SOUTHERN AIRPORTS SERVICES JOINT STOCK COMPANY
(SASCO)

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Ho Chi Minh City, , 2026.

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WORKING REGULATIONS
THE 2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

Pursuant to:

- *The Law on Enterprises No. 59/2020/QH14 dated 17 June 2020, and relevant amendments, supplements, and guiding documents;*
- *The Law on Securities No. 54/2019/QH14 dated 26 November 2019, and relevant amendments, supplements, and guiding documents;*
- *Decree No. 155/2020/ND-CP dated 30 December 2020 of the Government detailing the implementation of a number of articles of the Law on Securities;*
- *Decree No. 245/2025/ND-CP dated 11 September 2025 of the Government, amending and supplementing a number of articles of the Government's Decree No. 155/2020/ND-CP dated 31 December 2020, detailing the implementation of a number of articles of the Law on Securities;*
- *Circular No. 116/2020/TT-BTC dated 31 December 2020 of the Ministry of Finance guiding a number of provisions on corporate governance applicable to public companies under Decree No. 155/2020/ND-CP;*
- *The Charter on Organization and Operation of Southern Airports Services Joint Stock Company ("Company/ SASCO")*
- *The Internal Governance Regulations of Southern Airports Services Joint Stock Company.*

To ensure the successful conduct of The 2026 Extraordinary General Meeting of Shareholders (EGMS) 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 that the order, procedures, principles for conducting, and voting at the Extraordinary General Meeting of Shareholders of Southern Airports Services Joint Stock Company comply with applicable laws and the Company's Charter.
- To ensure that matters falling within the authority of the General Meeting of Shareholders are discussed, voted on, and approved in a democratic, open, transparent, and compliant manner, safeguarding the lawful rights and interests of shareholders.

Article 2. Scope and Subjects of Application:

- ***Applicable persons:*** Shareholders entitled to attend the General Meeting, their authorized representatives, and invited guests attending the General Meeting shall comply with these Regulations, the Company's Charter, and relevant provisions of law.

- ***Scope of application:*** These Regulations apply to the organization and conduct of the 2026 Extraordinary General Meeting of Shareholders 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
- EGMS : Extraordinary 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. In case the second meeting fails to satisfy the conditions for proceeding, the notice convening the third meeting shall be sent within twenty (20) days from the intended date of the second meeting. The third General Meeting of Shareholders shall be conducted regardless of the total number of voting rights represented by the shareholders attending the meeting.
- If the meeting still does not meet the quorum requirements, subsequent meetings shall be convened and conducted in accordance with the Company's Charter and the Law on Enterprises.

Article 5. Delegates Participating in the 2026 Extraordinary General Meeting of Shareholders:

- All shareholders of the Company on the finalized shareholder list **dated 04 September 2026** shall have the right to attend or authorize their representatives to attend the EGMS at the meeting venue. In case more than one authorized representative is appointed in accordance with applicable laws, the number of shares represented by each representative must be specifically determined.
- Delegates should note the following when attending the Meeting:

- Arrive on time, dress appropriately and formally, comply with security checks (if any), and present identification documents, etc., 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 immediately and thereafter participate and vote at the Meeting. The Chairperson is not required to suspend the Meeting to allow late-arriving shareholders to register; voting results on matters that have been voted on before the arrival of such delegates shall remain unaffected.
- Set mobile phones to silent or vibration mode; make calls outside the Meeting room when necessary.
- Smoking is prohibited; maintain order within the Meeting room.
- Comply with the regulations of the MOC and the Chairperson presiding over the Meeting.
- If any delegate fails to comply with the above-mentioned security requirements, measures, or regulations, the Chairperson, after careful consideration, may refuse or expel such delegate from the Meeting venue to ensure that the Meeting proceeds normally in accordance with the agenda and plan.
- Delegates must present themselves directly at the EGMS venue, present valid identification documents and the Letter of Authorization (if any) to complete the registration procedures for attending the EGMS and receive voting ballots.

Article 6. Invited Guests at the Meeting:

- Invited guests include Company management personnel, guests, and members of the MOC who are not shareholders of the Company but are invited to attend the meeting.
- Guests are not entitled to speak at the meeting *(except where invited by the Chairperson or where they have registered in advance with the MOC and obtained the Chairperson's approval)*.

