

REGULATION ON NOMINATION, SELF-NOMINATION AND ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS IN 2023

- *Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam at the XIV session, the 9th session on June 17, 2020;*
- *Pursuant to the Charter of organization and operation of Tien Phong Plastic Joint Stock Company,*

The Votes Counting Committee announces Regulation on nomination, self-nomination and election of members to the Board of Directors, term 2020-2025 at the 2023 Annual General Meeting of Shareholders of Tien Phong Plastic Joint Stock Company as below:

I. Interpretation of term/abbreviations

- BOD: The Board of Directors;
- The company: Tien Phong Plastic Joint Stock Company
- GMS: General Meeting of Shareholders;
- Delegate: Shareholder, authorized representative;
- OC: Organization Committee

II. Chairman of the General Meeting

The Chairman of the GMS takes responsibilities for presiding over the election with the following specific tasks:

- Introduce list of nominated candidates for the Board of Directors;
- Settle down claims relating to the election (if any)

III. Principles on election

- The election shall be conducted in compliance to law regulation and the Company Charter.
- The Votes counting committee shall be nominated by the Chairman and approved by the GMS. Members of the Committee must not be included in list of candidates for Board of Directors

IV. Number, term and standards for BOD members

1. Number of BOD members to be elected: 01 person
2. Term: 2020 - 2025

3. Maximum number of candidates for BOD members: Unlimited
4. Standards for candidates of BOD members:

4.1. With candidates for members of the Board of Directors:

A candidate to be nominated or nominated to be a member of the Board of Directors of Tien Phong Plastic Joint Stock Company must meet the following criteria and conditions:

- Having full civil act capacity, not being prohibited from managing an enterprise as prescribed in the Law on Enterprises and relevant laws;
- Having professional qualifications and experience in business management of the company and not necessarily being a shareholder of the company, unless otherwise provided for in the company's charter.
- Can concurrently be a member of the Board of Directors of another company, but cannot concurrently be a member of the Board of Directors in more than 05 other companies.
- Must not be a member of the Board of Directors or the legal representative of a company banned from operating due to serious violations of the law.

4.2. With a candidate for an independent member of the Board of Directors:

Candidates are permitted to be nominated, self-nominate to be the independent Board of Directors members for the term 2020-2025, apart from standards and conditions mentioned at item 4.1, such candidate must satisfy the following criteria:

- Not being a person working for the company, its parent company or its subsidiary; is not a person who has worked for the company, its parent company or its subsidiary for at least 03 (three) consecutive years.
- Not being a person who is receiving salary or remuneration from the company, except for allowances that members of the Board of Directors are entitled to as prescribed;
- Not being a person whose spouse, natural father, adoptive father, natural mother, adoptive mother, natural child, adopted child, biological brother, biological sister, biological brother is a major shareholder of the company; is a manager of the company or its subsidiary;
- Not being a person who directly or indirectly owns at least 1% (one percent) of the total voting shares of the company.
- Not being a person who used to be a member of the Board of Directors or Supervisory Board of the company for at least 05 (five) consecutive years before, except for the case of being appointed for 02 consecutive terms.

V. Nominate candidates for the Board of Directors

Shareholders have the right to combine the number of voting rights of each person together to nominate candidates for the Board of Directors according to the following ratio:

Proportion of shares owned (%)	Maximum number of nominees (người)
From 0% to under 5%	0
From 5% to under 10%	01
From 10% to under 30%	02
From 30% to under 40%	03
From 40% to under 50%	04
From 50% to under 60%	05
From 60% to under 70%	06
From 70% to under 80%	07
From 80% to under 90%	08
From 90% and above	Sufficient number of candidates

VI. Nomination, self-nomination documents for election of BOD member

1. Nomination, self-nomination documents for BOD member

- Shareholders meeting standards and conditions for BOD members as stipulated in sections IV and V have rights to prepare nomination documents to the BOD.

- The documents include:

(Nomination forms is enclosed with meeting documents and published on the Company website www.nhuatienphong.vn)

- Self-nomination form for BOD member, term 2020-2025 (*available form*);
- Curriculum vitae (*available form*);
- Copies of the following documents: ID card/ID card/Passport;
- Certificate of residence;
- Certificates of cultural and professional qualifications (if any);

- The nominee/candidate to be a member of the Board of Directors must be responsible before the law and before the General Meeting of Shareholders for the accuracy and truthfulness of the contents of his/her profile.

