TAN CANG OFFSHORE SERVICES JOINT STOCK COMPANY

THE SOCIALIST REPUBLIC OF VIETNAM
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DRAFT

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REGULATIONS ON THE ORGANIZATION OF THE 2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF TAN CANG OFFSHORE SERVICES JOINT STOCK COMPANY

Chapter I
GENERAL PROVISIONS

Article 1. Scope and Subjects of Application

1. These regulations apply to the organization of the 2026 Extraordinary General Meeting of Shareholders held on December 1, 2026, by Tan Cang Offshore Services Joint Stock Company ("TCO") (as the "GMS" or "Meeting").
2. These regulations specify the rights and obligations of shareholders/authorized representatives of shareholders and other participants of the Meeting, as well as the conditions and procedures for convening and conducting the General Meeting.

Article 2. Legal Basis

1. The Law on Enterprises No. 59/2020/QH14, adopted by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, Law No. 03/2022/QH15, adopted on January 11, 2022, amending and supplementing a number of articles of the Law on Public Investment, the Law on Public-Private Partnership Investment, the Law on Investment, the Law on Housing, the Law on Bidding, the Law on Electricity, the Law on Enterprises, the Law on Special Consumption Tax, and the Law on Enforcement of Civil Judgments and Law No. 76/2025/QH15 amending and supplementing a number of articles of the Law on Enterprises;
2. The Charter of Tan Cang Offshore Services Joint Stock Company.

Article 3. Definitions

1. ***"Online General Meeting of Shareholders"*** refers to extraordinary general meetings conducted in an online format, allowing shareholders to exercise their voting rights remotely.
2. ***"Delegate"*** refers to a shareholder or a duly authorized representative attending the 2026 Extraordinary GMS of TCO.
3. ***"Electronic Voting"*** means the process by which shareholders/authorized representatives connect to the Internet and cast their votes via the electronic voting system prescribed and announced by the Company.
4. "***Electronic Voting System"*** refers to the platform provided to shareholders/authorized representatives to facilitate the exercise of their rights during the online general meeting.
5. ***"Identifying Information"*** refers to the necessary data used to accurately identify an individual or entity in a specific context.
6. "***Access Account***" or "***Login Credentials***" refers to essential information such as username, password, and/or other identifying elements (if any) assigned to each delegate for logging into and accessing the Online General Meeting System and participating in electronic voting.
7. ***"Authentication"*** refers to the process of verifying that the information provided or declared by an individual is accurate and valid.
8. ***"Cumulative Voting"*** refers to a voting method whereby a shareholder or the shareholder's duly authorized representative allocates all of their votes to one or several candidates (if any).

9. ***"Numbered Voting"*** is a form of cumulative voting in which the shareholder or authorized representative specifies the exact number of votes allocated to each candidate, ensuring that the total number of votes cast equals the total number of votes the shareholder or authorized representative is entitled to.
10. ***"Force Majeure Event"*** refers to an event beyond the control and anticipation of the convener of the meeting, which cannot be foreseen or remedied despite the exercise of all necessary and reasonable measures.

Article 4. Conditions for Attending the General Meeting

Attendance at the General Meeting is reserved for shareholders or duly authorized representatives of shareholders whose names are included in the list of shareholders as of the record date established for the right to attend the Meeting.

Article 5. Regulations on Authorization to Attend the General Meeting

In the event that a shareholder is unable to attend the Meeting in person, they may authorize another person to attend on their behalf through a written power of attorney. Such authorization must comply with the provisions on meeting authorization under the Law on Enterprises 2020, the Company's Charter, other relevant legal regulations, and must be submitted to the Company in written form.

Chapter II
RIGHTS AND OBLIGATIONS OF SHAREHOLDERS/AUTHORIZED REPRESENTATIVES AND OTHER PARTICIPANTS OF THE GENERAL MEETING

Article 6. Rights and Obligations of Shareholders/Authorized Representatives of Shareholders

1. Rights of shareholders/authorized representatives attending the General Meeting:
   a) To attend and vote on all matters within the authority of the General Meeting as stipulated in the Law on Enterprises 2020, laws on amendments and supplements, its implementing regulations, other relevant legal documents, and the Charter of Tan Cang Offshore Services Joint Stock Company;
   b) To be publicly informed by the Organizing Committee of the agenda and contents of the General Meeting.
2. Obligations of shareholders/authorized representatives attending the General Meeting:
   a) Shareholders/authorized representatives shall attend the 2026 Extraordinary GMS in an online format and cast their votes electronically. Registration procedures for online attendance and electronic voting shall be guided in detail in the Company's meeting invitation;
   b) Shareholders/authorized representatives and other participants must maintain confidentiality, ensure proper use and protection of documents, and are not permitted to copy, record, or disclose such documents to external parties without the consent of the Presidium;
   c) Shareholders/authorized representatives and participants must comply with the provisions of this Regulation and respect the decisions and outcomes of the General Meeting.

