

Can Tho, June 17, 2025



**WORKING REGULATION
AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
CAN THO WATER SUPPLY - SEWERAGE JSC**

To ensure that the organization of the 2025 Annual General Meeting of Shareholders of Can Tho Water Supply - Sewerage JSC complies with the current provisions of Vietnamese law, the Board of Directors respectfully submits to the General Meeting of Shareholders of Can Tho Water Supply - Sewerage JSC the Working Regulation for the Meeting as follows:

I. VOTING ON ISSUES AT THE GENERAL MEETING OF SHAREHOLDERS

1. Principles:

Issues to be approved at the Meeting as stipulated must be approved by taking the shareholders' votes. Each shareholder or authorized representative will be issued a Voting Card and a Ballot Paper, which shall include their name, voting code, and the number of shares with voting rights.

- The Voting Card is used for voting on issues at the Meeting other than those voted on using the Ballot Paper.

- The Ballot Paper has 03 options: approve, disapprove, no opinion, corresponding to each issue to be voted on.

2. Voting Method:

- Shareholders or authorized representatives shall cast their votes to *approve*, or *disapprove*, or have *no opinion* on an issue approved at the Meeting, by raising their Voting Card or marking the Ballot Paper.

- When voting by Voting Card, the front side of the Voting Card (*showing the voting code*) must be raised high towards the Presidium.

- After marking the Ballot Paper for the issues to be voted on, the Shareholder or authorized Representative shall sign the Ballot Paper and submit it to the Election and Vote Counting Committee.

- The Election and Vote Counting Committee shall record the voting results of the Shareholder or authorized Representative.

II. EXPRESSING OPINIONS AT THE MEETING

Shareholders or authorized Representatives attending the Meeting who wish to express their opinions must:



1. Obtain the approval of the Presidium.
2. The content of the speech must be concise and relevant to the Meeting Agenda.
3. When speaking, clearly state full name and voting code.

III. PRESIDIUM

- The list of the Presidium is approved by the Meeting using Voting Cards.
- Responsibilities of the Presidium:

1. Conduct the Meeting according to the agenda and regulations approved by the Meeting. The Presidium shall work on the principle of collective decision-making and decide by majority vote.

2. Guide the Meeting in discussing and voting on issues on the Meeting agenda and related issues throughout the Meeting.

3. Resolve issues arising during the course of the Meeting.

IV. MEETING SECRETARIAT

- The list of the Secretariat is approved by the Meeting using Voting Cards.
- Responsibilities of the Secretariat:

1. Fully record the opinions and discussions at the Meeting and compile the reports of the Presidium.

2. Drafting the Resolutions passed at the General Meeting.

3. Preparing and approving the Minutes of the General Meeting.

V. ELECTION AND VOTE COUNTING COMMITTEE

- The list of the Election and Vote Counting Committee was approved by the General Meeting by Voting Card.

- Responsibilities of the Election and Vote Counting Committee:

1. Accurately determine the voting results of the Shareholders.

2. Announce the voting results before the General Meeting after each vote.

3. Disseminate and guide the principles and rules of voting.

4. Distribute and collect Voting Cards, count votes, prepare minutes, and announce the results.

5. Review and report to the General Meeting to decide on cases of rule violations or complaints regarding voting results.

This Working Regulation is presented before the 2025 Annual General Meeting of Shareholders of Can Tho Water Supply - Sewerage JSC and shall be adopted upon approval by at least 51% of the voting shares attending the General Meeting.

**ON BEHALF OF THE PRESIDIUM
CHAIRMAN**