2. Address and expiration to receive nomination, self-nomination documents

- In order to create a favorable condition for the organization of the GMS, candidates please send your documents **before 4:00 pm, April 24th, 2023** to

Tien Phong Plastic Joint Stock Company
Address: **222 Mac Dang Doanh street, Hung Dao ward, Duong Kinh district, Hai Phong city**
Phone: 84.225.3813.979 - Fax: 84.225.3813.989
Contact: Ms. **Le Thi Thanh Tam** – Human Resources and Strategies Department

In case candidates to be nominated at the GMS, please send nomination documents to The Secretary before the election

VII. List of candidates

- Based on the nomination list of shareholders, a group of shareholders and attached profiles of candidates, the Secretary of the Meeting shall prepare list of candidates who satisfy the requirements of BOD member in the term of 2020-2025.
- List of candidates shall be arranged according to the alphabetical order of full names on the voting ballots.

VIII. Voting method

- Follow the method of cumulative voting (According to Clause 3 - Article 148 of the Enterprise Law 2020).
- Accordingly, each delegate has the total number of votes corresponding to the total number of voting shares (including ownership and authorized) multiplied by the number of members of the Board of Directors elected for the 2020-2025 term.
- Delegates may give all votes to one person or several people, but not more than the number of members approved by the General Meeting of Shareholders.
- In case there are additional candidates on the day of the congress, delegates can contact the Vote Counting Committee to request a new election ballot and must return the old ballot (before putting it in the ballot box).

IX. Voting ballot

1. Content of the vote form

- Voting ballot (vote) means a ballot with the delegate code, number of shares owned and/or representative, with the Company's seal.
- Each delegate will be given 01 vote to vote for a member of the Board of Directors. Delegates who are given ballots must check the information written on the ballots, if there are any errors, they must immediately notify the Vote Counting Committee.

2. Instructions to fill in the voting ballot

- Shareholders fill in the voting ballot in accordance with the following instructions:

- Shareholders vote for maximum number of candidates equal to the number of successful candidates;
- Where shareholders add up votes for one or more candidates, shareholders mark “X” or “V” in the “Add-up vote” blank for respective candidates;
- Where the votes are unequal for different candidates, the number of votes cast should be indicated in the "Number of votes" blank for the respective candidates.

- Notes:

In case delegates mark “Add up vote” and indicate number of votes in "Number of votes" blank at the same time, the result shall be based on the number of votes in the "Number of votes".

3. Validity and invalidity of the voting ballot

- Valid vote: means a vote according to a pre-printed form issued by the Organizing Committee, without erasing, editing, or writing any other content than the regulations for the vote; must have the fresh signature of the attending delegate.
- The following votes will be considered invalid:
 - Add more content to the ballot;
 - Write the contents of the ballot in pencil;
 - Cross out the names of the candidates;
 - The ballots do not follow the pre-printed form issued by the Organizing Committee, the ballots do not have the company's stamp, or have been erased, edited, or written with other content than prescribed for votes;
 - The number of candidates elected by delegates is greater than the number of members of the Board of Directors approved by the General Meeting of Shareholders for election;
 - A ballot with a total number of votes for the candidates of a shareholder or representative greater than the total number of votes allowed to vote;
 - The ballot is submitted after the Vote Counting Committee has unsealed the ballot box;
 - There is no signature of the attending delegate.

4. Vote and vote counting

- In case of errors, delegates can contact the Vote Counting Committee to apply for a new ballot and must return the old ballot (before putting it in the ballot box).
- Delegates cast their ballots in the sealed ballot box supervised by the Vote Counting Committee. Voting ballots must have the fresh signatures of the delegates attending.
- After the voting ends, the Vote Counting Committee will count the votes in a separate room/area.
- The Vote Counting Committee can use electronic technical means and technical staff to assist in counting votes.
- The Vote Counting Committee is responsible for making a record of counting the votes, announcing the results and, together with the Chairman, solving questions and complaints of delegates (if any).
- Voting ballots after counting will be stored according to regulations.

5. Principles of election to select candidates (*According to Article 148 - Enterprise Law 2020*)

- The elected member of the Board of Directors is determined by the number of votes from high to low, starting from the candidate with the highest number of votes until there are enough members to be elected.

- In case there are two (02) or more candidates with the same number of votes to be elected to the last member of the Board of Directors, a re-election will be conducted among the candidates with the same number of votes. together.
- If the results of the first election do not have enough members of the Board of Directors, the election will be conducted until the number of members to be elected is sufficient.

X. Enforcement effect

- This election regulation takes effect as soon as it is approved by the General Meeting of Shareholders.
- This regulation will expire when the 2023 Annual General Meeting of Shareholders of Tien Phong Plastic Joint Stock Company ends.
- Above is the entire regulation on nomination, candidacy, and election of members of the Board of Directors of Tien Phong Plastic Joint Stock Company for the term 2020 - 2025 at the Company's 2023 Annual General Meeting of Shareholders of Tien Phong Plastic Joint Stock Company.

Kindly propose to the General Meeting of Shareholders for approval.

**O.B.O THE BOARD OF
DIRECTORS
CHAIRMAN**

ĐẶNG QUỐC DŨNG