

*Hue, November 23, 2020*



**REGULATIONS ON ORGANIZATION AND WORKING  
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2020  
HUONG GIANG TOURIST JOINT STOCK COMPANY**

- Pursuant to the Enterprise Law No. 68/2014/QH13 and guiding documents;
- Pursuant to the Law on Securities No. 70/2006/QH11 dated June 29, 2006; The Law on Securities amending No. 62/2010/QH12 dated November 24, 2010 of the National Assembly amending and supplementing a number of articles of the Law on Securities and its guiding documents;
- Pursuant to the Government's Decree No. 71/2017/ND-CP dated June 06, 2017 guiding corporate governance applicable to public companies;
- Pursuant to Circular No. 95/2017/TT-BTC dated September 22, 2017 of the Ministry of Finance guiding a number of articles of the Decree No. 71/2017/ND-CP dated June 6, 2017 guiding the governance The company applies to public companies;
- Pursuant to the Charter of organization and operation of HUONG GIANG TOURIST JOINT STOCK COMPANY;
- Pursuant to the practical needs activity HUONG GIANG TOURIST JOINT STOCK COMPANY;

In order for the congress to work with high results, follow the plan and regulations of the operation charter of **HUONG GIANG TOURIST JOINT STOCK COMPANY**, the BOM of the Company develops the Regulation on organization and working The General Meeting's contents are as follows :

**Target:**

- Ensure the principles of openness, fairness, transparency and democracy ;
- Create favorable conditions for the organization and conduct of the General Meeting of Shareholders ;

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1. Scope of application**

- 1.1 This Regulation is used for organizing the 2020 Annual General Meeting of Shareholders of HUONG GIANG TOURIST JOINT STOCK COMPANY (hereinafter referred to as the "Company").
- 1.2. This Regulation specifies the rights and obligations of the parties participating in the General Meeting of Shareholders (hereinafter referred to as "the General Meeting"), the conditions and methods of conducting the meeting.

**Article 2. Subjects of application**

Shareholders and participating parties are responsible for complying with the provisions of this Regulation.

**Article 3. Objectives of the Congress**

as follows :

- Ensuring the interests of shareholders ;
- Fair treatment among shareholders ;



- Ensuring the role of the people with interests related to the Company ;
- Transparency in the Company's operations ;
- Comply with the provisions of Laws and the company's Charter ;

#### **Article 4. Interpretation of terms**

4.1 In this regulation, the words and phrases below are defined as follows :

- a. "Shareholder" means an individual / organization that owns shares of the Company and is named in the list of closing rights to attend the meeting.
- b. "Related person" is an organization or individual having direct or indirect relationship with the Company as defined in Clause 17, Article 4 of the Enterprise Law, and Clause 34, Article 6 of the Law on Securities.
- c. "Major Shareholder" is a shareholder directly or indirectly owning 5% (five percent) or more of the voting shares of the Company.
- d. "Online General Meeting of Shareholders" means the attendance and voting by shareholders at the General Meeting of Shareholders in case of attending and voting via online conference, electronic voting or electronic form other.
- e. "E-voting" means the voting or voting by shareholders in the form of electronic voting through the Company's electronic voting system (hereinafter referred to as the "E-voting" system) or voting system. third-party electronics appointed by the Company.
- f. "Account" means the username and password provided by the Company to shareholders to participate, access and vote on the Company's electronic voting system. Accounts are issued based on the participant's identifiable information registered with the Company.
- g. "One-time password (OTP)" is a one-time password for a certain period of time to authenticate shareholders when shareholders log in to the system to attend the meeting and vote electronically on the E-voting system.
- h. "Login password" is the password provided by the Company to shareholders by meeting invitation letter and / or email to shareholders. Shareholders can use login password or OTP to log into the system when attending the meeting and voting on E-voting system..
- i. "Login code (ID) of shareholders" is the identity card number; Citizen card number; Business code; Foreign investor identification number, or other forms, have been registered with the Company or registered at the Vietnam Securities Depository (VSD).
- k. Other terms and terms as provided in the Company Charter.

