

CHARTER OF SHAREHOLDING COMPANY

NAM LONG INVESTMENT CORPORATION

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INTRODUCTION

This Charter is adopted by General Meeting of Shareholders of Nam Long Investment Corporation in accordance with the valid resolution of the General Meeting of Shareholders dated 23rd April 2016.

I. DEFINITION OF TERMS IN THE CHARTER

Article 1. Definition

1. In this charter, the following terms shall be construed as follows:
 - a. “Charter capital” means the amount of capital contributed by all shareholders and stated in article 5 of this Charter.
 - b. “Law on Enterprises” means the Law on Enterprises No 68/2014/QH13 passed by the National Assembly on 26 November 2014.
 - c. “Date of establishment” means the date the Company is granted a business registration certificate.
 - d. “Manager” means the chief executive officer, deputy chief executive officer, chief finance officer and chief accountant in the Company approved by the Board of Directors.
 - e. “Related person” means an individual or organization stipulated in article 4.17 of the Law on Enterprises.
 - f. “Independent BOD’s member” is member of the Board of Directors stipulated in Article 2.3 of Circular 121/2012/TT-BTC and is subject to change as per revisions and supplements at any time.
 - g. “Duration of operation” means the duration of operation of the Company stated in article 2 of this Charter.
 - h. “Vietnam” means the Socialist Republic of Vietnam.
2. In this Charter, any references to one or more other provisions or documents shall include amendments to or documents replacing such provisions or documents.
3. Headings (chapters and articles of this Charter) are for convenience only and shall not affect the contents of this Charter.
4. Any words or terms defined in the Law on Enterprises shall have the same meaning in this Charter (if such word or term is not contrary to the subject or context).

II. NAME, FORM, HEAD OFFICE, BRANCH, REPRESENTATIVE OFFICE AND OPERATIONAL DURATION OF THE COMPANY

Article 2. Name, form, head office, branch, representative office and duration of operation of the Company

1. Name of the Company

- Vietnamese Name: Công ty Cổ phần Đầu tư Nam Long
- English Name: Nam Long Investment Corporation
- Business Name: Nam Long Investment Corporation
- Abbreviated Name: NLG

2. The Company is a shareholding company having legal entity status in compliance with the current law of Vietnam.

3. Registered head office of the Company shall be:

- Address: N.0 6 Nguyen Khac Vien, Tan Phu Ward, Dist 7, Ho Chi Minh City
- Tel: (84-8) 54 16 17 18
- Fax: (84-8) 54 17 18 19
- E-mail: info@namlongvn.com
- Website: www.namlongvn.com

4. The Chairperson is the legal representative of the Company.

5. The Company may open branches and representative offices to achieve the objectives of the Company in accordance with resolutions of the Board and the Laws.

6. Unless duration of operation is terminated in accordance with Article 49 and Article 50 of this Charter, the duration of operation of the Company shall commence from the date of establishment and shall be unlimited.

III. OBJECTIVES AND SCOPE OF BUSINESS AND OPERATION OF THE COMPANY

Article 3. Objectives of the Company

1. Lines of business of the Company are:

- Industrial and civil construction;
- Housing renovation and interior decoration;
- Housing business (building and repairing house for lease or for sale);

- Build bridges and harbours;
- Leveling;
- Construction of water supply system;
- Install and repair the utility system under 35KV;
- Trading in construction materials; Invest to the construction of urban areas;
- Invest to the construction of infrastructure of industrial and hi-tech park;
- Invest to construct, trading, managing, exploiting, leasing projects; office buildings, supermarkets, schools, swimming pools, restaurants, golf courses, sport centers, resorts (not operating at head office);
- Project management advisory service;
- Design inspection;
- Evaluation real estate service;
- Auction real estate service;
- Real estate advisory service;
- Trading floor real estate service;
- Advertising real estate service;
- Management real estate service.

2. Objectives of the Company are:

The Company is established and operated to optimize shareholders' returns, brings employment opportunities to employees (laborers) and benefits to communities.

The Company concentrates on the social obligations, implement tax obligations to the Government in order to improve the abilities and performance; ensure reputation to customers and market; attached shareholders' interests in the efforts for the developed, resistant and sustainable company.

Article 4. Scope of business and operation:

1. The Company shall be permitted to make plans and carry out all business activities in accordance with the business registration certificate and this Charter and in compliance with current law, and shall be permitted to apply appropriate measures to achieve the objectives of the Company.

2. The Company may carry out business activities in other fields permitted by law and approved by the General Meeting of Shareholders.

IV. CHARTERED CAPITAL, SHARES, FOUNDING SHAREHOLDERS

Article 5. Chartered capital, shares, founding shareholders

1. The Company chartered capital is stated in the business registration certificate issued by Department of Planning and Investment of Ho Chi Minh City. Each share has a par value of 10,000 VND/share; the number of outstanding shares is equal to the chartered capital divided by par value per share.
2. The Company may increase or decrease its charter capital with approval of the General Meeting of Shareholders granted in accordance with law.
3. Shares of the Company as at the date of approval of this Charter comprise only ordinary shares. The rights and obligations attached to ordinary shares shall be as stipulated in Article 11 and Article 12 of this Charter.
4. The Company may issue classes of preference share after approval of the General Meeting of Shareholders is obtained in accordance with law.
5. Name, address, number of shares and other details about founding shareholders in accordance with the Law on Enterprises are stated in the attached Appendix 01. This Appendix is an integral part of this Charter.
6. Existing shareholders shall be given priority to be offered ordinary shares for sale in the ratio corresponding to their ownership percentage of ordinary shares in the Company, except where otherwise stipulated by the General Meeting of Shareholders. The Company must provide a notice of the offer for sale of shares which specifies the number of shares to be offered for sale and an appropriate period for subscription (at least twenty business days) so that shareholders may subscribe to purchase. The shares for which shareholders may not subscribe to purchase shall be decided by the Board of Directors of the Company. The Board of Directors may allocate such shares to entities in accordance with the conditions and manner which the Board of Directors thinks appropriate, but shall not be permitted to sell such shares on conditions more favorable than the conditions offered to existing shareholders, except where otherwise agreed by the General Meeting of Shareholders or where shares are sold via the Stock Exchange.
7. The Company shall be permitted to purchase its own shares (including redeemable preference shares) in the manner stipulated in this Charter and the current law. Ordinary shares redeemed by the Company shall be fund shares which may be offered for sale or

cancel fund shares (decrease chartered capital) by the Board of Directors in a manner complying with this Charter, the Law on Securities and relevant guidelines.

8. The Company may issue other classes of securities after the General Meeting of Shareholders provides unanimous approval in writing in accordance with the law on securities and securities market.

Article 6. Share certificates

1. Shareholders of the Company shall be granted share certificates corresponding to the number of shares and the class of owned shares.
2. Share certificates must bear the seal of the Company and signature of the legal representative of the Company in accordance with the Law on Enterprises. A share certificate must specify the number and class of shares held by the shareholder, the full name of the shareholder and other information in accordance with the Law on Enterprises. Each named share certificate shall represent only one class of shares.
3. A shareholder shall be granted a share certificate within a period of 01 (one) month from the date of lodging a complete application for transfer of ownership of shares in accordance with the rules of the Company or within a period of 02 (two) months (or a longer period in accordance with the terms of the issue) from the date of full payment of the purchase price of shares as stipulated in the plan for issue of shares of the Company. A shareholder shall not be obliged to pay the cost of printing the share certificate or any [other] costs to the Company
4. Where a share certificate is damaged, erased, lost, stolen or destroyed, the shareholder may be granted a new share certificate provided that he/she presents proof of his/her ownership of shares and has paid all relevant costs to the Company.
5. The Company shall not issue bearer share certificates.

Article 7. Other securities certificates

Bond certificates or other securities certificates of the Company (excluding offer letters, temporary certificates and similar documents) shall be issued with the seal and sample signature of the legal representative of the Company, except where otherwise stipulated by the terms and conditions of the issue.

Article 8. Assignment of shares

1. All shares may be assigned freely except where this Charter and the law stipulate otherwise. Shares listed on the Stock Exchange shall be assigned in accordance with the law on securities and securities market of the Stock Exchange.

2. Shares which have not yet been fully paid for shall not be assignable nor entitled to benefits relevant to such shares, including entitled to dividends, receive shares issued to increase chartered capital, and purchase new issuance shares.
3. Where a shareholder dies, the heritor (or heritors) or trustee who is recognized as the only person (or people) by the Company shall have the right to entitled to the benefits of shares, but such regulation shall not relieve the assets of shareholder who already died from any liability attached to any shares such shareholder holds.

Article 9. Withdrawal of shares

1. Where a shareholder fails to pay in full and on time the amount payable to purchase shares, the Board of Directors shall notify and have the right to request such shareholder to pay the unpaid amount together with interest on such sum, plus costs arising from failure to pay in full to the Company in accordance with regulations.
2. An announcement requiring the above-mentioned payment must specify the new time-limit for payment (at least seven days from the date on which the announcement is sent) and place for payment, and state that on failure to make payment as required then the number of shares which have not yet been fully paid for shall be withdrawn.
3. If the requirements of the above-mentioned announcement are not satisfied, the Board of Directors shall have the right to withdraw the relevant number of shares. The Board of Directors could settle the withdrawn shares in accordance with regulations in Clause 4, 5 and 6 and in all other cases in this Charter.
4. Any withdrawn shares shall be the assets of the Company. The Board of Directors may directly sell or authorize to sell or re-distribute such shares to, or resolve them in favor of, the individuals who owned such withdrawn shares or to other entities, on conditions and in the manner the Board of Directors considers appropriate
5. Shareholders holding withdrawn shares shall be required to waive their shareholdership status with respect to such shares, but shall still be required to pay all relevant amounts plus proportional interest at the rate as at the time of withdrawal (not exceeding 150% interest of 12 month term loans of The Joint Stock Commercial Bank for Foreign Trade of Vietnam), from the date of withdrawal up to the date of payment, in accordance with a decision of the Board of Directors. The Board of Directors shall have full power to make a decision on enforcement of payment of amounts payable as at the time of withdrawal, or may make a decision on remission of part or all of such amounts.

6. An announcement on withdrawal shall be sent to the holders of the shares which are to be withdrawn prior to the time of withdrawal. The withdrawal shall remain valid even if there is a mistake or carelessness during the course of sending the announcement.

V. STRUCTURE OF ORGANIZATION, MANAGEMENT AND CONTROL

Article 10. Structure of organisation and management

The structure of organization and management of the Company shall comprise:

- a. General Meeting of Shareholders;
- b. Board of Directors;
- c. Inspection Committee;
- d. Chief executive officer.

