

Cao Lanh City, April 05, 2024

**WORKING REGULATIONS  
AT THE 2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

*Pursuant to Enterprise Law No. 59/2020/QH14 dated June 17, 2020;*

*Pursuant to Securities Law No. 54/2019/QH14 dated November 26, 2019;*

*Pursuant to Decree 155/2020/ND-CP guiding the Securities Law issued on December 31, 2020;*

*Pursuant to the Charter of Imexpharm Corporation;*

*Pursuant to Internal Regulations on Corporate Governance;*

*Pursuant to relevant legal documents.*

**Article 1. Scope and subjects of application**

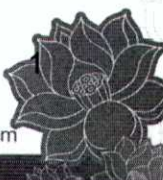
1. This regulation is applicable to the organization of the 2024 Annual General Meeting of Shareholders (“**AGM**”) of Imexpharm Corporation ( the “**Company**”).
2. This regulation applies to Delegates attending the Company's 2024 Annual General Meeting of Shareholders.

**Article 2. Interpretation of terms**

1. “**Delegates**” are shareholders or authorized representatives of shareholders attending the 2024 Annual General Meeting of Shareholders of the Company.
2. “**Electronic voting**” refers to delegates using phones, computers, or other Internet-connected devices to exercise their voting rights through the electronic voting system as stipulated and announced by the Company.
3. “**The Electronic Voting System**” is a system utilized and provided by the Company, offering delegates tools to exercise-related rights, including but not limited to voting rights during elections and voting rights when attending AGM in person.
4. “**Identity factor**” refers to the necessary information used to accurately identify an entity in a given context.

**Article 3. Notice of invitation to the AGM**

- The company announces information about finalizing the list of shareholders with the right to attend the 2024 AGM: February 23, 2024.
- The record date to determine shareholders eligible to participate and vote at the AGM: March 18, 2024.
- Time to hold the AGM: April 26, 2024.
- Venue: 5th Floor, Hilton Saigon Hotel, No. 11 Me Linh Square, Ben Nghe Ward, District 1, Ho Chi Minh City.
- The invitation notice along with the Meeting Agenda and power of attorney is sent to each eligible shareholder by means ensuring delivery to the shareholder's contact address: sending a letter by post, by email; Published on the Company's website at the address: [www.imexpharm.com](http://www.imexpharm.com); simultaneously disclosed on the media of the Ho Chi Minh Stock Exchange, in compliance with the provisions in Article 6 of the Company's Internal Regulations on Corporate Governance, Article 18 of the Company's Charter, and Articles 142, 143 of the 2020 Enterprise Law.





- The notice of the AGM must be sent to all shareholders on the list of shareholders entitled to attend the meeting no later than twenty-one (21) days before the opening date of the AGM (calculated from the date the notice is sent or transmitted validly, prepaid or deposited in the mailbox).
- The documents used in the meeting, draft resolutions for each agenda issue, and relevant information regarding the issues to be discussed and voted on at the AGM will be posted on the Company's website at [www.imexpharm.com](http://www.imexpharm.com).
- Shareholders or shareholder groups holding over 5% of the total outstanding common shares continuously for six months or more have the right to propose issues to be included in the agenda of the AGM. The proposal must be in writing and sent to Imexpharm no later than 3 (three) working days before the opening date of the meeting. The proposed issues must fall within the scope of authority for discussion and approval by the AGM.

#### **Article 4. Conditions for conducting the AGM**

The AGM shall proceed when the total number of attending shareholders represents over 50% of the total voting rights of the Company. Shareholders are considered to be in attendance when they attend the meeting in person, through authorized representatives, or submit voting slips to the Company before 3 PM on April 24, 2024.

#### **Article 5. Rights and obligations of delegates when attending the AGM**

- Delegates attending the AGM in person shall vote on all matters within the jurisdiction as stipulated by law and the Company's Charter through electronic voting.
- In case of discovering lost, stolen, or compromised login credentials, passwords, or other identifying factors, delegates must immediately inform the Company to promptly implement measures to lock access and secure devices. Delegates shall be responsible for any damages, losses, and risks arising from their negligence.

#### **Article 6. The procedures for conducting meetings and voting at the AGM**

Compliance with the provisions of Article 7 of the Internal Regulations on Corporate Governance, Article 20 of the Company's Charter, and Article 146 of the 2020 Enterprise Law.

##### **1. Registration process for attending the AGM**

- Before the commencement of the meeting, the Company conducts shareholder registration procedures and must continue registration until all eligible attending shareholders have registered.
- Delegates arriving late to attend the AGM have the right to register immediately and then participate and vote directly at the meeting. The presidium is not responsible for suspending the AGM for late-arriving delegates to register, and the validity of voting rounds conducted before the late-arriving delegate's attendance will not be affected.

