

Ho Chi Minh City, / / 2025

REGULATIONS ON THE OPERATION OF THE BOARD OF DIRECTORS

- Pursuant to the Law on Securities dated November 26, 2019;
- Pursuant to the Law on Enterprises dated June 17, 2020;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to Circular No. 116/2020/TT-BTC dated December 31, 2020 of the Minister of Finance guiding a number of articles on corporate governance applicable to public companies in Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to the Charter of Viet First Securities Corporation;

The Board of Directors promulgates the Regulations on the operation of the Board of Directors of Viet First Securities Corporation;

The Regulations on the operation of the Board of Directors of Viet First Securities Corporation include the following contents:

Chapter I

GENERAL PROVISIONS

Article 1. Scope of adjustment and subjects of application

1. Scope of adjustment: The Regulations on the operation of the Board of Directors stipulate the organizational personnel structure, principles of operation, rights and obligations of the Board of Directors and members of the Board of Directors in order to operate in accordance with the provisions of the Law on Enterprises, the Company Charter and other relevant provisions of law.
2. Subjects of application: These Regulations are applied to the Board of Directors and members of the Board of Directors.

Article 2. Principles of operation of the Board of Directors

1. The Board of Directors operates on the principle of collective action. The members of the Board of Directors are individually responsible for their works and jointly responsible to the General Meeting of Shareholders, the law on resolutions and decisions of the Board of Directors regarding the development of the Company.
2. The Board of Directors assigns the General Director to organize and implement the resolutions and decisions of the Board of Directors.

Chapter II

MEMBERS OF THE BOARD OF DIRECTORS

Article 3. Rights and obligations of members of the Board of Directors

1. The members of the Board of Directors have full rights as prescribed by the Law on Securities, relevant laws and the Company's Charter, including the right to be provided with information and documents on the financial situation and business activities of the Company and of the department within the Company.
2. The members of the Board of Directors have the obligations as prescribed in the Company Charter and the following obligations:
 - a) Perform their duties honestly and carefully for the best interests of shareholders and the Company;
 - b) Attend all meetings of the Board of Directors and give opinions on issues as discussed;
 - c) Report promptly and fully to the Board of Directors on remuneration received from subsidiaries, affiliated companies and other organizations;
 - d) Report to the Board of Directors at the nearest meeting on transactions between the Company, subsidiaries, other companies in which the Company controls 50% or more of the charter capital with members of the Board of Directors and related persons of such members; transactions between the Company and companies in which the members of the Board of Directors are founding members or business managers within the last 3 years prior to the time of the transaction;
 - e) Disclose information when trading the Company's shares in accordance with the provisions of law.
3. Independent members of the Board of Directors of a listed company must prepare a report assessing the activities of the Board of Directors.

Article 4. Rights of members of the Board of Directors to be provided with information

1. The members of the Board of Directors have the right to request the General Director and other managers in the Company to provide information and documents on the financial situation and business activities of the Company and of the units/departments within the Company.
2. The managers are required to promptly, fully and accurately provide information and documents upon request of members of the Board of Directors. The order and procedures for requesting and providing information are prescribed by the Company Charter.

Article 5. Term and number of members of the Board of Directors

1. The Board of Directors has from 03 to 11 members. The Company Charter specifically stipulates the number of members of the Board of Directors.
2. The term of a member of the Board of Directors shall not exceed 05 years and may be re-elected for an unlimited number of terms. An individual may only be elected as an independent member of the Board of Directors of a company for no more than 02 consecutive terms.
3. In case all members of the Board of Directors end their terms at the same time, such members shall continue to be members of the Board of Directors until a new

member is elected to replace them and take over the work, unless otherwise provided in the Company Charter.

4. The Company Charter shall specifically stipulate the number, rights, obligations, organization and coordination of activities of independent members of the Board of Directors.