VI. SHAREHOLDERS AND GENERAL MEETING OF SHAREHOLDERS

Article 11. Rights of shareholders:

1. Shareholders are the owners of the Company and shall have the rights and obligations corresponding to the number and classes of shares owned by them. Shareholders shall only be liable for debts and other property obligations of the Company within their capital contribution to the Company.
2. Ordinary shareholders shall have the following rights:
 - a. To attend and express at the General Meeting of Shareholders and to exercise the right to vote directly or via an authorized representative or vote from distance; Shareholders may authorize to the members of the Board of Directors to represent them at the General Meeting of Shareholders.
 - b. To receive dividends with the percentages decided by the General Meeting of Shareholders;
 - c. To freely assign, in accordance with this Charter and current law, shares which have been fully paid for;
 - d. To be given priority in subscribing for new shares offered for sale in proportion to the number of ordinary shares each shareholder holds in the Company;
 - e. To inspect information relating to the shareholders included in the list of shareholders who are qualified to attend the General Meeting of Shareholders, and to request amendment of incorrect information;

- f. To sight, look up and make an extract or copy of this Charter, the book of minutes of meetings of the General Meeting of Shareholders and resolutions of the General Meeting of Shareholders;
 - g. If the company is dissolved, to receive a part of the remaining assets in proportion to the number of shares contributed as capital to the Company after the Company has paid out its creditors and shareholders of other classes in accordance with law;
 - h. To request the Company to redeem shares as stipulated in article 129 of the Law on Enterprises;
 - i. Other rights stipulated in this Charter and by law.
3. A shareholder or a group of shareholders holding from nine (9) per cent of the total ordinary shares for a consecutive period of six months or more shall have the following rights:
- a. To self-nominate or nominate candidates to the Board of Directors and the Inspection Committee in accordance with Article 24.2 and Article 33.2 respectively;
 - b. To request the convening of a General Meeting of Shareholders;
 - c. To inspect and receive a copy or an extract of the list of shareholders who have the right to attend and vote at the General Meeting of Shareholders;
 - d. To request the Inspection Committee to inspect each particular issue relating to the management and administration of the operation of the Company when considered necessary. This request must be in writing, must contain the full name, permanent address, nationality, number of people's identity card, passport or other lawful personal identification of a shareholder being an individual; or the name, permanent address, nationality, number of the decision on establishment or number of business registration of a shareholder being an organization; the number of shares and time of registration of shares of each shareholder, total number of shares of the group of shareholders and the percentage of ownership of the total number of shares of the Company; and issues to be inspected and purpose of the inspection;
 - e. To review and extract the minutes and resolutions of the Board of Directors, the half year financial report, annual report and the reports of the Inspection Committee.
 - f. Other rights stipulated in this Charter.

Article 12. Obligations of shareholders:

Shareholders shall have the following obligations:

1. To comply with this Charter and the rules of the Company; to observe resolutions of the General Meeting of Shareholders and the Board of Directors;
2. To pay in full, in accordance with regulations, for shares for which the shareholder has registered to subscribe;
3. To provide the correct address when he or she registers subscription for shares;
4. To perform other obligations in accordance with current law;
5. To be personally liable when he or she performs one of the following acts in any form in the name of the Company:
 - a. Breaches the law;
 - b. Conducts business and other transactions for the personal benefit of him/herself or of other organizations or individuals;
 - c. Pays undue debts prior to a time when the Company could face financial danger.

Article 13. General Meeting of Shareholders:

1. The General Meeting of Shareholders is the highest competent authority of the Company. The annual General Meeting of Shareholders shall be organized once per year. The General Meeting of Shareholders must hold an annual meeting within a time-limit of four months from the end of a financial year.
2. The Board of Directors shall convene the annual General Meeting of Shareholders and shall choose an appropriate place. The annual General Meeting of Shareholders shall make decisions on issues in accordance with law and this Charter, and in particular shall approve the annual financial statements and the financial budget for the next financial year. The independent auditors will be invited to attend the General Meeting of Shareholders to advice on the approval of the annual financial statements.
3. The Board of Directors shall convene an ad-hoc meeting of the General Meeting of Shareholders in the following cases:
 - a. The Board of Directors considers it necessary to do so in the interests of the Company;
 - b. The annual balance sheet, six-monthly or quarterly statements or audited reports of a financial year reflect that half of the Shareholders' equity has been lost compared to the beginning of the period;
 - c. Where the number of members of the Board of Directors is less than the number of members required by law or less than half of the number of members required by this Charter;

- d. A shareholder or a group of shareholders as stipulated in Article 11.3 of this Charter may request to convene a General Meeting of Shareholders by a written recommendation. The written recommendation must clearly state the reason and purpose of the meeting, and must be signed by the relevant shareholders (the written recommendation may be made in multiple copies in order to facilitate the signatures of all relevant shareholders);
- e. The Inspection Committee may request to convene a meeting if the Inspection Committee has reason to believe that the members of the Board of Directors or senior managers have seriously breached their obligations as stipulated in Article 160 of the Law on Enterprises or that the Board of Directors acts or intends to act beyond its powers;
- f. Other cases as stipulated by law and this Charter.

4. Convening an ad hoc [extraordinary] General Meeting of Shareholders:

- a. The Board of Directors must convene a meeting of the General Meeting of Shareholders within a time-limit of thirty days from the date there are [only] the remaining members of the Board of Directors as stipulated in Clause 3c Article 13 or from the date of receipt of the request stated in Clause 3d and Clause 3e Article 13 of this Charter.

If the Board of Directors fails to convene the General Meeting of Shareholders as prescribed, the Chairman of the Board of Directors and members of the Board of Directors must be responsible before the law and must compensate for any loss to the Company.

- b. Where the Board of Directors fails to convene a meeting of the General Meeting of Shareholders in accordance with Clause 4a Article 13 of this Charter then within the following thirty (30) days the Inspection Committee shall replace the Board of Directors in convening the General Meeting of Shareholders in accordance with Clause 5 Article 136 of the Law on Enterprises.

Where the Inspection Committee shall not convene a meeting of General Meeting of Shareholders as stipulated, the Inspection Committee shall be responsible before the law and must compensate for any damage arising to the Company.

- c. Where the Inspection Committee fails to convene a meeting of the General Meeting of Shareholders in accordance with Clause 4b Article 13 of this Charter then within the following thirty (30) days the requesting shareholder or group of shareholders stipulated in Clause 3d of this article shall have the right to replace the Board of Directors and the

Inspection Committee in convening the General Meeting of Shareholders in accordance with Clause 6 Article 136 of the Law on Enterprises.

In this case, the shareholder or group of shareholders convening the General Meeting of Shareholders may request the business registration office to supervise the convening and conduct of the meeting if they consider it necessary;

- d. All expenses for convening and conducting a meeting of the General Meeting of Shareholders shall be reimbursed by the Company. Such expenses shall not include costs, including travel and accommodation costs, incurred by the shareholders when they attend the General Meeting of Shareholders.

Article 14. Rights and duties of the General Meeting of Shareholders:

1. The annual General Meeting of Shareholders shall have the right to discuss and approve the following documents:
 - a. The company's annual business plan;
 - b. Annual audited financial statements;
 - c. Reports of the Board of Directors on the business administration and performance of the Board of Directors and of each Board of Directors' member thereof.
 - d. Reports of the Inspection Committee on the company's business outcome, performance of the Board of Directors, General Director and Seft – Assessment report of the Inspection Committee and of each inspector thereof.
 - e. Short-term and long-term developmental plans of the Company.
 - f. Amount of dividend payable on each class of share;
 - g. Other matters within its authority.
2. The annual General Meeting of Shareholders and an ad hoc [extraordinary] General Meeting of Shareholders shall approve in writing the following issues:
 - a. Approval of annual financial statement;
 - b. The annual dividend payout ratio and payment form from the Company retained earnings in accordance with the suggestion of the Board of Directors.
 - c. Number of members of the Board of Directors;
 - d. Selection of an auditing company;
 - e. Appointment, dismissal and replacement of members of the Board of Directors and of the Inspection Committee;

- f. Total remuneration of the members of the Board of Directors, the Inspection Committee and reports on remuneration of the Board of Directors, the Inspection Committee;
 - g. Addition and amendment to this Charter; unless the adjustment of the Chartered Capital by selling new shares within the number of shares are offered stipulated in this Charter.
 - h. Classes of shares and number of new shares to be issued for each class of shares;
 - i. Division, separation, merger, consolidation or conversion of the Company;
 - j. Re-organization and dissolution (liquidation) of the Company and appointment of a liquidator;
 - k. Inspection of and dealing with breaches by the Board of Directors or the Inspection Committee which cause loss to the Company and shareholders;
 - l. Decisions relating to the sale of assets of the Company or its branches or the purchase of assets valued at fifty (50) per cent or more of the total value of assets of the Company and its branches recorded in the most recent financial statements;
 - m. Redemption by the Company of ten (10) per cent or more of any one class of issued shares; Redemption by the Company of not more than thirty (30) percent of sold ordinary shares.
 - n. The chief executive officer concurrently holding the post of chairman of the Board of Directors;
 - o. The company or its branches entering into contracts with parties stipulated in article 162 of the Law on Enterprises valued at twenty (20) per cent or more of the total value of assets of the Company and its branches recorded in the most recent financial statements;
 - p. Other issues as stipulated in this Charter of this Charter and other rules of the Company.
3. A shareholder shall not be permitted to vote in the following cases:
- a. Contracts stipulated in Article 14.2 of this Charter to which such shareholder or a related person of such shareholder is a party;
 - b. Purchase of shares by the shareholder or a related person of such shareholder except for the purchasing of shares is made in ownership proportion of all shareholders or purchasing is made via matching or tender offer on the stock exchange.
4. All resolutions and issues included in the agenda must be discussed and voted on at the General Meeting of Shareholders.

Article 15. Authorized representatives:

1. Shareholders entitled to attend the General Meeting of Shareholders in accordance with law shall directly attend or authorize their representatives to attend. In a case where more than one authorized representative is appointed, then the specific number of shares and the specific number of votes of each representative must be specified. Authorized representative is not necessarily a shareholder.
2. The authorization for a representative to attend the General Meeting of Shareholders must be made in writing on the form stipulated by the Company and must bear signatures in accordance with the following provision:
 - a. Authorization to represent a shareholder being an individual must bear the signatures of both that shareholder and the person authorized to attend the meeting;
 - b. Authorization on behalf of a shareholder being an organization which is the principal [of the power of attorney] must bear the signatures of the authorized representative, of the legal representative of the shareholder (bear the seal of corporation shareholder) and of the person authorized to attend the meeting;
 - c. In other cases the authorization must bear the signatures of the legal representative of the shareholder and of the person authorized to attend the meeting.

Any person authorized to attend a General Meeting of Shareholders must submit his or her written authorization prior to entering the meeting room.
3. Where a lawyer on behalf of a principal signs a written appointment of a representative, the designation of such representative shall be deemed to be effective only if the written appointment is presented with a letter of authorization to the lawyer or a copy of such letter (in a case where such lawyer has not been registered with the Company).
4. Except for the case stipulated in clause 3, Article 15 the voting slip of the person authorized to attend a meeting within the scope of his/her authorization shall remain effective in any one of the following cases:
 - a. The principal dies, or his capacity for civil acts is lost or is restricted;
 - b. The principal has rescinded the appointment of any authorized representative;
 - c. The principal has rescinded the authority of the [particular] person carrying out the authorization.

This clause shall not apply in a case where the Company receives a notice of one of the above cases prior to the time of opening of the General Meeting of Shareholders or prior to the time the meeting is reconvened.

Article 16. Change of rights

1. All the resolutions of the General Meeting of Shareholders on change or waiver of special rights attached to a class of shares shall be passed if it is agreed by a number of shareholders representing at least sixty five (65) per cent of the total number of voting slips of all attending shareholders, unless otherwise stipulated in the prevailing laws.
2. The organization of such a meeting shall be valid if at least two (2) shareholders (or their authorized representatives) are present and each of them holds at least one-third of the par value of the issued shares of such class. Where the number of attendees as required above is insufficient, the meeting shall be reconvened within a period of thirty (30) days and the holders of shares of such class (not depending on the number of holders and the number of shares) who are present directly or via an authorized representative shall be considered to be a sufficient number of attendees. At each separate meeting mentioned above, the holders of the shares of such class who are present directly or via an authorized representative may request a secret ballot and each holder or representative attending the secret ballot shall have one vote corresponding to each owned share of such class.
3. The procedures for conducting such separate meetings shall be implemented in accordance with Article 18 and Article 20.
4. Except where otherwise stipulated by the terms of an issue of shares, special rights attached to various classes of shares with preference rights regarding some or all issues on distribution of profits or assets of the Company shall not be changed when the Company issues additional shares of the same class.

