree No. 155/2020/ND-CP dated December 31, 2020;*
- *The Charter of Southern Airports Services Joint Stock Company.*
- *The internal governance regulations of Southern Airports Services Joint Stock Company.*

To ensure the successful conduct of the 2026 Annual General Meeting of Shareholders (AGM) of Southern Airports Services Joint Stock Company, the Board of Directors (BOD) hereby promulgates the following working regulations, principles of conduct, and voting procedures for the meeting:

Article 1. Purpose:

- To ensure the proper order, principles of conduct, and voting procedures at the Annual General Meeting of Shareholders (AGM) of **Southern Airports Services Joint Stock Company** are conducted in compliance with regulations and successfully.
- The resolutions of the AGM shall represent the unanimous will of the shareholders, meet their aspirations and rights, and comply with the law.

Article 2. Scope and Subjects of Application

- ***Subjects of application:*** All shareholders, representatives (authorized persons) of shareholders holding shares of Southern Airports Services Joint Stock Company, and invited guests attending the AGM must comply with the provisions of this Regulation, the Company's Charter, and applicable laws.
- ***Scope of application:*** This Regulation applies to the organization of the Annual General Meeting of Shareholders in 2026 of Southern Airports Services Joint Stock Company.

Article 3. Terminology and Abbreviations

- The Company : Southern Airports Services Joint Stock Company
- BOD : Board of Directors
- SB : Supervisory Board
- MOC : Meeting Organizing Committee

- AGM : Annual General Meeting of Shareholders
- Delegate : Shareholder, representative (*authorized person*)

Article 4. Conditions for Convening the General Meeting of Shareholders

- The General Meeting of Shareholders may be convened when the attending shareholders represent more than fifty percent (50%) of the total voting shares based on the shareholder list finalized on the record date for the Meeting.
- In case the first meeting is not qualified to proceed, the convener shall cancel the meeting. The General Meeting of Shareholders must be reconvened within thirty (30) days from the originally scheduled date of the first meeting. The second meeting shall be held when the attending shareholders and their authorized representatives represent at least thirty-three percent (33%) of the total voting shares.
- If the meeting still does not meet the quorum requirements, subsequent meetings shall be convened and conducted in accordance with the Company Charter and the Law on Enterprises.

Article 5. Delegates Participating in the 2026 Annual General Meeting

- All shareholders on the finalized shareholder list dated **May 18, 2026** have the right to attend or authorize their representatives to attend the AGM at the meeting venue. In case of multiple authorized representatives, the number of shares represented by each representative must be specified.
- Delegates should note the following:
 - Arrive on time, dress appropriately and formally, comply with security checks (if any), and present valid identification documents as required by the MOC.
 - Collect meeting documents and materials at the reception desk before entering the meeting room.
 - Late-arriving shareholders have the right to register and immediately participate and vote. The Chairperson is not required to suspend the meeting to allow late registration; voting results on issues already voted on before the arrival of late delegates shall remain unaffected.
 - Set mobile phones to silent mode; make calls outside the meeting room when necessary.
 - Smoking is prohibited; maintain order within the meeting room.
 - Comply with the regulations of the Organizing Committee and the Chairperson.
 - If any delegate fails to comply with security or other regulations, the Chairperson, after careful consideration, may refuse or expel such delegate from the meeting venue to ensure the Meeting proceeds normally according to the agenda.
 - Delegates must present themselves directly at the AGM venue, provide valid identification documents and authorization documents (if any) to complete registration procedures and receive voting ballots.

Article 6. Invited Guests at the Meeting

- Invited guests include company management personnel, guests, and members of the Meeting Organizing Committee who are not shareholders but are invited to attend the AGM.

- Guests are not entitled to speak at the Meeting *(unless invited by the Chairperson or registered in advance with the Organizing Committee and approved by the Chairperson)*.

