

**DRAFT**

## **VOTING REGULATION**

### **TO RESOLUTIONS IN THE 31<sup>st</sup> ANNUAL GENERAL MEETING OF SHAREHOLDERS OF SHB**

- Pursuant to the Law on Credit Institutions No. 47/2010/QH12 dated June 16 , 2010 of the 12th National Assembly and the Law amending and supplementing a number of articles of the Law on Credit Institutions No. 17/2017/QH14 dated 20 November 2017 of the 14th National Assembly and guiding documents;
- Pursuant to the Enterprise Law No. 59/2020/QH14 approved by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020 and guiding, amending, supplementing and guiding documents;
- Pursuant to the Securities Law No. 54/2019/QH14 dated November 26, 2019 of the National Assembly of the Socialist Republic of Vietnam and guiding documents;
- Pursuant to the current Charter of Saigon - Hanoi Commercial Joint Stock Bank;
- Pursuant to the Regulation on organization and operation of the Board of Directors of SHB issued together with Decision No. 84/QĐ-HĐQT dated May 4, 2022 of the Board of Directors of Saigon - Hanoi Commercial Joint Stock Bank.

Voting to approve the Resolutions and Decisions of the General Meeting of Shareholders (GMS) in the 31<sup>st</sup> Annual General Meeting of Shareholders of SHB on April 11, 2023 is carried out as follows:

#### **1. Scope of application**

This regulation is applied for voting to pass resolutions in the 31<sup>st</sup> General Meeting of Shareholders of Saigon - Hanoi Commercial Joint Stock Bank (SHB).

#### **2. Subjects of application**

Shareholders owning shares with voting rights and those involved in the voting process in the 31<sup>st</sup> General Meeting of Shareholders of the Bank are responsible for complying with the provisions of this regulation.

#### **3. Votes**

- Voting cards issued by the Organizing Committee. Shareholders registering to attend the meeting will be issued voting cards. In case of amendment, the wrong choice must be crossed out together with signature next to the crossed out place and the correct option checked.
- The following votes are considered invalid:
  - ✓ The ballot does not conform to the form prescribed by the Organizing Committee;

- ✓ The ballot is not stamped by the Bank;
- ✓ The ballot is torn, erased or the one whose pre-printed information is amended, the ballot has additional voting content, except for the content requested by the Organizing Committee;
- ✓ The ballot is not signed by the shareholder.

#### **4. Voting method**

- The ballot must clearly state the number of shares held by the shareholder and the corresponding number of votes used by the shareholder to vote .
- Shareholders may use the total number of votes mentioned above to vote on the contents to be approved at the General Meeting.
- Shareholders have the right to choose one of three options: agree/disagree/have no opinion. If you choose any option, mark (X) or (V) on that option.

#### **5. The vote counting committee**

- The vote counting committee consists of 3 members, approved by the General Meeting of Shareholders. Members of the Vote Counting Committee may be the Bank's shareholders but must not be on the list of nominees or candidates for the Board of Directors.
- The Vote Counting Committee is responsible for carrying out necessary procedures for counting votes, including: Preparing ballot boxes; announcing the voting sequence; supervise the voting of shareholders and organize the vote counting.
- The Vote Counting Committee must be responsible for the truthfulness and accuracy of the vote counting results.

#### **6. Counting votes**

The counting of votes must be conducted by the Vote Counting Committee at the voting room immediately after the vote ends. Before opening the ballot box, the Voting Counting Committee must count, make a minutes, and seal the unused ballots. The Vote Counting Committee must not cross out or modify the Voting Card.

#### **7. Principles of passing resolutions at the General Meeting of Shareholders**

Comply with the regulatory requirements and Bank's Charter.

#### **8. Announcement of vote counting results**

- The Vote Counting Committee makes a minutes of the vote counting, the head of the Vote Counting Committee reads the report on the vote counting results in the General Meeting;
- The minutes of vote counting must be handed over to the Secretariat of the General Meeting and stored together with the documents of the Meeting in accordance with SHB's regulations.

**PP. GENERAL MEETING OF SHAREHOLDERS  
CHAIRMAN**