## THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness

No.: 01/2025/HDA/NQ-ĐHĐCĐ Hanoi, June 24, 2025

# RESOLUTION OF THE 2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS

# THE GENERAL MEETING OF SHAREHOLDERS OF DONG A PAINT JOINT STOCK COMPANY

- Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and relevant guiding documents;
- Pursuant to the Charter on Organization and Operation of Dong A Paint Joint Stock Company ("HSDA");
- Pursuant to the Minutes of the 2025 Annual General Meeting of Shareholders of HSDA No. 01/2025/HDA/BB-AGM dated June 24, 2025;

#### **RESOLVES**

- Article 1. Approval of the Report on the performance of the Board of Directors ("BOD") in 2024 and the operational orientation for 2025 (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- Article 2. Approval of the Report of the General Director on the Company's business performance in 2024 and the business plan for 2025 (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- Article 3. Approval of the Report of the Supervisory Board for 2024 and the operational plan for 2025 (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- Article 4. Approval of the election of the Board of Directors and the Supervisory Board for the 2025–2030 term, and the list of members of the Board of Directors and the Supervisory Board for the 2025–2030 term in accordance with Proposal No. 01/2025/TTr-BoD dated June 14, 2025 of the Board of Directors (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).

The election results are as follows:

#### **List of the Board of Directors:**

No.	Full name					
1	Mr. Mai Anh Tám					
2	Mr. Nguyễn Văn Sơn					
3	Mr. Đỗ Trần Mai					
4	Mrs. Nguyễn Thị Hương					
5	Mrs. Đào Thị Lan Anh					

#### **List of the Supervisory Board:**

No.	Full name					
1	Mrs. Bùi Thị Thanh Nam					
2	Mrs. Lê Thị Thoa					
3	Mr. Hoàng Trung Kiên					

- Article 5. Approval of the audited financial statements for the year 2024 in accordance with Proposal No. 02/2025/TTr-AGM dated June 14, 2025 of the Board of Directors (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- Article 6. Approval of the Report on business performance in 2024 and the business operation plan for 2025 in accordance with Proposal No. 03/2024/TTr-AGM dated June 14, 2025 of the Board of Directors (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- Article 7. Approval of the profit distribution plan and appropriation to funds for the year 2024 in accordance with Proposal No. 04/2025/TTr-AGM dated June 14, 2025 of the Board of Directors (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- Article 8. Approval of the remuneration for the Board of Directors, the Supervisory Board, and the Company Secretary for 2024, and the remuneration plan for 2025 in accordance with Proposal No. 05/2024/TTr-AGM dated June 14, 2025 of the Board of Directors (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- Article 9. Approval of the plan for selecting the auditing firm for the 2025 financial statements in accordance with Proposal No. 06/2025/TTr-AGM dated June 14, 2025 of the Company's Supervisory Board (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- **Article 10.** Approval of the plan for issuing shares to increase charter capital from the owner's equity in accordance with Proposal No. 07/2025/TTr-AGM dated June 14, 2025 of the Board of Directors (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).
- **Article 11. Approval of the plan for investment in fixed assets in 2025** in accordance with Proposal No. 08/2025/TTr-AGM dated June 14, 2025 of the Board of Directors (with 21,515,349 votes in favor, accounting for 100% of the total voting shares of the shareholders attending the Meeting).

#### **Article 12.** Implementation Provisions:

This Resolution shall take effect from June 24, 2025. The Board of Directors is responsible for announcing this Resolution of the 2025 Annual General Meeting of Shareholders and publishing it on the website of Dong A Paint Joint Stock Company (<a href="www.hangsondonga.com.vn">www.hangsondonga.com.vn</a> under the "Investor Relations" section) in accordance with applicable regulations on information disclosure.

The Board of Directors, the Supervisory Board, the General Director, and all shareholders of Dong A Paint Joint Stock Company shall be responsible for implementing this Resolution.

#### ON BEHALF OF THE GENERAL **MEETING OF SHAREHOLDERS CHAIRMAN**

#### Recipients:

- As stated in Article 12 (for implementation)
   Hanoi Stock Exchange (for reporting)
   State Securities Commission (for reporting)

- Filing: Office and AGM Records

Mai Anh Tám

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness

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No.: 01/2025/HDA/NQ-ÐHÐCÐ Hanoi, June 24, 2025

# MINUTES OF MEETING 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS DONG A PAINT JOINT STOCK COMPANY

#### A. COMPANY INFORMATION:

- Company name: Dong A Paint Joint Stock Company
- Enterprise Registration Certificate No.: 0102073938, first issued by the Hanoi Department of Planning and Investment on November 20, 2006; 13th revision issued on February 7, 2023.
- Head office address: No. 59 Thien Duc Street, Yen Vien, Gia Lam, Hanoi
- **B. Meeting commencement time:** 09:30 a.m., June 24, 2025.
- **C. Venue:** 3rd Floor Hall Office Building of Dong A Paint Joint Stock Company No. 59 Thien Duc Street, Yen Vien, Gia Lam, Hanoi

#### D. SHAREHOLDER ELIGIBILITY VERIFICATION COMMITTEE

- Mr. Nguyễn Hồng Thái Position: Deputy Chief Financial Officer Head of the Committee
- Ms. Lê Thị Thoa Position: Member of the Supervisory Board Member
- Ms. Vũ Thị Kim Ngân Position: HR & Administration Specialist Member

#### E. ATTENDEES (According to the Shareholder Eligibility Verification Minutes):

- The total number of shareholders on the list and invited to attend the Meeting was 675 shareholders, representing 27,599,967 shares, equivalent to 100% of the total voting shares of the Company.
- The total number of shareholders represented and directly attending was 40 shareholders, representing 21,515,349 shares, accounting for 77.95% of the Company's charter capital. Details are as follows:
  - Number of shareholders attending in person: 19 shareholders, representing 9,688,586 shares, accounting for 35.10% of the total voting shares of shareholders attending the Meeting.
  - Number of shareholders attending by proxy: 21 shareholders, representing 11,826,763 shares, accounting for 42.85% of the total voting shares of shareholders attending the Meeting.