Article 7. Chairperson and Chairing Committee

- The Chairing Committee consists of three members, including one Chairperson and two members. The Chairman of the Board of Directors shall chair meetings convened by the Board or may authorize another Board member to chair the AGM, as follows:

No.	Name	Position
1	Nguyễn Hạnh	Chairman of the Board of Directors
2	Nguyễn Văn Hùng Cường	Chief Executive Officer
3	Tôn Nữ Diệu Trí	Deputy General Manager

- If the Chairman is absent or temporarily unable to perform duties, the remaining Board members shall elect one among themselves to act as the Chairperson of the AGM based on the majority principle. If no Chairperson is elected, the Head of the Supervisory Board shall preside over the Meeting to elect the Chairperson, and the person receiving the highest number of votes shall act as the Chairperson of the Meeting.
- In other cases, the person who signed the meeting notice shall preside over the Meeting to elect the Chairperson, and the person who receives the highest number of votes shall be appointed as the Chairperson of the Meeting.
- Responsibilities of the Chairing Committee:
 - Conduct the Meeting in accordance with the approved agenda and regulations.
 - Assign and introduce representatives of the Board of Directors and Supervisory Board to present reports at the Meeting;
 - Introduce the Vote Counting Committee for the AGM to vote on;
 - Introduce the Chairing Committee for AGM approval (if applicable);
 - Guide discussions and collect votes on agenda items and related issues throughout the Meeting;
 - Respond to and record issues related to the approved agenda;
 - Resolve arising issues during the Meeting;
 - Approve and issue official documents, minutes, and resolutions after the Meeting.
 - Operate under the principle of democratic centralism and decide by majority vote.

Article 8. Shareholder Credentials Verification Committee

- The Committee consists of three members, including one Head and two members, responsible to the Chairing Committee and the AGM. The members are appointed by the Chairperson as follows:

No.	Name	Position
1	Đỗ Thị Minh Châu	Chief Accountant, Head of Finance and Accounting Department

2	Đỗ Quảng Đức	Member of Internal Audit Team
3	Nguyễn Ngọc Hải Đăng	IT Department Staff

- Responsibilities:

- Receive shareholders' documents (if any) and verify the validity of attendees' credentials.
- Report to the AGM on the verification results before the Meeting officially commences.
- Coordinate with the Vote Counting Committee to guide, support, and supervise voting.

Article 9. Secretariat of the Meeting:

- The Secretariat consists of two (02) members appointed by the Chairperson, who shall be responsible to the Chairing Committee and the AGM and operate under the direction of the Chairing Committee:

No.	Name	Position
1	Nguyễn Lê Quỳnh Trâm	Head of Legal & Compliance Department, cum Corporate Governance Personnel.
2	Hồ Thị Tường Vy	Legal Staff, Legal & Compliance Department.

- Responsibilities:

- Receive and review shareholders' speech registration forms and submit them to the Chairing Committee for consideration;
- Accurately and honestly record the minutes of the AGM, including all proceedings and resolutions approved or noted during the Meeting.
- Assist the Chairperson in announcing draft minutes and resolutions approved by the AGM.

Article 10. Vote Counting Committee

- The Vote Counting Committee introduced by the Chairperson consists of three members, including one Head and two members.

- The Committee members are as follows:

No	Name	Position
1	Phạm Thị Phương Ly	Deputy Head of Finance and Accounting Department
2	Chu Tùng Nguyên	Team Leader, Information Technology Department
3	Hồng Vĩnh Cử	Team Leader, Information Technology Department

- Responsibilities:

- Inform the AGM of voting regulations and guide delegates on the use of voting ballots; Conduct vote counting, calculating, and excluding shareholders with conflicts of interest who are not entitled to vote (if any) for each voting item.
- Prepare vote counting minutes and ensure the accuracy and integrity of voting results before the Chairing Committee and the General Meeting of Shareholders during their duties.
- Accurately determine the voting results on each issue put to vote at the Meeting.
- Promptly report voting results to the Secretariat.
- Review and report to the AGM any violations or complaints relating to voting results.
- Safeguard and hand over all voting ballots and vote counting records to the Board of Directors immediately after the Meeting concludes.

Article 11. Discussions at the General Meeting

1. Principles:

- Discussions shall only take place within the allotted time and agenda approved by the AGM.
- Only delegates are entitled to participate in discussions;
- Delegates wishing to speak must register their discussion topics following the prescribed procedure:
 - Delegates wishing to speak at the Meeting must obtain the approval of the Chairperson. Speakers shall keep their remarks brief and focus on the key matters relevant to the approved agenda or submit their opinions in writing to the Secretariat for consolidation and reporting to the Chairperson.
 - The Chairperson shall arrange delegates to speak in the order of registration and respond to shareholders' questions during the Meeting or record such questions for subsequent written responses.
 - Delegates may submit questions using the Speaker Registration Form provided by the Organizing Committee.
- The Secretariat will organize the delegates' questions and submit them to the Chairperson.