4.2. In this Regulation, references to one or several provisions or legal documents will include the amendments or replacements of such documents.

## **CHAPTER II**

### **RIGHTS AND OBLIGATIONS OF THE PARTIES TO THE GENERAL MEETING**

#### **Article 5. Participants in the congress**

Shareholders owning shares of the Company in the list of shareholders closed by the Vietnam Securities Depository on: **December 4, 2020**

#### **Article 6. Rights and obligations of the shareholders**

##### **6.1. Rights of shareholders when attending the meeting :**

- a. All shareholders of the company have the right to attend and vote on matters under the authority of the meeting.
- b. In case shareholders cannot attend the meeting, shareholders can authorize others to attend and vote on matters under their authority.
- c. In case a shareholder authorizes another person in writing to attend the meeting, the following provisions shall apply :
  - For individual shareholders, the authorization document must be signed by the shareholder and the person authorized to attend the meeting;
  - For institutional shareholders, the authorization document must bear the signature of the head of the organization / legal representative of the organization,



*the seal of the organization, the full name of the signature and signature of the authorized person.*

- d. In case a shareholder authorizes another person to attend the meeting online, follow the provisions below :
- *Shareholders use a valid ID and password / OTP to log into the system, then go to "Authorize" to declare the authorization. An individual shareholder is only authorized for 01 (one) other person to attend the meeting and must authorize all rights corresponding to the number of shares owned by that shareholder.*
  - *For institutional shareholders, it is possible to authorize many people to attend the meeting and must clearly state the number of shares of each authorized person. The total number of authorized shares must not exceed the number of shares owned*
  - *After the declaration of authorization, shareholders send E-mail this authorization letter to the AGM's Organizing Committee at the address: [thuync.hgt@huonggiangtourist.com](mailto:thuync.hgt@huonggiangtourist.com) receive complete authorization.*
  - *Shareholders are not allowed to change the authorization when authorized. If a shareholder wants to change the authorization, contact the Investor Relations Department 03 (three) days before the opening of the meeting. In order to change the authorization, the previous voting results (if any) of the former attorney will be canceled.*
- e. If shareholders attend the online meeting (attend the meeting remotely), the provisions are as follows :
- *Pursuant to Point c, Clause 2, Article 140 of the 2014 Law on Enterprises, the shareholder attending and voting online is also considered as attending the meeting directly. Therefore, the shareholders who log into the online meeting / voting system of the Company are considered direct attending shareholders and the voting results are as valid as the shareholders voting directly at the General Meeting. .*
  - *Shareholders participate in the meeting through the form of using a login code (ID) and password or OTP to log into the system when the meeting is held.*
  - + *Login code (ID) of shareholders is: Identity card number; Citizen card number; Business code; Foreign investor code.*
  - + *After the shareholder logs in to the system, the OTP will be sent to the shareholder's phone number or the authorized person's phone number.*
  - + *In case shareholders change their phone number, contact the Company to update the new phone number.*
  - + *In case shareholders change personal information, you should contact the depository member where you open the account to update. For shareholders who have not yet deposited, please contact the Company for updates.*
- f. In addition to documents distributed in the meeting, each shareholder attending the meeting was also entitled to receive votes, on which the number of voting shares that that shareholder held or authorized. This vote is used when the Chairman proposes to vote on the discussed issues and / or asks for opinions of the Meeting.
- g. For shareholders attending the online congress, voting is done through the online voting system.
- h. Shareholders who attend the General Meeting of Shareholders late have the right to register immediately and then have the right to participate and vote at the meeting, but the Chairman is not responsible for stopping the meeting to allow late shareholders to register and take effect. Voting conducted in the past will not be affected. This provision also applies to shareholders who log in to the system to attend the online meeting.