Article 7. Rights and Obligations of the Delegate Eligibility Verification Committee

The Delegate Eligibility Verification Committee shall be established by resolution of the Board of Directors ("BOD") prior to the opening of the General Meeting and shall carry out the following functions and duties:

1. Verify the validity and legality of shareholder proxies;
2. Examine the eligibility of shareholders/authorized representatives and their participation status at the Meeting;
3. Report to the General Meeting on the results of delegate eligibility verification.

Article 8. Rights and Obligations of the Vote Counting Committee

1. The Vote Counting Committee shall be nominated by the Presidium and approved by the General Meeting through a voting process.
2. Duties of the Vote Counting Committee:
   - Accurately determine the voting results at the General Meeting;
   - Prepare the Vote Counting Minutes and be accountable to the Presidium and the General

Meeting for its duties;
- Promptly inform the Meeting Secretary Board of the vote counting results;
- Review and report to the General Meeting on any violations of voting procedures or complaints regarding vote counting results.

Article 9. Rights and Obligations of the Presidium and the Meeting Secretary Board

1. The Presidium shall be approved by a vote of the General Meeting and is responsible for presiding over and directing the Meeting;
2. The decisions of the Presidium regarding matters of order, procedures, or any issues arising outside the official agenda of the General Meeting shall be final and binding;
3. The Presidium shall undertake all actions deemed necessary to ensure the lawful and orderly conduct of the Meeting and to reflect the will of the majority of attending shareholders;
4. The Presidium shall have the authority to postpone the General Meeting despite a quorum being present or change the meeting venue under the following circumstances:
   a) When any participant engages in disruptive or obstructive behavior that could prevent the fair and lawful conduct of the Meeting .
   b) When the communication infrastructure at the meeting venue is inadequate to ensure full participation, discussion, and voting by shareholders.

   The maximum allowable postponement period shall not exceed three (03) days from the original scheduled opening date of the Meeting.
5. The Meeting Secretary Board shall perform support tasks as assigned by the Presidium.

Chapter III
CONDUCT OF THE GENERAL MEETING

Article 10. Conditions for Convening the General Meeting

The General Meeting may proceed when shareholders and authorized representatives attending the meeting represent more than 50% of the total voting shares, based on the shareholder list finalized at the record date for the General Meeting.

Article 11. Method of Conducting the General Meeting

1. The General Meeting is scheduled to take place in the afternoon of December 1, 2026.
2. The procedures for online registration and electronic voting through the virtual General Meeting platform are stipulated in detail in the Guidelines for Attending the Virtual General Meeting and Electronic Voting, attached as Appendix I to this Regulation.
3. The General Meeting shall sequentially deliberate and vote on the matters listed in the agenda as specified in Point b, Clause 1, Article 6 of this Regulation.

Article 12. Cases Where the GMS Cannot Be Convened

1. In the event that the first GMS does not meet the conditions for convening as stipulated in Article 10 of this Regulation, a notice of invitation for the second meeting must be sent within 30 days from the scheduled date of the first meeting. The second General Meeting may be convened when the attending shareholders and authorized representatives present represent at least 33% of the total voting shares.
2. If the second General Meeting does not satisfy the conditions specified in Clause 1 of this Article, a notice of invitation for the third meeting must be sent within 20 days from the scheduled date of the second meeting. In this case, the third General Meeting may be convened regardless of the number of attending shareholders and authorized representatives.

Chapter IV
VOTING PRINCIPLES AND PROCEDURES

Article 13. Voting Principles

All matters included in the agenda of the General Meeting must be approved through a voting process involving all shareholders or authorized representatives of shareholders attending the meeting. For each matter subject to voting, the number of votes is calculated based on the total number of shares held by the shareholders or represented by authorized representatives participating in the GMS.

Article 14. Voting Method

Shareholders shall cast their votes (in favor, against, or abstain) on matters in the agenda of the General Meeting through the electronic voting system as prescribed and announced by the Company.

Shareholders or authorized representatives of shareholders participating in the General Meeting via online platform and casting electronic votes shall comply with the regulations set forth in the ***Guidelines for Attending the Online GMS and Electronic Voting*** in Appendix I of this Regulation.

Article 15. Voting Procedures

1. Each ordinary share corresponds to one voting right.
2. Resolutions on matters requiring a vote at the General Meeting shall be adopted when approved by shareholders representing more than 50% of the total voting rights of all shareholders attending the meeting, except for matters stipulated in Clauses 1, 3, 4, and 5, Article 21 of the Company Charter.

