

**TRANSPORT AND INDUSTRY DEVELOPMENT INVESTMENT
JOINT STOCK COMPANY**



TRACODI

**OPERATING REGULATIONS
OF THE SUPERVISORY BOARD OF
TRANSPORT AND INDUSTRY
DEVELOPMENT INVESTMENT
(TRACODI)**

Ho Chi Minh City , April 2022



TRACODI

No:/2022/QĐ-BKS-TCD

Ho Chi Minh City , April 14 , 2022

DECISION

***Re: Promulgating the Operating Regulations of the Supervisory Board of
Transport and Industry Development Investment
Joint Stock Company***

SUPERVISORY BOARD

TRANSPORT AND INDUSTRY DEVELOPMENT INVESTMENT JOINT STOCK COMPANY

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020 of the National Assembly of the Socialist Republic of Vietnam;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26 , 2019 of the National Assembly ;
- 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 Ministry of Finance guiding on corporate governance applicable to public companies;
- Pursuant to Circular No. 96/2020/TT-BTC dated November 16, 2020 of the Ministry of Finance guiding the disclosure of information on the stock market;
- Pursuant to the Charter of the Transport and Industry Development Investment Joint Stock Company (TRACODI) approved by the General Meeting of Shareholders on April 14 , 2022 (the 19th amendment and supplement) ;
- Pursuant to Resolution No. 04 / 2022/NQ-ĐHĐCD-TCD dated April 14, 2022 of the General Meeting of Shareholders of the Transport and Industry Development Investment Joint Stock Company (TRACODI) on the approval of the Operating Regulations of the Supervisory Board;

DECISION

Article 1. To promulgate together with this Decision the Operating regulations of Transport and Industry Development Investment Joint Stock Company (TRACODI)

Article 2. This Decision takes effect from the date of signing and replaces previous provisions contrary to this Decision .

Article 3. Supervisory Board members of Transport and Industry Development Investment Joint Stock Company are responsible for the implementation of this

**On behalf of Supervisory Board
Head of Supervisory Board**

Nguyen Viet Cuong

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**TRANSPORT AND INDUSTRY
DEVELOPMENT INVESTMENT**

JOINT STOCK COMPANY



SOCIALIST REPUBLIC OF VIETNAM
Independence - Liberty - Happiness

Ho Chi Minh City , April 14 , 2022

**OPERATING REGULATIONS
OF THE SUPERVISORY BOARD OF TRANSPORT AND
INDUSTRY DEVELOPMENT INVESTMENT
(TRACODI)**

*(Issued together with Decision No. / 202 2 /QD- BKS - TCD dated April 14 , 2022 2
of the Head of Supervisory Board of Transport And Industry Development
Investment Joint Stock Company)*

**CHAPTER I
GENERAL REGULATIONS**

Article 1. Scope of regulations and subjects of application

1. Scope of regulations: Operating regulations of the Supervisory Board prescribe the organizational structure of personnel, standards, conditions, rights and obligations of the Supervisory Board and its members in accordance with the Law on Enterprises, company's charter and other relevant regulations.
2. Subjects of application: Operational regulations of the Supervisory Board are applicable to the Supervisory Board and its members.

Article 2. Operational principles of the Supervisory Board

The Supervisory Board works according to the collective principle. Its members are personally responsible for their work and jointly responsible to the General Meeting of Shareholders, take legal responsibility law for the work and decisions of the Supervisory Board.

CHAPTER II

SUPERVISORY BOARD MEMBERS (SURVEYORS)

Article 3. Rights, obligations and responsibilities of Supervisory Board Members

1. Comply with the law (Articles 169, 170, 171, 173 of the Enterprises Law and Articles 286 and 288 Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Securities Law), the company's charter (Article 28 of the Company's charter), resolutions of the General Meeting of Shareholders and professional ethics in performing assigned rights and obligations.
2. Perform the assigned rights and obligations honestly, prudently to ensure the maximum legitimate interests of the Company
3. Loyal to the interests of the Company and shareholders; not misuse positions information, confidences, business opportunities and other assets of the Company for personal gain or to serve the interests of other organizations and individuals.
4. Other obligations as prescribed by the Law on Enterprises and the company's charter.
5. In case of violations specified in Clauses 1, 2, 3 and 4 of this Article, causing damage to the Company or other people, the Supervisory Board members shall be personally or jointly responsible for compensating for such damage. Incomes and other benefits that the Supervisory Board members have due to violations must be returned to the Company.
6. In case a Supervisory Board member is found to have committed violations in the exercise of their assigned rights and obligations, a written notice must be sent to the Supervisory Board, requesting the violator to stop the violation and remedy the consequence.