#### **6.2. Obligations of the delegates attending the meeting**

- *The attire of the delegates to the meeting ensures politeness and solemnity ;*
- *Participate fully in the General Meeting in accordance with the regulations of the Company. If you cannot go, you must authorize (authorize in writing or authorize online)*



for the representative to participate in accordance with regulations or participate in the online meeting according to the instructions of the Company ;

- Shareholders or shareholders' representatives attending the meeting must complete the registration procedures to attend the meeting with the Annual General Meeting or complete the login to the system in case of remote meetings.;
- Comply with the conditions and procedures specified in the company's Charter and this Regulation ;
- Seriously abide by the working regulations at the Congress, respect the working results at the meeting.

#### **Article 7. Rights and obligations of the Chairman of the Meeting**

##### **7.1 Chairman of the Meeting :**

The Chairman of the Meeting is the Chairman of the BOMs or the person elected by the General Meeting, acting as the chairperson of the General Meeting of Shareholders. The place where the chairperson of the meeting is considered is the venue for the meeting

##### **7.2 The Chairman of the Meeting has the following rights and obligations :**

- a) Controlling the congress to implement the work program in a valid and orderly manner.
- b) When there are events arising outside the agenda of the Meeting, the Chairman will discuss with other members of the Organizing Committee (before the meeting starts), or the Presiding Group (during the meeting) to find a way out. However, in the case of many different opinions, any opinion with the Chairman's support will be decisive.
- c) Have the right to take the necessary measures to control the meeting in a reasonable, orderly, proper manner according to the approved agenda and reflect the wishes of the majority of the meeting;
- d) Have the right to postpone the Meeting with the required number of delegates to another time and at a place decided by the Chairman without consulting the Meeting, if it is found that :
  - *The meeting place does not have enough seats for all meeting participants;*
  - *Attendees have acts of obstructing, disturbing order, risk of making the meeting not being conducted fairly and legally.*
  - *Procrastination is required in order for the congress to be properly conducted.*

*The delay must not exceed three days from the date the meeting is scheduled to open*

#### **Article 8. Rights and obligations of the Presiding Delegation**

1. The Presiding Delegation : Be a member of the BOMs, BODs or Shareholders of the Company and approved by delegates attending the meeting.
2. Obligation :
  - It is the highest authority that governs any work at the Congress ;
  - Guide and answer shareholders' questions about the issues raised in the agenda of the meeting ;
  - Operate and preside over voting to approve the issues raised in the meeting in accordance with the provisions of law and the Company's charter.

#### **Article 9. Rights and obligations of the Secretary of the Meeting**

- 9.1 The Secretary of the Meeting is appointed by the Chairman, has the task of assisting the Chairman in recording and making minutes and resolutions of the Meeting ;
- 9.2 Responsible for the truthfulness, accuracy and completeness of the Minutes and Resolutions of the General Meeting of Shareholders;
- 9.3 Perform other duties assigned by the Chairman during the General Meeting's pause.

#### **Article 10. Rights and obligations of the Shareholders' Status Control Board and Vote Counting Committee**

- 10.1 The Shareholders' Control Board is established by the Organizing Committee of the Meeting, is responsible :
  - a) Make a list of shareholders attending the meeting.



- b) Collect and check meeting invitations, authorization papers to attend the meeting.
  - c) Check the validity of shareholders to attend the online meeting.
  - d) Check that the attending shareholders are complete and have the right ingredients.
  - e) Prepare a report to verify shareholder status to report to the Meeting.
  - f) Distribute meeting materials and votes to the shareholders before entering the hall.
- 10.2 The Vote Counting Committee has 3 members introduced by the Chairman so that the Meeting can elect from among the delegates attending the Meeting. The participants of the Vote Counting Committee are not concurrently the Secretary of the Meeting. The Vote Counting Committee is responsible for guiding the voting rules, guiding shareholders to vote online, checking and supervising the voting, organizing the counting of votes, making minutes and announcing the results of counting votes before the meeting, then submit the Minutes to the Chairman of the Meeting.
- 10.3 Shareholders who attend the meeting and vote online are recorded by the system voting at the end of voting for each content of the meeting or recording the voting results at the end of voting. Shareholders are responsible for the voting results when logged in with the ID and OTP provided by the Organizing Committee.
- 10.4 Online shareholders who are disconnected before voting ends, the content that shareholders have voted will be recorded and content that has not been voted will not be counted when counting votes. In case the shareholder is reconnected, the shareholder is allowed to continue to vote for un-voting contents.
- 10.5 The Vote Counting Committee is responsible for the truthfulness and accuracy of the vote counting results.

