REPORT

REGULATIONS ON THE ORGANIZATION OF THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF VIETNAM AIRLINES JSC

The draft Regulations on organization of the 2026 Annual General Meeting of Shareholders of Vietnam Airlines JSC (Regulation) have been incorporated in compliance with the provisions of the Charter of Vietnam Airlines JSC, the Internal rules and regulations on corporate governance, and built upon the Regulations on the organization of the General Meeting of Shareholders approved by previous General Meetings of Shareholders.

The Board of Management (BOM) of Vietnam Airlines JSC hereby respectfully submits the Regulations on the organization of the 2026 Annual General Meeting of Shareholders for approval as follows:

Chapter I
GENERAL PROVISIONS

Article 1. Scope and regulated entities

1. The Regulation shall apply to the organization and conduct of the 2026 Annual General Meeting of Shareholders (hereinafter referred to as the GMS) of Vietnam Airlines JSC.
2. The Regulation specifically provides for the rights and obligations of shareholders, authorized representatives of shareholders, and other participants attending the GMS; the conditions, procedures for conducting the GMS, and the voting process for approving the issues within the authority of the GMS.
3. Shareholders, authorized representatives of shareholders, and other participants in the GMS must comply with the provisions of the Regulation.

Article 2. Objectives

1. Ensure the principles of openness and transparency.
2. Facilitate the successful organization of the GMS in compliance with legal regulations.

Chapter II
CONDITIONS FOR ATTENDING THE GMS, RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND OTHER PARTICIPANTS

Article 3. Conditions for Attending the GMS

Shareholders whose names are recorded in the shareholder register as of the final registration date shall have the right to attend the GMS in person or to authorize, in writing, one or more individuals or organizations to attend the GMS on their behalf in accordance with the Regulation, the Charter of Vietnam Airlines JSC, and applicable legal regulations.

Article 4. Rights of Shareholders Attending the GMS

1. Shareholders shall have the right to discuss and vote on all issues within the authority of the GMS of Shareholders in accordance with the Charter of Vietnam Airlines JSC, the Enterprise Law No. 59/2020/QH14, and relevant legal regulations.

2. Shareholders or authorized representatives of institutional shareholders may attend the GMS in one of the following forms:

   2.1. Attend the GMS in person.

   2.2. Authorize, in writing, one or more individuals or organizations to attend the GMS on their behalf.

3. Shareholders shall be publicly informed by Vietnam Airlines JSC of the content and agenda of the GMS.

4. Upon registering to attend the GMS with the Shareholder Eligibility Verification Committee, each shareholder or authorized representative of a shareholder shall receive a Voting Card and an Election Ballot (indicating the registration number, full name of shareholder, full name of the authorized representative of the shareholder, and the number of voting shares/ election votes of such shareholder).

5. The voting value of the Voting Card, relative to the total number of voting shares of the delegates present at the GMS, shall correspond to the proportion of voting shares owned or represented by the shareholder as registered for the GMS.

   In the case of electing the BOM members, Controllers: the voting value of the Election Ballot shall be calculated as the total number of votes, corresponding to the total number of voting shares owned (or authorized) multiplied by the number of BOM members to be elected; shareholders or their authorized representatives may allocate all their votes to one or more candidates.

6. Shareholders, authorized representatives of institutional shareholders, or authorized individuals attending the GMS after its commencement may register immediately and shall have the right to participate and vote at the GMS

immediately after registration. However, the Chairperson shall not be responsible for suspending the GMS to allow late-arriving shareholders to register. The validity of matters voted on prior to their registration shall remain unchanged. The Vote Counting Committee shall be responsible for adding the number of voting shares of late-arriving shareholders, authorized representatives of institutional shareholders, or authorized individuals to the total number of voting shares at the GMS to calculate the approval ratio for subsequent voting matters.

7. Shareholders shall exercise other rights as stipulated in the Charter of Vietnam Airlines JSC, the Enterprise Law No. 59/2020/QH14, and relevant legal regulations.