Article 6. Standards and conditions for members of the Board of Directors

1. The members of the Board of Directors must meet the following standards and conditions:
 - a) Must not be subject to the provisions of Clause 2, Article 17 of the Law on Enterprises;
 - b) Must have professional qualifications and experience in business administration or in the fields, industries and business lines of the Company and not necessarily be shareholders of the Company, unless otherwise provided in the Company Charter;
 - c) The members of the Board of Directors, members of the Members' Council of a securities company must not concurrently be the members of the Board of Directors, members of the Members' Council, General Director (Director) of another securities company;
 - d) Other standards and conditions according to the Company Charter.
2. Independent members of the Board of Directors as prescribed in Point b, Clause 1, Article 137 of the Law on Enterprises must meet the following standards and conditions:
 - a) Must not be currently working for the Company, the parent company or a subsidiary of the Company; must not have worked for the Company, the parent company or a subsidiary of the Company for at least the previous 03 consecutive years;
 - b) Must not be receiving salary or remuneration from the Company, except for allowances granted to members of the Board of Directors according to regulations;
 - c) Must not have wife or husband, biological father, adoptive father, biological mother, adoptive mother, biological child, adopted child, biological brother, biological sister, biological sibling who is a major shareholder of the Company; a manager of the Company or subsidiary of the Company;
 - d) Must not directly or indirectly owns at least 01% of the total number of voting shares of the Company;
 - e) Must not have been a member of the Board of Directors or Board of Supervisors of the Company for at least the previous 05 consecutive years, unless appointed for 02 consecutive terms;
 - f) Other standards and conditions according to the Company's Charter.
3. An independent member of the Board of Directors must notify the Board of Directors of the fact that he/she no longer meets the standards and conditions specified in Clause 2 hereof and is automatically no longer an independent member of the Board of Directors from the date of non-fulfillment of the standards and conditions. The Board of Directors must notify the case where an independent member of the Board of Directors no longer meets the standards and conditions at the nearest General Meeting of Shareholders or convene a General Meeting of Shareholders to elect additional or replace an independent member of the Board of Directors within 06

months from the date of receiving the notice from the relevant independent member of the Board of Directors.

Article 7. Chairman of the Board of Directors

1. The Chairman of the Board of Directors shall be elected, dismissed, or removed by the Board of Directors from among its members..
2. The Chairman of the Board of Directors shall not concurrently be the General Director (CEO).
3. The Chairman of the Board of Directors has the following rights and obligations:
 - a) Develop the program and plan of activities of the Board of Directors;
 - b) Prepare the agendas, contents, and documents for meetings; convene, preside over, and chair meetings of the Board of Directors;
 - c) Organize the adoption of resolutions and decisions of the Board of Directors;
 - d) Supervise the implementation of resolutions and decisions of the Board of Directors;
 - e) Chair the General Meeting of Shareholders;
 - f) Other rights and obligations as prescribed by the Law on Enterprises and the Company's Charter.
4. In case the Chairman of the Board of Directors submits a resignation or is dismissed, the Board of Directors must elect an alternative person within 10 days from the date of receiving the resignation or dismissal. In case the Chairman of the Board of Directors is absent or unable to perform his/her duties, he/she must authorize in writing another member to exercise the rights and obligations of the Chairman of the Board of Directors in accordance with the principles prescribed in the Company Charter. In case where there is no authorized person or the Chairman of the Board of Directors dies, goes missing, is detained, is serving a prison sentence, is serving an administrative penalty at a compulsory rehabilitation center, a compulsory education facility, has fled his/her place of residence, has limited or lost civil capacity, has difficulty in cognition, controlling his/her behavior, is prohibited by the Court from holding a position, practicing a profession or doing certain work, the remaining members shall elect one of the members to be the Chairman of the Board of Directors according to the principle of majority approval of the remaining members until a new decision of the Board of Directors is made.
5. When deemed necessary, the Board of Directors shall decide to appoint a company's secretary. The company's secretary shall have the following rights and obligations:
 - a) Assist in organizing the convening of meetings of the General Meeting of Shareholders and the Board of Directors; record meeting minutes;
 - b) Assist members of the Board of Directors in exercising their assigned rights and obligations;
 - c) Assist the Board of Directors in applying and implementing corporate governance principles;
 - d) Assist the Company in building shareholder relations and protecting the legitimate rights and interests of shareholders; compliance with the obligation to provide information, publicize information and administrative procedures;
 - e) Other rights and obligations as prescribed in the Company Charter.

