

**REGULATIONS ON THE ORGANISATION OF  
THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026  
ELCOM TECHNOLOGY COMMUNICATIONS CORPORATION**

- Pursuant to the Law on Enterprises No. 59/2020/QH14; Law No. 76/2025/QH15 Amending and Supplementing Certain Articles of the Law on Enterprises and its implementing regulations;
- Pursuant to the Law on Securities No. 54/2019/QH14; Law No. 56/2024/QH15 Amending and Supplementing Certain Articles of the Law on Securities and its implementing regulations;
- Pursuant to Decree No. 155/2020/NĐ-CP guiding the Law on Securities; Decree No. 245/NĐ-CP Amending and Supplementing Certain Articles of Decree No. 155/2020/NĐ-CP;
- Pursuant to the Charter of ELCOM Technology Communications Corporation;
- Pursuant to the Internal Corporate Governance Regulations.

**Article 1. Scope and Subjects of Application**

1. These Regulations govern the organisation of the Annual General Meeting of Shareholders ("AGM") 2026 of ELCOM Technology Communications Corporation (hereinafter referred to as the "Company").
2. Shareholders, authorised representatives of shareholders, and all other participants at the Meeting are obligated to comply with the provisions of these Regulations.

**Article 2. Definitions**

1. "AGM Organising Committee": the body established to prepare and organise the Meeting.
2. "Voting": the exercise by a Shareholder or Shareholder Representative of the right to express opinions on specific matters and agenda items within the decision-making authority of the AGM.
3. "Shareholder": a person holding shares in ELCOM Technology Communications Corporation whose name appears on the list of shareholders entitled to attend the AGM as of the final registration date (18 March 2026), as provided by the Vietnam Securities Depository and Clearing Corporation.
4. "Representative": a person duly authorised in writing by a Shareholder to attend the Meeting.

**Article 3. Notice of the General Meeting of Shareholders**

1. Venue of the AGM: Conference Room, ELCOM Building, Duy Tan Street, Cau Giay Ward, Hanoi City.
2. Notice of meeting:

The notice of meeting shall be sent to each shareholder entitled to attend the meeting in compliance with the Internal Corporate Governance Regulations, the Company's Charter, and the Law on Enterprises. Methods of delivering the AGM notice of meeting include:

- Publication on the Company's website at: [www.elcom.com.vn](http://www.elcom.com.vn);
  - Publication on the information channels of the Ho Chi Minh Stock Exchange;
  - Delivery to shareholders by hand or by registered mail to the contact address of the shareholder as provided by the Vietnam Securities Depository and Clearing Corporation, or to the address provided by the shareholder for the purpose of receiving information;
  - Delivery to the email address provided by the Vietnam Securities Depository and Clearing Corporation or to the email address provided by the shareholder for the purpose of receiving information;
  - In the case of shareholders who are employees of the Company, the notice may be delivered in a sealed envelope directly to the shareholder at their place of work, or sent to the shareholder's email address.
3. The notice of the AGM meeting shall include a link for downloading meeting materials from the Company's website.
  4. Meeting materials, the agenda, draft resolutions for each agenda item, and relevant information on matters to be discussed and voted upon at the Meeting shall be published on the Company's website at <https://www.elcom.com.vn>.
  5. The notice of meeting shall be sent to all shareholders on the list of shareholders entitled to attend no later than twenty-one (21) days prior to the opening date of the AGM (calculated from the date on which the notice is validly sent or dispatched).
  6. A shareholder or group of shareholders holding at least 5% of the total ordinary shares shall have the right to propose matters for inclusion in the AGM agenda. Such proposals must be made in writing and submitted to the Company no later than seven (07) working days prior to the opening date of the AGM. The proposal must clearly state the name of the shareholder, the number of each class of shares held, and the matter proposed for inclusion in the agenda. The convener of the AGM may refuse such proposals in the following cases:
    - The proposal is not submitted in accordance with the requirements set out above;
    - At the time of submission, the shareholder or group of shareholders does not hold at least 5% of ordinary shares;
    - The proposed matter does not fall within the decision-making authority of the AGM;
    - Other cases as prescribed by applicable laws and the Company's Charter.