# F. STRUCTURE OF THE PRESIDIUM AND SUPPORTING COMMITTEES OF THE MEETING:

#### 1. Presidium chairing the meeting:

- Mr. Mai Anh Tám Chairman of the Board of Directors of HSDA Chairman of the Meeting
- Mr. Nguyễn Văn Sơn General Director Member of the Board of Directors Member
- Ms. Nguyễn Thị Hương Member of the Board of Directors Member

#### 2. Secretariat (appointed by the Presidium):

- Ms. Nguyễn Thị Luận Specialist Head of Secretariat
- Ms. Nguyễn Thị Ngọc Specialist Member

#### 3. Vote Counting Committee (appointed by the Presidium):

- Mr. Nguyễn Hồng Thái Deputy Chief Financial Officer Head of Committee
- Ms. Nguyễn Vân Anh Specialist Member
- Ms. Vũ Thị Kim Ngân HR & Administration Specialist Member

#### **G. MEETING CONTENT:**

- 1. At the meeting, the General Meeting of Shareholders approved the agenda of the Meeting as attached to the AGM documents, with 100% of the shareholders attending voting in favor.
- **2.** The entire General Meeting of Shareholders listened to the presentations of the Chairman of the Board of Directors, the General Director, and representatives of the Supervisory Board on the following reports:
  - **2.1.** Report on the performance of the Board of Directors in 2024 and operational orientation for 2025;
  - **2.2.** Report of the General Director on business performance in 2024 and business plan for 2025;
  - **2.3.** Report on the activities of the Supervisory Board in 2024 and its plan for 2025; (The above reports were published on the Company's website, with QR code links provided and hard copies delivered to shareholders attending the Meeting.)
  - **2.4.** The Meeting proceeded to vote on the Reports.
- 3. Election of members of the Board of Directors and the Supervisory Board for the 2025–2030 term:

- 3.1. Approval of Proposal No. 01/2025/BoD dated June 14, 2025, of the Board of Directors regarding the election of members of the Board of Directors and the Supervisory Board for the 2025–2030 term, including the list of candidates;
- 3.2. Approval of the Election Regulations;
- 3.3. Conduct of the election.

#### 4. The General Meeting of Shareholders considered the following Proposals:

- Proposal No. 02/2025/TTr-ĐHCĐ dated June 14, 2025, of the Board of Directors regarding approval of the audited financial statements for 2024;
- Proposal No. 03/2025/TTr- DHCD dated June 14, 2025, of the Board of Directors regarding approval of the business performance report for 2024 and the business plan for 2025:
- Proposal No. 04/2025/TTr- ĐHCĐ dated June 14, 2025, of the Board of Directors regarding approval of the 2024 profit distribution plan and appropriation to funds;
- Proposal No. 05/2025/TTr- DHCD dated June 14, 2025, of the Board of Directors regarding approval of remuneration for the Board of Directors, Supervisory Board, and Company Secretary for 2024 and the plan for 2025;
- Proposal No. 06/2025/TTr- DHCD dated June 14, 2025, of the Board of Directors regarding the selection of an auditing firm for the 2025 financial statements;
- Proposal No. 07/2025/TTr- ĐHCĐ dated June 14, 2025, of the Board of Directors regarding the plan to issue shares to increase charter capital from owner's equity;
- Proposal No. 08/2025/TTr- ĐHCĐ dated June 14, 2025, of the Board of Directors regarding the plan for fixed asset investment in 2025.

#### 5. The Meeting held discussions on the contents of the above Proposals.

#### H. RESOLUTION OF THE GENERAL MEETING OF SHAREHOLDERS

Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and relevant guiding documents; Pursuant to the Charter on Organization and Operation of Dong A Paint Joint Stock Company;

After reviewing the Reports, Proposals, and related discussions, the 2025 Annual General Meeting of Shareholders of Dong A Paint Joint Stock Company unanimously approved the following contents:

1. Approval of the Report on the performance of the Board of Directors in 2024 and the operational orientation for 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).

- 2. Approval of the Report of the General Director on the business results for 2024 and the business plan for 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).
- 3. Approval of the Report of the Supervisory Board for 2024 and its activity plan for 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting)
- 4. **Approval of the election of the Board of Directors and the Supervisory Board for the 2025–2030** term and the list of members as per Proposal No. 01/2025/TTr- ĐHCĐ dated June 14, 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).
- 5. **Approval of the audited financial statements for 2024** as per Proposal No. 02/2025/TTr-ĐHCĐ dated June 14, 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).
- 6. **Approval of the business performance report for 2024 and business plan for 2025** as per Proposal No. 03/2025/TTr- DHCD dated June 14, (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).
- 7. **Approval of the 2024 profit distribution plan and appropriation** to funds as per Proposal No. 04/2025/TTr- ĐHCĐ dated June 14, 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).
- 8. Approval of the remuneration for the Board of Directors, the Supervisory Board, and the Company Secretary for 2024 and the plan for 2025 as per Proposal No. 05/2025/TTr- DHCD dated June 14, 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).
- 9. **Approval of the selection of an auditing firm for the 2025** financial statements as per Proposal No. 06/2025/TTr- DHCD dated June 14, 2025 of the Supervisory Board (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).
- 10. **Approval of the plan to issue shares to increase charter capital from the owner's equity** as per Proposal No. 07/2025/TTr- ĐHCĐ dated June 14, 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).
- 11. **Approval of the plan for fixed asset investment in 2025** as per Proposal No. 08/2025/TTr- DHCD dated June 14, 2025 (with 21,515,349 votes in favor, representing 100% of the voting shares of shareholders attending the Meeting).

The 2025 Annual General Meeting of Shareholders of Dong A Paint Joint Stock Company concluded at 11:45 a.m. on the same day. All contents of the meeting were recorded in the Minutes of the Meeting and unanimously approved by all attending shareholders. The Minutes consist of five (05) pages and are made in five (05) copies as follows:

- 01 copy submitted to the Hanoi Stock Exchange;
- 01 copy submitted to the State Securities Commission of Vietnam;
- 03 copies kept in the records of the 2025 Annual General Meeting of Shareholders.

The Minutes of the 2025 Annual General Meeting of Shareholders of the Company are made in writing and disclosed on the website of Dong A Paint Joint Stock Company (<a href="www.hangsondonga.com">www.hangsondonga.com</a>) and through other information channels in accordance with applicable laws on information disclosure.

#### **PRESIDIUM**

Nguyễn Thị Hương

Mai Anh Tám

Nguyễn Văn Sơn

#### **SECRETARIAT**

Nguyễn Thị Luận

Nguyễn Thị Ngọc

# DOCUMENTS 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness

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Hanoi, June 14, 2025

# REPORT BY THE CHAIRMAN OF THE BOARD OF DIRECTORS AT THE 2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS

#### Dear Shareholders,

In accordance with the functions and duties set forth in the Company's Charter on Organization and Operation, the Board of Directors ("BoD") would like to present to the Annual General Meeting of Shareholders the results of operations in 2024 and the operational orientation for 2025, with the following key contents:

#### **PART I:**

#### REPORT ON THE IMPLEMENTATION OF THE 2024 BUSINESS PLAN

In the past year, the general economic situation continued to improve. The real estate market and the construction materials industry have gradually recovered and shown positive signs.