### CHAPTER III ORDER OF THE GENERAL MEETING

#### **Article 11. Conditions for the meeting**

A meeting of the General Meeting of Shareholders is conducted when the number of attending shareholders represents at least 51% of the total number of voting shares of the Company according to the list of shareholders invited to the meeting when deciding to convene the meeting. This rate is calculated on the number of shareholders representing the number of shares participating in direct, online and authorized.

In case the 1st Congress does not have a sufficient rate of conduct, the Company will organize the 2nd and 3rd congress according to the provisions of the Charter and the Enterprise Law.

#### **Article 12. Form Conducted**

- 12.1 The congress is scheduled to take place in ½ days.
- 12.2 The meeting will in turn discuss and approve the contents stated in the agenda of the Annual General Meeting of Shareholders according to the agenda approved by the shareholders.
- 12.3 Order of conducting the meeting (according to the agenda)

### CHAPTER IV MEETING PROCEDURE AND DECISION SCHEDULE

#### **Article 13. Procedures for conducting and voting at the General Meeting of Shareholders**

- 13.1 Before the opening of the meeting, the Company must proceed with the shareholder registration procedure and must do so until all shareholders who have the right to attend the meeting have registered.
- 13.2 Expressing opinions at the congress
  - a. Shareholders attending the meeting, when wishing to express their opinions, must obtain the consent of the Chairman of the meeting. Shareholders made a short speech and focused on the right focus contents to be exchanged, in accordance with the approved agenda of the meeting. The



Chairman of the meeting will invite / request shareholders to speak in the order of registration or the expected internal speech, and at the same time answer questions of shareholders.

b. Online shareholders can speak and give comments to the Meeting through the E-voting system connected to the Annual General Meeting online chat to the Board or via the online conversation screen Congress secretary. When shareholders register to speak, the Chairman of the meeting is the person who decides to choose which shareholder to speak. When a shareholder is selected to speak, a link will be displayed on the shareholder connected device for shareholders to click on that link to speak. The Chairman of the meeting will disqualify the meeting when shareholders intentionally do not comply with the provisions of the meeting, have acts of disrupting, causing disorder or having actions that directly affect the management

### **13.3 perform voting :**

a. **In case shareholders attending the face meeting:** When registering shareholders, the Company grants each shareholder or authorized representative a voting right, on which the registration number, full name of the shareholder, and number of voting shares are recorded of that shareholder. At the request of the Chairman, when voting at the meeting, with the content required to vote, the Organizing Committee sent shareholders to vote, clearly stating the voting contents (Voting votes printed on white A4 paper with the stamp of Huong Giang Joint Stock Company). Shareholders agree or disagree for each content by ticking ✓ in the selection box on the respective voting ballot and signing below for confirmation. Shareholders who do not confirm in the selection box on the vote or do not send votes to the Vote Counting Committee are considered as having no opinion. The Congress elects the people responsible for counting votes or supervising the counting of votes at the proposal of the Chairman. The number of members of the vote counting committee is decided by the General Meeting of Shareholders based on the proposal of the Chairman of the meeting.

b. Shareholders or authorized representatives who arrive after the meeting has opened have the right to immediately register and then have the right to participate and vote at the meeting right after registration. The chairman is not responsible for stopping the meeting to allow late shareholders to register and the validity of the previously voted contents does not change..

c. Shareholders can choose to vote and vote by placing them directly in the ballot box at the General Meeting of Shareholders; or vote, vote through the General Meeting of Shareholders online E-voting results are as valid as shareholders vote directly at the meeting.

d. In case shareholders attend the online meeting :

- *Shareholders who log into the online meeting system of the Company are considered as direct attending shareholders and shareholders are obliged to keep their login information, passwords, and OTP confidential. In any case, the Company is not responsible when shareholders disclose this information.*