Article 4. Term and quantity of the Supervisory Board Members

1. The Supervisory Board of the Company must not be less than [03 members] and more than [05 members], the term of office of the Supervisory Board members shall not exceed 05 years and can be re-elected for an unlimited number of terms.
2. The Supervisory Board Members are not necessarily shareholders of the Company.
3. The Supervisory Board must have more than half of its members permanently residing in Vietnam.
4. In case Supervisory Board members 'terms end at the same time, but the Supervisory Board members for a new term has not been elected, the member whose term has expired will continue to perform his/her rights and obligations until the members for a new term are elected and take on their duties.

Article 5. Criteria and conditions for the Supervisory Board Members

1. The Supervisory Board members must qualify the following standards and conditions:
 - a. Not being included the categories specified in Clause 2, Article 17 of the Enterprise Law;
 - b. Having been trained in one of the majors in economics, finance, accounting, auditing, law, business administration or a major suitable to the Company's business activities;
 - c. Not being a family member of the Board members, the General Director and other managers;
 - d. Not being a manager of the Company, not necessarily a shareholder or employee of the Company;
 - e. Not allowed to work in the accounting and finance department of the Company;
 - f. Must not be a member or employee of an audit organization approved to audit the Company's financial statements for the previous 3 years;
 - g. Other standards and conditions as prescribed by relevant laws and the company's charter.
2. In addition to the criteria and conditions specified in Clause 1 of this Article, a Supervisory Board member of a public company specified at Point b, Clause 1, Article 88 of the Law on Enterprises must not be a person related to the company managers' family and the parent company; the representative of

the capital portion of the enterprise, the representative of the state capital portion at the parent company and at the Company.

Article 6. Head of the Supervisory Board

1. The head of the Supervisory Board must have a university degree or higher in one of the majors in economics, finance, accounting, auditing, law, business administration or a major related to the company's business activities.
2. The head of the Supervisory Board is elected by the Supervisory Board from among the members; the election, relief of duty and dismissal according to the majority principle.
3. The rights and obligations of the Head of the Supervisory Board are stipulated in the company's charter which includes the following rights:
 - a. Convene a meeting of the Supervisory Board and act as the chairman of the meeting, appoint a secretary to record the meeting minutes;
 - b. Request the Board of Directors, General Director and senior managers of the Company to provide relevant information and documents to perform the tasks of the Supervisory Board;
 - c. Prepare and sign the report of the Supervisory Board after consulting the Board of Directors to submit to the General Meeting of Shareholders.

Article 7. Nomination and candidacy for the Supervisory Board Members

1. A shareholder or a group of shareholders owning [10%] of the total number of ordinary shares or more has the right to nominate candidates to the Supervisory Board. The nomination of persons to the Supervisory Board shall be implemented as follows:
 - a. Ordinary shareholders forming a group to nominate candidates to the Supervisory Board must notify the group meeting to the attending shareholders before the opening of the General Meeting of Shareholders;
 - b. Based on the number of the Supervisory Board members, a shareholder or a group of shareholders specified in this Clause is entitled to nominate one or several people according to the decision of the General Meeting of Shareholders as a candidate for the Supervisory Board. In case the number of candidates nominated by a shareholder or a group of shareholders is lower than the number of candidates who are entitled to nominate according to the decision of the General Meeting of Shareholders, the remaining number of candidates shall be determined by the Board of Directors, the Supervisory Board and other shareholders.
2. In case the number of candidates for the Supervisory Board through nomination and candidacy is still not enough as prescribed in Clause 5, Article 115 of the Law on Enterprises, the incumbent Supervisory Board shall nominate additional candidates or organize nomination in accordance with the provisions of the company's charter, internal regulations on corporate governance and operation regulations of the Supervisory Board. The nomination of more candidates by the incumbent Supervisory Board must be clearly announced before the General Meeting of Shareholders votes to elect members of the Supervisory Board in accordance with the law.
3. Details of regulations on nomination and candidacy for the Supervisory Board members will be implemented in accordance with the provisions of the Company's Regulation on nomination and election.

Article 8. Method of electing, dismissing and relief of duty of the Supervisory Board Members

1. The election, dismissal and relief of duty of the Supervisory Board is under the authority of the General Meeting of Shareholders.
2. Voting to elect the Supervisory Board members must be done by cumulative voting, whereby each shareholder has the total number of votes corresponding to the total number of shares owned multiplied by the number of elected members of the Supervisory Board and shareholders have the right to put all or part of their total votes for one or several candidates. The elected members are determined by the number of votes from high to low, starting from the candidate with the highest number of votes until the required number of members specified in the company's charter is reached. In case there are 02 or more candidates achieving the same number of votes for the last member of the Supervisory Board, a re-election will be conducted among the candidates with the same number of votes or selected according to the following criteria specified in the election regulations or the company's charter.

