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CÔNG TY CỔ PHẦN CHỨNG KHOÁN THÀNH PHỐ HỒ CHÍ MINH

INSTRUCTIONS
PARTICIPATING AND VOTING
HO CHI MINH CITY SECURITIES CORPORATION
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

SECTION 1: ABBREVIATION AND GLOSSARY

1. **HSC**: Ho Chi Minh City Securities Corporation or the Company
2. **Shareholder:** Individuals or institutions who own at least 01 (one) ordinary share of HSC and whose names are listed in the list of shareholders who are entitled to attend the annual general meeting of HSC provided by VSDC.
3. **AGM**: 2025 Annual General Meeting of Shareholders of HSC
4. **Charter**: The current charter of HSC issued on 08 August 2022
5. **Internal regulations on corporate governance**: Internal regulations on corporate governance of HSC issued on 08 August 2022
6. **VSDC**: Viet Nam Securities Depository and Clearing Corporation
7. **Organizing Committee**: The Organizing Committee consists of members nominated by the Company to carry out work related to organizing the Annual General Meeting.
8. **Presidium**: The Presidium consists of the Chairman and members nominated by the Board of Directors and approved by the Annual General Meeting. The Presidium is responsible for directing the General Meeting according to the meeting agenda approved by the Annual General Meeting.
9. **Vote Counting Committee**: The Vote Counting Committee consists of a head and members nominated by Chairman of the Presidium and approved by the Annual General Meeting. The Vote Counting Committee is responsible for guiding shareholders on how to vote; record, summarize and report the vote counting results to the Chairman and prepare minutes of vote counting and report to the Annual General Meeting.
10. **Secretariat**: The Secretariat consists of members appointed by the Chairman. The Secretariat is responsible for recording fully and truthfully all the contents of the Annual General Meeting in the Meeting Minutes, preparing a Resolution on the contents approved by the Annual General Meeting, summarizing opinions of shareholders and ssubmitting them to the Presidium.
11. **System**: The software used to organize virtual annual general meeting and the electronic voting software at https://agm.hsc.com.vn.
12. **Instructions:** Instructions on registration and attendance of 2025 Annual General Meeting of Shareholders of HSC.

SECTION 2: INFORMATION ON THE AGM

1. The AGM: The 2025 Annual General Meeting of Shareholders
2. Meeting format: Online
3. The last registration date to close the list of shareholders: 24 March 2025
4. Invitation release date: 01 April 2025

   Meeting invitation letter/Notice of meeting: The meeting invitation letters/The notice of meeting are sent to the emails of shareholders registered at VSDC. In the situation that shareholders do not have emails, the invitations/the notices will be mailed using guaranteed services to the address of the shareholders registered at VSDC, as well as published on the Company's website, the websites of the State Securities Commission, Hochiminh Stock Exchange.

5. Date of publishing meeting documents: 01 April 2025

   Meeting documents: All meeting documents are posted on HSC's website at https://hsc.com.vn/en/meeting-of-shareholders and https://agm.hsc.com.vn/ . Shareholders have the right and responsibility to access to download documents before attending the meeting.

6. Vote counting: The counting of votes is made statistically by the system under the witness and confirmation of the Vote Counting Board.

7. Contents to be approved at the AGM:

   a) The Presiding Board Members and the Vote Counting Committee;

   b) The AGM Agenda;

   c) The Board of Directors' Performance Report 2024;

   d) The Board of Directors' Performance Assessment Report 2024;

   e) CEO's Report on the Company's Business and Financial Performance 2024;

   f) Business Plan 2025;

   g) The Supervisory Board's Report on the Company operation 2024;

   h) Proposal for the audited financial statements 2024;

   i) Proposal for the second cash dividend payment 2024;

   j) Proposal for dividend plan 2025;

   k) Proposal for profit distribution plan 2024;

   l) Proposal for budget for the Board of Directors and the Board of Supervisors 2025;

   m) Proposal for selection of auditing firms for FY 2025;

   n) Proposal for change of the Company's Head Office address;

   o) Other proposals under the authority of the AGM (if any).

SECTION 3: RELATED PROVISIONS

(This section contains related provisions in the Company's Charter and Regulations)

1. Registration and authorization to attend the AGM

1. Conditions for attending the AGM:

   a) Shareholders entitled to attend the AGM are shareholders whose names are on the list of shareholders provided by VSDC at the last registration date to close the list of shareholders.

   b) Shareholders access the meeting via the link in the Invitation Letter, choose to log in as a shareholder with the login name "Registration number, ID card number". Shareholders are confirmed to attend the meeting after authenticating and logging into the System by one of the following methods:

      - Verify information of ID card/ passport that used to register to open a securities account which has HCM share(s) via eKYC;

      - Authentication via OTP sent via SMS/ Email registered in the shareholder list.

2. Authorization to attend the AGM:

   a) Shareholders could authorize 01 (one) of 07 (seven) members of the Board of Directors to attend the AGM.

b) Shareholders may authorize another individual or institution to attend the AGM. The authorization to attend the AGM is as follows:

- Individual shareholder: Authorizes the entire number of shares that the shareholder owns to only 01 (one) other individual to attend and vote on behalf of the shareholder at the AGM.
- Local institutional shareholder: Authorizes the entire number of shares that the shareholder owns up to 02 (two) representatives to attend and vote on behalf of the shareholder at the AGM.
- Foreign institutional shareholder: Authorize the entire number of shares that the shareholder owns to the representative organization to attend and vote on behalf of the shareholder at the AGM.