Article 17. Convening General Meeting of Shareholders, agenda and notice of General Meeting of Shareholders:

1. The Board of Directors shall convene the General Meeting of Shareholders, or the General Meeting of Shareholders shall be convened in the cases stipulated in Article 13.4b or Article 13.4c.
2. The convener of the General Meeting of Shareholders shall carry out the following duties:
 - a. Prepare a list of shareholders entitled to attend and vote at the General Meeting of Shareholders. The list of shareholders entitled to attend a meeting of the General Meeting of Shareholders shall be prepared no earlier than twenty (20) days prior to the date on which the notice of invitation to the meeting of the General Meeting of Shareholders is sent.
 - b. Determine the time and venue for holding the General Meeting of Shareholders;

- c. Inform and send a notice of the meeting of the General Meeting of Shareholders to all shareholders entitled to attend the meeting.
3. The notice of the meeting of the General Meeting of Shareholders shall be sent to all shareholders and announced on the information network of the Stock Exchange, on the website of the Company. The notice of the General Meeting of Shareholders must be sent at least fifteen (15) days before the date of the meeting, (such period to be calculated from the date the notice is validly sent or delivered, the date the fees for delivery of the notice are paid, or the date the notice is put in a post-box). The agenda of the General Meeting of Shareholders, documents related to the issued to be voted on at the General Meeting of Shareholders shall be sent to shareholders or/and posted on the website of the Company. In case documents are not be sent with the notice of the General Meeting of Shareholders, the notice must notified the website of the Company for shareholders accessing.
4. A shareholder or group of shareholders referred to in Article 11.3 of this Charter shall have the right to propose issues to be included in the agenda of a meeting of the General Meeting of Shareholders. The proposal must be made in writing and must be sent to the Company at least three (3) business days before the time of opening of the General Meeting of Shareholders. The proposal must contain the full names of the shareholders, the number and class of shares held by them, and the items proposed to be included on the agenda.
5. The convener of the General Meeting of Shareholders shall have the right to reject a proposal mentioned in Clause 4of Article 17 in the following cases:
 - a. The proposal was not sent on time, is insufficient, or is in relation to an irrelevant matter;
 - b. At the time of the proposal, the shareholder or group of shareholders had not owned at least nine (9) per cent of the ordinary shares for at least a consecutive period of six months;
 - c. The items proposed do not fall within the authority of the General Meeting of Shareholders for discussion and approval;
6. The Board of Directors must prepare draft resolutions on each of the items on the agenda.
7. In a case where all shareholders representing one hundred (100) per cent of the voting shares attend the General Meeting of Shareholders directly or via an authorized representative, the resolutions which are unanimously approved by the General Meeting of Shareholders shall be deemed to be effective even if the General Meeting of Shareholders is not conducted in accordance with the procedures, or the items voted on were not included on the agenda.

Article 18. Conditions for conducting the General Meeting of Shareholders

1. The General Meeting of Shareholders shall be conducted when the number of attending shareholders represents at least fifty one (51) percent of the voting shares.
2. When the number of attendees required is insufficient within thirty (30) minutes from the time set to open the meeting, the meeting shall be reconvened within a period of thirty (30) days from the scheduled date for holding the first General Meeting of Shareholders. The General Meeting of Shareholders which is convened for a second time shall be conducted when the number of attending shareholders and authorized representatives represent at least thirty three (33) percent of the voting shares.
3. When the second General Meeting of Shareholders cannot take place because the number of attendees required is not present within thirty (30) minutes from the time set to open the meeting, the General Meeting of Shareholders may be convened for a third time within twenty (20) days from the scheduled date for holding the second General Meeting of Shareholders. In such a case, the General Meeting of Shareholders shall be conducted irrespective of the number of attending shareholders or authorized representatives, and shall be deemed valid and shall have the right to make decisions on issues which may have been approved at the first General Meeting of Shareholders.

Article 19. Procedures for conducting and voting at the General Meeting of Shareholders

1. A shareholder shall be deemed to attend and vote at a meeting of the General Meeting of Shareholders in the following cases:
 - a. Such shareholder attends and votes in person at the meeting;
 - b. Such shareholder authorizes another person to attend and vote at the meeting;
 - c. Such shareholder attends and votes [at a meeting] via an online conference, or by casting an electronic vote or by other electronic forms;
 - d. Such shareholder sends his or her voting slip to the meeting by mail, by fax or email.
2. On the date of holding the General Meeting of Shareholders, the Company must carry out procedures to register its shareholders and such registration shall continue until all shareholders entitled to attend the meeting and who are present have been registered.
3. Where a shareholder is registered, the Company shall grant such shareholder with voting rights or his/her authorized representative a voting card which states the number of registration, full name of the shareholder, full name of the authorized representative and the number of votes of such shareholder. When voting is conducted at the General Meeting of

Shareholders, the votes which agree with the resolution shall be collected first, thereafter the votes which do not agree with the resolution shall be collected, and finally the overall number of votes which agree and do not agree with the resolution shall be counted for a final decision. The overall number of votes which agree, which do not agree, and abstentions shall be announced immediately after an issue is voted on. The General Meeting shall elect people from the attendees to be responsible to count the votes or to supervise the counting of votes, and if the General Meeting of Shareholders does not elect such people then the chairman shall elect them. The number of members of a vote counting committee shall not exceed three people.

4. Any shareholder or authorized representative who comes to the General Meeting of Shareholders late shall be registered and shall have the right to immediately participate in voting at the General Meeting of Shareholders. The chairman shall not delay the General Meeting of Shareholders so that late shareholders may register, and the effectiveness of any voting which has already been conducted before the late shareholders attended shall not be affected.
5. The election of the chairman, secretary and vote-counting committee [of a meeting] shall be stipulated as follows:
 - a. The chairman of the Board of Directors shall act as chairman of all meetings which are convened by the Board of Directors; if the chairman is absent or is not temporarily able to work, the remaining members of the Board of Directors shall elect one of them to act as the chairman of the meeting on the principle of majority; if they cannot elect a person to act as chairman, the head of the Inspection Committee shall arrange for the General Meeting of Shareholders to elect the chairman of the meeting, and the person with the highest number of votes shall act as the chairman of the meeting;
 - b. In other cases, the person who signed the document convening the meeting of the General Meeting of Shareholders shall arrange for the General Meeting of Shareholders to elect a chairman of the meeting, and the person with the highest number of votes shall act as the chairman of the meeting;
 - c. The chairman shall elect one or more persons to act as secretary of the meeting;
 - d. The General Meeting of Shareholders shall elect one or more persons to the vote-counting committee on the proposal of the chairman of the meeting.
6. Any decisions of the chairman on the order and procedures or on events arising outside the agenda of the General Meeting of Shareholders shall be final.

7. Even if sufficient attendees as required are present, the chairman of the General Meeting of Shareholders shall adjourn the General Meeting of Shareholders to another time or change the location of the meeting decided by the chairman without obtaining opinions of the General Meeting of Shareholders if the chairman considers that (a) the location of the General Meeting of Shareholders fails to provide suitable seating for all attendees, (b) there is an attendee who disrupts or is likely to disrupt order at the meeting, or (c) an adjournment is necessary so that the work of the General Meeting of Shareholders will be carried out validly. In addition, the chairman of the General Meeting of Shareholders may adjourn a meeting upon agreement or request of the General Meeting of Shareholders even if sufficient attendees as required for such meeting are present. The maximum time for any adjournment of a meeting shall be three days as from the date of the proposed opening of the meeting. The General Meeting of Shareholders which is reconvened shall review the work which should have been legally carried out at the previous adjourned meeting.
8. Where the chairman adjourns or postpones a General Meeting of Shareholders contrary to the provisions Clause 7 Article 19, the General Meeting of Shareholders shall elect another person from the attendees to replace the chairman in conducting the meeting until its completion, and the effectiveness of voting conducted at such meeting shall not be affected.
9. The chairman or secretary of the General Meeting of Shareholders may conduct activities which he/she finds necessary in order to direct the General Meeting of Shareholders in a valid and orderly manner and so that it reflects the wishes of the majority of attendees.
10. The Chairperson may require shareholders or authorized representatives entitled to attend the General Meeting of Shareholders to be checked or subject to other security measures which the Chairperson considers appropriate. Where a shareholder or an authorized representative does not comply with the rule on checking or the security measures mentioned above, the Chairperson, after careful consideration, may reject or expel such shareholder or authorized representative from the General Meeting of Shareholders.
11. The Chairperson, after careful consideration, may take the measures which it finds appropriate in order to:
 - a. Arrange seating for people who are present at the official location of the General Meeting of Shareholders;
 - b. Ensure safety for the attendees who are present;
 - c. Create favorable conditions for shareholders to attend (or continue to attend) the General Meeting of Shareholders.

The Chairperson shall have full power to change the above measures and take all of such measures when it considers it necessary. The measures taken may include the issue of entry permits or the use of other forms of selection.

12. In a case where the General Meeting of Shareholders takes the above measures, the Chairperson may, when it makes a determination on the location of the meeting:
 - a. Announce that the General Meeting of Shareholders shall be conducted at the location as stated in the notice of the meeting where the chairman of the meeting shall be present (“The official Location of the Meeting”);
 - b. Make arrangements so that shareholders or authorized representatives who fail to attend the meeting in accordance with this article or people who wish to attend the meeting but at a location different from the Official Location of the Meeting may still attend the General Meeting of Shareholders.

A notice on holding the General Meeting of Shareholders shall not be required to state the detailed measures taken in accordance with this article.

13. In this Charter (unless the context requires otherwise), each shareholder shall be deemed to have attended the meeting at the Official Location of the Meeting.

The Company must hold a General Meeting of Shareholders at least once per year. The annual General Meeting of Shareholders shall not be held by way of collection of written opinions.

Article 20. Passing of resolutions of the General Meeting of Shareholders

1. Except for seeking written opinions of shareholders, resolutions of the General Meeting of Shareholders on all items within their authority shall be passed if it is agreed by a number of shareholders representing at least sixty five (65) per cent of the total number of voting slips of all attending shareholders inclusive of authorized people.

As stipulated in Article 144.3 of Law on Enterprises, voting to appoint the candidates of the Board of Directors and the inspection committee shall be implemented by cumulative method, whereby each shareholder shall have total number of votes corresponding to total number of shares owned multiplied by the number of candidates of the Board of Directors and the inspection committee and shareholder shall have the right to put all total number of his/her votes for one or more candidates

Article 21. Authority and procedures for collecting written opinions in order to pass resolutions of the General Meeting of Shareholders:

Despite otherwise stipulated in this Charter, the General Meeting of Shareholders has the right to pass all issues within their authority by the form of collecting written opinions; in this case, a resolution shall be passed if it is agreed by a number of shareholders representing for a certain percentage of total votes as stipulated in Article 21. The authority and procedures for collecting written opinions in order to pass a resolution of the General Meeting of Shareholders shall be implemented in accordance with the following provisions:

1. The Board of Directors shall have the right to collect written opinions in order to pass a resolution of the General Meeting of Shareholders at any time, if considered necessary in the interests of the Company.
2. The Board of Directors must prepare written opinion forms, a draft of the resolution of the General Meeting of Shareholders and other documents explaining the draft resolution. The written opinion form together with the draft resolution and documents explaining it must be sent by a means which is guaranteed to reach the contact address of each shareholder (registered by shareholder); The Board of Directors must send, announce the documents to the shareholders for their voting consideration within the reasonable at least ten (10) days before the expiration date of receiving opinion cards. The preparation of a list of shareholders sending written opinion forms shall be implemented in accordance with Article 17.2 of this Charter.
3. The written opinion card must contain the following basic particulars:
 - a. Name, head office address, number and date of issuance of the business registration certificate, and place of business registration of the Company;
 - b. Purpose of collecting written opinions;
 - c. Full name, permanent address, contact address, nationality, and the number of the people's identity card or passport or other lawful personal identification in respect of a shareholder being an individual; name, permanent address, nationality, number of establishment decision or number of business registration of a shareholder or authorized representative in respect of a shareholder being an organization; number of shares of each class and number of votes of the shareholder;
 - d. Issue on which it is necessary to obtain opinions in order to pass a resolution;
 - e. Voting options comprising agreement, non-agreement, or no opinion [abstention] for each issue;

- f. Time-limit within which the completed written opinion form must be returned to the Company;
 - g. Full name and signature of the chairman of the Board of Directors and of the legal representative of the Company.
4. Shareholders may send completed written opinion forms to the Company in the following manner:
- a. **By post:** the completed written opinion forms must bear the signature of the shareholder if the shareholder is individual, or signature of authorized representative or legal representative if the shareholder is an organization. Every written opinion forms sent to the company must be put into sealed envelopes. Envelope must not be opened before counting;
 - b. **By fax or email:** The written opinion forms sent to the company by fax or email must be keep confidential until the vote counting time.
5. Any completed written opinion form must bear the signature of a shareholder being an individual, and of the authorized representative or of the legal representative of a shareholder being an organization.