2. Response to Delegates' Opinions:

- Based on the Speaker Registration Forms submitted by delegates, the Chairperson or a member designated by the Chairperson shall respond to delegates' opinions.
- If time is limited, questions that cannot be answered directly during the Meeting shall be responded to by the Company in writing afterward.

Article 12. Voting Ballots

- Voting ballots bearing the Company's stamp shall be issued by the Shareholder Credentials Verification Committee to shareholders or authorized representatives attending the Meeting (together with the AGM meeting documents). Voting ballots shall contain the shareholder identification number, shareholder's full name, number of voting shares owned or represented under authorization, and other technical details to ensure accurate and convenient vote counting.
- The voting value of each voting ballot shall correspond to the number of voting shares owned or represented under authorization by the shareholder attending the AGM.

Article 13. Voting at the Meeting

1. Principles:

All matters included in the Meeting agenda and contents must be discussed and publicly voted on by the AGM.

2. Voting Methods:

- Delegates shall vote to Approve, Disapprove, or Abstain on matters submitted for voting at the Meeting by raising their voting ballots. The front side of the voting ballot must face the Chairing Committee.
- If a delegate does not raise their voting ballot for any of the three voting options (Approve, Disapprove, Abstain) for an issue, it shall be considered as an Approval vote.
- If a delegate raises the voting ballot more than one (01) time for any voting option (Approve, Disapprove, Abstain) on the same matter, such vote shall be deemed invalid.
- **Valid voting ballots** are pre-printed ballots issued by the Organizing Committee, bearing the Company's red stamp, without erasures, alterations, tears, damage, or any additional content beyond the prescribed information, and containing the full name of the attending delegate.
- **Invalid voting ballots include:**
 - Ballots containing additional content beyond the prescribed information;
 - Ballots not issued in the pre-printed form by the Organizing Committee, ballots without the Company's red stamp, ballots containing erasures, alterations, or additional content beyond the prescribed information, or ballots lacking the full name of the delegate. All votes on such ballots shall be deemed invalid.

3. Voting Regulations:

- One share shall be equivalent to one voting right. Each attending delegate represents one or more voting rights.
- As of the shareholder record date (May 18,2026), the total number of voting shares of the Company is **133,451,910 shares, equivalent to 133,451,910 voting rights** (due to SASCO holding 29,400 treasury shares).
- Matters submitted for voting at the Meeting shall be approved when more than 50% of the total voting shares represented at the Meeting vote in favor. For certain matters specified in Clause 1, Article 21 of the Company Charter, approval by at least 65% of the voting shares represented at the Meeting shall be required.
- Notes:
 - Shareholders/authorized representatives having related interests shall not have voting rights on contracts and transactions valued at thirty-five percent (35%) or more of the total assets of the Company as stated in the latest financial statements; such contracts or transactions shall only be approved upon obtaining approval from shareholders/authorized representatives representing at least 65% of the remaining voting shares (pursuant to Clause 4, Article 167, Law on Enterprises 2020).
 - Shareholders/authorized representatives holding 51% or more of the total voting shares, or their related persons, shall not have voting rights on contracts and transactions valued at more than 10% of the total assets of the Company as stated in

the latest financial statements involving such shareholders (pursuant to Point b, Clause 3 and Clause 4, Article 167, Law on Enterprises 2020).

4. Recording Voting Results:

The Vote Counting Committee shall verify, aggregate, and report the voting results for each matter under the Meeting agenda to the Chairperson. The voting results shall be announced by the Chairperson immediately before the adjournment of the Meeting.

Article 14. Minutes and Resolutions of the General Meeting of Shareholders

- All proceedings of the General Meeting of Shareholders must be recorded by the Secretariat in the Minutes of the General Meeting of Shareholders as a basis for issuing the Meeting Resolutions. The Chairperson and the Secretariat shall be responsible for the accuracy and integrity of the Minutes.
- Based on the results of the Meeting, the Chairperson shall prepare the AGM Resolutions on matters approved by the General Meeting of Shareholders.
- The Minutes and Resolutions of the General Meeting of Shareholders must be read and approved before the adjournment of the Meeting and disclosed in accordance with applicable laws.

Article 15. Implementation of the Regulation

This Regulation shall be publicly read before the 2026 Annual General Meeting of Shareholders and shall take effect immediately upon approval by the General Meeting of Shareholders of Southern Airports Services Joint Stock Company.

Shareholders, authorized representatives, and invited guests who violate this Regulation may be subject to appropriate actions by the Chairing Committee in accordance with the Company Charter and the Law on Enterprises.

**ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN**

NGUYEN HANH