Article 9. Cases of dismissal or relief of duty of the Supervisory Board Members

1. The General Meeting of Shareholders dismisses a member of the Supervisory Board in the following cases:
 - a. No longer qualify the criteria and conditions to be Supervisory Board member as prescribed in Article 169 of the Law on Enterprises;
 - b. Has an approved resignation letter;
 - c. Other cases prescribed by the company's charter.
2. The General Meeting of Shareholders dismisses a Supervisory Board member in the following cases:
 - a. Failure to complete assigned tasks or work;
 - b. Failure to perform his/her rights and obligations for 6 consecutive months, except for force majeure cases;
 - c. Repeated violations or serious violations of obligations of the Supervisory Board member in accordance with the Law on Enterprises and the company's charter;
 - d. Other cases according to the resolution of the General Meeting of Shareholders.

Article 10. Notice of election, dismissal and relief of duty of the Supervisory Board Members

1. In case the candidates for the Supervisory Board have been identified, the Company must disclose information related to the candidates at least 10 days before the opening date of the General Meeting of Shareholders on the company website. In order for shareholders to learn about these candidates before voting, the candidates must have a written commitment to the truthfulness and accuracy of the personal information disclosed and must commit to the following tasks: to perform their duties honestly, prudently for the best interests of the company if elected. Information related to the Supervisory Board candidates to be announced includes:
 - a. Full name, date, month and year of birth;
 - b. Qualification;
 - c. Working process;
 - d. Other management titles;
 - e. Interests related to the Company and its related parties;
 - f. Other information (if any) as prescribed in the company's charter;
 - g. The company must be responsible for disclosing information about the companies in which the candidate is holding managerial positions and the interests related to the candidate's company of the Supervisory Board (if any).
2. The announcement of the results of election, dismissal and relief of the Supervisory Board members shall comply with the guiding regulations on information disclosure.

CHAPTER III SUPERVISORY BOARD

Article 11. Rights, obligations and responsibilities of the Supervisory Board

1. The Supervisory Board supervises the Board of Directors and the General Director in the management and administration of the Company.
2. Check the reasonableness, lawfulness, honesty and prudence in business management and administration; systematicity, consistency and appropriateness of accounting, statistical and financial reporting.
3. Appraise the completeness, legality and truthfulness of the company's business situation report, annual and 06-month financial statements, report on assessment of management of the Board of Directors and submit the appraisal report at the Annual General Meeting of Shareholders; review contracts and transactions with relevant persons under the competence of the Board of Directors or the General Meeting of Shareholders and make recommendations on contracts and transactions that require approval