The BoD provided close direction and coordinated with the Executive Board to fulfill all tasks assigned by the General Meeting of Shareholders under Resolution No. 01/2024/HDA/NQ-ĐHĐCĐ dated June 13, 2024, as follows:

#### 1. Business performance targets in 2024:

- Net revenue: VND 274.515 billion, reaching 106% of the plan (VND 258.461 billion), and 128% compared to 2023.
- Profit before tax: VND 18.135 billion, reaching 115% of the plan and increasing by 225% compared to 2023.
- **2. Profit distribution:** The BoD complied with Resolution No. 01/2024/HDA/NQ-DHĐCĐ dated June 13, 2024, under which no dividend was declared and no remuneration was paid to the BoD and the Company Secretary for 2023.
- **3. Other tasks:** Based on actual circumstances and the BoD's authorized powers, several actions were taken in accordance with the above resolution:
- **Fixed asset investment in 2024:** The Company only invested in transport vehicles for business operations. Total value of investment was estimated at VND 2.651 billion, fulfilling 78% of the plan approved by the 2024 ĐHĐCĐ.

- **Supervisory Board remuneration:** The BoD agreed to maintain the same level of remuneration as in previous years. The amount paid to the Supervisory Board for 2024 was VND 216,000,000.
- **BoD and Company Secretary remuneration:** Approved at 4% of after-tax profit in 2023 (based on the audited consolidated financial statements). However, as the Company incurred a loss in 2023, no remuneration was paid for that year.

#### 4. Corporate governance by the BoD as per the Charter:

#### 4.1. BoD performance in 2024:

The BoD in 2024 comprised 5 members:

- Mr. Mai Anh Tám Chairman
- Mr. Đỗ Trần Mai Member
- Mr. Nguyễn Văn Sơn Member and General Director
- Ms. Nguyễn Thị Hương Member
- Mr. Nguyễn Quốc Quyền Member (resigned as of October 1, 2024)
- ✓ In 2024, the BoD held 2 regular and 2 extraordinary meetings with full participation of members and the Supervisory Board. All meetings were properly prepared and conducted in accordance with the Company Charter and the Law on Enterprises.
- ✓ The BoD closely monitored the Company's operations. Major matters were thoroughly discussed, resolved, and timely implemented by the Executive Board.
- ✓ The BoD collaborated with executive management to review 2023 performance and promptly launched the 2024 plan from the first month and quarter.

#### 4.2. Oversight of the General Director and Executive Board:

- The Executive Board effectively implemented all BoD resolutions and decisions.
- Full compliance with legal regulations and internal policies issued by the BoD.
- Proactive market expansion and customer engagement; enhancing the Company's image.
- Effective human resource development and training.
- Ensured fair and lawful employee compensation and welfare policies.

#### **PART II:**

#### **ORIENTATION FOR 2025**

#### 1. BoD operational direction in 2025:

Despite signs of recovery, the construction materials sector is expected to face challenges. The BoD and Executive Board have committed to focus efforts early on in the following areas:

- Strengthen corporate governance and resource development; enhance risk management.
- Continue improving internal governance in compliance with current laws.
- Promote R&D and adoption of new technologies to improve product quality.
- Oversee the Executive Board to ensure stable and sustainable company operations.

#### 2. Key business targets for 2025:

- Net revenue: VND 274.546 billion (similar to 2024)
- Profit before tax: VND 12.441 billion (down 32% vs. 2024)
- Expected dividend: None projected for 2024
- The BoD plans to propose a share issuance to increase charter capital from owner's equity, with a projected 10% increase.

#### Dear Shareholders,

In 2025, the BoD will continue striving to ensure the Company's stability and growth, successfully achieving the targets assigned by the General Meeting of Shareholders. We look forward to your continued trust, support, and unity in our future endeavors.

On behalf of the Presidium and the ĐHĐCĐ Organizing Committee, we wish all distinguished delegates good health and a successful General Meeting.

Sincerely,

ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN

MAI ANH TÁM

Hanoi, June 14, 2025

# REPORT BY THE GENERAL DIRECTOR OF DONG A PAINT JOINT STOCK COMPANY AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

**Dear: - Shareholders** 

#### - Distinguished Guests,

The General Director of the Company hereby reports to the Annual General Meeting of Shareholders on the results of production and business activities in 2024 and the plan for 2025 as follows:

#### PART I: REPORT ON IMPLEMENTATION OF THE 2024 BUSINESS PLAN

#### I. Production and Business Results in 2024

2024 was a challenging year for the global economy, given various geopolitical tensions. Domestically, the Vietnamese economy recorded promising outcomes, even exceeding expectations, with an estimated GDP growth rate of 7.09%.

Despite this, global trade wars, fluctuating oil and gold prices, and a record-high USD exchange rate led to rising costs for input materials—posing serious challenges to the construction materials sector, the core business of the Company.

In response, the Company's leadership flexibly adapted sales policies to increase revenue, restructured resources, and invested in research and development for technology and product innovation, aiming to enhance competitiveness.

These strategic moves, backed by effective preparation and targeted solutions, enabled the Company to surpass its 2024 profit target, as reflected in the 2024 audited financial statements (audited by International Valuation and Audit Co., Ltd. - IVA). The full report is available on the Company's website: www.hangsondonga.com.vn. Key indicators include:

No	Indicator	2023 Actual (VND mil)	2024 Plan (VND mil)	2024 Actual (VND mil)	Ach. (%)	YoY Change (%)
1	Net Revenue	214,944	258,461	274,515	106.2%	+27.71%
2	Profit Before Tax	(14,663)	16,000	18,315	114.5%	+224.9%
3	Dividend	-	-	-	-	-

- Net revenue for 2024 reached VND 274.515 billion, 106% of the plan and up 27.7% from 2023.
- Profit before tax hit VND 18.315 billion, 114.5% of the plan and up 224.9% YoY.
- Net profit covered 100% of the accumulated loss as of 31/12/2023 (VND -13.808 billion), removing the Company's stock from the warning list.

#### II. Report on the Implementation of AGM 2024 Resolutions:

• **Fixed Asset Investment in 2024:** As directed by the BoD, fixed asset investment was implemented as follows:

Asset Category	Planned (VND 1,000)	Actual (VND 1,000)	Completion Rate
Fixed Assets 2024	3,400,000	2,651,810	78%

#### PART II: 2025 BUSINESS PLAN

Although economic signals and the construction sector outlook appear more positive thanks to state stimulus policies, the BoD and Executive Board forecast continued challenges in the construction materials industry.