Written opinion forms which are returned to the Company must be placed in a sealed envelope and no one shall be permitted to open the envelope prior to counting of the votes. Any completed written form which is returned to the Company after the expiry of the time-limit stipulated in the written opinion form, or are opened by post and are revealed by fax or email, shall be invalid. Written opinion forms which are not returned shall be deemed to be forms not participating in the vote.

6. The Board of Directors shall conduct counting of the votes and shall prepare minutes of the counting of the votes in the presence of the Inspection Committee or of a shareholder who does not hold a managerial position in the Company. The minutes of counting of votes shall contain the following basic particulars:
- a. Name, head office address, number and date of issuance of the business registration certificate; and place of business registration of the Company;
 - b. Purpose of collection of written opinions and issues on which it is necessary to obtain written opinions in order to pass a resolution;
 - c. Number of shareholders with total numbers of votes who have participated in the voting, classifying the votes into valid and invalid, and including an appendix being a list of the shareholders who participated in the voting;

- d. Total number of votes for, against and abstentions on each matter voted upon;
- e. Resolutions which have been passed;
- f. Full name and signature of the chairman of the Board of Directors, of the legal representative of the Company, vote counter and of the person who supervised the counting of votes.

The members of the Board of Directors and the person who supervised the counting of votes shall be jointly liable for the truthfulness and accuracy of the minutes of counting of votes, and shall be jointly liable for any loss arising from a resolution which is passed due to an untruthful or inaccurate counting of votes.

- 7. The vote counting record shall be posted on the website of the company within 15 days from the completion date of vote counting.
- 8. Written opinion forms which were returned, the minutes of counting of votes, the full text of the resolution which was passed and related documents sent with all of the written opinion forms must be archived at the head office of the Company.
- 9. A resolution which is passed by the form of collecting written opinions of shareholders must be approved by at least 55% of the total number of votes shall have the same validity as a resolution passed by the General Meeting of Shareholders.

Article 22. Minutes of General Meeting of Shareholders

The minutes of the General Meeting of Shareholders shall be considered proof that work [mentioned in the minutes] was actually carried out at the General Meeting of Shareholders unless an opinion against the contents of the minutes is made in accordance with the stipulated procedures within a time-limit of ten (10) days from the date the minutes were sent. The minutes must be prepared in Vietnamese and must bear the signatures of the chairman of the General Meeting of Shareholders and the secretary in accordance with the Law on Enterprises and this Charter. All records, minutes, books of signatures of attending shareholders and written authorizations to attend the General Meeting of Shareholders must be archived at the head office of the Company.

Article 23. Demand for cancellation of resolutions of General Meeting of Shareholders

Shareholders, members of the Board of Directors, the chief executive officer or the Inspection Committee shall have the right to require a regional court (at the place of the Company's head office) or Vietnam International Arbitration Centre, beside Vietnam Chamber of Commerce and Industry ("VIAC") to consider and cancel a resolution of the General Meeting of Shareholders within ninety (90) days from the date of receipt of minutes

of the General Meeting of Shareholders or minutes of the results of counting of votes being written opinions from the General Meeting of Shareholders, in the following cases:

1. The order and procedures for convening the General Meeting of Shareholders did not comply with the current law and this Charter;
2. The order and procedures for issuing a resolution and the content of the resolution breach the law or this Charter.

Where the decision of the General Meeting of Shareholders was canceled by decision of the court or arbitrator, who convened the General Meeting of Shareholders which was canceled can consider reconvene the General Meeting of Shareholders within 60 days according to the order, the procedures stipulated in the Law on Enterprise and this Charter.

VII. BOARD OF DIRECTORS

Article 24. Composition and term of office of members of the Board of Directors

1. The Board of Directors shall have at least five (5) members and not more than eleven (11) members. The term of office of the Board of Directors shall be five (5) years. The term of office of a member of the Board of Directors shall not exceed five (5) years; members of the Board of Directors may be re-elected for an unlimited number of terms. The total number of members of the Board of Directors who are independent must be at least one-third of the total number of the members of the Board of Directors. The minimum number of the independent Board members is determined by the method of rounding down.
2. Shareholders who hold the shares with voting rights for a consecutive period of at least six (6) months shall have the right to aggregate the number of voting rights of each such shareholder to nominate candidates to the Board of Directors. A shareholder or a group of shareholders which holds from six (06) per cent to twelve (12) per cent of shares with voting rights for a consecutive period of at least six (06) months shall be entitled to nominate one (01) candidate; which holds from above twelve (12) per cent to eighteen (18) per cent shall be entitled to nominate two (02) candidates; which holds from above eighteen (18) per cent to twenty four (24) per cent shall be entitled to nominate three (03) candidates; which holds from above twenty four (24) per cent to thirty (30) per cent shall be entitled to nominate four (04) candidates; which holds from above thirty (30) per cent to thirty six (36) per cent shall be entitled to nominate five (05) candidates; which holds from above thirty six (36) per cent to forty two (42) per cent shall be entitled to nominate six (06) candidates; which holds from above forty two (42) per cent to forty eight (48) per cent shall be entitled to nominate seven (07) candidates; which holds from above forty eight (48) per cent to fifty four (54) per cent shall be entitled to nominate eight (08) candidates; which holds from above fifty four (54) per

cent to sixty (60) per cent shall be entitled to nominate nine (09) candidates; which holds from above sixty (60) per cent to sixty six (66) per cent shall be entitled to nominate ten (10) candidates; which holds above sixty six (66) per cent or more shall be entitled to nominate eleven (11) candidates.

3. Where the number of candidates is still insufficient after candidates have been nominated by the Board of Directors, the incumbent Board of Directors may nominate additional candidates or hold a nomination in accordance with rules stipulated by the Company. The rules for nomination or the manner used by the incumbent Board of Directors to nominate candidates to the Board of Directors must be clearly announced and must receive approval from the General Meeting of Shareholders before the nomination is held.
4. The membership of a member of the Board of Directors shall be terminated in the following cases:
 - a. Such member is ineligible to be a member of the Board of Directors in accordance with the Law on Enterprises or is prohibited from being a member of a Board of Directors by law;
 - b. Such member sends a written application for resignation to the head office of the Company;
 - c. Such member suffers a mental disorder and the other members of the Board of Directors have expert proof of such loss of capacity for civil acts;
 - d. Such member is absent from meetings of the Board of Directors for a consecutive period of six (6) months, and the Board did not permit the member to be absent within such period and makes a decision that the position of such member is vacated;
 - e. Such member is dismissed from the Board of Directors by a decision of the General Meeting of Shareholders.

Except stipulated in the above Clause 4.e, member of the Board of Directors shall be dismissed from the Board of Directors immediately after the Board of Directors has confirmation decision to terminate the membership of such member of the Board of Directors without the approval decision of the General Meeting of Shareholders.

5. The Board of Directors may appoint a new member to the Board in order to fill the vacancy arising, and the new member must obtain approval from the next General Meeting of Shareholders. Upon such approval, the appointment of the new member shall be deemed effective as from the date on which the Board of Directors appointed the member. The tenure of the new member of the Board of Directors shall be effective from the date of appointment till the end of the Board of Directors tenure. If the new member is not approved

by the General Meeting of Shareholders, all the decisions of the Board of Directors prior to the General Meeting of Shareholder with the voting of the new member will still be valid.

6. The appointment of members of the Board of Directors must be disclosure in accordance with the laws on securities and securities market.
7. The member of the Board of Directors who wants to resign must send the written consent to the Board of Directors of the Company. The resignation shall be effective when having the notice of the Board of Directors. If the Board of Directors do not have any notice, the resignation shall be effective after 45 days from the sending date of the written consent.
8. Members of the Board of Directors need not necessarily be shareholders of the Company.

Article 25. Powers and duties of the Board of Directors

1. Business activities and work of the Company shall be subject to management or direction for implementation by the Board of Directors. The Board of Directors is the body with full power to exercise all rights on behalf of the Company, excluding authority which belongs to the General Meeting of Shareholders.
2. The Board of Directors shall be responsible to supervise the chief executive officer and other managers.
3. The rights and obligations of the Board of Directors shall be as stipulated by law, this Charter, the internal rules of the Company, and resolutions of the General Meeting of Shareholders. Specifically, the Board of Directors shall have the following powers and duties:
 - a. To make decisions on plans for development of annual business and production, and the annual budget;
 - b. To determine the operational objectives on the basis of the strategic objectives approved by the General Meeting of Shareholders;
 - c. To appoint and discharge managers of the Company upon the request of the chief executive officer; and to make decisions on their salary;
 - d. To make decisions on the organizational structure of the Company;
 - e. To deal with complaints made by the Company about a manager and to make a decision selecting a representative of the Company to deal with legal procedural issues against such manager;
 - f. To propose the classes of shares which may be issued and the total number of shares of each class to be issued;

- g. Decision to issue bonds (not convertible bonds); To propose for the approval of the General Meeting of Shareholders the issuance of bonds, bonds convertible into shares and securities rights which entitle the owner to purchase shares at a pre-determined price;
 - h. To determine the prices at which bonds, shares and convertible securities will be offered for sale if be authorized by the General Meeting of Shareholders;
 - i. To appoint, dismiss or remove the chief executive officer, a manager or the representative of the Company. Such removal shall not be contrary to the contractual rights (if any) of the person involved;
 - j. To propose annual dividend rates and to fix temporary dividend rates; to organize payment of dividends;
 - k. To propose the restructuring or dissolution of the Company.
4. The following issues must be approved by the Board of Directors:
- a. Establishment of a branch or representative office of the Company;
 - b. Establishment of subsidiaries of the Company;
 - c. The Board of Directors may from time to time make decisions on the performance, amendment or rescission of large contracts of the Company (including contracts for purchase, sale, merger and takeover of companies and joint venture contracts) within the scope of article 149 of the Law on Enterprises, except for the case stipulated in article 162 of the Law on Enterprises which must be approved by the General Meeting of Shareholders;
 - d. Appointment and removal of any person authorized by the Company to act as a commercial representative or lawyer of the Company;
 - e. Borrowing, and implementation of mortgages, warranties, guarantees and payment of compensation by the Company;
 - f. Investments which are not included in the business plan and budget exceeding ten (10) per cent of the value in the [annual] plan and in annual business budget;
 - g. Purchase or sale of shares of other companies established in Vietnam or overseas;
 - h. Valuation of assets contributed to the Company which are not in cash relating to the issuance of shares or bonds by the Company, including gold, land use rights, intellectual property rights, technology and technological know-how;

- i. Purchase or recovery by the Company of no more than ten (10) per cent of shares of each class;
 - j. Business issues or transactions which the Board of Directors decides are required to have its approval [and which are] within the scope of its powers and responsibilities;
 - k. Decision on the buying or recovery price of shares of the Company.
5. The Board of Directors must report to the General Meeting of Shareholders its activity being supervision of the chief executive officer and other managers within a financial year. If the Board of Directors fails to submit such report to the General Meeting of Shareholders, the annual financial statements of the Company shall be deemed invalid and not to have been approved by the Board of Directors.
 6. Except where the law and this Charter stipulate otherwise, the Board of Directors may authorize lower level staff or a manager to deal with work on behalf of the Company.
 7. Members of the Board of Directors (excluding authorized alternate representatives) shall be entitled to remuneration for their work in their capacity as members of the Board. The total remuneration for the Board shall be determined by the General Meeting of Shareholders and shall be distributed to members of the Board as agreed by majority members of the Board.
 8. The total amount paid to the Board of Directors including the remuneration, expenses, commissions, stock purchase rights and other benefits from the Company, the subsidiaries and the affiliates of the Company and other Companies which the members of the Board of Directors are the representative of the capital contribution, must be recorded on detail in the annual report of the Company.
 9. Any member of the Board of Directors who holds an executive position (also including chairman or deputy chairman) or who works on a sub-committee of the Board of Directors or who performs other work which is, in the opinion of the Board, beyond the scope of the normal duties of a member of a Board of Directors may be paid extra remuneration in the form of a lump sum payment each time, or salary, commission, profit percentage or other form as decided by the Board of Directors.
 10. Members of the Board of Directors shall be entitled to reimbursement for the cost of meals, accommodation, travel and other reasonable expenses disbursed in order to fulfil his/her responsibilities as a member of the Board, including expenses arising out of attendance at meetings of the Board or of sub-committees of the Board, or [at meetings] of the General Meeting of Shareholders.