Article 5. Obligations of Shareholders Attending the GMS

1. Shareholders, authorized representatives of institutional shareholders, or authorized individuals attending the GMS must bring the following documents:

   1.1 Invitation letter (if any);

   1.2 Citizen Identification Card, Passport, or other legal personal identification documents; Business Registration Certificate or equivalent legal document;

   1.3 Written authorization to attend the GMS:

   a. A document appointing an authorized representative of an institutional shareholder as stipulated in Clause 4, Article 20 of the Charter of Vietnam Airlines JSC; or

   b. A written authorization in accordance with civil law regulations, clearly stating the name of the authorizing shareholder, the name of the authorized individual or organization, the number of authorized shares, the content, scope, duration of the authorization, and signatures of both the authorizing and authorized parties.

   c. In the case of re-authorization, the attendee must present the original authorization document from the shareholder or authorized representative of an institutional shareholder (if not previously registered with Vietnam Airlines JSC).

Shareholders shall only be officially permitted to attend and vote at the GMS after completing registration procedures and proving their eligibility or that of their authorized representative with the Shareholder Eligibility Verification Committee.

2. If a shareholder has revoked or terminated the authorization of their representative but Vietnam Airlines JSC has not received written notification of such revocation or termination before the commencement of the GMS or before the reconvened meeting, the shareholder attending the GMS shall not be issued a Voting Card or Election Ballot if the authorized representative has already completed the procedures to receive the Voting Card and Election Ballot.
3. During the GMS, shareholders and authorized representatives of shareholders must strictly comply with the meeting's rules, follow the guidance and direction of the Chairperson, respect the outcomes of the GMS, behave in a civilized and courteous manner, and refrain from causing disorder.
4. Shareholders and authorized representatives attending the GMS must strictly adhere to the Regulation. In case of violations, depending on the specific severity, the Chairperson shall consider and apply measures as stipulated in Point b, Clause 7, Article 146 of the Enterprise Law No. 59/2020/QH14.
5. If, for any reason, a shareholder or authorized representative must leave the GMS before voting takes place, such individual is responsible for contacting the Vote Counting Committee to submit their opinions in writing regarding the issues to be voted on at the GMS.

Article 6. Rights and Obligations of the Shareholder Eligibility Verification Committee

1. The Shareholder Eligibility Verification Committee for the GMS (hereinafter referred to as the Shareholder Eligibility Verification Committee) shall consist of 05 members appointed by the BOM of Vietnam Airlines JSC and introduced to the GMS, with the following functions and duties:
   1.1 To verify the eligibility to attend the meeting of shareholders and their authorized representatives based on the documents presented: Citizen Identification Card, Passport, or other legally valid personal identification; Business Registration Certificate or equivalent legal documents; Meeting Invitation Letter; Written Authorization to attend the GMS and other accompanying documents (if any).
   1.2 To issue Voting Cards, Election Ballots, and GMS documents to shareholders and their authorized representatives.
   1.3 To compile the verification results and report to the GMS on the eligibility verification of shareholders and their authorized representatives attending the GMS.

2. The Shareholder Eligibility Verification Committee shall have the right to establish a support team to fulfill its duties.

3. In case an attendee does not fully meet the eligibility requirements to attend the GMS, the Shareholder Eligibility Verification Committee shall have the right to deny their attendance, refuse to issue Voting Cards or Election Ballots.

Article 7. Rights and Obligations of the Chairperson and the Chairing Committee

1. The Chairman of the BOM of Vietnam Airlines JSC shall act as the Chairperson of the GMS with the following powers and responsibilities:

   1.1 To chair and conduct the GMS; take necessary and reasonable measures to conduct the GMS in an orderly manner, in accordance with the approved agenda, and reflect the wishes of the majority of attendees.

   1.2 To decide on the order, procedures, or events arising outside the GMS's agenda.

   1.3 To guide the GMS in discussing and voting on issues within the agenda.

   1.4 To submit drafts and conclusions on issues requiring the GMS's approval.

   1.5 To respond or designate a member of the Chairing Committee to respond to issues raised by the GMS.

   1.6 To postpone the GMS, which has sufficient registered attendees, for a maximum of 03 working days from the scheduled opening date, and only postpone the meeting or change the meeting venue in the following cases:

      a. The meeting venue does not have sufficient convenient seating for all attendees;

      b. The communication facilities at the meeting venue do not ensure that shareholders can participate, discuss, and vote;

      c. An attendee disrupts or causes disorder, posing a risk that the meeting cannot be conducted fairly and legally.

   1.7 The Chairperson of the GMS shall have the right:

      a. To require all attendees to undergo checks or other lawful and reasonable security measures;

      b. To request competent authorities to maintain order at the meeting, expel individuals who do not comply with the Chairperson's authority, intentionally disrupt order, obstruct the normal progress of the meeting, or fail to comply with security check requirements from the GMS.