##### **2. Meeting format and procedures for conducting the AGM**

Compliance with Article 20 of the Company's Charter and Article 146 of the 2020 Enterprise Law.

##### **3. Attendance and voting procedures for the AGM**

###### **a. Attendance and voting methods**

Delegates attend the AGM in person at the location announced by the Company. Detailed instructions for attending the AGM are issued and posted on the Company's website at [www.imexpharm.com](http://www.imexpharm.com).

###### **b. Vote Counting Committee**



The AGM elects the Vote Counting Committee and oversees the vote counting as proposed by the Presidium. The number of members of the Vote Counting Committee shall not exceed three (03) individuals.

**c. Voting procedures and announcement of results**

Shareholders may vote using one of the following methods:

- Electronic voting for shareholders attending the AGM in person, as stipulated in clause 4 of this article.
- Remote voting: Shareholders vote by signing on the voting ballot posted on the Company's website and sending it to the Company no later than 3 PM on April 24, 2024, using one of the following methods:
  - ✓ Scan and send it to email: [ir@imexpharm.com](mailto:ir@imexpharm.com)
  - ✓ Via Fax: (84-277) 3853106
  - ✓ Send by post or directly to: Administration Department - Imexpharm Corporation  
Address: No.4, 30/4 Street, Ward 1, Cao Lanh City, Dong Thap Province.
- The vote counting shall be conducted at the meeting venue. The vote-counting results shall be announced by the representative of the Vote Counting Committee immediately before the end of the meeting.

**4. Electronic voting**

**a. Principles and procedures for electronic voting**

- Electronic voting can be conducted immediately after the delegate has registered for in-person attendance at the meeting venue and successfully logged into the Electronic Voting System, or it can be carried out at the time when voting items are presented in the progressive order of the General Meeting. At the end of the specified voting period, as announced by the Electronic Voting System, the system will no longer record additional electronic voting results from delegates.
- Delegates vote on each agenda item. When voting electronically, for each item, delegates select one of three options: "Agree", "Disagree", or "Abstain" on the electronic voting ballot provided by the Electronic Voting System, and press "Submit vote" at the end of each ballot to save and submit the voting result to the system.
- If the agenda is supplemented with content proposed by shareholders/shareholder groups and approved by the AGM, delegates may proceed to vote on the supplementary items. If delegates do not vote on the supplementary items, they shall be considered as not voting on these matters.
- Delegates may change their voting results multiple times but cannot cancel their voting results. The Electronic Voting System only records the final voting result at the end of each voting period as stipulated.

**b. Vote counting procedure**

The voting slip of each delegate is recorded by the system according to the number of votes for approval, the number of votes for disapproval, and the number of votes with no opinion.

**5. Discussion at the AGM**

- Discussion at the AGM is moderated by the Presidium or the representative of the Organizing Committee of the AGM, ensuring strict adherence to the provisions of the Company's Charter.
- Delegates submit questions to the Presidium through the Electronic Voting System guided by the moderator. The Presidium selects answers to some questions within the allotted time for the Q&A





session of the AGM. Questions not answered directly during the AGM will be recorded by the Secretariat and addressed later to shareholders through appropriate means.

**6. Proxy execution**

- a. Shareholders may authorize all or part of their shareholding to another individual or organization to represent them at the AGM and vote on their behalf.
- b. Proxy authorization is legally effective when it satisfies the following conditions:
  - Shareholders complete all required information on the Company's Proxy Form template, with full signatures, clearly stating the full name, and affixing a seal (if applicable) of both the granting and receiving parties of the proxy, or:
  - Shareholders execute proxy authorization through the Company's Electronic Voting System.

**Article 7. Passing of resolutions of General Meeting of Shareholders**

Compliance with Article 12 of the Internal Regulations on Corporate Governance, Article 21 of the Company's Charter, and Article 148 of the 2020 Enterprise Law.

**Article 8. Minutes of General Meeting of Shareholders**

Compliance with Article 13 of the Internal Regulations on Corporate Governance, Article 23 of the Company's Charter, and Article 150 of the 2020 Enterprise Law.

**Article 9. Request to cancel decisions of the General Meeting of Shareholders**

Compliance with Article 24 of the Company's Charter.

**Article 10. Announcement of the minutes and resolutions of the AGM**

Within 24 hours from the conclusion of the meeting, the minutes and resolutions of the AGM 2024 will be posted on the Company's website at [www.imexpharm.com](http://www.imexpharm.com), and on the information disclosure channels of the State Securities Commission, and the Ho Chi Minh Stock Exchange to fulfill information disclosure requirements as stipulated by current laws and regulations.

**Article 11. Implementation provisions**

This regulation shall take effect from the date of issuance and shall be applied at the AGM 2024, held on April 26, 2024.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRWOMAN**

(Signed)

**CHUN CHAERHAN**