Article 8. Dismissal, removal, replacement and addition of members of the Board of Directors

1. The General Meeting of Shareholders shall dismiss a member of the Board of Directors in the following cases:
 - a) Not meet the standards and conditions prescribed in Article 155 of the Law on Enterprises;
 - b) Have a resignation letter and be approved;
 - c) Other cases prescribed in the Company's Charter.
2. The General Meeting of Shareholders shall dismiss a member of the Board of Directors in the following cases:
 - a) Not participate in the activities of the Board of Directors for 06 consecutive months, except in cases of force majeure;
 - b) Other cases prescribed in the Company's Charter.
3. When deemed necessary, the General Meeting of Shareholders shall decide to replace a member of the Board of Directors; dismiss or remove a member of the Board of Directors other than the cases prescribed in Clauses 1 and 2 hereof.
4. The Board of Directors must convene a meeting of the General Meeting of Shareholders to elect additional members of the Board of Directors in the following cases:
 - a) The number of members of the Board of Directors is reduced by more than one-third (1/3) compared to the number specified in the Company's Charter. In this case, the Board of Directors must convene a meeting of the General Meeting of Shareholders within 60 days after the number of members is reduced by more than one-third;
 - b) The number of independent members of the Board of Directors is reduced, not ensuring the ratio as prescribed in Point b, Clause 1, Article 137 of the Law on Enterprises;
 - c) Unless specified in Point a and Point b hereof, the General Meeting of Shareholders shall elect new members to replace members of the Board of Directors who have been dismissed or removed at the most recent meeting.

Article 9. Method of electing, dismissing, and removing members of the Board of Directors

1. The shareholders or groups of shareholders owning 10% or more of the total number of common shares have the right to nominate people to the Board of Directors. The nomination of candidates to the Board of Directors shall be carried out as follows:
 - a) Ordinary shareholders forming a group to nominate candidates to the Board of Directors must notify the shareholders attending the meeting of the group meeting before the opening of the General Meeting of Shareholders.
 - b) The shareholders or groups of shareholders holding from 10% to less than 20% of the total number of voting shares may nominate one (01) candidate; from 20% to less than 30% may nominate up to two (02) candidates; from 30% to less than 50% may nominate up to three (03) candidates; from 50% to less than 65% may nominate up to four (04) candidates and from 65% or more may nominate the full number of candidates;
 - c) Based on the number of members of the Board of Directors, shareholders or groups of shareholders specified in this clause shall have the right to nominate one or several people as decided by the General Meeting of Shareholders as candidates for the Board of Directors. In case the number of candidates nominated by shareholders or groups of shareholders is lower than the number of candidates

they are entitled to nominate according to the decision of the General Meeting of Shareholders, the remaining candidates shall be nominated by the Board of Directors and other shareholders.

2. In case the number of candidates nominated and run for election by the Board of Directors is still not enough as required under Clause 1 hereof, the incumbent Board of Directors shall introduce additional candidates or organize nominations in accordance with the provisions of the Company's Charter, the Internal Regulations on Corporate Governance and the Regulations on Operation of the Board of Directors. The nomination of additional candidates by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with the provisions of law.
3. Voting to elect members of the Board of Directors must be carried out by cumulative voting, whereby each shareholder has a total number of votes corresponding to the total number of shares owned multiplied by the number of elected members of the Board of Directors and shareholders have the right to accumulate all or part of their total votes for one or several candidates. The elected members of the Board of Directors are determined by the number of votes from high to low, starting from the candidate with the highest number of votes until the number of members specified in the Company Charter is sufficient. In case there are 02 or more candidates with the same number of votes for the last member of the Board of Directors, a re-election will be conducted among the candidates with the same number of votes or selected according to the criteria of the election regulations or the Company's Charter.
4. The election, dismissal, and removal of members of the Board of Directors shall be decided by the General Meeting of Shareholders according to the voting principle.