Following the 2025–2030 strategy set by the BoD, the Executive Board has proactively revised sales policies and introduced new competitive brands and products. The proposed 2025 plan includes:

No	Indicator	Unit	2024 Actual	2025 Plan	Change (%)
1	Net Revenue	VND billion	274.515	274.546	-
2	Profit Before Tax	VND billion	18.315	12.441	-32.1%
3	Dividend	%	-	-	-

In 2025, the Executive Board proactively adjusted the Revenue – Profit Plan with the aim of setting strategic business directions and flexibly reallocating resources to safeguard business efficiency. Key Implementation Measures:

#### 1. Governance and Operations:

- Adapt sales policies proactively in response to market volatility and evolving customer demand.
- Strengthen executive management, address operational weaknesses, and ensure legal and procedural compliance.
- Restructure the organizational system and align human resources with expertise and business needs.
- Review infrastructure and equipment to ensure smooth and safe production operations.
- Improve reporting systems and revise internal policies, procedures, and interdepartmental workflows.

- Enhance cost control and maintain accurate accounting.
- Assign clear responsibilities and implement performance-linked incentive mechanisms.

#### 2. Market Development:

- Focus on high-margin products; phase out underperforming lines.
- Diversify markets to reduce dependence and enter niche/emerging markets.
- Invest in strategic, high-tech products to lead the market.
- Streamline and align the salesforce with market strategies.
- Customize sales policies by customer group and brand segment.
- Boost distributor output via collaboration with architects, contractors, and tier-2 agents.
- Promote online sales and marketing across platforms (Facebook, TikTok, YouTube), along with traditional advertising (billboards, banners, posters).

#### 3. Cost Reduction and Pricing Strategy:

- Diversify raw material suppliers to reduce dependency.
- Plan material reserves during favorable periods to avoid cost spikes.
- Research substitute materials of equal quality to mitigate price volatility.

#### 4. Human Resources:

- Build a skilled workforce to support business goals.
- Reevaluate and optimize human resources for better efficiency.
- Continue staff development via both internal and outsourced training programs.

#### **PART III: CONCLUSION**

According to the Executive Board's assessment, 2025 will continue to be a year filled with difficulties and challenges for the Company, both in terms of market operations and internal management.

The Executive Board will continue to make relentless efforts to maintain the Company's business activities in a stable and sustainable manner, and to successfully fulfill the tasks entrusted by the Board of Directors. At the same time, the Executive Board respectfully hopes to continue receiving the trust, support, and consensus of all valued Shareholders in all of the Company's activities to help overcome this challenging period.

On behalf of the Executive Board, we wish all Shareholders and distinguished guests good health and a successful Annual General Meeting.On behalf of the Executive Board,

Respectfully yours,

LEGAL REPRESENTATIVE
GENERAL DIRECTOR

NGUYỄN VĂN SƠN

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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Hanoi, June 14, 2025

# REPORT BY THE SUPERVISORY BOARD DONG A PAINT JOINT STOCK COMPANY AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

#### **Dear Esteemed Shareholders,**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and related guiding documents;
- Pursuant to the Charter of Organization and Operation of Dong A Paint Joint Stock Company;
- Pursuant to the working regulations of the Supervisory Board;

The Supervisory Board of Dong A Paint Joint Stock Company ("HDA") respectfully reports to the Annual General Meeting of Shareholders on its activities in 2024 and the proposed plan for 2025 as follows:

#### Part I: Supervisory Board Activities

#### 1. Supervisory Board Personnel:

- 1. Ms. Bui Thi Thanh Nam Head of the Supervisory Board
- 2. Ms. Le Thi Thoa Member of the Supervisory Board
- 3. Mr. Hoang Trung Kien Member of the Supervisory Board

Over the past year, the Supervisory Board conducted regular oversight activities across various business and operational domains of the Company.

#### 2. Supervisory Activities:

The Supervisory Board focused on the following key oversight and review areas:

- Reviewed and assessed the activities of the Board of Directors in connection with the execution of the financial plan and business operations plan for 2024 as approved by the General Meeting of Shareholders;
- Oversaw the financial statements, evaluating the accuracy and reasonableness of reported financial figures, and analyzed the material accounting and audit discrepancies affecting the financial statements;
- In 2024, the Supervisory Board convened meetings and assigned tasks to members for the following activities:

- Reviewed the semi-annual and annual financial statements; assessed the organization of accounting records, bookkeeping, and document retention to ensure compliance with accounting standards and regulations;
- Monitored compliance with laws and state policies;
- A Reviewed the implementation status of business targets and economic indicators as approved by the Annual General Meeting of Shareholders.

With a high sense of responsibility, the Supervisory Board has continuously demonstrated its professional competence and maintained an independent, objective approach to its evaluations and reports on the truthfulness and reasonableness of financial statements, as well as the Company's compliance with legal requirements in its business operations. Constructive exchanges and candid feedback were regularly provided to the Board of Directors and Executive Management whenever errors or potential business risks were identified.

#### **PART II: SUPERVISION RESULTS**

#### I. Financial Report Results:

#### I.1. Financial Indicators and Business Results Compared to Plan and Previous Year:

No	Indicator	2024 Plan (VND mil)	2024 Actual (VND mil)	2023 Actual (VND mil)	% 2024 vs. 2023	% 2024 vs. Plan
A	Revenue					
1	Net Revenue	258,461	274,514	214,944	127.7%	106.2%
2	Cost of Goods Sold (COGS)	161,640	171,682	140,971	121.7%	106.2%
В	Gross Profit	96,821	102,831	73,972	139%	106.2%
I	Selling Expenses	52,747	64,112	53,719	119.3%	121.5%
II	General & Administrative Expenses	22,065	18,115	30,893	58.6%	82.09%
III	Financial Expenses	6,000	4,138	5,428	76.2%	68.96%
IV	Profit Before Tax	16,000	18,314	-16,608	210.2%	114.4%
C	Receivables from Customers	<22% of Revenue	89,251	51,922	24.15% / 22%	32.5% / 22%
D	Salary & Social Insurance Fund	11% of Revenue	28,532	24,240	11.2% > 11%	10.4% < 11%

#### **I.2. Regular Management Indicators:**

- **Revenue:** 2024 actual revenue reached 106% of the target approved by the General Meeting of Shareholders, and increased 127.7% compared to 2023.
- **Profit Before Tax:** 2024 actual pre-tax profit reached 114.4% of the approved plan, and increased 210.2% compared to 2023.
- **Receivables:** As of 31/12/2024, total receivables increased significantly from VND 51,922 million to VND 89,251 million compared to 31/12/2023. The absolute increase was VND 37,329 million, including notable increases from:
  - o **Original Paint Market JSC:** receivables increased from VND 3,899 million to VND 17,086 million.
  - Bewin Company: receivables increased by VND 14 billion according to the financial statements.
  - o **Other clients:** receivables increased by VND 6.3 billion.