11. Pursuant to Clause 4, Article 149 of Law on Enterprise, the Board of Directors shall comply with the provisions of Law, the Company Charter and the decisions of the General Meeting of Shareholders when they perform their duties and functions. Where the decision approved by the Board of Directors do not comply with such regulations and cause any loss to the Company, the members who approve to pass such decision shall take joint liabilities and compensation to the Company; the members who do not approved to pass such decision shall be exempted from the liabilities. In this case, shareholder who holds the Company's share for a consecutive period of at least one (1) year shall have the right to request the Board of Directors suspend to implement the above decision.

Article 26. Chairman and Deputy Chairman of the Board of Directors

1. The Board of Directors must elect a chairman and deputy chairman from members of the Board. The chairman of the Board of Directors shall not act concurrently as the chief executive officer of the Company, except where otherwise decided by the General Meeting of Shareholders. Approval shall be required at the annual General Meeting of Shareholders for the chairman of the Board of Directors to act concurrently as the chief executive officer.
2. The chairman of the Board of Directors shall be responsible to convene and to chair the General Meeting of Shareholders and meetings of the Board of Directors and at the same time shall have other rights and responsibilities stipulated in this Charter and in the Law on Enterprises. The deputy chairman shall have the same rights and obligations as the chairman where the deputy chairman is authorized by the chairman, but only where the chairman has notified the Board of Directors of his/her absence or of his/her having to be absent due to a reason of force majeure or his/her inability to carry out his/her duties. In such cases [where the chairman is absent] as stated above, the chairman shall not appoint the deputy chairman to act, but rather the remaining members of the Board shall appoint the deputy chairman. Where both the chairman and deputy chairman are temporarily unable to perform their duties for any reason, the Board of Directors may appoint, on the principle of simple majority, another person from the Board to implement the duties of the chairman.
3. The chairman of the Board of Directors must ensure that the Board of Directors sends the annual financial statements, the report on the operation of the Company, the audit report and the inspection report of the Board of Directors to shareholders at the General Meeting of Shareholders.
4. Where both the chairman and deputy chairman of the Board of Directors resign or are removed, the Board of Directors must elect persons to replace them within a period of ten (10) days.

Article 27. Alternate (replacement) members of the Board of Directors

1. Alternate [replacement] members of the Board of Directors: A member of the Board of Directors (not being the person authorized to replace such member) may appoint another member of the Board, or a person who is approved by the Board and who is willing to perform such duty, as his/her alternate person, and shall have the right to discharge such person.
2. An alternate member of the Board of Directors shall be entitled to receive notices of any meeting of the Board and of any sub-committee of the Board of which his designator is a member; shall be entitled to attend and vote at meetings where the member of the Board being such designator is absent; and shall have authority to perform all functions of the designator as a member of the Board where the designator is absent. Such alternate member shall not be entitled to receive any remuneration for his/her work from the Company in the capacity as an alternate member of the Board of Directors. The Company shall not be bound to send notices of the above-mentioned meetings to alternate members of the Board who are not present in Vietnam.
3. An alternate member shall be required to waive his/her membership of the Board of Directors where membership of his/her designator is terminated. Where the term of office of a member of the Board of Directors expires but such member is re-appointed or deemed to have been reappointed at the General Meeting of Shareholders where the term of office would otherwise have expired, then any appointment of an alternate member which such member made immediately before such expiry of his/her term of office shall continue to be effective after such member is re-appointed.
4. Any member of the Board of Directors who appoints or removes an alternate person must do so in writing, and must prepare and sign a written report on such appointment or removal and send it to the Company or lodge it in some other way as approved by the Board of Directors.
5. In addition to the other provisions in this Charter, an alternate member shall be deemed to be a member of the Board of Directors in all respects and shall be personally liable for his/her acts and errors but [in such case] shall not be deemed to be a representative implementing the authorization of the member of the Board of Directors who is his/her designator.

Article 28. Meetings of the Board of Directors

1. Where the Board of Directors is to elect the chairman, then the initial meeting of the term of the Board of Directors in order to elect the chairman and to pass other resolutions within its

authority must be conducted within a time-limit of seven (7) working days from the date of completion of the election of the Board for that term. This meeting shall be convened by the member who gains the highest number of votes. If more than one member gains the same highest number of votes, such elected members shall elect a person amongst them to convene the meeting by a majority vote.

2. Regular meetings. The chairman of the Board of Directors shall convene a regular meeting of the Board of Directors, prepare the agenda of the meeting and determine the time and location of the meeting within a period of at least seven (7) days before the proposed date of the meeting. The chairman may convene a regular meeting of the Board of Directors at any time where considered necessary, but there must be at least one meeting every quarter.
3. Ad hoc [extraordinary] meetings. The chairman must convene a meeting of the Board of Directors, which shall not be delayed without a legitimate reason, where any of the following make a written request specifying the objective and issues which need to be discussed:
 - a. The chief executive officer or at least five managers;
 - b. At least two (2) executive members of the Board of Directors;
 - c. The Chairman of the Board of Directors;
 - d. The Inspection Committee.
4. A meeting of the Board of Directors as stipulated in Clause 3Article 28 must be conducted within a time-limit of fifteen (15) days after the request for the meeting is made. If the chairman of the Board does not agree to convene a meeting pursuant to the request, then the chairman shall be liable for loss caused to the Company; any person who makes a request for a meeting as referred to in clause 3Article 28 may himself/herself convene a meeting of the Board of Directors.
5. Where an independent auditor makes a request, the chairman of the Board of Directors must convene a meeting of the Board in order to discuss the audit report and the status of the Company
6. **Location of the meeting.** Meetings of the Board of Directors shall be conducted at the registered address of the Company or at another address in Vietnam or abroad as decided by the chairman of the Board and agreed by the Board of Directors.
7. **Notice and agenda of a meeting of the Board of Directors.** The notice of a meeting of the Board of Directors must be sent to members of the Board at least five (5) days prior to the date on which the meeting is to be held; members of the Board may refuse in writing the notice of invitation and such refusal may take retroactive effect. The notice of the meeting of

the Board must provide sufficient information about the agenda, the time and location of the meeting; and it must be accompanied with necessary documents on the issues to be discussed and voted on at the meeting of the Board and include voting slips for members of the Board who will be unable to attend the meeting.

A notice of invitation may be sent by post, fax, and electronic mail or by other means, but must ensure arrival at the address of each member of the Board as registered with the Company.

8. **Minimum number of attending members.** A meeting of the Board of Directors shall be conducted and resolutions shall be passed if at least three-quarters of the members of the Board are present in person or via their alternate representatives (as regulation of Present in person in clause 14 of this article). If there are not enough members attending the meeting, the meeting must be reconvened within fifteen (15) days from the first meeting. The reconvened meeting shall be conducted if there is more than one half (1/2) members of the Board of Directors attending.

9. Voting.

- a. Except for the regulation in Clause 9b Article 28, each member of the Board of Directors or his or her authorized person being an individual who is present in person at a meeting of the Board shall have one vote;
- b. A member of the Board of Directors shall not be permitted to vote on a contract, transaction or proposal in which such member or his/her related person has an interest contrary to or possibly contrary to the interests of the Company. A member of the Board shall not be included in the minimum number of attendees required to be present to hold a meeting of the Board regarding resolutions on which such member does not have the right to vote;
- c. When an issue arises at a meeting of the Board pursuant to Clause 9d Article 28, regarding the level of interest of a member of the Board or regarding the voting right of a member which is not resolved by such member voluntarily waiving his/her voting right, such issue shall be submitted to the chairman of the meeting whose decision in relation to other members of the Board shall be final, except where the nature or scope of the interest of the relevant members of the Board of Directors has not been properly announced;
- d. Any member of the Board of Directors who benefits from one of the contracts stipulated in Article 36.4a and Article 36.4b this Charter shall be considered to have a significant [material] interest in such contract.

10. **Public disclosure of interest.** Any member of the Board of Directors who directly or indirectly benefits from a contract or transaction which has been signed or is intended to be signed with the Company, and where such member is aware that he/she has an interest, shall be required to disclose the nature and content of such interest at the meeting where the Board of Directors considers the signing of such contract or transaction for the first time. If a member of the Board of Directors and affiliate are not aware that they have benefits at the time the contract or transaction has been signed with Company, such member must disclose the interest at the first meeting of the Board of Directors held after such member becomes aware that he/she has or will have an interest in the relevant contract or transaction.
11. **Voting by a majority:** The Board of Directors shall pass resolutions and make decisions by complying with the assent of the majority of members of the Board in attendance (more than fifty (50) per cent). Where the number of votes which assent [agree] and the number of votes which do not assent [disagree] are equal, then the vote of the chairman shall be the deciding vote.
12. Members who do not directly present at the meeting are able to vote by the form of collecting written opinions. The voting cards have to be put in sealed envelope and sent to the Chairman at least one hour prior the opening hour. Voting slips are only opened with the present of all attending members; In case of voting cards are not sent to the Chairman as the above regulation, these slips are still valid if majority members of the Board of Directors do not object.
13. One member of the Board of Directors can attend the meeting of the Board of Directors by appointing the authorized representative from the list which approved prior by the Board of Directors.
14. **Meetings by telephone or by other forms.** A meeting of the Board of Directors may be conducted by way of a conference call between members of the Board where all or a number of members are at different places, provided that each attending member is able to:
- a. Hear other members of the Board expressing their opinions in the meeting;
 - b. Express his/her opinions at the same time as other attending members if he/she wishes to do so.

Members may communicate directly via the telephone or by other means of communication (including the use of means arising after this Charter is approved) or by a combination of such means. Members of the Board who attend a meeting in this manner shall be deemed present at such meeting pursuant to this Charter ("Present in person"). The location of the

meeting to be held in accordance with this provision shall be the location where the largest number of members of the Board gathers, or if there is no such group [of the largest number of members of the Board] then the meeting shall be held at the location where the chairman of the meeting is present.

Resolutions which are passed at a meeting duly held and conducted by telephone shall take effect immediately after the end of the meeting, but must be confirmed by the signatures of all attending members of the Board in minutes of such meeting.