Article 10. Notice of election, dismissal, and removal of members of the Board of Directors

1. In case the candidates for the Board of Directors have been identified, the Company must publish information related to the candidates at least 10 days before the opening date of the General Meeting of Shareholders on the Company's website so that the shareholders can learn about these candidates before voting. The candidates for the Board of Directors must have a written commitment to the honesty and accuracy of the published personal information and must commit to performing their duties honestly, carefully and for the best interests of the Company if elected as a member of the Board of Directors. Information related to the candidates for the Board of Directors to be published includes:
 - a) Full name, date of birth;
 - b) Professional qualifications;
 - c) Working history;
 - d) Other management positions (including positions on the Board of Directors of other companies);
 - e) Interests related to the Company and related parties of the Company;
 - f) Other information (if any) as prescribed in the Company's Charter;
 - g) Public companies must be responsible for disclosing information about companies where candidates are holding positions as members of the Board of Directors, other management positions and interests related to the company of candidates for the Board of Directors (if any).

3. Notification of the results of election, dismissal, and removal of members of the Board of Directors shall be carried out in accordance with the regulations guiding information disclosure.

Chapter III

BOARD OF DIRECTORS

Article 11. Rights and obligations of the Board of Directors

1. The Board of Directors is the management body of the Company, with full rights to decide and exercise the rights and obligations of the Company on behalf of the Company, except for the rights and obligations under the authority of the General Meeting of Shareholders.
2. The rights and obligations of the Board of Directors are stipulated by the law, the Company's Charter and the General Meeting of Shareholders. Specifically, the Board of Directors has the following rights and obligations:
 - a) Decide on the strategy, medium-term development plan and annual business plan of the Company;
 - b) Propose the class of shares and the total number of shares that are allowed to be offered for sale of each class;
 - c) Decide on the sale of unsold shares within the number of shares that are allowed to be offered for sale of each class; decide on raising additional capital in other forms;
 - d) Decide on the selling price of shares and bonds of the Company;
 - e) Decide on the repurchase of shares as prescribed in Clause 1 and Clause 2, Article 133 of the Law on Enterprises;
 - f) Decide on investment plans and investment projects within the authority and limits prescribed by the law;
 - g) Decide on solutions for market development, marketing and technology;
 - h) Approve purchase, sale, loan, lending contracts and other contracts and transactions with a value of 35% or more of the total asset value recorded in the Company's most recent financial statements and cases stipulating a different ratio or value as prescribed in the Company's Charter, except for contracts and transactions under the decision-making authority of the General Meeting of Shareholders as prescribed in Point d, Clause 2, Article 138, Clauses 1 and 3, Article 167 of the Law on Enterprises.
 - i) Elect, dismiss, remove the Chairman of the Board of Directors; appoint, dismiss, sign contracts, terminate contracts with the General Director and other important managers as prescribed in the Company's Charter; decide on salaries, remuneration, bonuses and other benefits of such managers; appoint authorized representatives to participate in the Board of Members or General Meeting of Shareholders at other companies, decide on the remuneration and other benefits of such people;
 - j) Supervise and direct the General Director and other managers in the daily business operations of the Company;
 - k) Decide on the organizational structure, internal management regulations of the Company, decide on the establishment of subsidiaries, branches, representative offices and capital contribution, purchase of shares of other enterprises;

