

INTERNAL REGULATIONS ON CORPORATE GOVERNANCE

**SOUTHERN AIRPORTS SERVICES
JOINT STOCK COMPANY**



Ho Chi Minh City, October 8, 2026

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Pursuant to the Law on Securities dated November 26, 2019 (as amended and supplemented);

Pursuant to the Law on Enterprises dated June 17, 2020 (as amended and supplemented);

Pursuant to Government Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the implementation of a number of articles of the Law on Securities (as amended and supplemented);

Pursuant to Circular No. 116/2020/TT-BTC dated December 31, 2020 of the Minister of Finance providing guidance on a number of provisions on corporate governance applicable to public companies under Government Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the implementation of a number of articles of the Law on Securities;

Pursuant to the Charter on Organization and Operation of Southern Airports Services Joint Stock Company ("SASCO" or the "Company");

The Board of Directors has developed the Internal Regulations on Corporate Governance of SASCO, which were approved by the General Meeting of Shareholders under Resolution No.04-NQ/SASCO-ĐHĐCĐ-2026 dated October 8, 2026.

The Internal Regulations on Corporate Governance of SASCO comprise the following provisions:

Article 1. Scope and applicable entities

1. **Scope:** These Internal Regulations on Corporate Governance prescribe the roles, rights and obligations of the General Meeting of Shareholders, the Board of Directors and the Chief Executive Officer; the order and procedures for convening meetings of the General Meeting of Shareholders; the nomination, candidacy, election, dismissal and removal of members of the Board of Directors and the Supervisory Board and the Chief Executive Officer; and other activities in accordance with the Company's Charter and other applicable laws.
2. **Applicable entities:** These Regulations apply to members of the Board of Directors, the Supervisory Board, the Chief Executive Officer and related persons.
3. **Interpretation of terms:** Terms not defined in these Regulations shall have the meanings prescribed in the Company's Charter and relevant laws.
 - 3.1. *Core business* means any business line, trade, business sector or product/service line of the Company (including its subsidiaries) that satisfies any of the following conditions:
 - a. Contributes ten percent (10%) or more of the Company's total consolidated net revenue in either of the two (02) most recent financial years, based on the Company's audited consolidated financial statements; or
 - b. Contributes ten percent (10%) or more of the Company's total consolidated gross profit (or profit before tax) in either of the two (02) most recent financial years, based on the Company's audited consolidated financial statements.
 - c. Other business activities determined by the Board of Directors to be core and important to the Company's development strategy from time to time.
 - 3.2. *Daily business activities* or *ordinary-course business activities* mean the following

- activities of the Company, unless otherwise decided by the Board of Directors:
- a. operating the Company as a multi-sector and multi-business enterprise while ensuring a primary focus on its core business activities;
 - b. deciding on and approving working-capital mobilization plans with a value not exceeding VND 60 (sixty) billion;
 - c. deciding on investment, procurement, upgrade and major repair of assets with a value not exceeding VND 05 (five) billion per asset unit, asset system or batch of assets, in accordance with the annual plan approved by the Board of Directors;
 - d. deciding on the liquidation or disposal of assets with an original cost not exceeding VND 08 (eight) billion per asset unit, asset system or batch of assets. Liquidation or disposal includes the destruction or sale for liquidation of technically obsolete assets; irreparably damaged assets; and assets that have expired or retain use value but are damaged, degraded or inefficiently used;
 - e. deciding on the establishment, dissolution or merger of teams, units, functional departments under operating units and equivalent bodies; and issuing organizational and operational regulations of such units in accordance with the organizational chart, functions and duties approved by the Board of Directors;
 - f. deciding on the appointment/dismissal of managerial positions of the Company in accordance with the staffing plan approved by the Board of Directors, except for positions whose appointment/dismissal falls within the authority of the Board of Directors;
 - g. recruiting employees and entering into employment contracts and related documents with Company employees. For employees holding managerial positions appointed by the Board of Directors, the Chief Executive Officer shall sign their employment contracts pursuant to the Board of Directors' decision;
 - h. deciding on salaries and other benefits of Company employees, except for the Executive Board and the Chief Accountant. Salaries, remuneration and other benefits of the Executive Board and the Chief Accountant shall be decided by the Board of Directors;
 - i. evaluating, rewarding and disciplining Company employees. For employees holding managerial positions appointed by the Board of Directors, the Chief Executive Officer shall issue reward or disciplinary decisions pursuant to the Board of Directors' decision and labor laws;
 - j. issuing human-resources management regulations and procedures in accordance with the Company's Charter, the Company's Internal Regulations on Corporate Governance and decisions of the Board of Directors; and
 - k. other activities assigned to the Chief Executive Officer for implementing resolutions and decisions of the General Meeting of Shareholders and the Board of Directors (including, without limitation, the business plan and the Company's development orientations), in accordance with law and requirements of competent state authorities.
4. **Principles of application:** These Regulations shall be applied consistently with law and the Company's Charter. In the event of any discrepancy, the document of higher legal effect shall prevail; the Board of Directors shall promptly submit amendments to these Regulations to the General Meeting of Shareholders for matters falling within its authority.

Article 2. General Meeting of Shareholders

1. Roles, rights and obligations of the General Meeting of Shareholders:

- 1.1. The General Meeting of Shareholders comprises all shareholders entitled to vote and is the highest decision-making body of the Company.
- 1.2. The General Meeting of Shareholders shall have the following rights and obligations:
 - a. Approve the development orientation of the Company;
 - b. Decide on the classes of shares and the total number of shares of each class authorized to be offered; decide on the annual dividend rate for each class of shares;
 - c. Determine the number of members of the Board of Directors and the Supervisory Board; elect, remove from office and dismiss members of the Board of Directors and members of the Supervisory Board;
 - d. Decide on investments or the sale of assets with a value equal to or exceeding thirty-five percent (35%) of the total assets recorded in the Company's most recent financial statements;
 - e. Decide on amendments and supplements to the Company Charter;
 - f. Decide on the redemption of more than ten percent (10%) of the total number of sold shares of each class;
 - g. Review and deal with violations committed by members of the Board of Directors, or members of the Supervisory Board that cause damage to the Company and its Shareholders;
 - h. Decide on the reorganization and dissolution (liquidation) of the Company and appoint the liquidator;
 - i. Decide on the budget or the total amount of remuneration, bonuses and other benefits for the Board of Directors and the Supervisory Board;
 - j. Approve the Internal Corporate Governance Regulations and the Regulations on the Operation of the Board of Directors and the Supervisory Board;
 - k. Approve the list of approved audit firms; decide on the approved audit firm to audit the Company's operations; and dismiss the approved auditor where deemed necessary;
 - l. Approve the execution of contracts and transactions with related parties as prescribed in Clause 10, Article 53 of the Company's Charter;
 - m. The annual business plan of the Company;
 - n. Approve the annual financial statements;
 - o. The report of the Board of Directors on the governance and the results of the operations of the Board of Directors and of each member of the Board of Directors;
 - p. The report of the Supervisory Board on the business results of the Company and on the results of the operations of the Board of Directors and the Chief Executive Officer;
 - q. The self-assessment report on the results of the operations of the Supervisory Board and of the Supervisors;
 - r. The dividend rate for each share of each class;
 - s. Other matters as prescribed by law and the Company's Charter.