15. **Advisor:** The Board of Directors may invite an/ some advisors (the “Advisor”) attending the meeting of The Board of Directors. The advisor has to right to speak but not to vote at the meeting. The absent of the advisor (if be invited) will not affect the convening of the meeting. The advisor is responsible for the confidentiality and not allowed to use the information at the meeting which has not been announced to make the relevant transactions.
16. Authority and procedures for collecting written opinions of the Board of Directors members
 - a. Chairman of the Board of Directors decide to collect written opinions forms of the Board of Directors members.
 - b. The written opinion form and necessary documents which are related to the contents must be sent with guaranteed and to the contact address of each member.
 - c. The written opinion form must contain the following basic particulars:
 - (i) Name, address, head office address, number and date of issuance of the business registration of the Company.
 - (ii) Purpose of collecting written opinions;
 - (iii) Full name and permanent address, contact address of the Board members;
 - (iv) Issues on which it is necessary to obtain opinions;
 - (v) Voting opinions comprising agreement, non-agreement, or no opinion (abstention);
 - (vi) Time-limit within which the completed written opinion form must be return to the Company;
 - (vii) Full name and signature of the chairman of the Board of Directors;
 - d. Any completed written opinion form must bear the signature of the member of the Board of Directors and be return to the Company according to the regulations of the Company.
 - e. The Secretary of the Board of Directors shall conduct counting of the votes and shall prepare the minutes of the counting of the votes in the supervision of at least one (01) independent member of the Board of Directors or at least one (01) member of the

Inspection Committee. The minutes of the counting votes shall contain the following basic particulars:

- (i) Name, address, head office address, number and date of issuance of the business registration of the Company
 - (ii) Purpose of collection of written opinions and issues on which it is necessary to obtain written opinions;
 - (iii) Total number of votes which were dispatched and returned, total number of votes which are valid and invalid. Number of shareholders have participated in the voting
 - (iv) Total number of votes for, against and abstentions on each matter voted upon;
 - (v) Full name and signature of the person in charge of conducting the counting of the votes; the supervisor;
- f. The secretary of the Board and the person who supervised the counting of votes shall be jointly liable for the truthfulness and accuracy of the minutes of counting of votes, and shall jointly liable for any loss arising from a decision which is passed due to an untruthful or inaccurate counting of votes (if any).
- g. The minutes of counting votes with resolution, decision of the Board of Directors base on the counting vote result must be sent to the members of the Board of Directors within fifteen (15) days, from the date of completion of counting votes.
- h. Written opinion forms which were returned, the minutes of counting votes, the full text of the resolution which was passed and related documents with all of the written opinion forms must be archived at the head office of the Company.
- i. A resolution which is passed by the form of collecting written opinions of the members of the Board of Directors shall have the same validity as a resolution passed by the meeting of the Board of Directors.

17. Language. Discussion at the meeting of the Board of Directors shall be conducted in both Vietnamese and English. Any member of the Board of Directors may bring the interpreter for himself/herself to the meeting.

18. Resolution of the Board of Directors (where the meeting shall be convened as usual, the meeting shall be held by telephone or other form) must prepared in both Vietnamese and English (where there is difference between Vietnamese version and English version, Vietnamese version shall be used as for reference), and must bear the signature of the Chairman.

19. **Minutes of the Board of Directors.** The secretary of the Company shall be responsible to deliver minutes of a meeting of the Board to members, and such minutes shall be deemed to be proof that the work [mentioned in the minutes] was actually carried out at such meeting unless an opinion against the content of the minutes is provided within a time-limit of ten (10) days from the date of delivery of such minutes. Meetings of the General Meeting of Shareholders shall be minuted and may be sound recorded or recorded and stored in other electronic forms. The minutes of the Board of Directors must be prepared in both Vietnamese and English (where there is difference between Vietnamese version and English version, English version shall be used as for reference), and must bear the signatures of all the members of the Board who attended or the minutes must be made into many copies, each copy must bear the signature of at least one (01) member of the Board who attended
20. Sub-committees of the Board of Directors. The Board of Directors may establish a sub-committee and authorize it to act pursuant to the authority of the Board. Membership of a sub-committee may consist of one or more members of the Board of Directors and one or more non-board members pursuant to a decision of the Board. During the course of performance of authorized powers, the sub-committee must comply with the rules stipulated by the Board. Such rules may regulate or permit the admission of additional persons being non-board members to the sub-committee and may permit such persons to vote in their capacity as members of the sub-committee, but (a) the number of non-board members must be less than half the total number of members of the sub-committee, and (b) resolutions of the sub-committee shall only take effect when the majority of members attending and voting at a meeting of the sub-committee were members of the Board.
21. Legal effect of actions. Actions taken to implement resolutions of the Board of Directors, of sub-committees under the Board of Directors, or of a person with membership on a sub-committee under the Board of Directors shall be deemed to be legally effective even when there may have been an error in the election and appointment of a member to the sub-committee or to the Board of Directors.

VIII. CHIEF EXECUTIVE OFFICER, OTHER MANAGERS AND SECRETARY OF THE COMPANY

Article 29. Organization of management apparatus:

The Company shall create a management system which is liable to the Board of Directors and under the leadership of the Board of Directors. The Company shall have a chief executive officer or a number of deputy chief executive officers, a chief financial officer and a chief accountant appointed by the Board of Directors. The chief executive officer and

deputy chief executive officers may act concurrently as members of the Board, and shall be appointed or dismissed by the Board of Directors by a duly approved resolution.

Article 30. Managers

1. Upon the proposal of the chief executive officer and with the approval of the Board of Directors, the Company shall be entitled to employ a number and various categories of managers necessary for or in compliance with the management structure and practice of the Company as proposed by the Board of Directors from time to time. Managers must be diligent as required in order for the Company to achieve the stated objectives of its operation and organization.
2. The salary, remuneration, benefits and other terms in a labor contract with the chief executive officer shall be as decided by the Board of Directors, and labor contracts with other managers shall be as decided by the Board of Directors after consulting the chief executive officer.

Article 31. Appointment, removal, duties and powers of the chief executive officer:

1. **Appointment.** The chairman of the Board of Directors shall nominate CEO. CEO is appointed and dismissed by the majority vote of the Board of Directors. The Board of Directors shall enter into a contract stipulating the salary, remuneration, benefits and other terms regarding employment. Information about salary, allowances and benefits of the chief executive officer must be reported at the annual General Meeting of Shareholders and must be reflected in the annual report of the Company.
2. **Term of office.** Pursuant to Article 26 of this Charter, the chief executive officer may not be the chairman of the Board of Directors. The term of office of the chief executive officer shall be three (3) years except where otherwise stipulated by the Board, and he/she may be re-appointed. The appointment may become null and void pursuant to terms in the labor contract. The chief executive officer may not be a person prohibited by law from holding such position such as a minor, a person lacking capacity for civil acts, a person sentenced to imprisonment or serving a prison sentence, an officer of the armed forces, a State official or an employee whom a [court] verdict states caused a company of which he was an official to become bankrupt.
3. **Criteria and conditions of the chief executive officer as applied to Article 157 of Law on Enterprise.** The chief executive officer shall not be chief executive officer or Managing Director of other enterprise.
4. **Powers and duties.** The chief executive officer shall have the following powers and responsibilities:

- a. To implement resolutions of the Board of Directors and of the General Meeting of Shareholders, and the business plan and investment plan of the Company approved by the Board of Directors and the General Meeting of Shareholders;
- b. To decide all the issues within the authority stipulated in details in the Company Management Regulation without any resolutions of the Board of Directors, including on behalf of the Company to sign financial and commercial contracts; organize and operate the daily business activities in accordance with the best management practices;
- c. To make recommendations on the number and category of managers the Company needs to employ in order for the Board of Directors to appoint or dismiss them when considered necessary for the purpose of effectively implementing activities and effectively applying the managerial structure proposed by the Board; and to provide advice to the Board so that it may decide the salary, remuneration, benefits and other terms for managers in their labor contracts;
- d. Appointment of the functional directors (except chief financial officer). Chief Executive Officer shall have responsibility to announce to the Board of Directors about the appointment of the above functional directors
- e. To consult with the Board (if needed) in order to make a decision on the number of employees, on their salary, allowances, benefits, appointment and dismissal and other terms relating to their labor contracts;
- f. To propose the dividend plan or loss settlement plan.
- g. On (31st of December) each year, the chief executive officer must submit a detailed business plan for the next financial year to the Board of Directors for its approval on the basis of satisfying the requirements of the budget and the five-year financial plan;
- h. To implement the annual business plan approved by the General Meeting of Shareholders and the Board of Directors;
- i. To propose measures to improve the operation and management of the Company;
- j. To prepare long-term, annual and monthly estimates of the Company (hereinafter referred to as an estimate) to service the long-term, annual and monthly management activities of the Company in accordance with the business plan. The annual estimated budget (including the forecast balance sheet, report on business and production activities and cash flow report) for each financial year must be submitted to the Board of Directors for its approval and must comprise information as stipulated in rules of the Company.

- k. To carry out other activities in accordance with this Charter, the rules of the Company, the resolutions of the Board of Directors, the labor contract of the chief executive officer, and in accordance with law.
5. Reporting to the Board of Directors and shareholders. The chief executive officer shall be liable before the Board of Directors and the General Meeting of Shareholders for implementation of his/her assigned duties and powers, and must report [on such implementation] to such authorities periodically or if so required.
6. Removal. The Board of Directors may remove the chief executive officer when the majority of the members of the Board vote to agree [on such removal] (not counting the vote of such chief executive officer) and may appoint a new chief executive officer for replacement.

Article 32. Secretary of the Company

The Board of Directors shall appoint one (or more) persons as secretary of the Company with a term of office and other terms as decided by the Board of Directors. The Board of Directors may remove the secretary of the Company when considered necessary but not contrary to the applicable law on labor. The Board of Directors may also appoint one or more assistants to the secretary of the Company from time to time. The role and duties of the secretary of the Company shall comprise:

- a. Organizing meetings of the Board of Directors, of the Inspection Committee and of the General Meeting of Shareholders in accordance with orders from the Board of Directors or Inspection Committee;
- b. Preparing minutes of meetings;
- c. Providing advice on procedures for meetings;
- d. Providing financial information, copies of minutes of meetings of the Board of Directors and other information to members of the Board and the Inspection Committee.

The secretary of the Company shall be responsible to keep information confidential in accordance with law and this Charter.

IX. INSPECTION COMMITTEE

Article 33. Members of inspection committee

1. The Inspection Committee shall have from three to five members. Inspectors shall elect one of them to be the head of the Inspection Committee on the principle of majority. More than half of the members of the Inspection Committee must reside permanently in Vietnam. The head of the Inspection Committee must be a professional accountant or auditor and must work full-time in the company.

The head of the Inspection Committee shall have the following rights and responsibilities:

- a. To convene meetings of the Inspection Committee and to act as the head of the Inspection Committee;
 - b. To request the Board of Directors, CEO and the managers to provide relevant information in order to report to the Inspection Committee;
 - c. To prepare and sign reports of the Inspection Committee after consulting the Board of Directors, and to submit same to the General Meeting of Shareholders.
2. Shareholders who hold shares with voting rights for a consecutive period of at least six (06) months may collect votes in order to nominate candidates to the Inspection Committee. A shareholder or a group of shareholders which holds from six (06) per cent to twelve (12) per cent of shares with voting rights for a consecutive period of at least six (06) months shall be entitled to nominate one (01) candidate; which holds from above twelve (12) per cent to eighteen (18) per cent shall be entitled to nominate two (02) candidates; which holds from above eighteen (18) per cent to twenty four (24) per cent shall be entitled to nominate three (03) candidates; which holds from above twenty four (24) per cent to thirty (30) per cent shall be entitled to nominate four (04) candidates; which holds from above thirty (30) per cent shall be entitled to nominate five (05) candidates.
3. If there are not enough candidates of the Inspection Committee by the nomination and election, the incumbent Inspection Committee may nominate more for the sufficient of the number of candidates.
4. Members of the Inspection of Committee shall be appointed by the General Meeting of Shareholders; the term of office of the Inspection Committee shall be not more than five (5) years; and members of the Inspection Committee may be re-appointed with an unlimited number of terms.
5. Inspectors must satisfy the following criteria and conditions:
- a. Having full capacity for civil acts, and not falling within the scope of subjects not permitted to establish and manage enterprises in accordance with this Law;
 - b. Not being the spouse, natural father, adoptive father, natural mother, adoptive mother, child, adopted child, sibling of any member of the Board of Directors, the director or general director or other managers;
 - c. Not permitted to hold managerial positions in the company; and not required to be a shareholder or an employee of the company;
 - d. Must be accountants or auditors.

