

Ho Chi Minh City, April 19<sup>th</sup>, 2023

**REGULATIONS ON ORGANIZATION**  
**AT THE 29<sup>th</sup> ANNUAL GENERAL MEETING OF SHAREHOLDERS – 2023**  
**PHU NHUAN JEWELRY JOINT STOCK COMPANY**

In order to organize the 29th Annual General Meeting of Shareholders – 2023 of Phu Nhuan Jewelry Joint Stock Company successfully, sensibly, and legitimately under proper formalities, shareholders are respectfully requested to adhere strictly to the following duties and codes of conduct:

1. All shareholders registered in the list of shareholders of Phu Nhuan Jewelry Joint Stock Company as of March 28<sup>th</sup>, 2023 are entitled to attend the 29<sup>th</sup> Annual General Meeting of Shareholders – 2023.
2. Shareholders or their representatives who registered to attend the 29<sup>th</sup> Annual General Meeting of Shareholders – 2023 have the rights to discuss and vote at the Meeting.
3. To facilitate the organization of the AGM for those unable to attend the Meeting in person, PNJ will provide livestream viewing of the AGM. The livestream link will be sent to shareholders who have registered using the registration link provided in the form of QR code in the AGM invitation letter. Shareholders attending online can follow the progress of the meeting but are not formally registered as attending, therefore have no right to express their opinions, vote, participate in the election at the meeting, or exercise other shareholder rights during the meeting. If any shareholder want to exercise voting rights but cannot attend the meeting, they may authorize a representative to attend the Meeting on their behalf.
4. The Annual General Meeting of Shareholders (AGM) is hosted by a Presiding Committee. Meeting attendants must follow the control of the Presiding Committee for a smooth, legitimate, and efficient Meeting.

In order to ensure the safety of shareholders attending the meeting and compliance with regulations related to Covid-19 prevention, Phu Nhuan Jewelry Joint Stock Company will implement the following measures at the AGM:

- On the day of the Annual General Meeting, shareholders and representatives are required to perform mandatory procedures such as: temperature measurement, hand sanitizing, and wearing masks throughout the General Meeting.
- Shareholders and representatives who are infected or suspected to be infected with Covid-19 or have signs of a fever (body temperature above 37°C), coughing, or difficulty breathing, please do not attend directly but authorize others or authorize the Board of Directors to attend the General Meeting.
- During the AGM, shareholders and representatives are requested to limit large gatherings before the AGM begins and after the AGM ends, during breaks, ... Limit shaking hands and keep a safe distance when communicating.

- Shareholders are requested to comply with the 2K regulations (mask-wearing, disinfection) according to the recommendations of the Ministry of Health.
5. When registering to attend the AGM, each shareholder or authorized representative will be provided with a Voting Ballot and a Voting Card with the Registration of Attendance code, shareholder's name and his/her number of shares.

#### *5.1 Voting Card:*

- Applicable for: Approving members of the Presiding Committee and the Vote Counting Committee; Working and voting regulations at the Meeting; the Meeting agenda; The resolutions related to the election for members of the Board of Directors (Regulations on participation in nominations and candidacies, List of nominations and candidates, Election rules...); the Meeting Minute, Resolution and other arising issues right at the Meeting.
- Shareholders vote by raising their Voting Card at the direction of the Presiding Committee or representative of the Meeting Organizing Organization Committee (before approving members of the Presiding Committee) to show opinions: Approve or Disapprove or Abstention.

#### *5.2 Voting Ballot:*

- Shareholders vote by Voting Ballot for the main agenda of the AGM (except other resolutions voted by Voting Card stated above) by marking (X or ✓) into one of the boxes under Approve or Disapprove or Abstention for each item stated on Voting Ballot. Shareholders vote by Voting Ballot for the main agenda of the AGM (except other resolutions voted by Voting Card stated above) by marking (X or ✓) into one of the boxes under Approve or Disapprove or Abstention for each item stated on the Voting Ballot.
  - Voting Ballot is invalid if it is not issued by the Company or has been added other information, signs, etc., not requested by the Chairperson; if it has been erased, amended, torn, or not in good shape. If the Voting Ballot fails to show the shareholder's opinion, either unmarked or marked with more than 2 opinions for the item to be voted, the vote for such item shall be considered invalid.
  - In the Voting Ballot, the resolutions have to be voted on separately. The invalid vote of one item will not affect the validity of the others.
  - In case of marking the wrong option or if the Voting Ballot is not in good shape, shareholders may contact the Organization Committee to exchange the defective Voting Ballot for a new one.
  - In case of having registered to attend the AGM but unable to stay until the end of the Meeting due to important reasons, shareholders must return the used Voting Ballot to the Organizing Committee before leaving, otherwise, the Vote Counting Committee will consider those shareholders as not having participated in voting.
  - Time for voting starts when the Chairperson or Head of Vote Counting Committee announces the beginning of the vote until no more ballot is put into the ballot box.
6. The Vote Counting Committee is responsible for keeping Minutes of Vote Counting to record the number of Approval, Disapproval, Abstention, Invalid, and Not Voting for each resolution to report to the Presiding Committee. The Chairman will declare the result of the count for each resolution.

7. The election for members of Board of Directors is conducted in accordance with the Election principles for the Board of Directors.
8. Shareholders who come to the Meeting late have the right to register immediately, then join the vote for subsequent resolutions at the AGM. The Chairperson has no duty to postpone the AGM to wait for late attendants to register, and the results of previous resolutions will not be affected.
9. Decisions at the AGM are passed by the voting ratio as stated in Article 34 of PNJ Organization and Operation Charter.
10. The AGM's content is fully recorded by the Secretary in the Meeting Minutes, which will be approved before closing.
11. This regulation of working and voting is announced to and voted by shareholders at the AGM. If it is approved by 50% or more of eligible votes of all attendants, it will become effective and enforceable for all shareholders.

**ON BEHALF OF THE BOARD OF DIRECTORS  
CHAIRPERSON**

*(Signed and sealed)*

**CAO THI NGOC DUNG**