#### + Inventory:

<b>Inventory Type</b>	2024 (VND)	2023 (VND)	% 2024 vs. 2023
Raw Materials	67,763,578,000	68,154,205,000	99%
Tools and Supplies	3,389,588,000	2,541,417,000	133%
Work in Progress	14,310,154,000	9,198,340,000	156%
Finished Goods	20,747,952,000	19,470,414,000	107%
Merchandise	4,395,509,000	3,831,646,000	115%
Total	110,606,782,000	103,196,025,000	107%

• Inventory increased by 7% compared to 2023, primarily due to higher levels of work in progress.

#### I.3: RESULTS OF THE FINANCIAL STATEMENT REVIEW

The Supervisory Board conducted a review of the Company's 2024 financial statements and generally agreed with the contents presented, particularly regarding the business operations. Most key economic indicators met or exceeded targets, showing significant growth in production and business activities.

- The accounting records, documentation, and preparation of financial statements complied with the formats issued under Circular No. 200/2014/TT-BTC dated December 22, 2014 by the Ministry of Finance, as well as amendments and supplements in Circular No. 75/2015/TT-BTC dated May 18, 2015 and Circular No. 53/2016/TT-BTC dated March 21, 2016.
- The financial statements fairly and reasonably reflect the Company's financial position, in accordance with Vietnamese Accounting Standards and current legal regulations.

# II. SUPERVISION RESULTS ON THE BOARD OF DIRECTORS (BOD) AND EXECUTIVE BOARD

#### II.1 Supervision of the Board of Directors (BOD):

The Board of Directors of Dong A Paint Joint Stock Company consists of 5 members:

- 1. Mr. Mai Anh Tám Chairman of the BOD
- 2. Mr. Nguyễn Văn Sơn Member of the BOD
- 3. Mr. Đỗ Trần Mai Member of the BOD
- 4. Ms. Nguyễn Thị Hương Member of the BOD
- 5. Mr. Nguyễn Quốc Quyền Member of the BOD (resigned as of October 1, 2024)

The Board held regular and extraordinary meetings either in person or via written consultation, and issued resolutions and decisions on matters within its authority in accordance with Company Charter and internal BOD regulations.

#### **II.2 Supervision of the Executive Board:**

Based on resolutions from the General Meeting of Shareholders and directives from the BOD, and depending on business requirements, the General Director assigned responsibilities to department heads, functional units, and production teams according to expertise and the nature of specific tasks.

# II.3 Supervision of Coordination Between the Supervisory Board, BOD, and Executive Board:

During the performance of its duties, the Supervisory Board received strong cooperation and support from both the BOD and the Executive Board:

- The BOD and Executive Board ensured timely and accurate information sharing, allowing the Supervisory Board to access financial reports and documentation for review.
- BOD resolutions were made with high consensus, had strong enforceability, and were implemented seriously and in compliance with laws and the Company Charter.
- All reports, conclusions, and recommendations from the Supervisory Board, BOD, and Executive Board were jointly reviewed and agreed upon prior to submission to the General Meeting of Shareholders and other stakeholders. The reports and conclusions were clear, truthful, and accurate.

#### **RECOMMENDATIONS:**

• The Executive Board should act more decisively in management and introduce flexible and timely sales policies to adapt to market changes.

- The Executive Board should strengthen governance, implement cost-saving measures, lower product prices, enhance competitiveness, and improve the collection of bad debts to reduce receivables.
- The BOD and Executive Board should focus on building and planning business operations, investment, and setting spending limits. There should be mechanisms in place to address overspending that affects profitability, ensuring high business efficiency, job security for employees, and sustainable company development.

#### PART III. SUPERVISORY BOARD'S OPERATION PLAN FOR 2025

The Supervisory Board of the Company shall continue to perform its duties on behalf of the shareholders in inspecting and monitoring the Company's production, business, governance, and management activities based on oversight of the Board of Directors and the Executive Board in the following aspects:

- Ensuring compliance with the State's policies and laws, and with regulations and resolutions issued by the Board of Directors;
- Reviewing profit targets and other key performance indicators assigned by the General Meeting of Shareholders and the Board of Directors; evaluating the reasonableness, legality, and compliance of internal management documents issued by the Company;
- Monitoring the implementation of internal operational regulations of the Company;
- Appraising the 2024 financial statements and assessing the Company's performance in 2025;
- Preparing a supervision report to be presented at the 2025 Annual General Meeting of Shareholders.

This report summarizes the performance of the Supervisory Board in 2024 and outlines the operation plan for 2025, and is hereby submitted to the Annual General Meeting of Shareholders for consideration and approval.

Wishing the Meeting great success!

Sincerely thank you!

ON BEHALF OF THE SUPERVISORY BOARD HEAD OF THE BOARD

**BUI THI THANH NAM** 

# PROPOSAL 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

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## THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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No.: 01/2025/TTr-HĐQT Hanoi, June 24, 2025

#### **PROPOSAL**

Re: Election of Members of the Board of Directors and Supervisory Board

#### for the 2025–2030 Term

#### **To:** General Meeting of Shareholders

Dong A Paint Joint Stock Company shall carry out the election of members of the Board of Directors and the Supervisory Board for the 2025–2030 term at the 2025 Annual General Meeting of Shareholders, as the current Board of Directors and Supervisory Board have completed their term of office.

The Board of Directors respectfully submits to the General Meeting of Shareholders the election of members of the Board of Directors and Supervisory Board for the 2025–2030 term at the 2025 Annual General Meeting of Shareholders as follows:

- 1. Structure of the Board of Directors and Supervisory Board for the 2025–2030 term:
- The number of members of the Board of Directors is 05 (five) members, of which at least one (1) must be an independent member.
- The number of members of the Supervisory Board is 03 (three) members.

#### 2. List of candidates for the Board of Directors:

Upon the expiration of the nomination/self-nomination period as stated in the
notification issued by the Board of Directors to shareholders, the Board of Directors
has compiled the application dossiers received and hereby submits to the General
Meeting of Shareholders the list of eligible and qualified candidates for election to the
Board of Directors and the Supervisory Board for the 2025–2030 term, as attached to
this Proposal.

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

#### ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Board of Directors, Administration & Human Resources Department.

