

**WORKING REGULATIONS
AT THE 2018 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Article 1. Working principle at the GMS

1. Ensure the working principle is public, fair, and democratic.
2. For the benefit of shareholders and meet the demand for sustainable development of the Company.

Article 2. The order at the GMS

Shareholders attending the GMS must comply with the following regulations:

1. Dress politely and elegantly when attending the GMS.
2. Sit in the right position and area prescribed by the Organizer of the GMS.
3. Do not smoke in the meeting room of the GMS, do not cause disruption or disorder at the GMS.
4. Limit private talk and use of mobile phone during the GMS time.
5. Comply with the management of the Chairman and the Organizer of the GMS.

Article 3. Rights and obligations of shareholders or authorized representatives

1. A shareholder or an authorized representative of a Company's shareholder named in the list of shareholders registered for meeting has the right to attend the meeting either in person or by an authorized person.
2. A shareholder or his/ her authorized representative must abide by the Regulations and follow the instructions of the Chairman.
3. Each shareholder or his/her authorized representative attending the GMS must bring his/ her identity card or other personal identification papers, invitation letter, power of attorney (if any) for the Shareholder Status Examination Committee to compare and may receive public votes and ballots (applied in case of election of the BOD members).
4. A shareholder or his/ her authorized representative may vote on all issues at the GMS in accordance with the Charter of the Company and in accordance with the law.
5. A shareholder or his/ her authorized representative has the right to make comments by writing comments on the comment form and sending it to the Organizer of the GMS for settlement, and comments in writing are valid as verbal comments at the GMS. When there is a need to speak directly at the Meeting, the shareholder or his/ her authorized

representative must register with the Organizer of the GMS. When invited to speak, the shareholder or his/ her authorized representative must state the name and present the content to be spoken. The speech content should be short, in the right focus in accordance with the agenda of the GMS. The Chairman will arrange for shareholders to speak in order of registration, while answering questions of shareholders.

In case shareholders or their authorized representatives made their comments not for the purpose of construction for the Company or not in accordance with the content and agenda of the GMS, the Chairman has the right to refuse to answer or the Secretariat will synthesize comments and will reply in writing or via email or on the Company's website after the GMS.

6. Shareholders who come to the meeting late are still entitled to attend and vote immediately, but do not have the right to request to stop the GMG and also does not have the right to request to re-vote on the approval issues (the validity of previous voting sessions is not affected).

Article 4. Rights and obligations of the Chairman

1. Chairing the GMS in accordance with the agenda, regulations and rules approved by the GMS. The Chairman works on the principle of democratic centralism and majority decision.
2. Guiding the GMS to discuss and get comments on the issues included in the agenda of the GMS and related issues during the GMS.
3. The Chairman of the GMS may postpone the meeting even if there is sufficient quorum to another time and at another location decided by the Chairman without consulting the General Meeting if the Chairman sees that:
 - a) Meeting venue does not have enough convenient seats for all participants;
 - b) Means of communication at the meeting venue does not guarantee for attending shareholders to participate, discuss and vote;
 - c) Any meeting participant hinders, disturbs the order, risks making the meeting not be conducted fairly and legally.

In addition, the Chairman of the General Meeting may postpone the meeting when there is an agreement or request of the General Meeting of Shareholders which has sufficient quorum. The postponement period shall not exceed three days from the intended opening date of the meeting. The meeting to be re-convened will only consider issues that should have been solved legally at the previously postponed GMS.

4. Solve issues arising during the General Meeting of Shareholders.

Article 5. Rights and obligations of the Vote Counting Committee

1. Announcing working regulations of the GMS, Regulations on candidacy, nomination and election of the BOD members;

2. Guiding instructions on how to use votes and ballots;
3. Checking and supervising the voting of shareholders and their authorized representatives;
4. Counting votes and ballots, synthesize and publish voting results of each issue and voting rate;
5. Collecting votes and ballots after shareholders proceed to vote and elect;
6. Handing over the vote counting minutes and all votes and ballots to the Chairman or the Secretariat.

Article 6. Duties of the Secretariat

1. Recording fully and truthfully the contents of the GMS;
2. Receiving the comment cards of shareholders;
3. Preparing the meeting minutes and resolutions on issues approved at the GMS;
4. Performing assisting tasks as assigned by the Chairman.

Article 7. Voting to approve issues at the GMS

1. All issues in the agenda of the GMS must be approved by public opinion voting of all shareholders by votes (except in the case of issues approval by ballot). Each shareholder is entitled to a vote, recording shareholder number, number of shares entitled to vote (owned and/or authorized).
2. Shareholders vote by holding their votes.
3. During the GMS, if a shareholder has a need to go out, he/ she must carry out the procedures to authorize the Chairman to attend and vote on issues at the GMS, if he/ she does not carry out the procedures to authorize, he/ she is automatically considered to have agreed for the Chairman to vote on his/ her behalf at the GMS.
4. Voting is conducted by determining the number of votes for, followed by determining the number of votes against, eventually determining the number of blank votes. For each content that requires voting, shareholders who do not hold votes are considered as having no opinion.

Article 8. Conditions for approving the Resolutions of the GMS at the meeting

1. A resolution of the GMS is approved at the meeting when approved by the number of shareholders representing at least 51% of the total votes of all shareholders attending the meeting.
2. Resolutions of the GMS approved at the meeting for some of the following contents must be approved by the number of shareholders representing at least 65% of the total votes of all shareholders attending the meeting, including:
 - (i) Decision on the types of shares and the total number of shares of each type to be

offered;

- (ii) Change in business lines and areas;
- (iii) Reorganization and dissolution of the Company; Change in the organizational management structure of the Company;
- (iv) Decision on investment or sale of assets with a value equal to or greater than 70% of the total value of assets recorded in the latest audited financial statements of the company.

Article 9. Additional election of members of the Board of Directors

1. Members of the BOD must be elected in the form of cumulative voting in accordance with the Regulations on candidacy, nomination and additional election of the BOD members.
2. The method of election and approval of the Resolution of the GMS on election of members of the BOD shall be implemented in accordance with the Regulations on candidacy, nomination and additional election of members of the BOD.

MEETING ORGANIZER