- l) Approve the program, content of documents for the General Meeting of Shareholders, convene the General Meeting of Shareholders or collect opinions for the General Meeting of Shareholders to pass resolutions;
 - m) Submit audited annual financial statements to the General Meeting of Shareholders;
 - n) Propose the dividend level to be paid; decide on the time limit and procedures for paying dividends or handling losses arising during the business process;
 - o) Propose the reorganization and dissolution of the Company; request the bankruptcy of the Company;
 - p) Decide on the issuance of the Regulations on Operation of Board of Directors, Internal Regulations on corporate governance after being approved by the General Meeting of Shareholders; decide to promulgate the Regulations on the operation of the Audit Committee under the Board of Directors, the Regulations on information disclosure of the Company;
 - q) Other rights and obligations as prescribed by the Law on Enterprises, the Law on Securities, other provisions of law and the Company's Charter.
3. The Board of Directors shall pass resolutions and decisions by voting at meetings, taking written opinions or other forms as prescribed by the Company Charter. Each member of the Board of Directors shall have one vote.
 4. In case the resolution or decision passed by the Board of Directors is contrary to the provisions of law, the resolution of the General Meeting of Shareholders, the Company's Charter, causing damage to the Company, the members who agree to pass such resolution or decision must jointly bear personal responsibility for such resolution or decision and must compensate the Company for the damage; the members who oppose the passage of the above resolution or decision are exempted from liability. In this case, the Company's shareholders have the right to request the Court to suspend or cancel the above resolution or decision.

Article 12. Tasks and rights of the Board of Directors in approving and signing transaction contracts

1. The Board of Directors approves the contracts and transactions with a value of less than 35% or transactions resulting in a total transaction value arising within 12 months from the date of the first transaction with a value of less than 35% of the total asset value recorded in the most recent financial statements or another smaller ratio or value as prescribed in the Company's Charter between the Company and one of the following entities:
 - Members of the Board of Directors, General Director, other managers and related persons of these entities;
 - Shareholders, authorized representatives of shareholders owning more than 10% of the total common equity capital of the Company and their related persons;
 - Enterprises related to the entities specified in Clause 2, Article 164 of the Law on Enterprises.
2. The representative of the Company signing a contract or transaction must notify the members of the Board of Directors of the entities involved in the contract or transaction and enclose a draft contract or the main content of the transaction. The Board of Directors shall decide on the approval of the contract or transaction within 15 days from the date of receipt of the notice, unless the Company's Charter

stipulates a different time limit; the members of the Board of Directors with interests related to the parties in the contract or transaction shall not have the right to vote.

Article 13. Responsibilities of the Board of Directors in convening an extraordinary General Meeting of Shareholders

1. The Board of Directors must convene an extraordinary General Meeting of Shareholders in the following cases:
 - a) The Board of Directors deems it necessary for the benefit of the Company;
 - b) The number of remaining members of the Board of Directors is less than the minimum number of members prescribed by the law;
 - c) At the request of a shareholder or group of shareholders as prescribed in Clause 2, Article 115 of the Law on Enterprises; the request to convene a meeting of the General Meeting of Shareholders must be made in writing, clearly stating the reason and purpose of the meeting, with sufficient signatures of the relevant shareholders or the request must be made in multiple copies and must include sufficient signatures of the relevant shareholders;
 - d) Other cases as prescribed by law and the Company's Charter.
2. Convening an extraordinary meeting of the General Meeting of Shareholders

The Board of Directors must convene a meeting of the General Meeting of Shareholders within 30 days after the number of members of the Board of Directors and independent members of the Board of Directors remaining is less than the minimum number of members as prescribed in the Company's Charter or from the date of receipt of the request as prescribed in Point c, Clause 1 hereof;

3. The person convening the meeting of the General Meeting of Shareholders must perform the following tasks:
 - a) Prepare a list of shareholders entitled to attend the meeting;
 - b) Provide information and resolve complaints related to the list of shareholders;
 - c) Prepare the agenda and content of the meeting;
 - d) Prepare documents for the meeting;
 - e) Draft resolutions of the General Meeting of Shareholders according to the expected content of the meeting; list and detailed information of candidates in case of election of members of the Board of Directors;
 - f) Determine the time and location of the meeting;
 - g) Send meeting invitations to each shareholder entitled to attend the meeting according to the provisions of the Law on Enterprises;
 - h) Other tasks serving the meeting.