by the Board of Directors or the General Meeting of Shareholders

4. Review, examine and evaluate the effectiveness and efficiency of the Company's internal control, internal audit, risk management and early warning systems
5. Reviewing the accounting records and other documents of the Company, the management and administration of the Company's operations when deemed necessary or according to the resolution of the General Meeting of Shareholders or at the request of the shareholders or groups of shareholders specified in Clause 2, Article 115 of the Law on Enterprises
6. At the request of a shareholder or a group of shareholders specified in Clause 2, Article 115 of the Law on Enterprises, the Supervisory Board shall conduct an inspection within 07 working days from the date of receipt of the request. Within 15 days from the date of completion of the inspection, the Supervisory Board must report on the issues requested to be inspected to the Board of Directors and the requesting shareholder or group of shareholders. The inspection by the Supervisory Board specified in this Clause must not interfere with the normal operation of the Board of Directors, nor disrupt the business operations of the Company.
7. Propose to the Board of Directors or the General Meeting of Shareholders measures to amend, supplement and improve the organizational structure of management, supervision and administration of business activities of the Company
8. When detecting any Board members, Director or General Director violating the provisions of Article 165 of the Law on Enterprises, they must immediately notify in writing the Board of Directors, requesting the violator to stop violations and have solutions to remedy the consequences.
9. Attend and participate in discussions at the General Meeting of Shareholders, the Board of Directors and other meetings of the Company
10. Utilize independent consultants, internal audit department of the Company to perform assigned tasks
11. The Supervisory Board may consult the Board of Directors before submitting reports, conclusions and recommendations to the General Meeting of Shareholders.
12. Check each specific issue related to the management and operation of the Company's activities at the request of shareholders
13. Request the Board of Directors to convene an Extraordinary General Meeting of Shareholders as prescribed at Point b, Clause 1, Article 140 of the Law on Enterprises
14. Substitute for the Board of Directors to convene the General Meeting of Shareholders within 30 days in the event that the Board of Directors does not convene the General Meeting of Shareholders as prescribed in Clause 3, Article 140 of the Law on Enterprises
15. Recommend to the Chairman of the Board of Directors to convene a meeting of the Board of Directors according to the provisions of Point a, Clause 3, Article 157 of the Law on Enterprises
16. Examine, quote, copy part or all of the declared contents of related persons and related interests declared as prescribed in Clauses 1 and 2, Article 164 of the Law on Enterprises
17. Propose and recommend to the General Meeting of Shareholders to pass the list of auditing organizations approved to audit the Company's financial statements; an approved audit organization to inspect the Company's activities when it deems it necessary
18. Take responsibility to shareholders for their supervisory activities
19. Monitor the Company's financial situation, the compliance with the law by the Board members, General Director, other managers in operation
20. Ensure coordination with the Board of Directors, General Director and shareholders
21. In case of detecting violations of the law or the company's charter by the Board members, General Director and other managers, the Supervisory Board must notify in writing the Board of Directors. within 48 hours, request the violator to stop the violation and have a solution to remedy the consequences
22. Develop operating regulations of the Supervisory Board and submit it to the General Meeting of Shareholders for approval
23. Witness and supervise the Board of Directors in organizing the counting of votes and make a minutes of the vote counting if so requested by the Board of Directors in the case of collecting written opinions of shareholders in order to pass a resolution of the General Meeting of Shareholders.
24. Head of the Supervisory Board presides the General Meeting of Shareholders to elect a chairman of the meeting in case the Chairman is absent or temporarily incapacitated and the remaining members of the

Board of Directors cannot elect the chairperson. In this case, the person with the highest number of votes presides over the meeting.

25. Exercise other rights and perform other obligations in accordance with the Law on Enterprises, the company's charter and the Resolution of the General Meeting of Shareholders

Article 12. Right to receive information update of the Supervisory Board

1. Documents and information must be sent to the Supervisory Board members at the same time and in the same manner as the Board members, including:
 - a. Notice of meeting invitation, opinion form of the Board members and enclosed documents;
 - b. Resolutions, decisions and meeting minutes of the General Meeting of Shareholders and the Board of Directors;
 - c. Report of the Director or General Director submitted to the Board of Directors or other documents issued by the Company.
2. The Supervisory Board members have the right to access files and documents of the Company kept at the head office, branches and other locations; have the right to go to the workplace of managers and employees of the Company during working hours.
3. The Board of Directors, Board members, the General Director and other managers must provide complete, accurate and timely information and documents on the management, administration and business activities of the Company as the Supervisory Board members' request.

Article 13. Responsibilities of the Supervisory Board in convening an Extraordinary General Meeting of Shareholders

1. The Supervisory Board shall replace the Board of Directors to convene the General Meeting of Shareholders within 30 days in case the Board of Directors fails to convene it in the following cases:
 - a. The number of remaining Board members and Supervisory Board members is less than the required number as prescribed by law;
 - b. At the request of a shareholder or a group of shareholders specified in Clause 2, Article 115 of the Law on Enterprises;
 - c. When there is a request to convene an Extraordinary General Meeting of Shareholders of the Supervisory Board, but the Board of Directors does not implement it.
2. In case the Supervisory Board fails to convene the General Meeting of Shareholders as prescribed, the Supervisory Board must compensate for any damage incurred to the Company.
3. The expenses for convening and conducting the General Meeting of Shareholders as prescribed in Clause 1 of this Article will be refunded by the Company.

CHAPTER IV

SUPERVISORY BOARD MEETING

Article 14. Meetings of the Supervisory Board

1. The Supervisory Board must conduct meetings at least two (02) times a year, the number of members attending the meeting is at least two thirds (2/3) of the Supervisory Board members.
2. The Supervisory Board has the right to request members of the Board of Directors, the General Director and representatives of the approved audit organization to attend and answer questions that need to be clarified.

Article 15. Minutes of the Supervisory Board meeting

The minutes of the Supervisory Board meeting need to be detailed and clear. The minutes recorder and the Supervisory Board members attending the meeting must sign the meeting minutes. The meeting minutes and attached documents must be kept in order to determine the responsibilities of each Supervisory Board member.

