

APPENDIX

(Attached is Proposal No.10/DHĐCĐ/2024 on amending the Internal Regulations on Company Administration)

Note:

- - Articles not detailed in this appendix are unchanged.
- - The proposed changes in the section "Regulations in the current Management Regulations" are lines of text shown in **bold, underlined or crossed-out form**.
- - The content that needs to be amended or supplemented in the "Contents proposed to be amended" section is ***italicized and bolded in red***.
- - Law on Enterprises 2020 (LDN 2020) is Law on Enterprises No. 59/2020/QH14 passed by the National Assembly on June 17, 2020.
- - Securities Law 2019 (LCK 2019) is Securities Law No. 54/2019/QH14 passed by the National Assembly on November 26, 2019.
- - Decree No. 155/2020/ND-CP is Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the implementation of a number of articles of the Securities Law 2019.
- - Circular 116/2020/TT-BTC is Circular No. 116/2020/TT-BTC dated December 31, 2020 guiding a number of articles on Company Administration applicable to public companies in Decree No. 155/2020 /ND-CP.

Regulations in current Regulations	Content proposed for amendment	Reason for amendment
CHAPTER I: GENERAL PROVISIONS	CHAPTER I: GENERAL PROVISIONS	
Article 1. Meaning and scope of adjustment	Article 1. Meaning and scope of adjustment	
	This regulation is developed based on the provisions of: ... <i>Resolution of the General Meeting of Shareholders No. /NQ-DHĐCDTN-2024/NTP dated April 27, 2024;</i>	Supplementing the basis for the Resolution of the General Meeting of Shareholders for the Board of Directors to promulgate the Regulations

	<i>The Board of Directors promulgates internal regulations on Company Administration of Tien Phong Plastic Joint Stock Company</i>	
CHAPTER II: ORDER AND PROCEDURES FOR CONVENTION AND VOTING OF THE GENERAL MEETING OF SHAREHOLDERS	CHAPTER II: ORDER AND PROCEDURES FOR CONVENTION AND VOTING OF THE GENERAL MEETING OF SHAREHOLDERS	
Article 12. The General Meeting of Shareholders approves resolutions in the form of collecting written opinions	Article 12. The General Meeting of Shareholders approves resolutions in the form of collecting written opinions	
2. The Board of Directors counts the votes and prepares the minutes in the presence of shareholders who do not hold management positions in the Company		Removing this content does not need to be specific in the Regulations, accordingly, the detailed process of collecting shareholders' written opinions will be implemented according to Article 22 of the Charter.
3. The following cases <u>must be approved by voting at the General Meeting of Shareholders:</u> - Decide to invest or sell Company assets whose value is equal to or greater than 35% (thirty-five percent) of the total asset value recorded in the company's most recent financial report; - Approve annual financial reports; - Reorganize and dissolve the Company - Short and long-term development plan of the Company;	2. The following cases <i>are not subject to written opinions:</i> - Decide to invest or sell Company assets whose value is equal to or greater than 35% (thirty-five percent) of the total asset value recorded in the Company's most recent financial report; - Approve annual financial reports; - Reorganize and dissolve the Company - Short and long-term development plan of the Company; - Elect, dismiss, remove and replace members of the Board of Directors.	Edited to be consistent with the amended content in Article 21 of the Charter; and clearly stipulate the cases in which written shareholders' opinions are and are not allowed

<p>- Elect, dismiss, remove and replace members of the Board of Directors.</p> <p>- Type of shares and total number of shares of each type authorized to be offered for sale; annual dividend rate of each type of share.</p>	<p>- Type of shares and total number of shares of each type;</p>	
	<p><i>3. Issues falling under the authority of the General Meeting of Shareholders and not falling under the cases specified in Clause 2 of this Article can be approved by collecting written opinions. Resolutions approved in the form of collecting shareholders' opinions in writing have the same value as resolutions approved in the event of holding a General Meeting of Shareholders.</i></p>	
<p><u>Article 13. Order and procedures for the General Meeting of Shareholders to approve resolutions in the form of a combined in-person conference and online conference</u></p>	<p><i>Article 13. Order and procedures for the General Meeting of Shareholders to pass resolutions by online conference</i></p>	<p>Separated into 2 articles to amend the order and procedures of the General Meeting of Shareholders in more detail in the following forms: online conference, in-person conference combined with online conference, in accordance with the Model Regulations Circular 116/2020/TT-BTC</p>
<p><u>1. Based on the actual situation, the Board of Directors decided to convene the General Meeting in the form of an online General Meeting or an online General Meeting combined with the traditional form of organizing the General Meeting as prescribed in the Charter of Tien Phong Plastic. In case</u></p>	<p><i>Based on the actual situation, the Board of Directors decided to convene the General Meeting of Shareholders in the form of an online conference.</i></p> <p><i>Organizing an online General Meeting of Shareholders includes the following main</i></p>	