Article 14. Subcommittees assisting the Board of Directors.

1. The Board of Directors shall establish an Audit Committee to perform the functions prescribed in Article 39 of the Company's Charter. The number of members of the Audit Committee shall be decided by the Board of Directors, with a minimum of 03 members, including independent members of the Board of Directors and non-executive members of the Board of Directors. The Head of the Audit Committee shall be an independent member of the Board of Directors appointed by decision of the Board of Directors. The activities of the Audit Committee shall comply with the provisions of the Audit Committee's Operating Regulations issued by the Board of

- Directors. The resolutions of the Audit Committee shall only be effective when a majority of members attend and vote to approve them at the subcommittee meeting.
2. The implementation of decisions of the Board of Directors and the Audit Committee shall comply with current legal provisions and provisions of the Company's Charter and Internal Regulations on corporate governance.

Chapter IV

BOARD OF DIRECTORS MEETINGS

Article 15. Board of Directors Meetings

1. The Chairman of the Board of Directors shall be elected at the first meeting of the Board of Directors within 07 working days from the date of completion of the election of the Board of Directors. This meeting shall be convened and chaired by the member with the highest number of votes or the highest percentage of votes. In case there is more than one member with the highest number of votes or the highest percentage of votes and equal, the members shall vote by majority to select one of them to convene the Board of Directors meeting.
2. The Board of Directors shall meet at least once every quarter and may hold extraordinary meetings.
3. The Chairman of the Board of Directors shall convene a Board of Directors meeting in the following cases:
 - a) At the request of an independent member of the Board of Directors;
 - b) Requested by the General Director or at least 05 other managers;
 - c) Requested by at least 02 members of the Board of Directors;
 - d) Other cases as prescribed by the Company's Charter.
4. The request specified in Clause 3 hereof must be made in writing, clearly stating the purpose, issues to be discussed and decisions within the authority of the Board of Directors.
5. The Chairman of the Board of Directors must convene a meeting of the Board of Directors within 07 working days from the date of receipt of the request specified in Clause 3 hereof. In case the Board of Directors meeting is not convened as requested, the Chairman of the Board of Directors shall be responsible for any damages caused to the Company; the applicant shall have the right to replace the Chairman of the Board of Directors to convene a meeting of the Board of Directors.
6. The Chairman of the Board of Directors or the person convening the meeting of the Board of Directors must send a notice of meeting invitation at least 03 working days before the meeting date. The meeting invitation must specify the time and location of the meeting, the agenda, the issues to be discussed and decided. The meeting invitation must be accompanied by documents used at the meeting and the members' votes.

The meeting invitation of the Board of Directors may be sent by invitation, telephone, fax, electronic means or other methods as prescribed by the Company's Charter and must be guaranteed to reach the contact address of each member of the Board of Directors registered with the Company.

7. The Chairman of the Board of Directors or the convener shall send the meeting invitation and accompanying documents to the members of the Board of Directors.

8. The meeting of the Board of Directors shall be held when 3/4 or more of the total number of members attend the meeting. In case the meeting convened in accordance with the provisions of this clause does not have enough members to attend the meeting as prescribed, it shall be convened for the second time within 07 days from the date of the first scheduled meeting. In this case, the meeting is held if more than half of the Board of Directors members attend the meeting.
9. A member of the Board of Directors is considered to have attended and voted at the meeting in the following cases:
 - a) Attend and vote directly at the meeting;
 - b) Authorize another person to attend the meeting and vote in accordance with the provisions of Clause 11 hereof;
 - c) Attend and vote via online conference, electronic voting or other electronic forms;
 - d) Send a vote to the meeting via mail, fax, email;
 - e) Send a vote by other means as prescribed in the Company's Charter.
10. In case of sending a vote to the meeting via mail, the vote must be contained in a sealed envelope and must be delivered to the Chairman of the Board of Directors at least 01 hour before the opening. The vote shall only be opened in the presence of all attendees.
11. The members must attend all meetings of the Board of Directors. Members may authorize others to attend meetings and vote if approved by a majority of members of the Board of Directors.
12. Resolutions and decisions of the Board of Directors shall be adopted if approved by a majority of members attending the meeting; in case of equal votes, the final decision shall belong to the side with the opinion of the Chairman of the Board of Directors.