#### **Article 4. Conditions for Convening the General Meeting of Shareholders**

1. The AGM shall be convened when attending shareholders represent more than 50% of the voting shares.
2. In the event that the first meeting does not satisfy the conditions set out in Clause 1 of this Article, the notice for the second meeting shall be sent within 30 days from the date originally scheduled for the first meeting. The second AGM shall be convened when attending shareholders represent at least 33% of the total voting shares.
3. In the event that the second meeting does not satisfy the conditions set out in Clause 2 of this Article, the notice for the third meeting must be sent within 20 days from the date originally scheduled for the second meeting. The third AGM shall be convened regardless of the total number of voting shares represented by attending shareholders.

#### **Article 5. Rights and Obligations of Shareholders/Representatives at the AGM**

1. Shareholders or shareholder representatives shall have the right to vote on matters within their authority under the Meeting agenda.
2. Each shareholder or shareholder representative attending the Meeting in person must present their personal/organisational legal documents and a letter of authorisation (in the case of authorised attendance) to the AGM Organising Committee for verification of eligibility to attend and receipt of voting cards.
3. Shareholders or shareholder representatives who arrive after the opening of the meeting may still register and shall have the right to participate in voting immediately upon registration; in such cases, the validity of matters already voted upon shall not be affected.
4. Deliberations at the General Meeting of Shareholders:
  - Deliberations at the AGM shall be moderated by the Chairperson or a representative of the AGM Organising Committee, in compliance with the provisions of the Company's Charter;
  - The Chairperson shall allocate speaking time for Shareholders/Shareholder Representatives in accordance with the meeting schedule;
  - In the event that deliberations exceed the scheduled time, unanswered questions shall be recorded by the Secretariat and the Presidium may respond to Shareholders/Shareholder Representatives subsequently by email or through other appropriate means in accordance with the Charter and applicable laws.

## **Article 6. Meeting Procedures and Voting at the General Meeting of Shareholders**

### **1. Registration procedures for attending the Meeting**

- On the date of the AGM, the Company shall carry out shareholder registration procedures and shall continue registering until all eligible shareholders present have completed registration;
- Shareholders or shareholder representatives who arrive after the scheduled meeting time may still register to attend. However, shareholders shall not be permitted to vote if the voting period has already concluded. The Chairperson is not obligated to suspend the Meeting to allow late-arriving shareholders to register. Matters already voted upon shall not be affected and shall remain valid;
- Upon registration, the Company shall issue each shareholder or shareholder representative entitled to vote a Voting Card bearing their registration number, name, name of the shareholder representative, and the number of voting shares held by that shareholder.

### **2. Form of meeting and procedures for conducting the General Meeting of Shareholders: in compliance with the provisions of Article 146 of the Law on Enterprises 2020.**

### **3. Voting procedures at the General Meeting of Shareholders**

- a) Form of voting: Shareholders may exercise their voting rights through one (01) of the following two (02) methods: voting in person at the Meeting; or remote voting where the following conditions are met:
  - Completion of shareholder registration and eligibility verification at the Meeting, or compliance with the procedures for remote voting;
  - The voting must be exercised prior to the time at which the Meeting has completed the collection of shareholder votes;
- b) Vote Counting Committee
  - The Meeting shall elect persons responsible for counting or supervising the counting of votes upon the proposal of the Chairperson. The Vote Counting Committee shall comprise no more than three members.

c) Voting method and announcement of results

- When voting at the Meeting, eligible shareholders and shareholder representatives shall vote by selecting one of the following options: In Favour, Against, or Abstain for each agenda item, then sign and write their full name on the Voting Card (issued upon registration);
- With the exception of Reports and Proposals presented at the Meeting, the Chairperson shall seek the opinion of delegates by show of hands — In Favour, Against, or Abstain — to approve other matters;
- In the event that new agenda items arise or existing agenda items are amended at the Meeting, shareholders who have exercised their voting rights through remote voting shall be deemed absent with respect to such items. The voting ratio shall be calculated based on the proportion of shareholders attending the Meeting in person;
- The Vote Counting Committee shall collect the Voting Cards and proceed with vote counting;
- The results of the vote count shall be announced immediately prior to the closing of the meeting.