- *Shareholders attend the online meeting by using their account (including login code and password) to log in and meet online meeting according to the program, the plan of the online meeting was announced.*

- *When shareholders perform electronic voting, depending on the progress of the meeting, shareholders choose one of the voting options as follows:*

+ *For the contents: Electing the Presidium; Electing the Vote Counting Committee; Adopt the regulations of the Congress; Approve the agenda and content; Approving the minutes and resolutions of the meeting ..., shareholders choose one of two options: "Agree" or "Disapprove".*

+ *For the contents in the Proposals, shareholders choose one of two options: either "Agree" or "Disagree" or "Have no idea".*

- *For contents related to cumulative voting, Shareholders will enter the number of votes for each corresponding candidate or click to vote equally to divide the total number of votes that can be voted for candidates. (Total number of votes can be voted = Total shares held by shareholders or representatives \* Number of members elected)*

(Note: The total number of votes entered in each box must be less than or equal to the total number of votes that can be cast.)

- *In case shareholders change their phone number, you should contact the Company's shareholder management to update the new phone number.*



- In case shareholders change personal information, you should contact the Depository Center / Depository Center members where shareholders open their accounts to update. For non-custodial shareholders, you should contact the Company's shareholder management for updates. In case shareholders change their phone book, shareholders complete the shareholder information change form and send an email to the Company at the email address: [thuync.hgt@huonggiangtourist.com](mailto:thuync.hgt@huonggiangtourist.com) and at the same time send the delivery by post. original to the Company. The shareholders need to change this phone number right after the change and before each time the Company closes the rights to ensure the interests of shareholders.

- Online meeting documents are posted on the website of the Company. Shareholders visit the Website: [www.huonggiangtourist.com](http://www.huonggiangtourist.com), section "Shareholders> Annual General Meeting of Shareholders 2020" to study the meeting documents.

- Shareholders attending the online congress vote through the online voting system: <https://hgt.bvote.vn/dang-nhap>. Login link to attend the meeting and vote online at each meeting session will be shown on the invitation letter and / or email to the shareholders.

- Shareholders can vote on the contents of the meeting before the opening date of the meeting. The voting time is decided by the BOMs and assigned to the Organizing Committee of the Meeting to implement. The voting time must be announced in the invitation letter to Shareholders or specified in the regulations of the Meeting. Shareholders who vote before and during the meeting mean that Shareholders attend and vote at the meeting.

- Shareholders attending the meeting after the opening time have the right to register to participate and vote at the meeting, but the Chairman is not responsible for stopping the meeting to allow late shareholders to register and the validity of the meetings. Decisions made previously will not be affected.

- In case shareholders disconnect before the closing time of the meeting, the issues that shareholders have voted will be counted for votes, the contents that shareholders have not yet voted will not be included in the total number of votes. In case a shareholder votes once, before the end of voting time, the shareholder disconnects before sending voting results, the number of shares with voting rights of such shareholder will not be included in the total number of votes. decided.

- For shareholders who vote before the opening date of the meeting, on the date of the meeting, if such content is changed / supplemented / adjusted, the shareholders will vote again according to the changed / supplemented content. / adjust that.

- Shareholders attending the online meeting self-manage and use the granted access to participate in the online meeting in accordance with the regulations and instructions of the Company; prepare conditions for equipment, connection to be able to access and participate in the online meeting according to the program and plan announced by the Company.

e. Shareholders participating in voting online via the E-voting system can vote before the meeting date. The voting time is decided by the Organizing Committee of the Meeting. If the meeting changes / supplements the agenda of the meeting compared with the meeting invitation, on the day of the meeting, shareholders log into the E-voting system and vote again. In case a shareholder does not log in to the system at the meeting date, the content that shareholders voted and changed by the meeting, the number of votes of such shareholder will be counted as not participating in voting.