Article 7. Chairperson and Chairing Committee:

- The Chairing Committee consists of three (03) members, including one (01) Chairperson and two (02) members. The Chairperson of the Board of Directors shall chair meetings convened by the Board of Directors or may authorize another member of the Board of Directors to chair the Meeting, as follows:

No.	Name	Position
1	Nguyen Hanh	Chairman of the Board of Directors
2	Du Kim Thang	Chief Executive Officer
3	Tran Anh Vu	Member of the Board of Directors

- If the Chairperson is absent or temporarily unable to perform his/her duties, the remaining members of the Board of Directors shall elect one among themselves to act as the Chairperson of the Meeting based on the majority principle. If no

Chairperson can be elected, the Head of the Supervisory Board shall preside over the Meeting for the General Meeting of Shareholders to elect the Chairperson from among the attendees, 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 notice convening the General Meeting of Shareholders shall preside over the Meeting for the General Meeting of Shareholders to elect the Chairperson, and the person receiving 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 members of the BOD and the Supervisory Board to present reports at the Meeting.

• Introduce the Election and Vote Counting Committee for approval by the General Meeting of Shareholders.

• Introduce the members of the Chairing Committee for approval by the General Meeting of Shareholders.

• Guide discussions and collect votes on matters included in the Meeting agenda and related matters throughout the Meeting.

• Respond to and record matters falling within the agenda approved by the General Meeting of Shareholders.

• Resolve matters arising during the Meeting.

• Direct the finalization of the Meeting Minutes, Resolution, and other documents of the General Meeting in accordance with the results approved by the General Meeting of Shareholders.

• The Chairperson shall operate under the principle of democratic centralism and decide by majority vote.

Article 8. Shareholder Credentials Verification Committee:

- The Shareholder Credentials Verification Committee of the Meeting consists of three (03) members, including one (01) Head and two (02) members, and shall be responsible to the Chairing Committee and the General Meeting of Shareholders for the performance of its duties. The Shareholder Credentials Verification Committee shall be introduced by the Chairperson as follows:

No.	Name	Position
1	Truong Minh Sang	Deputy Head of Finance and Accounting Department
2	Do Quang Duc	Member of Internal Audit Team
3	Nguyen Ngoc Hai Dang	IT Department Staff

- Responsibilities:

• Receive shareholders' documents (if any) and verify the validity of shareholders attending the Meeting.

- Report to the General Meeting of Shareholders on the results of shareholder credentials verification before the General Meeting of Shareholders officially commences.
- Coordinate with the Vote Counting Committee to guide, support, and supervise voting.

Article 9. Secretariat of the Meeting:

- The Secretariat of the Meeting consists of two (02) members appointed by the Chairperson and shall be responsible to the Chairing Committee and the General Meeting of Shareholders for the performance of its duties and operate under the direction of the Chairing Committee. The Secretariat shall be introduced by the Chairperson as follows:

STT	Tên thành viên	Chức vụ
1	Nguyen Le Quynh Tram	Head of Legal & Compliance Department, Corporate Governance Personnel.
2	Tran Hong Phuong	Company Office staff

- Responsibilities:

- Receive and review shareholders' Speaker Registration Forms and submit them to the Chairing Committee for consideration and decision.
- Accurately and honestly record the Minutes of the General Meeting of Shareholders, including the entire proceedings of the Meeting and all matters approved by shareholders or noted at the Meeting.
- Assist the Chairperson in announcing the draft Minutes of the Meeting and Resolutions on matters approved by the Meeting.

Article 10. Election and Vote Counting Committee

- The General Meeting of Shareholders shall elect an Election and Vote Counting Committee, as proposed by the Chairperson, consisting of three (03) persons, including one (01) Head and two (02) members.
- The Election and Vote Counting Committee consists of:

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

- Responsibilities:

- The Election and Vote Counting Committee shall inform the Meeting of the Election and Voting Regulations, guide delegates on the use of voting ballots and election ballots, and conduct vote counting, calculation, and exclusion of related shareholders who are not entitled to vote (if any) for each voting matter.