Article 16. Minutes of meetings of the Board of Directors

1. Meetings of the Board of Directors must be recorded in minutes and may be recorded, recorded and stored in other electronic forms. The minutes must be prepared in Vietnamese and may be prepared in a foreign language, including the following main contents:
 - a) Name, head office address, enterprise code;
 - b) Time and location of the meeting;
 - c) Purpose, agenda and content of the meeting;
 - d) Full name of each member attending the meeting or authorized person attending the meeting and method of attending the meeting; full name of members not attending the meeting and reasons;
 - e) Issues discussed and voted on at the meeting;
 - f) Summary of opinions expressed by each member attending the meeting in the order of the meeting;
 - g) Voting results, clearly stating the members who approve, disapprove and have no opinion;
 - h) Issues passed and corresponding percentage of votes passed;
 - i) Full name and signature of the chairman and the person taking the minutes, except

for the case specified in Clause 2 hereof.

2. In case the chair or the person taking the minutes refuses to sign the meeting minutes, but if all other members of the Board of Directors attending the meeting sign them and have full content as prescribed in Points a, b, c, d, dd, e, g and h, Clause 1 hereof, the minutes shall be valid.
3. The chairman, the person taking the minutes and the signatories shall be responsible for the truthfulness and accuracy of the content of the Board of Directors' meeting minutes.
4. Minutes of the Board of Directors' meetings and documents used in the meeting must be kept at the Company's head office.
5. Minutes prepared in Vietnamese and in a foreign language have the same legal effect. In case of differences in content between the minutes in Vietnamese and in a foreign language, the content in the minutes in Vietnamese shall apply.

Article 17. Obtaining Written Opinions of the Board of Directors

1. In case of obtaining written opinions. The Chairman of the Board of Directors shall decide to obtain written opinions to pass the resolution;
2. Each member of the Board of Directors shall have 01 (one) vote. Members of the Board of Directors must send their voting votes or voting opinions to the Board of Directors Office to conduct vote counting within 03 working days from the date of receipt of the written notice of opinion (in the form of: sending voting votes directly, by email, giving opinions through electronic office systems ... or other forms according to the written notice of opinion). In case the time limit for opinion collection expires and a member of the Board of Directors does not send his/her voting opinion, it is considered a blank vote;
3. The Board of Directors' resolution is passed when approved by the majority of the Board of Directors' members; in case of equal votes, the final decision belongs to the side with the opinion of the Chairman of the Board of Directors. The Vote Counting Committee is determined by the Board of Directors from time to time.
4. The Board of Directors' resolution passed by written opinion collection is as valid as the resolution passed at the Board of Directors' meeting.

Chapter V

REPORTING, DISCLOSURE OF BENEFITS

Article 18. Submission of annual reports

1. At the end of the fiscal year, the Board of Directors must submit to the General Meeting of Shareholders the following reports:
 - a) Report on the Company's business results;
 - b) Financial statements;
 - c) Report on the assessment of the Company's management and operation;
2. The reports specified in Clause 1 hereof and the audit report must be kept at the Company's head office at least 10 days before the opening date of the annual General Meeting of Shareholders unless the Company's Charter stipulates a longer period. The shareholders who have continuously owned shares of the Company for at least 01 year have the right to directly review the reports specified in this Article, either by

themselves or together with a lawyer, accountant, or auditor with a practicing certificate.