#### 13.4 counting votes :

a. Shareholders attending the meeting vote by marking the votes distributed at the General Meeting of Shareholders and placing them in the ballot box located in the meeting room. The valid and signed vote of the Shareholder is the evidence to confirm the Shareholder's voting opinion on the issue stated in the vote.

b. When shareholders make votes, vote online :

- The number of votes of each candidate is recorded on the system by: number of votes for approval, number of cards against and number of cards with no opinion. In the case of arising contents outside the agenda sent to the shareholders, shareholders can vote, elect additionally. Any content a shareholder does not vote, the number of voting shares of that shareholder is not included in the total number of votes.



- Shareholders can change the results of voting, voting; to vote, elect additionally for the arising contents, the online system only uses the voting results, the last election at the end of the voting and election.

c. In necessary cases and if the shareholders request, the meeting will appoint one (01) or some shareholders with no interests related to the content of the vote, to vote to supervise the vote counting.

d. At the end of voting, the electronic voting system of the Company will record and display the results of each content that the shareholders have voted. In case a shareholder votes by direct paper ballot at the meeting, the Vote Counting Committee shall copy the voting results of the shareholder into the E-voting system. The final vote counting results are the voting results of online participating shareholders and the voting results of direct participating shareholders..

#### 13.5 Notification of vote counting results

Vote counting results are announced right at the General Meeting of Shareholders after completing the vote counting.

#### 13.6 Notice of decisions of the General Meeting of Shareholders to the public:

Announcing the decisions of the General Meeting of Shareholders to the public complies with the Information Disclosure of the Enterprise Law, the Securities Law and relevant legal documents.

13.7 The Company applies to the utmost modern information technology solutions to facilitate shareholders to participate in the online General Meeting of Shareholders in the most convenient way.

13.8 The Chairman of the BOMs shall act as the chairperson of the meetings convened by the BOMs. In case the Chairman is absent or temporarily incapable of working, the remaining members of the BOMs shall elect one of them to chair the meeting according to the majority rule. In case a person cannot be elected, the Head of the Supervisory Board shall control for the General Meeting of Shareholders to elect the chairman of the meeting from among the attendees and the person with the highest votes shall chair the meeting.

In other cases, the person who signs to convene the General Meeting of Shareholders controls the meeting of the General Meeting of Shareholders to elect the chairman of the meeting and the person with the highest number of votes shall be appointed to chair the meeting.

13.9 The agenda and content of the meeting must be approved by the General Meeting of Shareholders in the opening session. The agenda must define clearly and in detail the timing of each issue in the agenda.

13.10 The chairman of the meeting can carry out necessary activities to control the meeting of the General Meeting of Shareholders in a valid, orderly manner, according to the approved program and reflects the wishes of the majority of delegates attend.

13.11 The Chairman of the meeting may postpone the meeting when there is a consensus or request of the General Meeting of Shareholders that has had the necessary number of participants in accordance with the provisions of Clause 8, Article 142 of the Law on Enterprises.

13.12 The person who convenes the General Meeting of Shareholders has the right to request the shareholders or authorized representatives attending the General Meeting of Shareholders to be examined or other legal and reasonable security measures. In case there is a shareholder or an authorized representative that fails to comply with the above provisions on inspection or security measures, the convenor of the General Meeting of Shareholders after careful consideration has the right to refuse or expel the above shareholder or representative from the meeting.

13.13 The convener of the General Meeting of Shareholders, after careful consideration, can take appropriate measures to:

a. Arrange seats at the meeting place of the General Meeting of Shareholders;

b. Ensure safety for everyone present at meeting locations;

c. Create conditions for shareholders to attend (or continue to attend) the meeting. The person who convenes the General Meeting of Shareholders has full rights to change the above measures and apply all necessary measures. The applied measures may be the issuance of admission permits or use of other options.



13.14 In case the meeting of the General Meeting of Shareholders applies the above measures, the convenor of the General Meeting of Shareholders when determining the venue of the meeting may:

a. Notice the meeting is conducted at the location stated in the notice and the chairman of the meeting is present there ("Main Venue of the meeting");

b. Arrange, organize so that shareholders or authorized representatives who cannot attend the meeting under this Article or those who want to attend at a venue other than the main venue of the meeting can concurrently attend the meeting;

A notice on the organization of a meeting does not need to detail the measures of organization under this Article.