- 1.3. The annual General Meeting of Shareholders shall discuss and approve the matters prescribed in Points m, n, o, p, q and r of Point 1.2 Clause 1 Article 2 of these Regulations and other matters within its authority.
- 1.4. All resolutions and matters included in the meeting agenda must be brought to discussion and vote at the meeting of the General Meeting of Shareholders.
- 1.5. With respect to matters approved under previous resolutions of the General Meeting of Shareholders that have not yet been implemented, the Board of Directors must report to the General Meeting of Shareholders at its next meeting. Where there is any change to matters falling within the decision-making authority of the General Meeting of Shareholders, the Board of Directors must submit such change to the General Meeting of Shareholders at its next meeting for approval prior to implementation.
2. **Order and procedures for a General Meeting of Shareholders to adopt resolutions by voting at the meeting:**
 - 2.1. Authority to convene the General Meeting of Shareholders:

The Board of Directors shall convene annual and extraordinary General Meetings of Shareholders in accordance with Article 17 of the Company's Charter.
 - 2.2. Preparation of the list of shareholders entitled to attend the meeting:
 - a. The list of shareholders entitled to attend the General Meeting of Shareholders shall be prepared based on the Company's register of shareholders or register of securities holders. The list shall be prepared no more than 10 days before the date on which the notice of invitation to the General Meeting of Shareholders is sent.
 - b. The list of shareholders entitled to attend the General Meeting of Shareholders must contain the full name, permanent address, nationality and number of the citizen identity card, identity certificate, passport or other lawful personal identification of each individual shareholder; the name, enterprise identification number or establishment decision number and head-office address of each institutional shareholder; and the number of shares of each class and the number and date of shareholder registration of each shareholder.
 - c. Shareholders have the right to inspect, review, extract and copy the names and contact addresses of shareholders in the list of shareholders entitled to attend the General Meeting of Shareholders; and to request correction of inaccurate information or supplementation of necessary information concerning themselves in such list. The Company's managers shall promptly provide information in the register of shareholders and correct or supplement inaccurate information at a shareholder's request, and shall compensate for damage caused by failure to provide, untimely provision of, or inaccurate provision of information in the register of shareholders as requested.
 - d. The order and procedures for requesting information from the register of shareholders shall comply with law.
 - 2.3. Notice of record date for the list of shareholders entitled to attend the General Meeting of Shareholders:

The Company shall disclose information on the preparation of the list of shareholders entitled to attend the General Meeting of Shareholders at least 20 days before the record date.
 - 2.4. Notice convening the General Meeting of Shareholders:

- a. The person convening the General Meeting of Shareholders shall send a notice of invitation to all shareholders on the list of shareholders entitled to attend no later than 21 days before the opening date (calculated from the date on which the notice is validly sent or dispatched). The notice must specify the Company's name, head-office address and enterprise identification number; the shareholder's full name and permanent address; the time and venue of the meeting; and other requirements applicable to attendees.
 - b. The notice of invitation shall be sent by email and/or guaranteed delivery service to the shareholder's registered contact address and/or by other means ensuring delivery to the shareholder, and shall concurrently be posted on the Company's website. The notice shall specify where and how the meeting documents may be downloaded. Where the Company sends the notice by email, the shareholder's email address shall be the address stored and provided by the Vietnam Securities Depository and Clearing Corporation (VSDC) or the address registered by the shareholder with the Company.
- 2.5. Agenda and contents of the General Meeting of Shareholders:
- a. The person convening the General Meeting of Shareholders shall prepare the meeting agenda and contents.
 - b. A shareholder or group of shareholders specified in Clause 2 Article 11 of the Charter has the right to propose matters for inclusion in the agenda of the General Meeting of Shareholders. The proposal must be made in writing and sent to the Company no later than seven (07) working days before the opening date. It must specify the shareholder's name, the number of shares of each class held by the shareholder or equivalent information, and the matter proposed for inclusion in the agenda.
 - c. The person convening the General Meeting of Shareholders may reject a proposal specified in Item b Point 2.5 Clause 2 Article 2 of these Regulations in any of the following cases:
 - (i) The proposal is not submitted in accordance with Item b Point 2.5 Clause 2 Article 2 of these Regulations;
 - (ii) At the time of submission, the shareholder or group of shareholders does not hold at least five percent (5%) of the ordinary shares as prescribed in Clause 2 Article 11 of the Company's Charter;
 - (iii) The proposed matter falls outside the decision-making authority of the General Meeting of Shareholders;
 - (iv) Other cases prescribed by law and the Company's Charter.
 - d. The person convening the General Meeting of Shareholders shall accept and include a proposal specified in Item b Point 2.5 Clause 2 Article 2 of these Regulations in the proposed agenda and contents of the meeting, except in the case specified in Clause 5 Article 17 of the Company's Charter; the proposal shall be officially added to the agenda and contents if approved by the General Meeting of Shareholders.
- 2.6. Authorization of representatives to attend the General Meeting of Shareholders:
- a. A shareholder or an authorized representative of an institutional shareholder may attend the meeting in person, authorize one or more other individuals or organizations to attend, or attend by any of the methods specified in Clause 3 Article 144 of the Law on Enterprises.

- b. Authorization of an individual or organization to attend the General Meeting of Shareholders must be made in writing. The instrument of authorization shall be prepared in accordance with civil law and must specify the name of the authorizing shareholder, the name of the authorized individual or organization, the number of authorized shares, the contents and scope of authorization, the authorization period, and the signatures of the authorizing party and the authorized party.
- c. An authorized attendee shall submit the instrument of authorization when registering before entering the meeting room; alternatively, the shareholder may send it to the Company or the meeting venue specified in the notice of invitation no later than 48 hours before the General Meeting of Shareholders. In the case of sub-authorization, the attendee shall also present the original instrument of authorization from the shareholder or authorized representative of an institutional shareholder (unless it has already been registered with the Company).
- d. For an institutional shareholder, its legal representative has the right to represent it in exercising shareholder rights in the Company in accordance with Article 11 of the Company's Charter and law, unless the shareholder has authorized another individual or organization in writing to exercise its rights.
- e. Votes cast by an authorized attendee within the scope of authorization shall remain valid upon the occurrence of any of the following events, except where:
 - (i) The authorizing person has died, has restricted civil act capacity or has lost civil act capacity;
 - (ii) The authorizing person has revoked the authorization;
 - (iii) The authorizing person has revoked the authority of the person granting the authorization.