Mai Anh Tám

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness

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No.: 01/2025/DS-HĐQT Hanoi, June 24, 2025

# LIST OF NOMINATED CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS AND SUPERVISORY BOARD FOR THE 2025–2030 TERM

(Attached to the Proposal on the Election of Members of the Board of Directors and Supervisory Board for the 2025–2030 Term)

On June 2, 2025, the Board of Directors of Dong A Paint Joint Stock Company issued a Notice to shareholders regarding the nomination and self-nomination of candidates for the election of the Board of Directors and the Supervisory Board for the 2025–2030 term, clearly specifying the conditions, qualifications, application requirements, and nomination deadlines.

As of the deadline for submitting nomination/self-nomination dossiers for the positions of members of the Board of Directors and Supervisory Board, no shareholders or groups of shareholders had submitted nominations or self-nominations. Therefore:

Pursuant to Clause 3, Article 24 of the Company's Charter and Clause 3, Article 274 of Decree No. 155/2020/ND-CP, in cases where the number of candidates nominated and self-nominated for the Board of Directors is insufficient, the incumbent Board of Directors has the right to nominate additional candidates for election.

Pursuant to Clause 2, Article 285 of Decree No. 155/2020/ND-CP, in cases where the number of candidates nominated and self-nominated for the Supervisory Board is insufficient, the incumbent Supervisory Board may nominate additional candidates.

Accordingly, the Board of Directors and Supervisory Board have nominated the following eligible candidates for election as members of the Board of Directors and the Supervisory Board for the 2025–2030 term, as follows:

#### 1. List of nominees for the Board of Directors:

- 1. Mr. Mai Anh Tám
- 2. Mr. Nguyễn Văn Sơn
- 3. Mr. Đỗ Trần Mai Independent BoD candidate
- 4. Ms. Nguyễn Thi Hương
- 5. Ms. Đào Thi Lan Anh

#### 2. List of nominees for the Supervisory Board:

- 1. Ms. Bùi Thị Thanh Nam
- 2. Ms. Lê Thị Thoa
- 3. Mr. Hoàng Trung Kiên

Detailed information about the candidates is published on the Company's website, under the Investor Relations section: https://www.hangsondonga.com.vn/co-dong/

ON BEHALF OF THE BOARD
OF DIRECTORS
CHAIRMAN

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness

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No.: 02/2025/TTr-HĐQT Hanoi, June 24, 2025

#### **PROPOSAL**

Re: Approval of the Audited Financial Statements for 2024

#### **To: General Meeting of Shareholders**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and related legal documents;
- Pursuant to the Charter on Organization and Operation of Dong A Paint Joint Stock Company ("HDA");
- Pursuant to the audited financial statements of the Company for the year 2024;

The Board of Directors respectfully submits to the General Meeting of Shareholders for approval the Company's audited financial statements (including the separate and consolidated financial statements) as of December 31, 2024, audited by International Auditing and Valuation Co., Ltd., including the following components:

- Independent Auditor's Report;
- Balance Sheet:
- Statement of Business Results;
- Cash Flow Statement:
- Notes to the Financial Statements.

Detailed contents are presented in the attached audited financial statements.

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

LEGAL REPRESENTATIVE GENERAL DIRECTOR

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Administration & Human Resources Department.

NGUYỄN VĂN SƠN

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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No.: 03/2025/TTr-HĐQT Hanoi, June 24, 2025

#### **PROPOSAL**

Re: Approval of the Business Performance in 2024 and the Business Plan for 2025

#### **To: General Meeting of Shareholders**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and related legal documents;
- Pursuant to the Charter on Organization and Operation of Dong A Paint Joint Stock Company ("HDA");
- Pursuant to the Resolution of the 2024 Annual General Meeting of Shareholders No. 01/2024/HDA/NQ-ĐHĐCĐ;
- Pursuant to the audited financial statements for 2024 of the Company;
- Pursuant to the 2025–2030 Business Plan and actual business conditions:

The Board of Directors of Dong A Paint Joint Stock Company respectfully submits to the General Meeting of Shareholders for consideration and approval of the business performance in 2024 and the business plan for 2025 as follows:

#### 1. Business Performance in 2024

No.	Indicator	Actual 2023	Plan 2024	Actual 2024	Completion Rate	YoY Change
1	Net revenue	214,944	258,461	274,515	106.2%	+27.7%
2	Profit before tax	-14,663	16,000	18,315	114.5%	+224.9%
3	Dividend	_	_	_	_	_

#### 2. Business Plan for 2025

No.	Indicator	Actual 2024	Plan 2025	YoY Change
1	Net revenue	274,515	274,546	_
2	Profit before tax	18,315	12,441	-32.1%
3	Dividend	_	_	_

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval of the 2024 Business Performance Report and the 2025 Business Plan.

#### Respectfully submitted.

# LEGAL REPRESENTATIVE GENERAL DIRECTOR

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Administration & Human Resources Department.

NGUYỄN VĂN SƠN

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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No.: 04/2025/TTr-HĐQT Hanoi, June 24, 2025

#### **PROPOSAL**

Re: Approval of the 2024 Profit Distribution Plan and Appropriation to Funds

**To:** General Meeting of Shareholders

- Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and related legal documents;
- Pursuant to the Charter on Organization and Operation of Dong A Paint Joint Stock Company ("HDA");
- Pursuant to the Resolution of the 2024 Annual General Meeting of Shareholders No. 01/2024/HDA/NQ-ĐHĐCĐ;
- Pursuant to the audited financial statements for the year 2024 of the Company;

The Board of Directors of Dong A Paint Joint Stock Company respectfully submits to the General Meeting of Shareholders for consideration and approval of the 2024 profit distribution plan and appropriation to funds as follows:

No.	Item	Value	Per.	Note
I	Undistributed after-tax profit	729,814,199	100%	
II	Profit distribution	729,814,199	100%	
1	Dividend payment for 2024	-	0%	
2	Remuneration for the Board of Directors and the Company Secretary	-	0%	
3	Appropriation to the Development Investment Fund	729,814,199	100%	
III	Remaining profit after distribution	0	0%	

The Board of Directors respectfully proposes that the General Meeting of Shareholders consider and approve the above profit distribution and appropriation plan and authorize the Board of Directors to implement it in accordance with applicable regulations.

