



SAIGON - HANOI INSURANCE CORPORATION

24th Floor, Vinacomin Building, No.3 Duong Dinh Nghe, Yen Hoa Ward,
Cau Giay District, Hanoi City

Tel: (+84-24) 3793 1111 | Web: www.bshc.com.vn

No: 25 /2025/QĐ-BSH-HDQT

Ha Noi, date 25 month 03 year 2025

DECISION

Re: Promulgating the Working Regulation for the 2025 Annual General Meeting

THE BOARD OF DIRECTORS SAI GON - HANOI INSURANCE CORPORATION

Based on:

- The Law on Enterprises No. 59/2020/QH14, adopted by the National Assembly on June 17, 2020, and related regulations;
- Establishment and Operation License No. 56 GP/KDBH dated December 10, 2008, as amended, issued to Sai Gon - Hanoi Insurance Corporation by the Ministry of Finance;
- The Charter of Sai Gon - Hanoi Insurance Corporation (BSH),

RESOLVES:

Article 1: To approve and issue the attached Working Regulation for the 2025 Annual General Meeting of Sai Gon - Hanoi Insurance Corporation (BSH).

Article 2: This Decision is effective as of the date of signature.

The General Director, the Meeting Organizing Committee, relevant staff, and shareholders attending the 2025 Annual General Meeting are responsible for implementing this Decision./.

Recipient:

- As per Article 2;
- Archive: Office; BOD Office.

O/B. THE BOARD OF DIRECTORS
CHAIRMAN



KIM KANG WOOK



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WORKING REGULATION 2025 ANNUAL GENERAL MEETING

(Effective Date: 25/03/2025 as per BOD Decision No. 25../2025/QD-BSH-HDQT)

CHAPTER I GENERAL PROVISIONS

Article 1. Scope

This Regulation governs the organization of the 2025 Annual General Meeting (AGM) of Sai Gon - Hanoi Insurance Corporation.

Article 2. Purpose

This Regulation defines the rights and responsibilities of participants, as well as the procedures for conducting the Meeting.

Article 3. Compliance

All shareholders and participants must comply with this Regulation.

CHAPTER II RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS

Article 4. Shareholders Attending the AGM

1. Eligibility

All shareholders of Sai Gon - Hanoi Insurance Corporation as of the record date (April 02, 2025) or their authorized representatives are eligible to attend.

2. Rights and Responsibilities.

a) Required Documents: Shareholders or representatives must bring:

- Invitation letter;
- National ID/Citizen ID or Passport;
- Letter of Authorization (if applicable)

b) Registration: Present the above documents to the Shareholder Eligibility Verification Committee to receive meeting materials, including Voting Cards and Ballots.

- Pink Voting Cards: Include Shareholder Code, number of voting shares, and vote options (Approve, Disapprove, Abstain).
- Ballots (Blue/Yellow): For electing Board and Supervisory Board members.

c) Authorization: Shareholders may authorize a representative to attend and vote at AGM. Sub-authorization is not permitted.

- d) Question: Shareholders wishing to question must obtain permission from the Presidium, be concise, and focus on the agenda. Submit written questions to the Secretariat.
- e) Voting: Participate in voting on matters within the AGM's authority as defined in the Company Charter.
- f) Discussion and Approval: Discuss and vote on agenda items.
- g) Conduct: Follow the Presidium's guidance, be respectful, and maintain order.
- h) Late Arrivals: May register and vote on remaining items; prior votes are valid.

Article 5. Presidium and Chair

- 1. Composition: The AGM elects the Presidium. The Chairman of the Board chairs the Meeting.
- 2. Responsibilities:
 - a) Manage the Meeting per the approved agenda, ensuring order and meeting shareholder needs.
 - b) Guide discussions.
 - c) Present draft resolutions for voting.
 - d) Answer questions from the Meeting, or designate a responder.

Article 6. Shareholder Eligibility Verification Committee

- 1. Establishment: The Board of Directors establishes this Committee
- 2. Responsibilities of the Committee:
 - a) Verify shareholder eligibility against the shareholder list as of April 02, 2025;
 - b) Distribute meeting materials;
 - c) Report on verification results before the Meeting commences.

Article 7. Secretariat

The Chair appoints the Secretariat.

Responsibilities of the Secretariat: The Secretariat provides support as directed by the Chair, including:

- a) Accurately record meeting proceedings.
- b) Assist the Presidium in announcing draft Minutes and Resolutions of the Meeting.
- c) Collect questions and comments from shareholders.

Article 8. Vote Counting and Election Committee

Comprises 3 members nominated by the Organizing Committee and approved by the AGM. Responsibilities include::

- a) Overseeing the voting process;
- b) Tabulating and reporting voting results to the Chair and Secretariat;
- c) Guiding shareholders on voting procedures;

- d) Preparing voting materials, communicating election rules, and approving candidate lists;
- e) Collecting, counting, and reporting vote totals and election results to the AGM.