This provision shall not apply where the Company receives notice of any of the above events before the opening of the General Meeting of Shareholders or before the reconvened meeting.

2.7. Registration for attendance at the General Meeting of Shareholders:

- a. Before the opening of the meeting, the registration of shareholders attending the General Meeting of Shareholders must be carried out.
- b. Upon registration of shareholders, the Company shall issue to each shareholder or authorized representative having voting rights a voting card/voting ballot/election ballot, bearing the registration number, the full name of the shareholder, the full name of the authorized representative and the number of votes/election votes of such shareholder. The General Meeting of Shareholders shall discuss and vote on each matter on the agenda. Voting shall be conducted by voting in favour, against, or abstaining. The vote counting results shall be announced by the Chairperson/the Vote Counting Committee immediately before the closing of the meeting. The meeting shall elect the persons responsible for counting the votes or supervising the vote counting at the proposal of the Chairperson. The number of members of the vote counting committee shall be decided by the General Meeting of Shareholders based on the proposal of the Chairperson of the meeting;
- c. A shareholder, the authorized representative of a corporate shareholder, or an authorized person arriving after the meeting has opened shall have the right to register immediately and thereafter to participate and vote at the meeting immediately upon registration. The Chairperson shall not be responsible for suspending the meeting to

allow late-arriving shareholders to register, and the validity of matters already voted on shall not be affected.

2.8. Conditions for conducting the meeting:

- a. A meeting of the General Meeting of Shareholders shall be conducted where the shareholders attending represent more than fifty percent (50%) of the total votes.
- b. Where the first meeting does not satisfy the conditions for being conducted as prescribed in Clause 1 of this Article, the person convening the meeting shall cancel the meeting. The General Meeting of Shareholders must be reconvened within thirty (30) days from the intended date of the first General Meeting of Shareholders. The second General Meeting of Shareholders shall be conducted only where the attendees are shareholders and authorized representatives attending the meeting representing at least thirty-three percent (33%) of the total votes.
- c. Where the second meeting does not satisfy the conditions for being conducted as prescribed in Clause 2 of this Article, the notice of invitation to the third meeting must be sent within twenty (20) days from the intended date of the second meeting. The third meeting of the General Meeting of Shareholders shall be conducted irrespective of the total number of votes of the shareholders attending.
- d. Only the General Meeting of Shareholders shall have the right to change the meeting agenda enclosed with the notice of invitation as prescribed in Article 17 of the Company's Charter.

2.9. Forms of adopting resolutions of the General Meeting of Shareholders:

- a. The General Meeting of Shareholders shall adopt decisions within its authority by voting at a meeting, collecting written opinions or other methods prescribed by the Company's Charter and applicable laws.
- b. Resolutions of the General Meeting of Shareholders on the following matters must be adopted by way of voting at a meeting of the General Meeting of Shareholders:
 - (i) Amendment and supplementation of the Company Charter;
 - (ii) Approval of the development orientation of the Company;
 - (iii) Decisions on the classes of shares and the total number of shares of each class authorized to be offered;
 - (iv) Election, removal from office and dismissal of members of the Board of Directors and of the Supervisory Board;
 - (v) Decisions on investments or the sale of assets with a value equal to or exceeding thirty-five percent (35%) of the total assets recorded in the Company's most recent financial statements;
 - (vi) Approval of the annual financial statements;
 - (vii) Reorganization or dissolution of the Company.

2.10. Voting methods:

The General Meeting of Shareholders shall discuss and vote on each matter in the agenda by any of the following methods:

- a. Raising voting cards;
- b. Collecting voting cards;
- c. Other methods decided under the Working Regulations of the General Meeting of Shareholders.

The Chairperson shall announce the voting results to the General Meeting of Shareholders before the meeting closes.

2.11. Vote-counting method:

- a. Votes shall be counted by aggregating voting cards/ballots marked approval, disapproval or no opinion.
- b. If an issue arises and a shareholder makes a request consistent with law that is approved by the General Meeting of Shareholders, the Company shall appoint an independent organization to collect and count the votes.

2.12. Conditions for adoption of resolutions:

- a. A resolution on the following matters shall be adopted if approved by shareholders representing sixty-five percent (65%) or more of the total votes of all shareholders attending and voting at the meeting, except in the cases prescribed in Clauses 3, 4 and 6 of Article 148 of the Law on Enterprises:
 - (i) The classes of shares and the total number of shares of each class;
 - (ii) Changes to the business lines and business sectors;
 - (iii) Changes to the management organizational structure of the Company;
 - (iv) Investment projects or the sale of assets having a value equal to or exceeding thirty-five percent (35%) of the total assets recorded in the Company's most recent financial statements; unless the Company's Charter prescribes another ratio or value;
 - (v) Reorganization or dissolution of the Company;
 - (vi) Amendment and supplementation of the Company Charter;
- b. Resolutions shall be adopted where approved by shareholders holding fifty-one percent (51%) or more of the total votes of all shareholders attending and voting at the meeting, except in the cases prescribed in Item a Point 2.12 Clause 2 Article 2 of these Regulations and Clauses 3, 4 and 6 Article 148 of the Law on Enterprises.
- c. The election of members of the Board of Directors and of the Supervisory Board must be carried out by the cumulative voting method in accordance with Clause 3, Article 148 of the Law on Enterprises.

2.13. Announcement of vote-counting results:

The Vote Counting Committee shall verify, aggregate and report to the Chairperson the vote-counting results for each matter. The Chairperson/Vote Counting Committee shall announce the results immediately before the meeting closes.