#### Respectfully submitted.

# ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Board of Directors, Administration & Human Resources Department.

Mai Anh Tám

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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No.: 05/2025/TTr-HĐQT Hanoi, June 24, 2025

#### **PROPOSAL**

Re: Approval of Remuneration for the Board of Directors, Supervisory Board, and Company Secretary for 2024 and the Plan for 2025

**To:** General Meeting of Shareholders

- Pursuant to the Charter on Organization and Operation of Dong A Paint Joint Stock Company ("HDA");
- Pursuant to the Resolution of the 2024 Annual General Meeting of Shareholders No. 01/2024/HDA/NQ-ĐHĐCĐ;
- Pursuant to the audited financial statements for the year 2024;
- Pursuant to the Company's 2024 business performance and 2025 business plan;

The Board of Directors reports to the General Meeting of Shareholders on the remuneration paid to the Board of Directors, the Supervisory Board, and the Company Secretary in 2024 and submits for approval the total remuneration plan for 2025 as follows:

- **1.** Total remuneration for the Board of Directors, Supervisory Board, and Company Secretary in 2024: The structure includes: 05 (five) members of the Board of Directors, 03 (three) members of the Supervisory Board, and 01 (one) Company Secretary.
- 1.1. Remuneration for the Board of Directors and Company Secretary in 2024:
- Remuneration approved by the General Meeting of Shareholders: 4% of the 2024 profit after tax (based on the audited consolidated financial statements);
- Actual remuneration to be paid in 2024: VND 0.
- 1.2. Remuneration for the Supervisory Board in 2024:
- Remuneration authorized by the General Meeting of Shareholders to the Board of Directors for approval: VND 216,000,000;
- Actual remuneration to be paid in 2024: VND 216,000,000.
- 2. Remuneration plan for the Board of Directors, Supervisory Board, and Company Secretary in 2025:
- **2.1. Total remuneration for the Board of Directors and Company Secretary:** 3% of the 2025 profit after tax (based on the audited consolidated financial statements).
- **2.2.** Total remuneration for the Supervisory Board: The Board of Directors respectfully submits to the General Meeting of Shareholders for approval of the authorization for the Board of Directors to determine the remuneration of the Supervisory Board for 2025 and report to the 2026 Annual General Meeting of Shareholders.
- **3. Authorization:** Authorize the Board of Directors, and allow the Board of Directors to further delegate to the Chairman, to determine the specific remuneration for each member of the Board of Directors, the Supervisory Board, and the Company Secretary.

Respectfully submitted.

#### ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Board of Directors, Administration & Human Resources Department.

Mai Anh Tám

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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No.: 06/2025/TTr-HĐQT Hanoi, June 24, 2025

#### **PROPOSAL**

Re: Selection of the Auditing Firm for the 2025 Financial Statements

#### To: General Meeting of Shareholders

- Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and related legal documents:
- Pursuant to the Charter on Organization and Operation of Dong A Paint Joint Stock Company ("HDA");
- Pursuant to actual operational requirements;

The Board of Directors respectfully submits to the General Meeting of Shareholders the proposal to select an independent auditing firm to audit the 2025 financial statements of Dong A Paint Joint Stock Company, as follows:

#### 1. List of proposed auditing firms (including but not limited to):

- International Auditing and Valuation Co., Ltd. Hanoi Branch (IVA)
- Nam Viet Financial, Accounting and Auditing Services Co., Ltd.
- Auditing and Valuation Vietnam Co., Ltd. (AVA)
- ECOVIS AFA Vietnam Auditing, Valuation, and Consulting Co., Ltd.

#### 2. Proposal:

The Board of Directors respectfully proposes that the General Meeting of Shareholders approve the authorization for the Board of Directors to select one auditing firm from the above list or from the list of firms approved by the State Securities Commission of Vietnam. The General Director shall be authorized to sign the audit service contract with the selected auditing firm to perform the review and audit of the Company's 2025 financial statements.

#### Respectfully submitted.

### ON BEHALF OF THE SUPERVISORY BOARD HEAD OF THE BOARD

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Board of Directors, Administration & Human Resources Department.

**BÙI THI THANH NAM** 

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness

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No.: 07/2025/TTr-HĐQT Hanoi, June 24, 2025

#### **PROPOSAL**

"Re: Approval of the Share Issuance Plan to Increase Charter Capital from Owners' Equity"

#### **<u>To</u>**: The General Meeting of Shareholders

- Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and related guiding documents;
- Pursuant to the Law on Securities No. 54/2019/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020, detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to Circular No. 118/2020/TT-BTC dated December 31, 2020, of the Ministry of Finance guiding certain matters on public offering, securities issuance, tender offer, share repurchase, public company registration, and delisting of public companies;
- Pursuant to the Charter on organization and operation of Dong A Paint Joint Stock Company ("the Company");
- Pursuant to the audited financial statements of the Company for the year 2024;
- Based on the actual business operations of the Company.

The Board of Directors hereby submits to the General Meeting of Shareholders for consideration and approval of the 2025 Share Issuance Plan to increase charter capital from owners' equity, with detailed contents as follows:

#### I. 2025 Share Issuance Plan to Increase Charter Capital from Owners' Equity

- Issuer : Dong A Paint Joint Stock Company

- Share name : Dong A Paint Joint Stock Company Shares

- Stock code : HDA

- Type of shares : Ordinary shares

- Par value : 10.000 VND/share (Ten thousand Dong per share)

- Current charter capital : 275.999.670.000 VND (Two hundred seventy-five

billion nine hundred ninety-nine million six hundred

seventy thousand Dong)

- Purpose of issuance : To increase the charter capital by issuing shares from

owners' equity.

- Total shares issued to date : 27.599.967 (Twenty-seven million five hundred

ninety-nine thousand nine hundred sixty-seven)

shares

- Treasury shares : 0 share

- Outstanding shares : 27.599.967 (Twenty-seven million five hundred

ninety-nine thousand nine hundred sixty-seven shares) share

: 2.759.996 (Two million seven hundred fifty-nine Number of shares to be issued

thousand nine hundred ninety-six shares) share

Total par value of shares to be : 27.599.960.000 VND (Twenty-seven billion five issued

hundred ninety-nine million nine hundred sixty

thousand Dong)

Total shares outstanding after: 30.359.963 (Thirty million three hundred fifty-nine

thousand nine hundred sixty-three) shares issuance

: 303.599.630.000 VND (Three hundred three billion Charter capital after issuance

five hundred ninety-nine million six hundred thirty

thousand Dong)

Issuance method : Issuance of shares to increase charter capital from

owners' equity

: Existing shareholders of HDA as recorded in the Targeted shareholders

> shareholder list finalized by the Vietnam Securities Depository and Clearing Corporation (VSDC) on the

record date.

Issuance ratio (number of new 10,00%

shares/total outstanding shares)

Exercise ratio : 100:10 (Shareholders owning 100 shares shall receive

10 new shares)

Source of funds : Development Investment Fund as recorded in the

parent company's audited financial statements as of

December 31, 2024

: Q3 – Q4 2025, upon confirmation by the State Expected issuance period

Securities Commission of Vietnam (SSC) of receipt

of complete issuance documents.