2. The Chairing Committee shall consist of up to 05 members, introduced to the GMS upon the proposal of the Chairperson.

Article 8. Rights and Obligations of the Vote Counting Committee

1. The Vote Counting Committee shall consist of 03 members, including 01 Head and 02 members, elected by the GMS upon the proposal of the Chairperson..
2. Conditions for members of the Vote Counting Committee:
   - 2.1 Members of the Vote Counting Committee must not be members/ candidates of the BOM or Board of Controllers of Vietnam Airlines JSC.
   - 2.2 Members of the Vote Counting Committee must not be members of Board of Directors of Vietnam Airlines JSC.
   - 2.3 Members of the Vote Counting Committee must not be related persons of the individuals mentioned above.
3. The Vote Counting Committee shall have the right to establish a support team to fulfill its duties.
4. The Vote Counting Committee shall have the following duties:
   - 4.1 To guide shareholders and their authorized representatives attending the GMS on the use of Voting Cards; count the number of Voting Cards by type: affirmative votes, negative votes and abstentions, immediately after voting.
   - 4.2 To record the voting results of shareholders and their authorized representatives on issues submitted for approval at the GMS.
   - 4.3 To compile and report to the Chairperson the voting results on issues of the GMS.
   - 4.4 In the case of electing BOM members, Controllers: the Vote Counting Committee:
     - a. To guide the principles and procedures for electing BOM members, Controllers in accordance with the Election Regulations;
     - b. To collect and count Election Ballots from shareholders and their authorized representatives in accordance with their respective shares and voting rights;

c. To inspect and supervise the voting process of shareholders and their authorized representatives;

d. To conduct vote counting, prepare Vote Counting Minutes, and report the vote counting results to the GMS;

e. To hand over the Vote Counting Minutes and all Election Ballots to the Secretariat Committee of the GMS;

f. Together with the Chairperson, to review and resolve complaints or accusations regarding candidates or election results (if any) and report to the GMS for decision.

4.5 To Perform other assigned duties.

Article 9. Rights and Obligations of the Secretariat Committee of the GMS

1. The Secretariat Committee of the GMS shall consist of 03 members, including 01 Head and 02 members, appointed by the Chairperson.

2. The Secretariat Committee of the GMS shall perform support tasks as assigned by the Chairperson, including: recording the Minutes of the proceedings of the GMS, accurately and fully reflecting the content of the GMS in the Minutes and Resolutions of the GMS; presenting the Minutes and Resolutions of the GMS to the GMS.

3. The Secretariat Committee of the GMS shall have the right to establish a support team to fulfill its duties in recording the proceedings of the meeting, questions, comments from shareholders, and responses.

Chapter III
PROCEDURES FOR CONDUCTING THE GMS

Article 10. Conditions and Procedures for Conducting the GMS

1. The GMS shall be conducted when the attending shareholders represent more than 50% of the total voting rights. The Shareholder Eligibility Verification Committee shall announce the number of attending shareholders, the total number of voting shares represented by these shareholders, and the attendance ratio to enable the GMS to proceed in accordance with regulations.

2. The GMS is scheduled to take place according to the specific timeline announced by Vietnam Airlines JSC.

3. The GMS shall discuss and approve the issues listed in the GMS's agenda in sequence. The voting to approve each issue at the GMS shall be conducted in

accordance with the voting procedures and adoption of decisions outlined in Article 13 of the Regulation.

Article 11. Agenda and Content of the GMS

1. The agenda and content of the meeting must be approved by the GMS at the opening session. The agenda must clearly and specifically outline the time allocated for each issue in the meeting's content.

2. In case of changes to the meeting agenda compared to the content sent with the meeting invitation or published on the electronic information portal of Vietnam Airlines JSC, such changes must be approved by the GMS.

Article 12. Discussion and Questioning at the GMS

1. Based on the number of shareholders and their authorized representatives attending and the permitted duration of the GMS, the Chairperson of the GMS may select the most appropriate method to conduct the meeting. Shareholders and their authorized representatives attending the GMS may express opinions, discuss, or raise questions by raising their hand to request to speak with the approval of the Chairperson or by filling out a Question Form submitted to the Chairing Committee. At any given time, only one shareholder or authorized representative may speak. If multiple shareholders or authorized representatives wish to speak simultaneously, the Chairperson shall invite them to present their opinions in sequence.