Chapter V
MINUTES OF THE GMS

Article 16. Minutes of the Meeting

The proceedings of the General Meeting must be recorded in the form of minutes. The minutes shall be read aloud and approved prior to the conclusion of the meeting and must bear the signatures of the Chairing Committee and the Meeting Secretary Board. The minutes of the General Meeting shall serve as the basis for the issuance of resolutions by the GMS.

Chapter VI
EFFECTIVENESS

Article 17. Effectiveness

1. This Regulation comprises 6 Chapters, 17 Articles, and 1 Appendix, and shall take effect immediately upon approval by the GMS.
2. Shareholders, authorized representatives of shareholders, and all participants in the General Meeting are responsible for complying with the provisions of this Regulation.

ON BEHALF OF THE GMS
CHAIRMAN OF THE BOD

APPENDIX I: REGULATIONS ON GUIDELINES FOR ONLINE PARTICIPATION AND ELECTRONIC VOTING AT THE GENERAL MEETING OF SHAREHOLDERS

(Issued together with the Regulations on the Organization of the 2026 Extraordinary General Meeting of Shareholders of Tan Cang Offshore Services Joint Stock Company)

Article 1. Scope and Subjects of Application

This Regulation stipulates the procedures for online participation and electronic voting by shareholders and authorized representatives of shareholders at the 2026 Extraordinary General Meeting of Shareholders of TCO.

Article 2. Conditions and Method of Participation in the Online General Meeting of Shareholders and Electronic Voting

1. Conditions for Participation:
   - The participant must be listed in the register of shareholders entitled to attend the General Meeting of Shareholders, which is prepared based on the Company's notice of rights, or must be a duly authorized representative.
   - Shareholders/authorized representatives must have an electronic device (computer, mobile phone) with Internet access.
2. Method of Participation:
   - Each shareholder listed in the register of shareholders entitled to attend the General Meeting of Shareholders shall be provided with one and only one login ID and password to access the system for online participation and electronic voting. The login credentials shall be sent individually to each shareholder together with the Invitation Letter to the General Meeting. Upon receiving the Invitation Letter containing login credentials, shareholders are responsible for safeguarding this information to ensure that only the shareholder has access to participate and vote via the electronic voting system. While the Company will provide maximum support to ensure shareholders can attend and vote at the General Meeting, it shall not be held liable for any issues arising from shareholders' loss or disclosure of their login information. Shareholders are required to log in to the system and change their login password immediately upon receipt to maintain information security.
   - Shareholders participating online and via electronic voting may authorize another person to attend the meeting on their behalf, in accordance with the Company's Charter and applicable laws. In the case where the authorized representative is not a shareholder of the Company, upon receipt of a duly signed written authorization from both the authorizing and authorized parties, the Company shall issue login credentials to the authorized representative to exercise the rights and obligations as delegated. The Company will provide login information to the authorized representative based on the authorization details provided by the shareholder, and this will be delivered through the meeting invitation via letter/email/phone number. Shareholders bear full responsibility for the accuracy and validity of the authorization information submitted to the Company.

Article 3. Provision of Login Information for the Online General Meeting of Shareholders and Electronic Voting System

1. Provision of Login Credentials:

   The access link to the electronic voting system, login ID, password, and any other identification factors (if applicable) required for participating in the General Meeting of Shareholders shall be provided in the Invitation Letter (or through another form of notification of login information as prescribed by the Company). Delegates are responsible for maintaining the confidentiality of their login ID, password, and any other issued identification factors to ensure that only the designated delegate has the right to vote on the electronic voting system. Delegates shall bear full responsibility for the use and security of these registered credentials.
2. Reissuance of Login Credentials:

   If a delegate requests reissuance of login credentials, the Organizing Committee may provide the information directly, via email, or through a phone call. Shareholders are required to re-

submit personal identification information for verification. The Company may request the shareholder to provide personal details, at a minimum including: ID card/Citizen ID/Passport number, mobile phone number, email address, and permanent or temporary address (contact address). The Company may send the login ID and password for participation and voting to the shareholder via email or another method based on the contact details previously registered by the shareholder.

3. Password Change:

The Company recommends that delegates, upon receiving the login credentials (at minimum, login ID and password), promptly access the electronic voting system to change the password in order to ensure the confidentiality and security of their account information.