CHAPTER III: CONDUCT OF THE MEETING

Article 9. Quorum

A quorum requires shareholders representing at least 51% of the voting shares outstanding as of April 02, 2025.

Article 10. Voting Procedures

1. All agenda items are subject to shareholder voting via Voting Cards, with votes weighted according to share ownership.

Voting Methods:

- a) Raising Cards: For select items, shareholders raise their Voting Cards to indicate their preference: Approve, Disapprove, or Abstain:
 - Approval of the Presidium, Secretariat, and Vote Counting and Election Committee; and approval of the Working Regulation and the Meeting's Agenda;
 - Approval of the Meeting Minutes and Resolutions (if the Chairman deems this method appropriate)
 - Other matters that may arise during the Meeting, at the discretion of the Chairman.
- b) Voting by Marking Cards: For substantive agenda items, shareholders will express their vote by marking their Voting Cards. The Voting Cards will list each item to be voted on, with options to indicate:
 - The Board of Directors' report on the Company's performance in 2024, and its proposed objectives and tasks for 2025;
 - The General Director's report on the Company's business results in 2024, and the proposed business plan for 2025.
 - The Audit Report on the 2024 Financial Statements, and the Supervisory Board's report on its activities in 2024 and proposed tasks for 2025.
 - Other reports or proposals, as applicable
 - Approval of the specific content of each Report or Proposal (as detailed in the Meeting Agenda)

Shareholders who make an error when marking their Voting Card should clearly cross out the incorrect selection, mark the correct selection, and initial the correction.

After voting on all items, the shareholder or their authorized representative must sign the Voting Card and clearly print their name.

The specific voting procedures may be adjusted by the Chairman as necessary to facilitate the smooth conduct of the Meeting

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2. The Head of the Vote Counting Committee will announce the total number of "Approve," "Disapprove," and "Abstain" votes for each item at the Meeting.
3. Invalid Voting Cards: The following will render a Voting Card invalid
 - The card was not officially issued by the Organizing Committee
 - The card does not bear the Company's official seal.
 - The card has been erased, altered, or has writing added beyond the pre-printed content.
 - The card is torn, incomplete, or lacks a valid signature.
 - In addition, any individual item on a Voting Card will be considered invalid if the shareholder has either:
 - Failed to mark any selection (Approve, Disapprove, Abstain) for that item; or
 - Marked two or more selections for that item

Article 11. Vote Counting and Minutes

1. The Vote Counting Committee must count votes immediately after voting concludes, document all unused cards, and seal relevant materials. No alterations are permitted
2. After counting the votes, the Vote Counting and Election Committee must prepare the official Vote Counting Minutes. The Vote Counting Minutes must include the following information:
 - The total number of shareholders attending the Meeting; the number of shares with voting rights; and the overall attendance rate.
 - The total number of votes "For," "Against," and "Abstain" for each item subject to a vote.
 - A list of the agenda items that were approved, and those that were not approved
3. The full text of the Minutes will be announced at the AGM, published on the company website (www.bsbs.com.vn), and communicated to relevant authorities as required by law.
4. The Chair will resolve any voting-related complaints, which will be recorded in the Meeting Minutes.

Article 12. Adoption of Resolutions

1. Resolutions on the agenda are approved with the support of shareholders representing at least 51% of the total voting shares present at the Meeting.
2. Certain specific resolutions (as per Clause 1, Article 148 of the Law on Enterprises 2020) require the support of shareholders representing at least 65% of the total voting shares present

Article 13. Minutes and Resolutions

1. The Meeting Minutes and Resolutions must be completed and approved before the Meeting is adjourned.
2. The Secretariat must retain all Meeting documents for record-keeping purposes.
3. The Minutes and Resolutions will be published on the company website (www.bsbs.com.vn) and communicated to all relevant authorities

CHAPTER IV IMPLEMENTATION

Article 14. Enforcement

1. All participants must fully comply with this Regulation, Company policies, and all applicable laws.
2. The convener of the AGM has the right to:
 - Require security checks of all attendees.
 - Request that authorities maintain order, and expel any individuals who disrupt the Meeting, obstruct its progress, or fail to comply with security requirements.
3. Any matters not detailed in this Regulation will be governed by the Company Charter, the Law on Enterprises 2020, and all other applicable laws and regulations.
4. This Regulation is effective upon approval by a vote of the General Meeting of Shareholders
5. This Regulation takes effect immediately upon its approval by the General Meeting of Shareholders.

**O/B. THE BOARD OF DIRECTORS
CHAIRMAN**


KIM KANG WOOK