Article 19. Remuneration, bonuses and other benefits of members of the Board of Directors

1. The Company has the right to pay remuneration and bonuses to members of the Board of Directors based on business results and efficiency.
2. The members of the Board of Directors are entitled to remuneration and bonuses. The remuneration is calculated based on the number of working days required to complete the duties of the Board of Directors member and the daily remuneration. The Board of Directors estimates the remuneration for each member based on the principle of consensus. The total remuneration and bonuses of the Board of Directors are decided by the General Meeting of Shareholders at the annual meeting.
3. The remuneration of each member of the Board of Directors is included in the Company's business expenses according to the provisions of the law on corporate income tax, shown as a separate item in the Company's annual financial statements and must be reported to the General Meeting of Shareholders at the annual meeting.
4. A member of the Board of Directors holding an executive position or a member of the Board of Directors serving on a subcommittee of the Board of Directors or performing other duties beyond the scope of the normal duties of a member of the Board of Directors may be paid additional remuneration in the form of a lump sum, salary, commission, percentage of profits or in other forms as decided by the Board of Directors.
5. A member of the Board of Directors shall be entitled to be reimbursed for all travel, food, accommodation and other reasonable expenses incurred by him/her in the performance of his/her responsibilities as a member of the Board of Directors, including expenses incurred in attending meetings of the General Meeting of Shareholders, the Board of Directors or subcommittees of the Board of Directors.
6. A member of the Board of Directors may be insured by the Company upon approval by the General Meeting of Shareholders. This insurance does not include insurance for the liability of members of the Board of Directors related to violations of the law and the Company's Charter.

Article 20. Disclosure of related interests

In cases where the Company's Charter does not have other stricter provisions, the disclosure of the Company's interests and related persons shall be implemented in accordance with the following provisions:

1. Members of the Company's Board of Directors must declare to the Company their related interests, including:
 - a) Name, enterprise code, head office address, business lines and professions of the enterprise in which they own capital contributions or shares; the ratio and time of ownership of such capital contributions or shares;
 - b) Name, enterprise code, head office address, business lines and professions of the enterprise in which their related persons jointly own or separately own capital contributions or shares of more than 10% of the charter capital.

2. The declaration specified in Clause 1 hereof must be made within 07 working days from the date of arising of the related interests; any amendment or supplement must be notified to the Company within 07 working days from the date of the corresponding amendment or supplement.
3. The members of the Board of Directors who, on their own behalf or on behalf of others, perform work in any form within the scope of the Company's business activities must explain the nature and content of such work to the Board of Directors and may only do so with the approval of the majority of the remaining members of the Board of Directors; if they do so without declaration or without the approval of the Board of Directors, all income derived from such activities shall belong to the Company.

Chapter VI

RELATIONSHIP OF THE BOARD OF DIRECTORS

Article 21. Relationship between members of the Board of Directors

1. The relationship between members of the Board of Directors is a cooperative relationship, members of the Board of Directors are responsible for informing each other about related issues in the process of handling assigned work.
2. In the process of handling work, the member of the Board of Directors assigned to take primary responsibility must proactively coordinate to handle, if there is an issue related to the field under the responsibility of another member of the Board of Directors. In case there are still different opinions among members of the Board of Directors, the member with primary responsibility shall report to the Chairman of the Board of Directors for consideration and decision according to authority or organize a meeting or collect opinions of members of the Board of Directors according to the provisions of law, the Company's Charter and these Regulations.
3. In case of reassignment between members of the Board of Directors, the members of the Board of Directors must hand over the work, records and related documents. This handover must be made in writing and reported to the Chairman of the Board of Directors on such handover.

Article 22. Relationship with the Executive Board

In its administrative role, the Board of Directors issues resolutions for the General Director and the executive apparatus to implement. In addition, the Board of Directors inspects and supervises the implementation of the resolutions.

Chapter VII

IMPLEMENTATION PROVISIONS

Article 23. Effect

The Regulations on Operation of the Board of Directors of Viet First Securities Corporation include VII chapters, 23 articles and take effect from / / 2025.

**ON BEHALF OF BOARD OF
DIRECTORS**

CHAIRWOMAN

NGHIEM PHUONG NHI