



TRANSIMEX CORPORATION

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Respectfully addressed to Shareholder

THE MEETING'S REGULATION

Pursuant to:

- The Enterprise Law No.68/2014/QH13 approved by the National Assembly of the Socialist Republic of Vietnam date Nov 26th, 2014 and guiding documents;
- The Corporation's Current Charter of Transimex Corporation.

The Annual General Meeting of Shareholders 2018-2019 of Transimex Corporation is organized according to the following rules and rules:

I. THE PURPOSE OF THE GENERAL MEETING REGULATIONS

- Ensuring compliance in accordance with the provisions of law;
- Ensuring the principles of publicity, democracy and legal rights of Shareholders.

II. MEETING AND VOTING PROCESS AT GENERAL MEETING OF SHAREHOLDERS

1. When registering to attend the General Meeting, the Organizing Committee shall grant to Shareholders or his/her Authorized Representative under the valid authorization of the votes and the voting card.

On **the votes**, there will be full information: Full name, Shareholder Code, total holding shares and/or shares owned by representation and each issue in the contents of the Agenda should be approved.

On **the voting card** printed their Shareholder Code, total holding shares and/or shares owned by representation.

2. Shareholders are entitled to attend and directly casts votes at the meeting. A General Meeting of Shareholders shall be held when it is attended by a number of shareholders represent at least **51%** of votes.
3. Shareholders attend after the opening of meeting; may register immediately and has the right to vote after registration; in this case, the effect of the previous voting shall be remained unchange.
4. The Chairman of the Board of Management is concurrently the legal representative of company who is also chairman of the Annual General Meeting of Shareholders 2018-2019. During the meeting, Shareholders shall adhere to the instruction of the Chairman and behave politely. The chair and the secretaries are entitled to take necessary and reasonable measures to control the meeting in an orderly manner and in conformity with the ratified agenda so that it reflects the demands of the majority of participants;
5. The General Meeting of Shareholders shall discuss and vote on each issue on the Agenda: Approval of components of Chairman, Counting Board, Introducing the Meeting's secretary is appointed by the chairman; the Agenda of the General Meeting of Shareholders, The Meeting's Regulation, Minutes of General Meeting of Shareholders and other cases.
6. Shareholders shall vote at the Meeting by the method of raising their voting card. The voting shall be carried out by collecting affirmative votes, negative votes, and abstentions; cross-marking (X) or (✓) in the voting card.

Invalid ballot: The ballots are not issued by the Election Board; The ballots are erased or amended the content (if mistake taken, the ballot must be cancelled and replaced by a new



one); The ballot elected more members of BOD and BOS than required; The ballot voted for candidates who are not named in the list approved by the AGM; The ballot has total number of votes higher than the total number of voting rights printed on the ballots.

Valid ballot: The ballots are issued by the Election Board, with no erasure and must be; Voted for equal or less than the required number of members of BOD and BOS approved by the AGM. Voted for candidates named in the list approved by the AGM.

In a voting card, the contents to be consulted are independent of each other. The invalidation of this content voting section will not affect the validity of other content.

In case Shareholders incorrectly votes or the voting card is no longer intact, Shareholders may contact the Organizing Committee to be re-granted a new voting card and must return the old voting card.

In case Shareholders registered to attend the Meeting, but for other reasons that cannot be present at the end of the Meeting, the shareholders must send back the voting card which voted for the issues to the Organizing Committee before leaving. If the shareholder does not return the voting card to the Organizing Committee, the Vote Counting Committee considers that the shareholder has no opinion on issues that need to be consulted.

7. **Organizing vote counting:** The vote counting shall be carried out by the Vote Counting Committee for each voting issue to report to the General Meeting.
8. **Formalities to ratify resolutions of the AGM of Shareholders:**
Resolutions shall be ratified when they are approved by a number of Shareholders that represents at least **51%** of votes of attending Shareholders.
A Resolution on one of the following issues shall be ratified when it is approved by a number of Shareholders that represents at least 65% of votes of attending Shareholders: Types of shares and total amount of each type; Supplementation and amendment of the Charter and Management Regulation of Company; Changes of business lines; Change of the company's organizational structure; Project of investment or sale assets of which the values are equal to or higher than 35% of the total asset value written in the latest financial statement of the company, Restructuring or dissolution of the company.
9. The content of the 2018-2019 AGM is fully and honestly record by the Secretary. The Meeting Minutes of the General Meeting of Shareholders must be completed and ratified before the end of the meeting.

Sincerely Yours.

ON BEHALF OF THE BOM



Bui Tuan Ngoc