6. The membership of a member of the Inspection Committee shall be terminated in the following cases:
 - a. Such member is prohibited from being a member of the Inspection Committee by law;
 - b. Such member resigns by sending a written notice to the head office of the Company;
 - c. Such member suffers a mental disorder and other members of the Inspection Committee have expert evidence that such member has lost his/her capacity for civil acts;
 - d. Such member is absent from the meetings of the Inspection Committee for a consecutive period of six (6) months, and the Inspection Committee did not allow such member to be absent within such period and has decided that the position of such member is vacated;
 - e. Such member is dismissed from the Inspection Committee by a decision of the General Meeting of Shareholders.

Except for the regulation of the above Clause 6.e, member of the inspection Committee shall be dismissed from the inspection committee immediately after the inspection committee has the confirmation decision to terminate the membership of such member of the Inspection Committee without any approval decision of the General Meeting of Shareholders.

7. If any member of the Inspection Committee wants to dismiss, such member must submit the application to the Board of Directors of the Company. It is effective since there is the announcement from the Board of Directors. If there is no announcement from the Board of Directors, it is only effective after 45 days since the date such member submit the application.

Article 34. The inspection committee

1. The Company shall be required to have an Inspection Committee which shall have the powers and responsibilities stipulated in Article 165 of the Law on Enterprises and in this Charter, which shall be principally the following powers and responsibilities:
 - a. To propose the selection of an independent auditing firm, fees for auditing and all issues relating to withdrawal by or removal of the independent auditing firm;
 - b. To discuss the nature and scope of auditing with an independent auditor before auditing work commences;

- c. To consult independent professional or legal consultants, and to ensure that external experts with appropriate professional qualifications and experience participate in the work of the Company when considered necessary;
 - d. To inspect the annual, six-monthly and quarterly financial statements before submitting them to the Board of Directors;
 - e. To discuss difficulties and outstanding issues discovered in the mid-term or final-term audit results as well as issues which the independent auditor wishes to discuss;
 - f. To review the management letter of the independent auditor and feedback from the Company's managing board/s;
 - g. To review reports of the Company on the internal control system before they are approved by the Board of Directors; and
 - h. To review the results of internal inspections and feedback from the Company's managing board.
 - i. To participate the meeting of the Board of Directors, to give opinions, to question and make recommendations but not to vote. The participation or not of the Inspection Committee shall not have an effect on the decision of the Board of Directors
 - j. Other rights as stipulated in the Law on Enterprises.
2. Members of the Board of Directors, the chief executive officer and managers shall be required to provide all information and documents relating to the operation of the Company at the request of the Inspection Committee. The secretary of the company must ensure that all copies of financial and other information provided to members of the Board of Directors and copies of minutes of meetings of the Board are also provided to members of the Inspection Committee at the same time as they are provided to the Board of Directors.
3. The Inspection Committee may issue rules on meetings of the Inspection Committee and the manner in which the Inspection Committee operates, after consulting the Board of Directors. The Inspection Committee must meet at least twice each year and the minimum number of members attending a meeting must be two (2).
4. Remuneration for the members of the Inspection Committee shall be decided by the General Meeting of Shareholder each year. This remuneration shall be distributed to members of the Inspection Committee as agreed by the Committee or shall be distributed [among all members] equally if the Committee fails to reach an agreement. The members of the Inspection Committee shall be entitled to reimbursement of reasonable travel, hotel and other costs arising from when they attend the meeting of the inspection committee or in connection with business activities of the Company.

X. DUTIES OF MEMBERS OF THE BOARD OF DIRECTORS, MEMBERS OF THE INSPECTION COMMITTEE, CHIEF EXECUTIVE OFFICER AND MANAGERS

Article 35. Responsibility of members of the Board of Directors, the chief executive officer and managers, to be prudent:

Any member of the Board of Directors, any member of the Inspection Committee, the chief executive officer and any authorized manager shall be responsible to perform his/her duties including duties in the capacity of a member of a sub-committee of the Board in a truthful manner, in the manner which is believed to be in the best interests of the Company, and with the degree of prudence which a prudent person must have in order to fill a corresponding position in similar circumstances.

Article 36. Responsibility to be honest and to avoid conflicts of interest

1. Members of the Board of Directors, members of the Inspection Committee, the chief executive officer and managers shall not be permitted to use business opportunities profitable to the Company for personal purposes; and shall not be permitted to use information obtained by virtue of their position for their personal benefit or for the benefit of others.
2. Members of the Board of Directors, members of the Inspection Committee, the chief executive officer and managers shall be obliged to notify the Board of Directors of any interests which may conflict with the interests of the Company and which they derive in their capacity as another economic legal entity or via some other personal transaction. The above-mentioned persons shall be permitted to use such opportunities where the members of the Board of Directors who do not have related interests have decided not to investigate such issue. The above objects may only use such opportunities when the members of the Board of Directors with no relevant interest have decided not to investigate such issue.
3. The Company shall not be permitted to provide loans, guarantees or credit to members of the Board of Directors, members of the Inspection Committee, the chief executive officer, to managers and their affiliates, or to legal entities in which the above-mentioned persons have a financial interest, unless otherwise decided by the General Meeting of Shareholders.
4. A contract or transaction between the Company and one or more members of the Board of Directors, members of the Inspection Committee, the chief executive officer, a manager or his/her related person or a company, partner, association or organization of which one or more members of the Board of Directors, members of the Inspection Committee, the chief executive officer, managers or their affiliates are the members or have related financial interests shall not be void in the following cases:

- a. With respect to a contract valued at twenty (20) per cent or less of the total value of assets recorded in the most recent financial statements, the important factors regarding the contract or transaction and the relationship and interests of the manager or member of the Board were reported to the Board or to the relevant sub-committee; and at the same time, the Board or such sub-committee honestly permitted the contract or transaction to be executed on the basis of the majority of votes of members of the Board without any related interest; or
- b. With respect to a contract valued at twenty (20) per cent or more of the total value of assets recorded in the most recent financial statements, the important factors regarding the contract or transaction and the relationship and interests of the manager or member of the Board were reported to the shareholders without any related interests and with the right to vote on such issue, and such shareholders voted in favor of such contract or transaction;
- c. An independent consultancy organization finds such contract or transaction fair and reasonable in all respects involving the shareholders of the Company at the time when such contract or transaction is permitted to be executed, or is passed or approved by the Board, a sub-committee under the Board, or the shareholders.

Members of the Board of Directors, members of the Inspection Committee, the chief executive officer, and managers or their affiliates shall not be permitted to use the unannounced information of the Company or reveal to other peoples to do the relevant transactions.

Article 37. Liability for loss, and compensation

1. Liability for loss. Any member of the Board of Directors, the managing director or chief executive officer or any manager who breaches the obligation to act honestly [or] who fails to fulfill his/her obligations carefully, diligently and professionally shall be liable for any loss caused by such breach.
2. Compensation. The Company shall pay compensation to a person who has been, is or is likely to become a party involved in a claim, suit or legal proceeding which has been, is or is likely to be conducted, whether or not it is a civil or administrative case, (but excluding a lawsuit conducted by the Company or initiated by the Company within its powers) where such person was or is a member of the Board of Directors, a manager, an employee or a representative authorized by the Company (or its subsidiary), or such person was or is doing things at the request of the Company (or its subsidiary) in the capacity as a member of the Board of Directors, a manager, an employee or as an authorized representative of another company, partner, joint venture, trust or legal entity. Costs to be paid as compensation shall

comprise all costs arising (including costs to hire a lawyer), costs of the judgment, penalties, amounts payable and actually arising or amounts deemed reasonable during the resolution of the case within the framework permitted by law, provided that such person has acted honestly, carefully, diligently and professionally in a manner which such person believed was in the interests or not contrary to the best interests of the Company, and on the basis of compliance with law and on condition that there is no discovery or confirmation that such person breached his/her obligations. The Company shall be entitled to purchase insurance for the above-mentioned persons in order to avoid having to pay such compensation itself.

XI. RIGHT TO INVESTIGATE BOOK AND RECORDS OF THE COMPANY

Article 38. Right of investigate book and records

1. A shareholder or group of shareholders as referred to in Article 24.2 and 33.2 of this Charter shall have the right to send directly, or send via their lawyer or authorized person, a written request to be allowed to inspect the list of shareholders and minutes of meetings of the General Meeting of Shareholders and to copy or extract such records during business hours at the main business location of the Company. Such request for inspection by a lawyer representing a shareholder or by another authorized representative of the shareholder must be accompanied by a power of attorney or a notarized copy of the relevant power of attorney.
2. The Charter must be announced on the Company website.
3. Members of the Board of Directors, members of the Inspection Committee, the chief executive officer and managers shall be entitled to inspect the register of shareholders of the Company, the list of shareholders and other books and records of the Company concerning their positions in the Company, provided that such information is kept confidential.
4. The Company shall be required to archive this Charter, amendments of and additions to this Charter, the business registration certificate, any rules, documents proving ownership of assets, minutes of meetings of the General Meeting of Shareholders and of the Board of Directors, reports of the Inspection Committee, annual financial statements, accounting books and any other documents in accordance with law at the head office or other location, provided that the shareholders and the business registration body have been notified of [such other] location where such documents are kept.

XII. STAFF AND THE TRADE UNION

Article 39. Staff and the trade union

The chief executive officer must prepare a plan in order for the Board of Directors to approve issues relating to recruitment, labor, compulsory termination of employment, salary, social insurance, welfare, rewards and discipline applicable to managers (authority approved by the Board of Directors) and labor policy (consistent with following the operational budget and human resource plan)

Specifically, annually, the managing Director shall be responsible to plan the budget of activities (budget for management) and human resource plan to submit to the Board of Directors for approval. Base on the operational budget and human resource plan which are approved, after the end of fiscal year, the managing director shall be responsible to report the result to the Board of Directors in the next meeting.

According to the proposal of the managing director, the Board of Directors shall approve the issues relating to the relationship of the Company with the trade union recognized by the best management standards, practices and policies, the practices and policies stipulated in this Charter, rules of the Company and applicable laws.

XIII. DISTRIBUTION OF PROFIT

Article 40. Dividends

1. The General Meetings of Shareholders decide the annual dividend payout ratio and payment form from the Company retained earnings in accordance with the suggestion of the Board of Directors.
2. The Board of Directors may decide, in accordance with the Law on Enterprises, a mid-term payment of dividends when such payment is considered to conform with the profitability of the Company.
3. The Company shall not pay interest on dividends or on [other] sums paid on any class of shares.
4. The Board of Directors may request the General Meeting of Shareholders to approve payment of all or part of dividends by specific assets or by stocks, and the Board of Directors shall be the body implementing such resolution.
5. When payment of dividends or [other] sums paid on any class of shares is made in cash, the Company must make payment in Vietnamese dong and may make payment by cheque or money order posted to the registered address of any beneficiary shareholder; if any risk arises (out of the registered address of a shareholder) then such shareholder shall be

responsible for such risk. In addition, the amount used to pay dividends or [other] sums paid on any class of shares may be paid by bank transfer if the Company has bank details so as to directly transfer payment to such shareholder's bank account. If the Company makes a bank transfer based on the exact banking details provided by a shareholder but such shareholder does not receive the money, the Company shall not be liable for the amount which it so transferred to the shareholder. Payment of dividends on shares listed on the Stock Exchange may be made via a securities company or Depository Centre.

6. The Board of Directors may decide and announce that owners of ordinary shares shall be entitled to receive dividends by ordinary shares instead of cash dividends, if the General Meeting of Shareholders so approves. Additional shares used to pay such dividends shall be recorded as shares the purchase price of which has been fully paid, on the basis that the value of shares received in lieu of dividends corresponds to the cash amount for payment of dividends.
7. The Board of Directors may approve a resolution which stipulates a specific date as the closing date of the business operational register of the Company, based on the Law on Enterprises. On such date, any person who has registered as a shareholder or owner of other securities shall be entitled to receipt of dividends, interest, distribution of profit, and receipt of share certificates, notices or other documents. Such closing date may coincide with or may be earlier than the date on which such interests may be [are entitled to be] exercised. This article shall not affect the interests of the two parties to any transfer of the relevant shares or securities.