<p><u>the General Meeting is organized online, the General Meeting Organizing Committee established by the Board of Directors is responsible for implementing procedures and work to serve the online organization.</u></p> <p><u>2. The Organizing Committee of the General Meeting is responsible for carrying out procedures for making a list of shareholders with the right to attend the meeting, sending invitations, announcing information, sending meeting documents and other tasks as prescribed in the Charter and provisions of the law.</u></p> <p><u>3. Conditions for conducting the Online General Meeting:</u></p> <ul style="list-style-type: none"> <u>- The number of shareholders registered to attend the General Meeting represents at least 65% of the total voting shares of Tien Phong Plastic according to the list of last registration dates provided by the Securities Depository Center.</u> <u>- The system for organizing online congresses and electronic voting must meet the conditions of transmission lines, power sources, electronic means and other equipment according to the requirements and nature of the online meeting.</u> <p><u>4. The form of shareholders registering to attend the online General Meeting and voting electronically has the same legal value as attending and voting at the traditional General Meeting, Traditional Voting.</u></p>	<p><i>contents. The Board of Directors will consider proposals in the Regulations on holding the General Meeting of Shareholders from time to time to provide detailed instructions on organizing the General Meeting of Shareholders in the form of an online conference.</i></p> <p><i>1. Notice inviting the online General Meeting of Shareholders</i></p> <p><i>The method of announcing an invitation to an online General Meeting of Shareholders is implemented the same as the method of announcing an invitation to an in-person General Meeting of Shareholders specified in the Company's Charter and these Regulations.</i></p> <p><i>2. How to register to attend the online General Meeting of Shareholders</i></p> <p><i>Shareholders will register to attend the online General Meeting of Shareholders according to the instructions sent to Shareholders and/or posted on the Company's website. Accordingly, Shareholders will access the link announced by the Meeting Organizing Committee and declare and authenticate their status as Shareholders to attend the meeting.</i></p> <p><i>3. Conditions for implementation</i></p> <ul style="list-style-type: none"> <i>- The online General Meeting of Shareholders is conducted when the number of shareholders</i> 	
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<p><u>5. The Board of Directors is responsible for issuing necessary instructions to serve the organization of online congresses and electronic voting according to the provisions of law.</u></p>	<p><i>registered to attend the meeting represents at least 65% of the total voting shares.</i></p> <p><i>- The system for organizing online congresses and electronic voting must meet the conditions of transmission lines, power sources, electronic means and other equipment according to the requirements and nature of the online meeting.</i></p> <p><i>4. How to vote online</i></p> <p><i>The Organizing Committee will prepare technical equipment or means and ways for Shareholders to vote online, electronically and/or other electronic methods and record online voting of Shareholders or Authorized Persons attending the meeting for the contents of the meeting agenda. The specific method will depend on the electronic equipment the Company uses for voting and will be announced to Shareholders before each general meeting.</i></p> <p><i>5. How to count votes online</i></p> <p><i>The Organizing Committee will apply modern technology to count Shareholders' votes. The counting of votes will be calculated based on the number of votes that Shareholders and/or Authorized Persons attending the meeting have voted by online voting, electronic voting and/or other electronic methods. The vote counting committee is responsible for the accuracy of this</i></p>	
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	<p><i>vote counting and is responsible for damages arising from resolutions passed due to dishonest or inaccurate vote counting.</i></p> <p><i>6. Announcement of vote counting results</i> <i>The results of vote counting will be announced immediately at the online General Meeting of Shareholders after completing the vote counting and before closing the meeting.</i></p> <p><i>7. Approve the Resolution of the General Meeting of Shareholders</i> <i>The voting rate to approve Resolutions of the General Meeting of Shareholders by online conference is carried out in accordance with Article 21 of the Charter. Resolutions approved by the General Meeting of Shareholders via online conference are as valid as resolutions approved at the General Meeting of Shareholders.</i></p> <p><i>8. Prepare minutes of the General Meeting of Shareholders</i> <i>The preparation of minutes of an online General Meeting of Shareholders is carried out in the same manner and includes the same contents as the preparation of minutes of an in-person General Meeting of Shareholders specified in Article 10 of these Regulations.</i></p>	
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	<p><i>9. Announcing the Resolution of the General Meeting of Shareholders</i></p> <p><i>The resolutions of the General Meeting of Shareholders are disclosed in accordance with the provisions of the Company's Charter and the provisions of securities law.</i></p>	
	<p><i>Article 14. Order and procedures for meeting the General Meeting of Shareholders to pass resolutions by combining in-person and online conferences</i></p>	
	<p><i>Based on the actual situation, the Board of Directors decided to convene the General Meeting of Shareholders in the form of a combined in-person and online conference.</i></p> <p><i>The organization of the General Meeting of Shareholders in the form of both an in-person and online conference includes the main contents as follows. The Board of Directors will consider proposals in the Regulations on holding the General Meeting of Shareholders from time to time to provide detailed instructions on organizing the General Meeting of Shareholders in the form of a combined in-person conference and online conference.</i></p> <p><i>1. Notice of invitation to the General Meeting of Shareholders</i></p>	