2.14. Objection to resolutions of the General Meeting of Shareholders:

- a. A shareholder who has voted against a resolution on the reorganization of the Company or a change to the rights and obligations of shareholders as stipulated in the Company's Charter shall have the right to request the Company to repurchase such shareholder's shares. The request must be made in writing and specify the shareholder's name and address, the number of shares of each class, the proposed selling price and the reason for requesting the repurchase. The request must be submitted to the Company within ten (10) days from the date on which the General Meeting of Shareholders adopts the resolution on the matters specified in this Clause.
- b. The Company shall repurchase shares at the request of a shareholder specified in Item a Point 2.14 Clause 2 Article 2 of these Regulations at the market price or a price calculated according to the principles prescribed in the Company's Charter within 90 days after receiving the request. If the parties cannot agree on the price, they may

- request a valuation organization to determine it. The Company shall introduce at least 03 valuation organizations for the shareholder to select, and such selection shall be final.
- c. Within 90 days after receiving a resolution or minutes of the General Meeting of Shareholders or the minutes of vote-counting results for written opinions, a shareholder or group of shareholders specified in Clause 2 Article 115 of the Law on Enterprises may request a court or arbitration tribunal to consider and annul the resolution or part thereof in any of the following cases:
 - (i) The order and procedures for convening the meeting and adopting decisions of the General Meeting of Shareholders seriously violate the Law on Enterprises or the Company's Charter, except as provided in Clause 2 Article 152 of the Law on Enterprises;
 - (ii) The contents of the resolution violate law or the Company's Charter.
- 2.15. Preparation of minutes of the General Meeting of Shareholders:
- a. The General Meeting of Shareholders shall be recorded in minutes and may be audio-recorded or recorded and retained in another electronic form. The minutes shall be prepared in Vietnamese, may additionally be prepared in a foreign language, and shall contain the matters prescribed in Article 23 of the Company's Charter.
 - b. The minutes shall be completed and approved before the meeting ends. The Chairperson and secretary of the meeting, or other persons signing the minutes, shall be jointly liable for the truthfulness and accuracy of their contents.
 - c. Minutes prepared in Vietnamese and in a foreign language have equal legal validity. In the event of any discrepancy, the Vietnamese version shall prevail.
- 2.16. Disclosure of resolutions and minutes of the General Meeting of Shareholders:
- a. A resolution of the General Meeting of Shareholders shall be notified to shareholders entitled to attend the meeting within 15 days from its adoption. If the Company has a website, such notification may be replaced by posting the resolution on the Company's website.
 - b. Resolutions and minutes of the General Meeting of Shareholders shall be disclosed in accordance with laws on information disclosure in the securities market and retained at the Company's head office.
- 3. Order and procedures for adopting resolutions of the General Meeting of Shareholders by collection of written opinions:**
- 3.1. Cases in which written opinions may or may not be collected: As prescribed in Point 2.9 Clause 2 Article 2 of these Regulations.
 - 3.2. The Board of Directors may collect shareholders' written opinions to adopt a resolution of the General Meeting of Shareholders when deemed necessary in the interests of the Company.
- Order and procedures for adopting resolutions by collection of written opinions:
- a. The Board of Directors shall prepare opinion forms, a draft resolution of the General Meeting of Shareholders and explanatory documents, and send them to all shareholders entitled to vote no later than ten (10) days before the deadline for returning the completed opinion forms. The list of shareholders shall be prepared in accordance with Point 2.2 Clause 2 Article 2 of these Regulations. The requirements and method for sending opinion forms shall follow the method for sending meeting

invitations prescribed in Point 2.4 Clause 2 Article 2 of these Regulations. Documents concerning the matters submitted for opinion shall be posted on the Company's website.

- b. The opinion form shall contain the particulars prescribed in Clause 3 Article 22 of the Company's Charter.
- c. A shareholder may return a completed opinion form to the Company by any of the following methods:
 - (i) By post. The completed opinion form must bear the signature of the individual shareholder or the authorized representative or legal representative of an institutional shareholder. It must be enclosed in a sealed envelope, which no person may open before the votes are counted;
 - (ii) By fax or email. Opinion forms returned by fax or email shall remain confidential until the time of vote counting.
 - (iii) Opinion forms received after the deadline specified therein, opened if sent by post, or disclosed if sent by fax or email shall be invalid. An opinion form not returned shall be deemed a non-participating vote;
- d. The Board of Directors shall organize the vote count and prepare minutes thereof in the presence of the Supervisory Board or a shareholder who does not hold a managerial position in the Company.

The minutes of vote counting shall contain the particulars prescribed in Clause 5 Article 22 of the Company's Charter. Members of the Board of Directors, the Company's legal representative, vote counters and vote-count supervisors shall be jointly liable for the truthfulness and accuracy of the minutes and for damage arising from decisions adopted as a result of dishonest or inaccurate vote counting;

- e. The minutes of vote-counting results shall be sent to shareholders within fifteen (15) days after completion of the vote count. If the Company posts the results on its website, it shall do so within twenty-four (24) hours after completion of the vote count;
- f. Completed opinion forms, minutes of vote counting, the adopted resolution and related documents enclosed with the opinion forms shall be retained at the Company's head office.
- g. A resolution adopted by collection of shareholders' written opinions shall be approved by shareholders owning fifty-five percent (55%) or more of the total votes of all shareholders entitled to vote and shall have the same validity as a resolution adopted at a General Meeting of Shareholders.

4. Order and procedures for an online General Meeting of Shareholders to adopt resolutions:

An online General Meeting of Shareholders shall be organized in accordance with law, ensuring the lawful rights and interests of shareholders and compliance with the following provisions:

- 4.1. Notice convening an online meeting:
 - a. The notice shall comply with Point 2.4 Clause 2 Article 2 of these Regulations.
 - b. Voting/election ballots need not accompany the notice of invitation.
- 4.2. Registration for attendance at an online General Meeting of Shareholders:

The method for registering to attend an online General Meeting of Shareholders before the opening date shall be clearly stated in the meeting notice and shall include:

- a. Eligibility conditions:
 - (i) The attendee's name must appear on the list of shareholders entitled to attend the General Meeting of Shareholders prescribed in Point 2.2 Clause 2 Article 2 of these Regulations.
 - (ii) An authorized representative must be eligible to attend under law and the Company's Charter.
 - b. Technical requirements:

A shareholder/shareholder representative must have an internet-connected electronic device.
 - c. Recognition of shareholders/shareholder representatives attending an online General Meeting of Shareholders:
 - (i) A shareholder/shareholder representative shall be recorded by the electronic voting system as attending the online General Meeting of Shareholders when accessing the system using the credentials provided in accordance with Item d Point 4.2 Clause 4 Article 2 of these Regulations. Login and logout times and attendance status must be logged by the system to determine whether the meeting conditions are satisfied.
 - d. Provision of login credentials and electronic voting:
 - (i) A shareholder shall attend the General Meeting of Shareholders by using the login code provided by the Organizing Committee to access the system when the meeting is conducted.
 - (ii) The shareholder login code shall be determined by the Organizing Committee in accordance with the requirements of the online service provider at the time of the meeting.
 - (iii) After a shareholder (or an authorized representative) logs into the online General Meeting of Shareholders system, the shareholder may exercise the rights prescribed in the Charter and the Law on Enterprises.
 - (iv) A shareholder attending online shall be deemed to attend the General Meeting of Shareholders in person. Accordingly, a shareholder who logs in to the Company's online meeting/voting system shall be deemed present in person, and the voting results shall have the same validity as votes cast in person at the General Meeting of Shareholders.
- 4.3. Authorization of representatives to attend an online General Meeting of Shareholders:
- a. Authorization shall comply with Point 2.6 Clause 2 Article 2 of these Regulations, except where the specific provisions on online authorization below provide otherwise.
 - b. Certain requirements for online authorization:
 - (i) Shareholders shall provide all information required for online authorization, particularly the proxy's telephone number, contact address and email address. Such information forms the basis for issuing the proxy's username, access password and other identification factors (if any);
 - (ii) Validity of direct authorization: An authorization shall be legally valid only if all of the following conditions are satisfied:

- (A) The shareholder completes all information in the online authorization form and completes the online authorization process;
 - (B) The instrument of authorization printed from the online form contains the signatures and full names of both the authorizing party and the proxy and, for an organization, its seal;
 - (C) The Company receives the original instrument of authorization before the official opening of the General Meeting of Shareholders;
 - (iii) Revocation of online authorization: A shareholder shall send the Company an official written request to revoke the online authorization before the official opening of the meeting. The revocation takes effect at the time the Company receives such official request.
 - (iv) If the Company receives a revocation request after the meeting opens, the revocation shall not affect the proxy's right to attend or the validity of any vote/election ballot already cast by the proxy on any agenda item of the online General Meeting of Shareholders.
- 4.4. Conditions for conducting the meeting:
- a. The conditions for conducting an online General Meeting of Shareholders shall comply with Point 2.8 Clause 2 Article 2 of these Regulations.
 - b. The Company shall issue appropriate Regulations on Online General Meetings of Shareholders for each meeting.
- 4.5. Online discussion:
- a. Principles:
 - (i) Discussion may take place only within the prescribed period and within the scope of matters presented in the agenda of the General Meeting of Shareholders;
 - (ii) Only shareholders/shareholder representatives may participate in discussions;
 - (iii) A shareholder/shareholder representative wishing to comment shall register the discussion content in the manner specifically prescribed in the meeting's working regulations;
 - (iv) The Secretariat shall arrange shareholders'/shareholder representatives' discussion matters in registration order and submit them to the Chairperson.
 - b. Responses to comments of shareholders/shareholder representatives:
 - (i) Based on the discussion content, the Chairperson or a member designated by the Chairperson shall respond to shareholders'/shareholder representatives' comments.
 - (ii) Due to time constraints, questions not answered directly at the meeting shall be answered by the Company afterward.
- 4.6. Form and conditions for adopting resolutions at an online General Meeting of Shareholders:
- An online General Meeting of Shareholders shall adopt resolutions within its authority by electronic voting. The conditions for adoption shall comply with Point 2.12 Clause 2 Article 2 of these Regulations.
- 4.7. Online voting method:
- a. Method for casting votes:

- (i) For each matter submitted for voting and configured in the electronic voting system, a shareholder/shareholder representative shall select one of three options: Approval, Disapproval or No Opinion;
- (ii) The shareholder/shareholder representative shall then confirm the vote so that the electronic voting system records the result.
- b. Method for casting election votes:
Election voting shall be conducted online by cumulative voting in compliance with law and the Company's Charter.
- 4.8. Online vote-counting method:
 - a. When a shareholder/shareholder representative casts a vote, all voting results shall be recorded in the system in accordance with the following principles: the number of votes in favor, the number of votes against, and the number of abstentions for each matter, together with the time of recording and the ballot identification number, to facilitate verification and reconciliation..
 - b. Online election results shall be recorded in the system using the cumulative voting method; the election results and successful candidates shall be recorded in compliance with law and the Company's Charter.
- 4.9. Announcement of online vote-counting results:
Based on the vote-counting minutes specified in Point 4.8 Clause 4 Article 2 of these Regulations, the Vote Counting Committee shall verify, aggregate and report to the Chairperson the results for each agenda item. The Chairperson /Vote Counting Committee shall announce the voting/election results immediately before the meeting closes.
- 4.10. Preparation of minutes of an online General Meeting of Shareholders:
 - a. The minutes shall be prepared in accordance with Point 2.15 Clause 2 Article 2 of these Regulations;
 - b. The venue stated in the minutes shall be the place where the Chairperson is present to conduct the meeting. Such place must be within the territory of Vietnam.
 - c. The method for approving minutes of an online General Meeting of Shareholders shall be specifically prescribed in the Company's working regulations for that meeting.
- 4.11. Disclosure of resolutions and minutes of an online General Meeting of Shareholders:
Resolutions and minutes of an online General Meeting of Shareholders shall be disclosed in accordance with Point 2.16 Clause 2 Article 2 of these Regulations.
- 4.12. Matters concerning the order and procedures for online General Meetings of Shareholders that are not prescribed in this Clause 4 shall be governed by the corresponding provisions of Clause 2 Article 2 of these Regulations.
- 5. Order and procedures for a General Meeting of Shareholders held in a hybrid in-person and online format to adopt resolutions:**
A General Meeting of Shareholders held in a hybrid in-person and online format shall be organized in accordance with law and the corresponding provisions of Clauses 2 and 4 Article 2 of these Regulations.

Article 3. Board of Directors

- 1. Roles, rights and obligations of the Board of Directors and responsibilities of its members:**
 - 1.1. The Board of Directors is the management body of the Company and has full authority, on behalf of the Company, to decide and exercise the Company's rights and obligations that do not fall within the authority of the General Meeting of Shareholders.
 - 1.2. The Board of Directors has the rights and duties prescribed in Clause 2 Article 29 of the Company's Charter.
 - 1.3. A member of the Board of Directors may request the Chief Executive Officer, a Deputy General Manager or the manager of any unit of the Company to provide and explain information and documents concerning the financial condition and business operations of the Company and its units. The requested manager shall provide such information and documents promptly, fully and accurately.
- 2. Nomination, candidacy, election, dismissal and removal of members of the Board of Directors:**
 - 2.1. Term of office and number of members of the Board of Directors:

The Board of Directors consists of five (05) members. The term of office of a member shall not exceed five (05) years, and members may be re-elected for an unlimited number of terms. At least 03 members must permanently reside in Vietnam. An individual may serve as an independent member of the Company's Board of Directors (if the Company is listed) for no more than two (02) consecutive terms.
 - 2.2. Composition, qualifications, conditions, rights and responsibilities of members of the Board of Directors: As prescribed in Articles 27 and 28 of the Company's Charter.
 - 2.3. Nomination and candidacy for membership of the Board of Directors:
 - a. A shareholder or group of shareholders owning at least 10% of the total ordinary shares may nominate candidates to the Board of Directors in accordance with Clause 2 Article 26 of the Company's Charter, specifically:
 - (i) From 10% to less than 20% of voting shares: up to 01 (one) candidate;
 - (ii) From 20% to less than 30% of voting shares: up to 02 (two) candidates;
 - (iii) From 30% to less than 40% of voting shares: up to 03 (three) candidates;
 - (iv) From 40% to less than 50% of voting shares: up to 04 (four) candidates;
 - (v) From 50% to less than 60% of voting shares: up to 05 (five) candidates;
 - (vi) From 60% to less than 70% of voting shares: up to 06 (six) candidates;
 - (vii) From 70% or more of voting shares: up to 07 (seven) candidates.
 - b. Candidates shall be nominated to the Board of Directors as follows:
 - (i) Ordinary shareholders forming a group to nominate candidates to the Board of Directors shall notify the attending shareholders of the formation of the group before the General Meeting of Shareholders opens;
 - (ii) Based on the number of members of the Board of Directors, a shareholder or group of shareholders may nominate one or more candidates in accordance with Item a Point 2.3 of this Clause. Where the number of candidates nominated by a shareholder or group of shareholders is fewer than the number they are entitled to nominate under Item a Clause 2.3 hereof, the remaining candidates shall be nominated by the Board of Directors and other shareholders.

2.4. Method for electing members of the Board of Directors:

Members of the Board of Directors shall be elected by cumulative voting, whereby each shareholder has a total number of votes equal to the number of shares owned multiplied by the number of members to be elected and may allocate all or part of such votes to one or more candidates. Successful candidates shall be determined in descending order of votes, beginning with the candidate receiving the highest number, until the number of members prescribed in the Company's Charter is reached. If two or more candidates receive the same number of votes for the final seat, a re-election shall be held among those candidates or selection shall be made according to the criteria prescribed in the Company's Charter or the election regulations.

2.5. Cases of dismissal, removal and supplementation of members of the Board of Directors: As prescribed in Article 35 of the Company's Charter.

2.6. Notice of election, dismissal and removal of members of the Board of Directors:

The election, dismissal and removal of members of the Board of Directors shall be disclosed in accordance with law and the Company's Information Disclosure Regulations.

2.7. Introduction of candidates for membership of the Board of Directors:

a. Information concerning candidates for the Board of Directors (where candidates have been identified in advance) shall be disclosed on the Company's website at least ten (10) days before the opening of the General Meeting of Shareholders so that shareholders may review it before voting. The list of nominated or self-nominated candidates (together with their curricula vitae and information) shall be publicly posted at the Company's head office and the meeting venue. Information disclosed about each candidate shall include at least:

- (i) Full name and date of birth;
- (ii) Professional qualifications;
- (iii) Employment history;
- (iv) Companies in which the candidate currently holds a managerial position;
- (v) Interests related to the Company (if any);

b. A candidate for the Board of Directors shall provide a written undertaking that the disclosed personal information is truthful, accurate and reasonable, and shall undertake to perform the duties honestly, prudently and in the best interests of the Company if elected as a member of the Board of Directors.

2.8. Election, dismissal and removal of the Chairperson:

a. The Chairperson of the Board of Directors shall be elected, dismissed and removed by the Board of Directors from among its members.

b. The Chairperson of the Board of Directors shall be elected at the first meeting of the Board of Directors for the relevant term, held within 07 working days after completion of the election of that Board. The member receiving the highest number or percentage of votes shall convene and chair the meeting. If two or more members receive the same highest number or percentage of votes, the members shall select one of them by majority vote to convene the meeting.

3. **Remuneration and other benefits of members of the Board of Directors: As prescribed in Article 30 of the Company's Charter.**

4. Order and procedures for meetings of the Board of Directors:

- 4.1. Minimum number of meetings by month/quarter/year: The Board of Directors may hold regular or extraordinary meetings at the Company's head office or elsewhere. Meetings shall be convened by the Chairperson of the Board of Directors when deemed necessary, but at least once every quarter.
- 4.2. Cases requiring an extraordinary meeting of the Board of Directors:
The Chairperson of the Board of Directors shall convene a meeting upon the occurrence of any of the following:
- a. A request by the Supervisory Board or an independent member of the Board of Directors (if the Company is listed);
 - b. A request by the Chief Executive Officer or at least 05 other managers;
 - c. A request by at least 02 members of the Board of Directors;
The request must be made in writing and specify the purpose and matters falling within the authority of the Board of Directors that require discussion and decision.
 - d. At the request of the independent audit firm auditing the Company's financial statements, the Chairperson of the Board of Directors shall convene a meeting to discuss the audit report and the Company's condition;
 - e. Other cases prescribed in the Company's Charter.
The Chairperson of the Board of Directors shall convene a meeting within 07 working days after receiving a request specified in Item a Point 4.2 Clause 4 Article 3 of these Regulations. If the Chairperson of the Board of Directors fails to do so, the Chairperson of the Board of Directors shall be liable for damage caused to the Company, and the requesting person may convene the meeting in place of the Chairperson.
- 4.3. Notice of a meeting of the Board of Directors (including the time, venue, agenda and matters for discussion and decision):
- a. The Chairperson of the Board of Directors or other convener shall send the notice of invitation no later than 03 working days before the meeting date. The notice shall specify the time, venue, agenda and matters for discussion and decision, and shall be accompanied by meeting documents and members' voting ballots.
 - b. The notice may be sent by post, fax, email or other means, provided that it reaches the contact address registered by each member with the Company.
 - c. The Chairperson of the Board of Directors or convener shall send the notice and accompanying documents to Supervisors and to the Chief Executive Officer, if not a member of the Board of Directors, in the same manner as to Board members.
- 4.4. Right of members of the Supervisory Board and the Chief Executive Officer who are not members of the Board of Directors to attend Board meetings: They may attend and discuss matters but may not vote.
- 4.5. Conditions for conducting a meeting of the Board of Directors:
- a. A meeting may be conducted when at least three quarters ($\frac{3}{4}$) of the total members are present.
 - b. If a meeting convened under this Clause lacks the required attendance, a second meeting shall be convened within 07 days from the intended date of the first meeting. The second meeting may be conducted if more than one half ($\frac{1}{2}$) of the members are present.

4.6. Voting methods:

a. A member shall be deemed to attend and vote at a meeting in any of the following cases:

- (i) Attending and voting in person at the meeting;
- (ii) Authorizing another person to attend in accordance with Point 4.8 Clause 4 Article 3 of these Regulations;
- (iii) Attending and voting by online conference or another similar method;
- (iv) Sending a voting ballot to the meeting by post, fax or email.

A voting ballot sent by post must be enclosed in a sealed envelope and delivered to the Chairperson of the Board of Directors no later than one hour before the meeting opens. It may be opened only in the presence of all attendees.

4.7. Adoption of resolutions of the Board of Directors:

A resolution shall be adopted if approved by a majority of attending members (more than 50%). In the event of an equality of votes for and against, the final decision shall follow the opinion of the Chairperson.