XIV. BANK ACCOUNTS, RESERVE FUND, FINANCIAL YEAR AND ACCOUNTING SYSTEM

Article 41. Bank accounts

1. The Company shall open a bank account at Vietnamese bank or foreign bank authorized to operate in Vietnam.
2. The Company may, where necessary and with prior approval of the competent body, open a bank account in a foreign country in accordance with law.
3. The Company shall conduct payment and accounting transactions via its Vietnamese dong account or foreign currency account at the bank where it opens such account in accordance with law.

Article 42. Reserve fund and other funds

Each year the Company shall take an amount from its after-tax profit and transfer it into a reserve fund to supplement charter capital in accordance with law. Such amount shall not

exceed five (5) per cent of the after-tax profit of the Company and shall be taken until the reserve fund is equivalent to ten (10) per cent of the charter capital of the Company.

Other funds shall be extracted and used in accordance with law and this Charter, including:

1. Welfare fund; be extracted 2% of after tax profit
2. Reward fund: shall be extracted at 5% of after tax profit if the Company performance reached at least 75% of annual business plan passed by the Board of Directors/General Shareholders Meeting. The payments of reward fund can be done by cash or by stock which complies with the policy of Board of Directors and/or General Shareholders Meeting in each period.
3. Development fund: shall be extracted 10% of after tax profit.
4. Other funds; be extracted base on the operational situation of the Company in each period, recommended by the Board of Directors and passed by the General Meeting of Shareholders.

Article 43. Financial Year

The financial year of the Company shall commence from the first day of January each year and shall end on the 31st December in the same year.

Article 44. Accounting system

1. The accounting system used by the Company shall be Vietnamese Accounting System (VAS) or another accounting system approved by the Ministry of Finance.
2. The Company shall prepare accounting books in Vietnamese. The Company shall archive the accounting records in accordance with the form of business activities conducted by the Company. Such records must be accurate, updated, systematic and sufficient to prove and explain the transactions of the Company.
3. The Company shall use Vietnamese dong as the currency in accounting.

XV. ANNUAL STATEMENT, RESPONSIBILITIES FOR DISCLOSURE OF INFORMATION AND PUBLIC ANNOUNCEMENT

Article 45. Annual, six – monthly and quarterly statement

1. The Company shall prepare annual financial statements in accordance with law and the regulations of the State Securities Commission, and such statements must be audited in accordance with Article 47 of this Charter. Within a time-limit of ninety (90) days from the end of each financial year, the annual financial statement which has been approved by the

General Meeting of Shareholders must be submitted to the authorized tax authority, the State Securities Commission, the Stock Exchange and the business registration body.

2. Annual financial statements must contain a report on the results of business and production activities which reflects in a truthful and objective manner the profit and loss of the Company in the financial year, a balance sheet which reflects truthfully and objectively the activities of the Company as at the time of preparation of the statement, a cash flow report and explanatory notes to the financial statements. If the Company is a parent company, a consolidated balance sheet on the operation of the Company and its subsidiaries as at the end of each financial year must also be included in addition to the annual financial statements.
3. The Company must formulate and announce six-monthly and quarterly statements in accordance with regulations of the State Securities Commission and submit them to the State Securities Commission and the Stock Exchange, and submit to the relevant tax authority and business registration body in accordance with the Law on Enterprises
4. Interested organizations and individuals shall be entitled to inspect or copy the audited annual financial statements and the six-monthly and quarterly statements during business hours of the Company at its head office, and shall be required to pay reasonable copying expense.

Article 46. Annual report

The Company must make and disclose to the public the Annual report in accordance with the Law on Securities and Stock Market.

XVI. AUDITING THE COMPANY

Article 47. Auditing

1. At the annual The General Meeting of Shareholders shall appoint an independent auditing firm or pass a list of independent auditing firms and authorize to the Board of Directors to choose one of a auditing firms on the list to do auditing activities for the next fiscal year in accordance with the agreed terms and conditions with the Board of Directors.
2. The Company shall be required to prepare and send the annual financial statements to the independent auditing firm after the end of a financial year.
3. The independent auditing firm shall inspect, certify and make a report on the annual financial statements which reflects the income and expenditure of the Company, and shall

prepare an audit report and submit same to the Board of Directors within a period of two (2) months from the end of the financial year.

4. A copy of the audit report must be sent with the annual financial statements of the Company.
5. The auditor who audits the Company shall be permitted to attend all meetings of the General Meeting of Shareholders and shall be entitled to receive other notices and information which the shareholders are entitled to receive and relating to the General Meeting of Shareholders, and shall be entitled to express his/her opinions about issues relating to auditing.

XVII. SEAL

Article 48. Seal

1. The Board of Directors shall make a decision approving the official seal of the Company and such seal must be engraved in accordance with law.
2. The legal representative of the Company shall use and manage the seal in accordance with the applicable law and the corporate governance regulation of the Company

XVIII. TERMINATION OF OPERATION AND LIQUIDATION

Article 49. Termination of operation

1. The Company may be dissolved or terminated in the following cases:
 - a. Dissolved according to the resolution of the General Meeting of Shareholders
 - b. The Company no longer has minimum number of shareholder stipulated by the law on Enterprise within the six (06) consecutive months;
 - c. Revocation of business license;
 - d. A court declares the Company bankrupt in accordance with the applicable law;
 - e. Other cases as stipulated by law.
2. The early dissolution of the Company shall be decided by the General Meeting of Shareholders and shall be implemented by the Board of Directors. The decision on dissolution must be reported to, or must be approved by (if so required by law) the competent body in accordance with regulations.

Article 50. Case of deadlock between members of the Board of Directors and shareholders:

Shareholders holding half of the currently circulating shares with rights to vote in the election of members to the Board of Directors shall have the right to lodge a petition with a regional court (at the place of the Company's head office) or Vietnam International Arbitration Centre, beside Vietnam Chamber of Commerce and Industry ("VIAC") requesting dissolution on one or more of the following grounds, unless otherwise stipulated by this Charter:

1. Members of the Board of Directors failed to uniformly administer the work of the Company, resulting in failure to obtain the number of votes required by the regulations to operate the Board of Directors.
2. The shareholders have failed to agree, so that the number of votes required by the regulations cannot be obtained in order to elect members to the Board of Directors.
3. There is internal disagreement within the Company and two or more factions of shareholders are divided so that dissolution is the option in the best interests of all shareholders.

Article 51. Liquidation

1. The Board of Directors must establish a liquidation committee consisting of three (3) members, no less than six (6) months after a decision on dissolution of the Company is made. The General Meeting of Shareholders shall appoint two members to the committee and the Board of Directors shall appoint one member from an independent auditing firm. The liquidation committee shall formulate its operational rules. Members of the liquidation committee may be selected from the employees of the Company or they may be independent experts. All expenses relating to liquidation shall be paid by the Company in priority to other debts of the Company. The Liquidation shall be conducted in accordance with laws, and supervision of the authorities
2. The liquidation committee shall be responsible to report its date of establishment and date of commencement of operation to the business registration body. From such point of time, the liquidation committee shall represent the Company in all work relating to the liquidation before the court or arbitration center and administrative bodies.
3. Proceeds from the liquidation shall be disbursed in the following order:
 - a. Expense of liquidation
 - b. Wages and insurance costs for employees;
 - c. Taxes and other payments of a tax nature which the Company must pay to the State;

- d. Loans (if any);
- e. Other debts of the Company;
- f. After all the debts in items (a) to (e) above have been paid, the balance shall be distributed to shareholders. Preference shares shall be paid in priority.

XIX. INTERNAL DISPUTE RESOLUTION

Article 52. Internal dispute resolution

1. Where a dispute or a complaint relating to the operation of the Company or to the rights of shareholders arises out of this Charter or out of any rights or obligations stipulated in the Law on Enterprises, in other laws or administrative regulations between:
 - a. A shareholder with the Company; or
 - b. A shareholder with the Board of Directors, the Inspection Committee, the chief executive officer or a senior manager, then:

The related parties shall attempt to resolve such dispute by way of negotiation and conciliation. Except where such dispute involves the Board of Directors or the chairman of the Board of Directors, the chairman of the Board of Directors shall preside over resolution of the dispute and shall require each party to present the real issues in the dispute within a period of 10 (ten) business days from the date of the dispute arising. If the dispute involves the Board of Directors or the chairman of the Board of Directors, any party may require head of the inspection committee to appoint an independent expert who shall act as arbitrator during the course of resolution of the dispute.

If a decision on reconciliation is not made within a time-limit of six (6) weeks from the beginning of the reconciliation process or if the decision of the reconciling medium is not accepted by the parties, then any party may take such dispute to the regional court (at the place of the Company's head office) or Vietnam International Arbitration Centre, beside Vietnam Chamber of Commerce and Industry ("VIAC").

2. The parties shall bear all costs relating to procedures for negotiation and conciliation. The court or arbitration center shall decide which party is to bear the costs of the court.

XX. ADDITION TO AND AMENDMENT OF THIS CHARTER

Article 53. Addition to and amendment of this charter

1. Any addition to and amendment of this Charter must be considered and decided by the General Meeting of Shareholders.

2. Where any regulations of law relating to the operation of the Company have not been mentioned in this Charter or where new regulations of law are different from the content of this Charter, such regulations of law shall automatically apply to, and shall regulate the operation of the Company.

XXI. EFFECTIVE DATE

Article 54. Effective date

1. This Charter comprises XXI Chapters and fifty five (55) articles, and was passed by the General Meeting of Shareholders of Nam Long Investment Corporation on 23rd April 2016 and the General Meeting of Shareholders approves the validity of the whole text of this Charter. The Charter which was passed prior to 23rd April 2016 has expired and the previous documents which are on the contrary to the provisions of this Charter have been cancelled.
2. This Charter is made in five (05) copies, each with the same validity, and shall be kept at the office of the Company
3. This charter shall be the sole and official Charter of the Company.
4. Copies or extracts of the Charter of the Company shall be valid when they bear the signature of the chairman of the Board of Directors or the signatures of at least half of the total number of members of the Board of Directors.

Article 55. Signatures of the legal representative of the company

Chairman

NGUYEN XUAN QUANG

APPENDIX 1
LIST OF FOUNDERS

No.	Name	Address	ID	Number of shares on 24/03/2016	Rate (%)
1	Nguyen Xuan Quang	A07, Nam Quang 2 Quarter - Phu My Hung Urban Area, Tan Phong Ward, Dist. 7, HCMC	22500134	19,519,039	13.79%
2	Ngo Thi Ngoc Lieu	26 Hoa Mai, Ward 2, Phu Nhuận Dist., HCMC	20079704	7,577,111	5.35%
3	Nguyen Thi Bich Ngoc	A07, Nam Quang 2 Quarter - Phu My Hung Urban Area, Tan Phong Ward, Dist. 7, HCMC	22644714	8,988,601	6.35%
4	Tran Thanh Phong	413/15 Le Van Sy, Ward 12, Dist. 3, HCMC	22037871	8,738,095	6.17%
5	Lam Xuan Hoang Lan	219 Hoang Van Thu, Ward 8, PhuNhuan Dist., HCMC	22850550	90,672	0.06%
6	Do Ngoc Minh	79 Truong Son, Ward 2, Tan Binh Dist., HCMC	23509782	1,087,819	0.77%
7	Nam KhangConstruction Investment Development One Member Limited Liability Company	147 – 149 Tran TrongCung, Tan Thuan Dong Ward, Dist. 7, HCMC	Business Registration Certificate No. 0303216590	6,502,165	4.59%
	Represented by: Bui DucKhang	137/9 Le Van Sy, Ward 13, Phu Nhuan Dist., HCMC	23504085	443,793	0.31%
8	Nguyen Thi Huong	18/1 Nguyen Cuu Van, Ward 17, Binh Thanh Dist., HCMC	21390476	20,000	0.01%