

WORKING AND VOTING REGULATION

AT THE 25TH ANNUAL GENERAL MEETING OF SHAREHOLDERS – 2020

PHU NHUAN JEWELRY JOINT STOCK COMPANY

In order to organize the 25th Annual General Meeting of Shareholders – 2020 of Phu Nhuan Jewelry Joint Stock Company formally, eligibly and successfully; Shareholders are respectfully required to seriously conduct their rights and duties as follows:

1. All shareholders registered in the list of shareholders of Phu Nhuan Jewelry Joint Stock Company as of February 25th, 2020 are entitled to attend the 25th Annual General Meeting of Shareholders – 2020.
2. Shareholders or their representatives, who registered to attend the 25th Annual General Meeting of Shareholders – 2020 have the rights to discuss, and vote at the Meeting.
3. The Annual General Meeting of Shareholders is hosted by Chairing board. Meeting attendants must follow the control of the Chairing board for a smooth, fast and eligible Meeting.
4. When registering to attend the Meeting, each shareholder or authorized representative will be provided a Voting Ballot and a Voting Card with attending code, shareholder's name and his/her number of shares.

4.1. Voting Card:

- Applied for such contents: Adoption of members of the Chairing Board, Vote Counting Committee; Working and voting regulation at the Meeting; the Meeting agenda; Revising the Company Charter; Increasing the number and electing more members for Board of Directors (Regulation of nomination and self-nomination; list of nominees, candidates; Voting regulation; ...); the Meeting Minute, Resolution and other arising issues right at the Meeting.
- Shareholders vote by raising Voting Card as per the control of the Chairing board or representative of the Meeting Organization Committee (before adopting members of the Chairing Board) to show opinions: Approve or Disapprove or Abstention.

4.2. Voting Ballot:

- Shareholders vote by Voting Ballot for main contents of the Meeting (except other contents voted by Voting Card stated above) by marking (X or ✓) into a cell named Approve or Disapprove or Abstention for each content stated on Voting Ballot.
- Voting Ballot is invalid if it is not issued by the Company, added other information or signs... without the Chairwoman's request; erased, amended, torn, not in good shape. If Voting Ballot fails to show shareholders' opinion, is with no mark or marked 2 or

more opinions for the contents to be voted, the vote for such contents shall be considered invalid.

- In a Voting Ballot, the voting contents have to be separately voted. The invalid vote of one content will not affect the validity of the others.
 - In case of marking wrong option or Voting Ballot is not in good shape, shareholders may contact the Organization Committee to get new Voting Ballot and return the old one.
 - In case of having registered to attend the Meeting but failing to stay until the end of the Meeting due to important reasons, shareholders must return used Voting Ballot to the Organization Committee before leaving, otherwise, the Vote Counting Committee will consider that Shareholders do not attend voting.
 - Time for voting is counted since the Chairman or Head of Vote Counting Committee announces the beginning of the vote until no more ballots is put into the ballot box.
5. The Vote Counting Committee is responsible for making the Minutes of counting on the number of votes: approval, disapproval, no idea, invalid and not voting for each voting content that report to the Chairing board. The Chairman will declare the result of vote counting for each content.
 6. The election of members of Board of Directors, Supervisory Board is conducted in accordance with the provision of Regulation of electing members of Board of Directors, Supervisory Board.
 7. Shareholders who come to the Meeting late have the right to register immediately, then join and vote for next contents at the Meeting. The Chairman has no duty to postpone the Meeting to wait for the late attendants to register and the results of previous voting sections will not be affected.
 8. Decision of the Meeting is adopted by the voting ratio as stated in Term 34 of PNJ Organization and Operation Charter.
 9. The Meeting content is fully recorded by the Secretary Board in the Minute of Meeting, which will be adopted before its closing.
 10. This Regulation of working and voting is announced and voted by shareholders at the General Meeting of Shareholders. If it is approved by 51% or more of all attendants, it will become effective and enforceable for all shareholders.

**ON BE HALF OF BOARD OF DIRECTORS
CHAIRWOMAN**



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