To authorize, shareholders must provide all required information of the authorized individual or organization: full name, identity card number/ citizen identification card number/ passport number/ business registration number, contact phone number, address, email address. This information is also required for the purpose of granting login code (user), password and other identifiers (if any) to the authorized individual or organization to attend the AGM.

c) The authorization is considered valid and legally valid when the following conditions are satisfied:

- The authorization must be made in writing (Proxy Letter provided by HSC, or existing notarized document or other document signed by both parties), which contains full information of the individual/organization authorized by the shareholders, the number of authorized shares, signed and seal (organization) of the authorizing party and the authorized party; and
- The Company receives a valid authorization document (original/scanned copy) no later than 18 April 2025 by post and/or by email.

d) When the authorization meets the conditions stated at point c above, access information to attend the online AGM will be sent to the authorized party via SMS/ email the authorized party provided.

e) Cancellation of authorization: In case shareholders want to cancel the previous valid authorization, shareholders must send an official written request to cancel the authorization to the Company by 21 April 2025 by post and/or by email. The cancellation of authorization takes effect from the time the Company receives a valid written request from the shareholders.

f) In situation that a shareholder gives the provided access information to another person to use to register to attend the meeting, it is automatically considered that the shareholder has directly attended the meeting.

2. Conditions for holding the General Meeting of Shareholders ("GMS")

1. Pursuant to Article 23 of the Company's Charter, an GMS is successfully held when there are shareholders and authorized parties representing 50% or more than 50% of the total voting shares of HSC registered to attend the meeting.
2. In situation that shareholders and authorized parties registered to attend the GMS by 3pm represent less than 50% of the total voting shares of HSC on 04 December 2024, the Chairman shall declare that the first GMS is unsuccessfully held due to failure to meet the quorum.
3. The GMS shall be held for the second time when there are shareholders or authorized parties representing 33% or more than 33% of the total voting shares of HSC registered to attend.
4. In situations when force majeure events (including but not limited to natural disasters, fires, power outages or internet connection failures, technical problems at the venue where the

Chairman administers the AGM) take place continuously during the time the AGM and cannot be resolved, the Chairman may declare to postpone the AGM for a period of not more than three (03) working days from the initially intended date of the AGM. In this situation, the electronic voting results of the shareholders who have voted will remain valid and be kept confidential by the System until the time of vote counting for each content in the meeting agenda.

3. Obligations of shareholders

Shareholders attending the online AGM must prepare and use electronic devices that can connect to the internet to meet the requirements of image and sound transmission to follow the progress of the meeting.

4. Discussion and expression of opinions during the AGM

1. Shareholders shall express opinions and discuss contents of the AGM via electronic means following the direction of the Chairman and guidance of the Organizing Committee during the course of the AGM.
2. Shareholders can send questions/opinions to the Chairman via the chat box of the System or through other methods instructed by the Organizing Committee. The Secretariat is responsible for collecting the questions/ opinions of Shareholders and transferring them to the Chairman.
3. Shareholders are recommended to send short questions/opinions that are appropriate to the agenda of the AGM. The Chairman has the right not to answer questions that are unrelated to the agenda of the AGM. In situation that the discussion time exceeds the time specified in the meeting agenda, the unanswered questions will be recorded by the Secretariat, the Presidium will reply the shareholders via email or other appropriate forms.

5. Voting Process

1. Voting form:

   Shareholders shall vote via electronic voting at the System to approve contents of the meeting agenda.

2. Voting time:

a) From 08am, 22 April 2025 to the end of voting time: Shareholders access the System to exercise their votes on contents of the meeting agenda.

b) The end of voting time shall be determined according to announcement of the Chairman.

c) If shareholders have voted but want to change their opinions, the shareholders must change their votes before the end of voting time. Voting opinions of shareholders recorded by the System by the end of voting time shall be valid and recorded in the vote counting results.

d) Voting results are calculated and recorded right at the time shareholders conduct electronic voting; therefore, internet disconnection (if any), only affect unvoted contents.

3. Voting method:

a) Shareholders use their access accounts and OTP codes to log into the System to vote on contents of the meeting agenda. Shareholders must mark 01 (one) out of 03 (three) options as "agree", "disagree" or "no opinion" for each issue or content to be approved. After shareholders confirm their selected options, the System will recordc the results.

b) Shareholders shall vote on the followings when attending the online AGM:

- Part 1:

  Vote to approve the AGM's agenda, the composition of the Presidium and the Vote Counting Committee.

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- Part 2:

  Vote to approve the contents of reports and proposals.

- Part 3:

  Vote to approve the AGM Meeting Minutes.

c) If shareholders do not vote on contents during voting time for any reason including network problems and/or technical problems, the shareholders are considered not participating in voting on the contents.

d) Shareholders may vote on additional issues/ contents that arise but are not included in the submitted meeting agenda. If shareholders do not vote on the arising issues, the shareholders are considered not participating in voting on the issues/ contents.

4. Validity of voting ballot: A valid vote is a vote of a shareholder or an authorized party who participates in voting, with 01 (one) out of 03 (three) voting options selected and recorded by the System.

5. Vote counting method:

   a) The voting quorum of each voting content is the total number of shares represented by shareholders and authorized parties who have successfully logged into the System before the time the AGM conducts online voting on that content and vote on that content.

   b) The System will record the number of "agree", "disagree" and "no opinion" votes for each content and generate Vote Counting Minutes for the contents voted at the AGM.

   c) Vote counting results will be announced immediately after the end of voting time.

6. Approving the AGM Resolution

Based on the voting results at the AGM, the Chairman issues an AGM Resolution on the contents approved by the AGM in accordance with Article 25 of the Company's Charter.

7. Approving the Minutes of the AGM

Minutes of the AGM is prepared and approved in accordance with Article 28 of the Company's Charter.

SECTION 4: IMPLEMENTATION

1. The Instruction is amongst the AGM documents published on HSC's website.
2. All shareholders and authorized parties must follow this Instruction and the direction of the Presidium to attend and vote at the AGM.

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