4.8. Authorization by a member of another person to attend a Board meeting:

Members shall fully attend meetings of the Board of Directors. A member may authorize another person to attend if approved by a majority of the members.

4.9. Preparation of minutes of meetings of the Board of Directors:

a. Meetings shall be recorded in minutes and may be audio-recorded or recorded and retained in another electronic form. The Chairperson of the Board of Directors shall send the minutes to the members, and such minutes shall constitute conclusive evidence of the business conducted at the meeting unless an objection is raised within ten (10) days after dispatch. The minutes shall be prepared in Vietnamese and may also be prepared in a foreign language, and shall contain the particulars prescribed in Article 33 of the Company's Charter. In the event of any discrepancy, the Vietnamese version shall prevail.

b. Any matter approved by more than 50% of all attending members and recorded in the minutes shall be formalized as a resolution of the Board of Directors.

4.10. If the Chairperson and/or secretary refuses to sign the minutes, the minutes shall remain valid if signed and approved by all other attending members and if they contain all particulars prescribed in Point 4.9 Clause 4 Article 3 of these Regulations. The minutes shall state the refusal of the Chairperson or minute-taker to sign. The signatories shall be jointly liable for the accuracy and truthfulness of the minutes. The Chairperson and minute-taker shall be personally liable for damage caused to the enterprise by their refusal to sign in accordance with the Law on Enterprises, the Company's Charter and relevant laws.

4.11. Notification of resolutions and decisions of the Board of Directors:

The Company shall disclose information internally and to relevant authorities (if requested), or through the mass media and on the Company's website, in accordance with applicable order and law.

5. Collection of written opinions of members of the Board of Directors:

When necessary, the Chairperson of the Board of Directors may collect members' written opinions to approve matters within the Board's authority according to the following procedures:

- 5.1. Sending an opinion form together with relevant documents and a draft resolution to the members;
- 5.2. Members shall vote as requested by the Chairperson of the Board of Directors and return their completed opinion forms by the deadline specified therein;
- 5.3. The Chairperson of the Board of Directors shall appoint a Vote Counting Committee to verify the voting results;
- 5.4. A resolution by written opinion shall be adopted if approved by a majority of members entitled to vote (more than 50%). In the event of an equality of votes for and against, the final decision shall follow the opinion of the Chairperson;
- 5.5. Based on the vote-counting results, the Chairperson of the Board of Directors shall, on behalf of the Board of Directors, sign and issue the resolution on matters approved by the members. A resolution adopted by written opinion has the same effect and validity as a resolution adopted at a duly convened and conducted meeting.
- 6. Authority of the Board of Directors to appoint/dismiss personnel:**
 - 6.1. Positions appointed/dismissed by the Board of Directors include:
 - a. The Chief Executive Officer and Deputy Chief Executive Officers of the Company;
 - b. The Chief Accountant;
 - c. Heads of units directly under the Company;
 - d. The Person in Charge of Corporate Governance;
 - e. Heads of teams/committees directly under the Board of Directors;
 - f. The head of the internal audit function.
 - 6.2. In the event that the head of a unit under the Company or the head of a Team/Committee under the Board of Directors ceases employment, the removal of such person from office shall automatically take effect from the cessation date specified in the decision on termination of the labour contract. The Board of Directors shall not be required to issue a separate removal decision in such cases.
- 7. Committees under the Board of Directors:** The Board may establish committees for development policy, personnel, remuneration, internal audit, risk management and other necessary fields in accordance with Article 36 of the Company's Charter and law.
- 8. Selection, appointment and dismissal of the Person in Charge of Corporate Governance:**
 - 8.1. Qualifications of the Person in Charge of Corporate Governance:
The Person in Charge of Corporate Governance must satisfy the following qualifications:
 - a. Having knowledge of law;
 - b. Not concurrently working for the accredited audit firm auditing the Company's financial statements;
 - c. Other qualifications prescribed by law and decided by the Board of Directors.
 - 8.2. Appointment of the Person in Charge of Corporate Governance:
The Board of Directors of the Company shall appoint at least one person in charge of corporate governance to assist with corporate governance matters at the Company. The person in charge of corporate governance may concurrently serve as the Company Secretary in accordance with Clause 5, Article 156 of the Law on

Enterprises. The person in charge of corporate governance shall perform their duties in accordance with applicable laws and the directions of the Board of Directors.

- 8.3. Dismissal and removal of the Person in Charge of Corporate Governance:
The Board of Directors may dismiss or remove the Person in Charge of Corporate Governance when necessary, provided that applicable labor laws are observed.
- 8.4. Rights and obligations of the Person in Charge of Corporate Governance: As prescribed in Clause 3 Article 37 of the Company's Charter.

Article 4. Supervisory Board

- 1. Roles, rights and obligations of the Supervisory Board and responsibilities of its members:** As prescribed in Articles 48 and 51 of the Company's Charter.
- 2. Term of office, number, composition and structure of the Supervisory Board:**
 - 2.1. Term of office, number, composition and structure of the Supervisory Board:
 - a. The Supervisory Board consists of three (03) members. More than one half of its members must permanently reside in Vietnam.
 - b. Supervisors shall be elected by the General Meeting of Shareholders. Their term of office shall not exceed five (05) years, and they may be re-elected for an unlimited number of terms.
 - c. If the terms of all Supervisors expire at the same time and new Supervisors have not yet been elected, the outgoing Supervisors shall continue exercising their rights and performing their duties until the new Supervisors are elected and assume office.
 - 2.2. Qualifications and conditions of members of the Supervisory Board: As prescribed in Article 46 of the Company's Charter.
 - 2.3. Nomination and candidacy for membership of the Supervisory Board:
 - a. A shareholder or group of shareholders owning at least 10% of the total ordinary shares may nominate candidates to the Supervisory Board in accordance with Article 45 of the Company's Charter. Nominations shall be made as follows:
 - (i) Ordinary shareholders forming a group to nominate candidates to the Supervisory Board shall notify attending shareholders of the formation of the group before the General Meeting of Shareholders opens;
 - (ii) Based on the number of members of the Supervisory Board, a shareholder or group of shareholders specified in this Clause may nominate one or more candidates in accordance with Article 45 of the Company's Charter. Where the number of candidates nominated by a shareholder or group of shareholders is fewer than the number they are entitled to nominate under Article 45 of the Company's Charter, the remaining candidates shall be nominated by the Board of Directors and other shareholders.
 - 2.4. Method for electing members of the Supervisory Board: The provisions of Point 2.4 Clause 2 Article 3 of these Regulations shall apply *mutatis mutandis*.
 - 2.5. Cases of dismissal and removal of members of the Supervisory Board: As prescribed in Article 52 of the Company's Charter.
 - 2.6. Notice of election, dismissal and removal of members of the Supervisory Board:
The Company shall disclose information to relevant authorities and on its website in accordance with applicable order and law.
 - 2.7. Salaries and other benefits of members of the Supervisory Board:

- a. Supervisors shall receive salaries or remuneration and other benefits as decided by the General Meeting of Shareholders. The General Meeting of Shareholders shall decide the total annual salaries, remuneration and operating budget of the Supervisory Board.
- b. Supervisors shall be reimbursed for reasonable meal, accommodation and travel expenses and the cost of independent advisory services. The total remuneration and expenses shall not exceed the annual operating budget approved by the General Meeting of Shareholders, unless otherwise decided by it.
- c. Salaries and operating expenses of the Supervisory Board shall be included in the Company's business expenses in accordance with corporate income tax law and relevant laws and shall be presented as a separate item in the Company's annual financial statements.