Article 4. Rights and Obligations of Shareholders/Authorized Representatives of Shareholders when Attending the Online General Meeting of Shareholders

1. Shareholders or authorized representatives of shareholders attending the General Meeting of Shareholders shall have the right to vote on all matters within the authority of the General Meeting in accordance with the law and the Company's Charter on organization and operation, through the form of electronic voting.
2. Shareholders or their authorized representatives shall be responsible for maintaining the confidentiality of login information to ensure that only the shareholder or their authorized representative has the right to vote on the electronic voting system. The voting result recorded on the electronic voting system by the shareholder or their authorized representative shall be considered the final and official decision of that individual. The shareholder or authorized representative shall bear full responsibility before the law and the Company for the electronic voting results conducted on the system.
3. Shareholders or their authorized representatives must immediately notify the Company upon discovery of any loss, theft, disclosure, or suspected disclosure of their login ID, password, and/or other identifying credentials, by contacting the Company to request the deactivation of the login or security device. The shareholder or authorized representative shall be liable for any damages, losses, or other risks occurring before the Company receives such notice, if the cause arises from the shareholder or authorized representative.

Article 5. Method of Recording Shareholders/Authorized Representatives of Shareholders Attending the Online General Meeting of Shareholders

A shareholder or an authorized representative of a shareholder shall be considered as having attended the General Meeting of Shareholders in the form of online participation when the shareholder or authorized representative completes the "Registration for Attendance" and submits the "Confirmation of Online Attendance at the General Meeting of Shareholders" via the Company's electronic voting system as prescribed in this Regulation on the organization of the General Meeting.

The attendance of the shareholder or authorized representative shall be valid upon the successful registration and confirmation as stipulated above, in accordance with the provisions of this Regulation.

Article 6. Authorization

1. Shareholders may authorize another person to attend the General Meeting of Shareholders.
2. The authorization shall only be legally valid when the following conditions are met:
   - A valid written power of attorney is provided;
   - The Company receives the original power of attorney document prior to the time the shareholder/authorized representative is recorded as attending the General Meeting in accordance with Article 5 of this Regulation.

Revocation of authorization for shareholders whose authorization has been approved: the shareholder must submit an official written request for revocation of the authorization to the Company before the official commencement of the General Meeting. The effective time of the revocation shall be based on the time the Company receives the official written request.

Revocation of the authorization shall not be valid if the authorized representative has already cast votes on any item of the agenda of the General Meeting of Shareholders.

Article 7. Discussion at the Meeting

1. The discussion at the online General Meeting of Shareholders shall be coordinated by the Chairing Committee, ensuring compliance with the provisions of the Company's Charter.
2. For shareholders or authorized representatives participating in the online General Meeting of Shareholders and casting votes electronically, questions may be raised directly or submitted to the Company via the online platform in accordance with the instructions provided by the Company. The Meeting Secretary Board is responsible for recording the name of the shareholder/authorized representative, the shareholder/representative code (if any), and the content of the question.

Article 8. Principles and Procedures for Electronic Voting

1. From the time the login credentials (username and password) for the Online General Meeting of Shareholders and Electronic Voting System are received, shareholders or their authorized representatives shall have the right to access the system and vote on matters within the authority of the General Meeting of Shareholders. After the voting period ends as announced on the electronic voting system, no additional voting results submitted by shareholders or their authorized representatives shall be recorded.
2. **Voting on Resolutions:** Shareholders or their authorized representatives shall cast votes on each matter listed in the agenda. For each item, they shall select one of the three options: "Agree," "Disagree," or "Abstain," as displayed on the electronic ballot provided by the system. Upon completing the voting for all items in a given voting session, shareholders or their authorized representatives must click "Vote" to submit the results to the system.
3. In cases where the meeting agenda is supplemented, shareholders or their authorized representatives may proceed to vote on the additional items. If they do not cast votes on such supplemental items, they shall be considered as having abstained from voting on those issues.
4. Shareholders or their authorized representatives may modify their voting results multiple times, but may not cancel any votes cast. The electronic voting system shall only record the final voting result submitted before the close of each voting session as prescribed.

Article 9. Procedures for Electronic Vote Counting

Voting on Resolutions: The electronic voting system shall record each shareholder's or authorized representative's vote according to the number of votes cast as "Agree," "Disagree," and "Abstain.".

Article 10. Force Majeure Events

1. During the organization of the online General Meeting of Shareholders and the conduct of electronic voting, force majeure events may occur that are beyond the control of the Company, such as natural disasters, fires, power outages, Internet connection failures, technical malfunctions, or requests and directives issued by the Government, state authorities, or other competent bodies. In such cases, the Company shall make every reasonable effort to resolve the issue, and the meeting may resume, provided that the interruption does not exceed 60 minutes from the time the incident occurred.
2. If the force majeure event cannot be remedied within 60 minutes, making it impossible for the General Meeting to proceed, the Chairperson shall declare a temporary suspension of the meeting. All matters that may have been voted on prior to the suspension (if any) shall be deemed null and void. These matters shall be subject to re-voting at the next convened General Meeting of Shareholders.