	<p><i>The method of announcing the invitation to the General Meeting of Shareholders in the form of an in-person conference combined with online is done the same as the method of announcing the invitation to the General Meeting of Shareholders in person as prescribed in the Company's Charter and this Regulations.</i></p> <p><i>2. How to register to attend the General Meeting of Shareholders</i></p> <p><i>Shareholders can attend the General Meeting of Shareholders directly at the meeting location or attend the meeting via online conference using modern technological means.</i></p> <p><i>- For Shareholders attending the meeting in person: register to attend the meeting in the same way as registering for a direct meeting as prescribed in Article 5 of these Regulations.</i></p> <p><i>- For Shareholders attending the online meeting: register as instructed in Clause 2, Article 13 of these Regulations.</i></p> <p><i>3. Conditions for implementation</i></p> <p><i>- The General Meeting of Shareholders in this combined method is conducted when the total number of shareholders registered to attend the General Meeting in person and online represents at least 65% of the total shares with voting rights.</i></p>	
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	<p><i>- The system for organizing online congresses and electronic voting must meet the conditions of transmission lines, power sources, electronic means and other equipment according to the requirements and nature of the online meeting.</i></p> <p><i>4. How to vote</i></p> <p><i>Shareholders can vote in the form of: (i) direct voting at the General Meeting or (ii) electronic voting or other electronic methods.</i></p> <p><i>5. Method of counting votes</i></p> <p><i>The Organizing Committee will apply modern technology to count Shareholders' votes. The counting of votes will be calculated based on the number of votes that Shareholders and/or Authorized Persons attending the meeting have voted in the form of direct voting, online voting, electronic voting and/or other electronic methods.</i></p> <p><i>The vote counting committee is responsible for the accuracy of this vote counting and is responsible for damages arising from resolutions passed due to dishonest or inaccurate vote counting.</i></p> <p><i>6. Announcement of vote counting results</i></p> <p><i>The results of vote counting will be announced immediately at the General Meeting of</i></p>	
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	<p><i>Shareholders after completing the vote counting and before closing the meeting.</i></p> <p><i>7. Approve the Resolution of the General Meeting of Shareholders</i></p> <p><i>The voting ratio to pass Resolutions of the General Meeting of Shareholders in the form of in-person conferences combined with online is implemented in accordance with Article 21 of the Company's Charter. Resolutions passed by the General Meeting of Shareholders in the form of an in-person conference combined with online are as valid as Resolutions passed at the General Meeting of Shareholders.</i></p> <p><i>8. Prepare minutes of the General Meeting of Shareholders</i></p> <p><i>The preparation of minutes of the General Meeting of Shareholders is carried out in accordance with the provisions of Article 10 of these Regulations.</i></p> <p><i>9. Announcing the Resolution of the General Meeting of Shareholders</i></p> <p><i>The resolutions of the General Meeting of Shareholders are disclosed in accordance with the provisions of the Company's Charter and the provisions of securities law.</i></p>	
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CHAPTER IV: ORDER AND PROCEDURES FOR ORGANIZING BOARD OF DIRECTORS MEETINGS	CHAPTER IV: ORDER AND PROCEDURES FOR ORGANIZING BOARD OF DIRECTORS MEETINGS	
Article 22. Voting method	Article 23. Voting method	
Except for the provisions in Point b, Clause 10, Article 31 - Charter, each member of the Board of Directors or authorized person directly present as an individual at the meeting of the Board of Directors will have 01 (one) vote.	Except for the provisions in Point b, Clause 10, Article 31 - Charter, each member of the Board of Directors or authorized person directly present at the meeting of the Board of Directors will have 01 (one) vote.	Modifying the words to be more appropriate.
CHAPTER VI: SELECTION, APPOINTMENT AND DISMISSAL OF THE GENERAL DIRECTOR AND OTHER MANAGEMENT OFFICERS	CHAPTER VI: SELECTION, APPOINTMENT AND DISMISSAL OF THE GENERAL DIRECTOR AND OTHER MANAGEMENT OFFICERS	
	Article 31. Roles, responsibilities, rights and obligations of the General Director <i>The General Director is the person who runs the Company's daily business; subject to the supervision of the Board of Directors; Be responsible before the Board of Directors and before the law for the implementation of assigned rights and obligations.</i> <i>The term of office of the General Director shall not exceed 05 (five) years and may be reappointed for an unlimited number of terms.</i> <i>The duties and powers of the General Director are specified in the Company's Charter.</i>	Supplementing this Article accordingly specifies the term of office of the General Director in these Regulations. At the same time, amend the regulations on the term of office of the General Director from "no more than 3 years" to "no more than 5 years", in accordance with Article 162 of the Law on Enterprise 2020.
Article 30. Standards of management officers	Article 32. Standards of management officers	
3. Standards and conditions for other managers:	3. Standards and conditions for other managers:	Amended in accordance with the Company's actual management and operations