Article 5. Chief Executive Officer

1. Roles, responsibilities, rights and obligations of the Chief Executive Officer:

- 1.1. The Chief Executive Officer manages the Company's daily business operations, is supervised by the Board of Directors, and is accountable to the Board of Directors and before law for exercising the assigned rights and duties. In deciding matters concerning the Company's daily business operations. The Chief Executive Officer shall at all times act in good faith and in the interests of the Company when making decisions on matters relating to the Company's day-to-day business operations.
- 1.2. Before execution and performance, the Chief Executive Officer shall obtain the Board of Directors' approval for master/framework agreements that do not specify a particular value and for contracts outside the core business activities (including contract types or business models not previously authorized by the Board of Directors).
- 1.3. The Chief Executive Officer shall obtain the Board of Directors' approval for tender submissions and/or new or renewed lease contracts for business premises at terminals that fall outside the approved plan;
- 1.4. The Chief Executive Officer has the rights and obligations prescribed in Clause 5 Article 40 of the Company's Charter.

2. Appointment, dismissal, execution and termination of contracts with the Chief Executive Officer:

- 2.1. Term of office, qualifications and conditions of the Chief Executive Officer:
 - a. The term of office of the Chief Executive Officer is five (05) years, and the Chief Executive Officer may be reappointed for an unlimited number of terms. The appointment may cease to be effective pursuant to the employment contract. The Chief Executive Officer must not be a person prohibited by law from holding this position.
 - b. The Chief Executive Officer must satisfy the qualifications and conditions prescribed in Clause 4 Article 40 of the Company's Charter.
- 2.2. Nomination, candidacy, dismissal and removal of the Chief Executive Officer:
A person shall cease to hold office as the Company's Chief Executive Officer in any of the following cases:

- a. Dismissal, removal from office or termination of the contract. The Board of Directors may remove the Chief Executive Officer from office if at least two-thirds (2/3) of its members vote in favour thereof (excluding the vote of the Chief Executive Officer) and appoint a new Chief Executive Officer as a replacement;
 - b. No longer satisfying the requirements for serving as Chief Executive Officer as prescribed at Point 2.1, Clause 2, Article 5 of these Regulations;
 - c. Submission of a resignation letter which is approved by the Board of Directors;
 - d. Has lost or has limited civil act capacity pursuant to a court decision;
 - e. Other cases prescribed by law.
- 2.3. Appointment of and execution of an employment contract with the Chief Executive Officer:
- The Board of Directors shall appoint one of its members or hire another person as Chief Executive Officer and shall enter into a contract prescribing the salary, remuneration, benefits and other terms of employment.
- 2.4. Dismissal of and termination of the employment contract with the Chief Executive Officer:
- If the Chief Executive Officer is dismissed, the Board of Directors shall temporarily designate a person to perform the Chief Executive Officer's duties. Within thirty (30) working days, it shall complete the procedures for appointing a new Chief Executive Officer.
- 2.5. Notice of appointment, dismissal, execution or termination of a contract with the Chief Executive Officer:
- The Company shall disclose information to relevant authorities and on its website in accordance with applicable order and law.
- 2.6. Salary and other benefits of the Chief Executive Officer: As prescribed in Article 39 of the Company's Charter.

Article 6. Coordination among the Board of Directors, the Supervisory Board and the Chief Executive Officer

1. The Board of Directors, the Supervisory Board and the Chief Executive Officer shall coordinate according to the following principles:
 - 1.1. Convening meetings, issuing meeting notices, preparing minutes and announcing meeting results among the Board of Directors, the Supervisory Board and/or the Chief Executive Officer shall be carried out in writing and retained in the corporate governance records;
 - 1.2. Resolutions and decisions of the Board of Directors shall be promptly sent to the Supervisory Board and the Chief Executive Officer, except for information whose access is restricted by law;
 - 1.3. The Chief Executive Officer shall implement resolutions and decisions of the Board of Directors and report on progress, difficulties and risks together with proposed measures;
 - 1.4. The Supervisory Board, the Chief Executive Officer or another person entitled under the Company's Charter may request a meeting of the Board of Directors, specifying the matters to be considered;



- 1.5. The Chief Executive Officer shall provide periodic and ad hoc reports and governance information at the request of the Board of Directors or the Supervisory Board;
- 1.6. The Board of Directors shall direct, inspect and supervise the implementation of resolutions, the delegation and authorization of authority to the Chief Executive Officer, and daily business activities falling within the Chief Executive Officer's authority;
- 1.7. The list of reports and data, deadlines, responsible focal points and methods of providing information shall be standardized to ensure completeness, accuracy, timeliness and confidentiality;
- 1.8. The parties shall coordinate in compliance control, risk management, related-party transactions, conflicts of interest and information disclosure.
2. Annually, the Board of Directors shall lead, with input from the Supervisory Board, an assessment of the performance of the Board of Directors, its committees, the Supervisory Board, the Chief Executive Officer and managers as a basis for proposing or applying rewards, remuneration, dismissal, removal or disciplinary measures within the proper authority. The assessment results shall be reported to the Annual General Meeting of Shareholders in accordance with law and the Company's Charter.
3. The Board of Directors, the Supervisory Board and the Chief Executive Officer may coordinate in developing Regulations on Coordination among them based on the rules prescribed in Clauses 1 and 2 of this Article.
4. The Board of Directors, the Supervisory Board and the Chief Executive Officer shall coordinate in developing strategies and policy frameworks for sustainable development, digital transformation, information security, internal control and risk management appropriate to the Company's development context.

Article 7. Effectiveness

These Internal Regulations on Corporate Governance of Southern Airports Services Joint Stock Company comprise 7 Articles and take effect from October 8, 2026.

ON BEHALF OF THE BOARD OF DIRECTORS

ns **CHAIRPERSON** *~*



NGUYỄN HẠNH