13.15 In the Company Charter (unless otherwise required by circumstances), all shareholders are considered to attend the meeting at the main venue of the meeting..

13.16 Annually, the Company organizes a meeting of the General Meeting of Shareholders at least one (01) time. The Annual General Meeting of Shareholders of the Company is held in accordance with the provisions of Clause 2, Article 143 of the Law on Enterprises.

## **CHAPTER V**

### **APPROVING THE AGM'S DECISION AND HANDLING WHEN THE AGM'S DISCOUNT PERFORMANCE**

#### **Article 14. Approve the Decision of the General Meeting of Shareholders**

1. Decisions of the General Meeting of Shareholders on the following issues will be approved when 65% or more of the total votes of the shareholders with voting rights are present in person or through an authorized representative. present at the General Meeting of Shareholders :
  - a. Type of shares and total number of shares of each class;
  - b. Change industry, industry and business area;
  - c. Change the company's organizational structure;
  - d. Investment project or sale of assets with a value equal to or greater than 35% of the total value of assets recorded in the latest financial statements of the company and its branches;
  - e. Reorganization and dissolution of the company.
2. Decisions on other issues within the authority of the General Meeting of Shareholders are passed when shareholders represent at least 51% of the total number of votes of shareholders with voting rights.

#### **Article 15. Handling cases where the Congress fails**

1. In case within 30 minutes from the scheduled opening of the meeting but there is not enough necessary number of shareholders as stipulated in Article 9 of this Regulation, the meeting must be re-convened within 30 days from the date of the first meeting failed.
- 15.2 In the re-convened General Meeting of Shareholders (the 2nd meeting), there should be a number of attending shareholders representing at least 33% of the voting shares of the Company. In case the 2nd Congress does not have the necessary number of delegates within 30 minutes from the scheduled opening time of the meeting, the 3rd Congress must be convened within 20 days from the intended date of the meeting 2nd Congress
- 15.3 In the 3rd congress, the meeting will be conducted regardless of the attendance rate

#### **Article 16. Minutes of the General Meeting of Shareholders**

All contents at the meeting of the General Meeting of Shareholders must be recorded by the Secretary of the Meeting in writing and the Resolution. Minutes and resolutions of the meeting are read and approved before the closing of the meeting and are kept at the company.

## **CHAPTER VI**

### **OTHER REGULATIONS**



### **Article 17. Some other regulations**

- 17.1 Shareholders attending the meeting, when wishing to express their opinions, must obtain the consent of the meeting chairman. Shareholders gave a short speech and focused on the right focus contents to be exchanged, in accordance with the approved agenda of the meeting. The Chairman of the meeting will arrange for shareholders to speak in the order of registration, and at the same time answer questions of shareholders;
- 17.2 At the online meeting, shareholders can speak and give comments to the Meeting through a video and audio system connected to the GSM or via the chat screen with the Secretariat of the Meeting. When there is a need to speak, Shareholders can register through the online interface of the Meeting at: *www: hgt.bvote.vn*. The Chairman of the meeting decides which Shareholders are invited to speak and can stop the Shareholder speaking if the time or contents are not related to the meeting content.
- 17.3 Shareholders will be disqualified from the Meeting by the Presidium of the Meeting or the Chairman has the right to disconnect when deliberately not complying with the provisions of the Meeting, having acts of causing disorder, disorder or taking action. has a direct influence on the operation of the Congress.

## **CHAPTER VII TERMS ENFORCEMENT**

### **Article 18. Effect of the Regulations**

This Regulation includes 7 chapters, 18 articles, approved by the General Meeting of Shareholders HUONG GIANG TOURIST JOINT STOCK COMPANY and applies to the annual General Meeting of Shareholders in 2020 taking place on December 17, 2020.

#### **Recipients:**

- *The shareholders of the Company;*
- *Members of the BOM, BOS;*
- *Published on the company's website.*
- *Save the company office;*

**HUONG GIANG TOURIST  
JOINT STOCK COMPANY**