- The Election and Vote Counting Committee shall prepare the Vote Counting Minutes and be responsible for the accuracy and integrity of the vote counting results before the Chairing Committee and the General Meeting of Shareholders in the performance of its duties.
- Accurately determine the voting results on each matter put to vote at the Meeting.
- Promptly report the voting results to the Secretariat.
- Review and report to the Meeting any cases of violations of the voting regulations or complaints regarding voting results.
- The Election and Vote Counting Committee shall be responsible for keeping, safeguarding, and handing over all voting ballots, election ballots, and vote counting minutes to the Company's BOD immediately after the Meeting concludes.

Article 11. Discussions at the General Meeting

1. <u>Principles</u>

- Discussions shall only take place within the prescribed time and within the scope of matters presented in the agenda of the General Meeting of Shareholders.
- Only Delegates are entitled to participate in discussions.
- Delegates wishing to speak shall register their discussion topics in accordance with the following procedures:
  - Delegates wishing to speak at the Meeting must obtain the approval of the Chairperson. Delegates 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 at the Meeting or record such questions for subsequent written responses.
  - Delegates may submit questions using the Speaker Registration Form provided by the MOC.
- The Secretariat shall organize the questions raised by Delegates and submit them to the Chairperson.

2. <u>Response to Delegates' Opinions</u>

- Based on the Speaker Registration Forms submitted by Delegates, the Chairperson or a member designated by the Chairperson shall respond to the Delegates' opinions.
- In case of time constraints during the Meeting, questions that cannot be answered directly at the Meeting shall be responded to by the Company in writing after the General Meeting.

Article 12. Election Ballots and Voting Ballots

- Election ballots and voting ballots bearing the Company's stamp shall be issued by the Shareholder Credentials Verification Committee to shareholders or authorized representatives of shareholders attending the Meeting, together with the EGMS meeting documents. Election ballots and voting ballots shall contain the shareholder identification number, shareholder's full name, number of voting shares owned or represented under authorization, and other technical information to ensure accurate and convenient vote counting.

- The voting value of each election ballot and voting ballot shall be determined based on the number of voting shares owned or represented under authorization by the shareholder attending the Meeting.

Article 13. Voting at the Meeting

1. Principles

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

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 in any of the three voting rounds for Approve, Disapprove, or Abstain on a matter, such Delegate shall be deemed to have voted Approve for that matter.
- If a delegate raises the voting ballot more than one (01) time when voting Approve, Disapprove, or Abstain on the same matter, such vote shall be deemed invalid.
- **A valid voting ballot** is a pre-printed ballot issued by the MOC, bearing the Company's red stamp, without erasures, alterations, tears, damage, etc., containing no additional information other than the prescribed information, and bearing the full name of the attending Delegate.
- **Invalid voting ballots include**:
  - Ballots containing additional information beyond the prescribed information;
  - Ballots not in the pre-printed form issued by the MOC, ballots without the Company's red stamp, ballots containing erasures, alterations, or additional information beyond the prescribed information, or ballots without the full name of the Delegate. In such cases, all votes recorded on the voting ballot shall be deemed invalid.

3. Voting Regulations

- One (01) share shall be equivalent to one voting right. Each Delegate attending the Meeting represents one or more voting rights.
- As of the shareholder record date (**04 September 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 at least fifty percent (50%) of the total voting shares represented by all shareholders attending the Meeting vote in favor. For certain matters specified in Clause 1, Article 21 of the Company's Charter, approval by at least sixty-five percent (65%) of the total voting shares represented by all shareholders attending 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 to the Chairperson the vote counting results for each matter under the Meeting agenda. The voting results shall be announced by the Chairperson immediately before the Meeting is adjourned.

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 the basis for issuing the Meeting Resolutions. The Chairperson and the Secretariat shall be responsible for the accuracy and integrity of the Minutes of the Meeting.
- Based on the results of the Meeting, the Chairperson shall prepare the Meeting 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 Meeting is adjourned and disclosed in accordance with applicable laws.

Article 15. Implementation of the Regulation

- This Working Regulation shall be publicly read before the 2026 Extraordinary 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 shall, depending on the specific nature and severity of the violation, be subject to appropriate measures as determined by the Chairing Committee in accordance with the Company’s Charter and the Law on Enterprises.

ON BEHALF OF

THE BOARD OF DIRECTORS

CHAIRMAN

NGUYỄN HẠNH