CHAPTER V

REPORTING AND DISCLOSURE OF BENEFITS

Article 16. Annual report submission

The reports of the Supervisory Board at the Annual General Meeting of Shareholders include the following contents:

1. Report on the evaluation of the Company's business results, on the performance of the Board of Directors, the General Director to submit to the General Meeting of Shareholders for approval at the Annual General Meeting of Shareholders
2. Report on self-assessment of operation results of the Supervisory Board and the Supervisory Board members
3. Remuneration, operating expenses and other benefits of the Supervisory Board and each member of the Supervisory Board
4. Summarize the Supervisory Board meetings , the conclusions and recommendations of the Supervisory Board; results of monitoring the Company's operational and financial position.
5. Report on evaluation of transactions among the Company, its subsidiaries and other companies in which the Company holds control over fifty percent (50%) or more of the charter capital with the Board members, the General Director and related persons of that member; transactions between the company and the company in which a member of the Board of Directors is a founding member or a manager during the last 3 years before the time of the transaction.
6. Monitor results for the Board of Directors, General Director and other business executives
7. Results of evaluation of the coordination between the Supervisory Board and the Board of Directors, the General Director and shareholders.
8. Propose and recommend to the General Meeting of Shareholders to pass the list of auditing organizations approved to audit the Company's financial statements; an approved audit organization to inspect the Company's activities when it deems it necessary.

Article 17. Salary and other benefits

1. Supervisory Board members are entitled to receive salary, remuneration, bonus and other benefits according to the decision of the General Meeting of Shareholders. It decides on the total salary, remuneration, bonus and other benefits and the annual operating budget of the Supervisory Board.
2. Supervisory Board members are entitled to be paid for meals, accommodation, travel, expenses for using independent consulting services at a reasonable rate. This total remuneration and expenses must not exceed the total annual operating budget of the Supervisory Board approved by the General Meeting of Shareholders, unless otherwise decided by the General Meeting of Shareholders.
3. Wages and operating expenses of the Supervisory Board are included in the Company's business expenses in accordance with the law on corporate income tax and other relevant laws and must be made in a separate item in the Company's annual financial statements.

Article 18. Disclosure of related interests

1. Supervisory Board members must declare to the Company about their related interests, including:
 - a. Name, enterprise identification number, head office address, business lines and lines of enterprises in which they own or own contributed capital or shares; rate and time of ownership, ownership of such contributed capital or shares;
 - b. Name, enterprise identification number, head office address, line of business of the enterprise in which their related persons own, jointly or separately own a contributed capital or a share of more than 10% of the charter capital
2. The declaration specified in Clause 1 of this Article must be made within 07 working days from the date of arising of related interests; the amendments and supplements must be notified to the Company within 07 working days from the date of the corresponding amendments and supplements.
3. Supervisory Board members and related persons may only use information obtained through their positions to serve the interests of the Company.
4. Supervisory Board members are obliged to notify in writing the Board of Directors and Supervisory Board of transactions among the Company, its subsidiaries and other companies over which the

Company holds a controlling interest of more than fifty percent(50%) or more of the charter capital with a Supervisory Board member or with related persons as prescribed by law. For the above transactions approved by the General Meeting of Shareholders or the Board of Directors, the Company must disclose information about these resolutions in accordance with the provisions of the securities law on information disclosure.

5. Members of the Supervisory Board and their related persons are not allowed to use or disclose to others inside information to carry out relevant transactions.

CHAPTER VI

RELATIONSHIP OF SUPERVRSORY BOARD

Article 19. Relationship among Supervisory Board Members

Supervisory Board members have an independent relationship, not contingent on each other, but have coordination and cooperation in common work to ensure the good implementation of the responsibilities, rights and duties of the Supervisory Board in accordance with regulations, law and company charter. The Head of the Supervisory Board is the person who coordinates the general work of the Supervisory Board but has no power to govern the Supervisory Board members.

Article 20. Relationship with the Executive Board

The Supervisory Board has an independent relationship with the Executive Board, which is the unit that performs the function of supervising the activities of the Executive Board.

Article 21. Relationship with the Board of Directors

The Supervisory Board has an independent relationship with the Board of Directors of the Company, which is the unit that performs the function of supervising the activities of the Board of Directors.

Chapter VII

IMPLEMENTATION PROVISIONS

Article 22. Validation

Operational regulations of the Supervisory Board of Transport and Industry Development Investment Joint Stock Company include [07 chapters], [22 articles] and take effect from the date of approval of the General Meeting of Shareholders.

**On behalf of Supervisory Board
Head of Supervisory Board**

Nguyen Viet Cuong