In addition to the provisions in Clause 1, Article 30 of this Regulation, other managers must also meet specific standards <u>from time to time as decided by the Board of Directors.</u>	In addition to the provisions in Clause 1, Article 31 of this Regulation, other managers must also meet specific standards <i>specified in the Company's Personnel Management Regulations.</i>	
Article 31. Appointment of management staff <u>The appointment of managers is specifically regulated in the Company's Personnel Management Regulations</u>	Article 33. Appointment and dismissal of management officers <i>The authority, order, and procedures for appointment and dismissal of the General Director and management officers are specifically stipulated in the Company's Personnel Management Regulations.</i>	Combine these 2 provisions into 1 provision to unify the content
Article 32. Dismissal cases of management officers <u>The dismissal of management officers is specifically regulated in the Company's Personnel Management Regulations</u>		
CHAPTER VII: COORDINATION OF ACTIVITIES BETWEEN THE BOARD OF DIRECTORS AND THE GENERAL DIRECTOR	CHAPTER VII: COORDINATION OF ACTIVITIES BETWEEN THE BOARD OF DIRECTORS AND THE GENERAL DIRECTOR	
Article 39. Issues that the General Director must report, provide information and how to notify the Board of Directors	Article 40. Issues that the General Director must report, provide information and how to notify the Board of Directors	
<u>2. Consult with the Board of Directors to decide on the number of employees, salaries, allowances, benefits, appointment, dismissal and other terms related to their labor contracts</u>		The General Director has the right to decide this issue; Therefore, it is removed to be consistent with point d, clause 3, Article 37 of the Charter
CHAPTER XI: EFFECTIVE DATE	CHAPTER X: IMPLEMENTATION EFFECT	
Article 48. Effective date	Article 48. Effective date	

<p>1. This regulation includes 11 chapters and 48 articles, approved by the General Meeting of Shareholders on <u>April 19, 2021</u>.</p> <p>2. This regulation is the only and official one of the Company.</p> <p>3. Copies or extracts of the Company Administration Regulations must be signed by the Chairman of the Board of Directors or at least 1/2 of the total number of members of the Board of Directors to be valid.</p>	<p>1. This regulation includes 10 chapters and 48 articles, effective from April 27, 2024.</p> <p><i>2. Amendments, supplements and replacements of these Regulations will be developed by the Board of Directors and submitted to the General Meeting of Shareholders for approval.</i></p> <p><i>3. In case the provisions of law related to the company's operations have not been mentioned in this Regulation or in case there are new provisions of law that are different from the provisions in this Regulation so the provisions of that law are naturally applied and regulate the company's operations.</i></p> <p><i>4. Contents not mentioned in these Regulations will be adjusted according to the provisions of the Company's Charter and/or current legal regulations. In case the provisions of these Regulations conflict with the provisions of the Company's Charter, the contents of the Company's Charter will prevail.</i></p>	<p>Merge the content of Article 47 "Amendments to the Internal Regulations on company administration" and Article 48 "Effective date", update the number of Chapters, Articles, and Clauses.</p>
<p><i>Some other detailed adjustments to the order of clauses, words used and some clause references to ensure consistency in form and content of the Regulations but do not change the content of the Articles and Clauses.</i></p>		