2. Shareholders and their authorized representatives shall speak concisely and focus on the key issues relevant to the approved GMS agenda. The content of opinions or proposals from shareholders or their authorized representatives must not violate the law, relate to personal matters, or exceed the authority of the enterprise. The Chairperson of the GMS has the right to remind or request shareholders or their authorized representatives to focus on the key issues to save time and ensure the quality of discussions.

3. For issues raised through questioning, the Chairing Committee may respond immediately to the shareholder or authorized representative or record their opinions for the BOM of Vietnam Airlines JSC, within its authority, to provide a written response to the shareholder or authorized representative within 05 working days from the conclusion of the GMS.

Article 13. Voting Procedures and Adoption of Decisions at the GMS

1. Voting principles: Shareholders may vote through one of the following methods:

1.1 Direct voting at the GMS by raising Voting Cards.

1.2 Voting through an authorized representative attending and voting at the GMS.

2. Issues approved at the GMS must be supported by shareholders holding more than 50% of the total voting rights of all shareholders attending and voting at the meeting, except as provided in Clause 3 of this Article and Clause 1, Article 25 of the Charter of Vietnam Airlines JSC.

3. Issues specified in Clause 2, Article 29 of the Charter of Vietnam Airlines JSC must be supported by shareholders representing at least 65% of the total voting rights of all shareholders attending and voting at the meeting, except as provided in Clause 4 of this Article and Clause 1, Article 25 of the Charter of Vietnam Airlines JSC.

4. In the case of electing BOM members, Controllers: voting shall be conducted by cumulative voting as stipulated in the Election Regulations approved by the GMS.

5. Voting procedures for other issues (except for the election of members of BOM and Board of Controllers):

5.1 Shareholders or their authorized representatives shall vote on each issue in the GMS's agenda.

5.2 For each issue requiring a vote, the Chairing Committee shall seek opinions from shareholders in the following order: affirmative votes, negative votes and abstentions.

5.3 Shareholders or their authorized representatives shall vote by raising their Voting Cards up high. If a shareholder or authorized representative does not raise their Voting Card up high, it shall be deemed as an affirmative vote. For each issue voted upon, shareholders or their authorized representatives may raise their Voting Card only once.

5.4 The number of affirmative votes for the resolution shall be collected first, followed by the number of negative votes, and finally, the total number of affirmative votes and negative votes shall be counted to make a decision.

6. The Vote Counting Committee shall be responsible for counting votes and reporting to the Chairperson of the GMS for announcement of the results at the GMS.

Article 14. Minutes of the GMS and Draft Resolutions

1. Minutes of the GMS: All content of the GMS must be recorded by the Secretariat Committee in the Minutes. The Minutes must be read and approved before the closing of the GMS. The Minutes of the GMS shall be published on the electronic information portal of Vietnam Airlines JSC within 24 hours or sent to all shareholders within 15 days from the conclusion of the GMS.
2. Based on the Minutes of the GMS and voting results, the Secretariat Committee shall compile data and incorporate it into the draft Resolutions of the GMS. The draft Resolutions shall be read and approved before the closing of the GMS. Vietnam Airlines JSC shall publish the Resolutions on its electronic information portal in accordance with regulations.
3. The Minutes, the appendix listing the shareholders registered to attend the GMS, the full text of the approved Resolutions, and related documents sent with the meeting invitation shall be stored at the headquarters of Vietnam Airlines JSC as required by regulations.

Chapter IV
OTHER PROVISIONS

Article 15. If the GMS Cannot Be Convened

1. If the first GMS does not meet the conditions for proceeding as stipulated in Article 10 of the Regulation, the invitation for the second meeting shall be sent within 30 days from the intended date of the first meeting. The second GMS shall be conducted when the attending shareholders represent at least 33% of the total voting rights.
2. If the second meeting does not meet the conditions for proceeding as stipulated in Clause 1 of this Article, the invitation for the third meeting must be sent within 20 days from the intended date of the second meeting. The third GMS shall be conducted regardless of the number of voting rights represented by the attending shareholders.

Chapter V
IMPLEMENTATION PROVISIONS

Article 16. Implementation Provisions

1. This Regulation consists of 05 Chapters and 16 Articles, approved on June 28, 2026, and shall take effect immediately upon approval by the GMS.
2. The Chairperson shall be responsible for conducting the GMS in accordance with this Regulation.

3. Shareholders, their authorized representatives, and other participants in the GMS shall be responsible for complying with the provisions of this Regulation./.

Respectfully submitting to the General Meeting of Shareholders for consideration and approval.

Sincerely.