#### 4. Remote voting

Shareholders may exercise their voting rights through remote voting. The remote voting procedure is as follows:

- a) Each shareholder shall be provided with a unique identification code to ensure the uniqueness of that shareholder.
- b) Shareholders shall complete the registration and identity verification procedure by logging in to the website: <https://agm.elcom.com.vn> or by contacting the Organising Committee at email: [agm@elcom.com.vn](mailto:agm@elcom.com.vn) or telephone: +8424 38359359 (ext. 1207) for guidance.
- c) After logging in to the website <https://agm.elcom.com.vn>, shareholders shall exercise their voting rights and confirm their attendance on the platform.
- d) Shareholders shall print hard copies of the Voting Card and Confirmation of Attendance, then complete the voting and signing process. These documents must be sent via express mail or delivered in person to ensure receipt by the Company no later than 12:00 PM on April 22, 2026, addressed as follows:

Board of Directors of ELCOM Technology Communications Corporation

ELCOM Building, Duy Tan Street, Cau Giay Ward, Hanoi City

Telephone: +8424 38 359 359

- e) Voting information shall be kept confidential until the Meeting proceeds to vote counting.
- f) At the commencement of the shareholder registration and eligibility verification process at the Meeting, the Organising Committee shall open the Voting Cards and Attendance Confirmations of remote-voting shareholders to verify shareholder eligibility. For shareholders whose eligibility is confirmed, the Voting Cards of remote-voting shareholders shall be placed in the ballot box and shall be counted and consolidated with the Voting Cards issued at the Meeting in accordance with these Regulations.

#### 5. Voting Cards

a. Valid Voting Cards:

- Issued by the AGM Organising Committee;

- Free of erasures or alterations to printed content. Any supplementary content must be written in the correct sequential order of agenda items to be voted on, without adding any content other than that required by the Organising Committee;
- For each agenda item, one (01) of three (03) voting options is selected (In Favour, Against, or Abstain);
- Bears the signature of the shareholder.

b. Invalid Voting Cards:

- Voting Cards that do not satisfy one or more of the conditions for valid Voting Cards. In the event that only one or some agenda items are voted on invalidly but other agenda items are voted on validly, those validly voted items shall still be counted in the valid voting results.

**Article 7. Adoption of Resolutions of the General Meeting of Shareholders**

In compliance with the provisions of Article 148 of the Law on Enterprises 2020 and Article 20 of the Company's Charter.

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

In compliance with the provisions of Article 150 of the Law on Enterprises 2020 and Article 22 of the Company's Charter.

**Article 9. Request for Cancellation of Resolutions of the General Meeting of Shareholders**

In compliance with Article 23 of the Company's Charter.

**Article 10. Disclosure of the Minutes and Resolutions of the General Meeting of Shareholders**

Within 24 hours from the conclusion of the meeting, the minutes and resolutions of the General Meeting of Shareholders shall be published on the Company's website at <https://www.elcom.com.vn> and submitted to the State Securities Commission and the Ho Chi Minh Stock Exchange for information disclosure in accordance with applicable laws.

**Article 11. Enforcement**

These Regulations shall take effect from the date of signing and issuance by the Chairman of the Board of Directors and shall apply at the Annual General Meeting of Shareholders 2026 of ELCOM Technology Communications Corporation to be held on 23 April 2026.

**ON BEHALF OF THE BOARD OF DIRECTORS  
CHAIRMAN**



**PHAN CHIEN THANG**