Treatment of fractional shares Fractional shares arising from allocation will be

> rounded down to the nearest unit to ensure the total number of issued shares does not exceed the approved quantity. Fractional shares (if any) shall be

> canceled and not issued. The new charter capital shall

be recorded based on the actual number of distributed

shares.

Example: At the 100:10 ratio, if shareholder A owns 257 shares on the record date, the entitlement is:  $(257:100) \ x \ 10 = 25,70 \ new \ shares. This will be$ rounded down to 25 shares, and 0,70 fractional share

shall be canceled.

- Transfer restriction

: Newly issued shares are freely transferable.

Existing restricted shares (if any) are still entitled to

The right to receive new shares is not transferable.

#### II. Adjustment of Registered and Listed Shares

All newly issued shares under this plan shall be registered with the Vietnam Securities Depository and Clearing Corporation and listed on the Hanoi Stock Exchange immediately upon completion of the issuance in compliance with applicable regulations.

receive new shares.

#### **III. Charter Amendment**

To amend the provisions related to charter capital and shares in Article 6 – Charter Capital and Shares of the Company's Charter on organization and operation after the completion of the share issuance.

#### IV. Authorization by the General Meeting of Shareholders

The General Meeting of Shareholders assigns and authorizes the Board of Directors and the Legal Representative to decide and execute all tasks related to the issuance, including but not limited to:

- Conduct necessary procedures to register and report the share issuance as per the approved plan, including supplementing, amending, and finalizing documents to ensure compliance with applicable laws;
- Determine the record date for the list of shareholders entitled to receive new shares, after receiving confirmation of complete filing from the State Securities Commission of Vietnam, in accordance with prevailing laws;
- Register additional shares with the Vietnam Securities Depository and Clearing Corporation and list them on the Hanoi Stock Exchange after completion of issuance;
- Amend the Company's charter capital and share capital to reflect the actual results of the issuance, and report to the General Meeting of Shareholders at the next meeting;
- Carry out procedures for amending the Company's Business Registration Certificate regarding changes in charter capital and total shares after issuance with competent state agencies;
- In addition to the aforementioned authorizations, during implementation, authorize the Board of Directors to amend, supplement, and finalize the issuance plan in accordance with requests of state authorities and/or actual situations while ensuring compliance with current laws and protecting the legitimate interests of shareholders and the Company;
- Carry out other necessary related matters.

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

#### ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Board of Directors, Administration & Human Resources Department.

Mai Anh Tám

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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No.: 08/2025/TTr-HĐQT Hanoi, June 24, 2025

## PROPOSAL Re: Approval of the Fixed Asset Investment Plan for 2025

To: General Meeting of Shareholders

- Pursuant to the Law on Enterprises No. 59/2020/QH14 issued by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and relevant guiding documents;
- Pursuant to the Charter on Organization and Operation of Dong A Paint Joint Stock Company ("HDA");
- Pursuant to actual operational needs;

In order to meet personnel and market demands, the Board of Directors of Dong A Paint Joint Stock Company respectfully submits to the General Meeting of Shareholders for consideration and approval of the plan to invest in additional fixed assets in 2025, specifically transport vehicles (automobiles), as follows:

No.	Position	Quantity of Vehicles	Unit Price (VND 1,000)	Total Amount (VND 1,000)
1	Sales Director	1	800,000	800,000
2	Regional Director	2	600,000	1,200,000
3	Area Supervisors	5	350,000	1,750,000
	Total	7		3,750,000

The Board of Directors shall be responsible for reporting the implementation of the above-mentioned investment (if incurred) at the next General Meeting of Shareholders.

#### Respectfully submitted.

LEGAL REPRESENTATIVE
GENERAL DIRECTOR

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Administration & Human Resources Department.

NGUYỄN VĂN SƠN

# DONG A PAINT JOINT STOCK COMPANY

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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Hanoi, June 24, 2025

# VOTE-COUNTING MINUTES ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS, SUPERVISORY BOARD, AND INTERNAL AUDIT COMMITTEE DONG A PAINT JOINT STOCK COMPANY

- Pursuant to the Charter on the organization and operation of Dong A Paint Joint Stock Company;
- Pursuant to the Election Regulations for members of the Board of Directors and the Supervisory Board approved at the General Meeting;

At 11:00 a.m. on June 24, 2025, during the 2025 Annual General Meeting of Shareholders of Dong A Paint Joint Stock Company, the election of members of the Board of Directors, the Supervisory Board, and the Internal Audit Committee for the 2025–2030 term was conducted.

The Vote-Counting Committee approved by the General Meeting consists of:

- 1. Mr. Nguyễn Hồng Thái Deputy Finance Director Head of Committee
- 2. Ms. Nguyễn Vân Anh Specialist Member
- 3. Ms. Vũ Thị Kim Ngân HR & Admin Specialist Member

#### A. LIST OF NOMINEES APPROVED BY THE GENERAL MEETING

#### I. Nominees for the Board of Directors for the 2025–2030 term:

- 1. Mr. Mai Anh Tám
- 2. Mr. Nguyễn Văn Sơn
- 3. Mr. Đỗ Trần Mai
- 4. Ms. Nguyễn Thi Hương
- 5. Ms. Đào Thị Lan Anh

# II. Nominees for the Supervisory Board for the 2025–2030 term:

- 1. Ms. Bùi Thị Thanh Nam
- 2. Ms. Lê Thi Thoa
- 3. Mr. Hoàng Trung Kiên

#### **B. VOTE-COUNTING RESULTS**

#### I. Election Results for the Board of Directors

- 1. Total ballots issued: 19 ballots, representing 21,515,349 shares, equivalent to 100% of the total voting shares attending the meeting.
- 2. Total ballots collected: 19 ballots, representing 21,515,349 shares, equivalent to 100% of the total voting shares attending the meeting.

#### Of which:

• Valid ballots: 19, representing 21,515,349 shares (100%)

• Invalid ballots: 0, representing 0 shares (0%)

#### **Vote results:**

No.	Full Name	Number of Votes	% of Total Voting Shares
1	Mr. Mai Anh Tám	21,481,349	99.84%
2	Mr. Nguyễn Văn Sơn	21,447,124	99.68%
3	Mr. Đỗ Trần Mai	21,447,124	99.68%
4	Ms. Nguyễn Thị Hương	21,447,124	99.68%
5	Ms. Đào Thị Lan Anh	21,481,124	99.84%

Based on the vote-counting results, the approved election regulations, and the Company's Charter, the following candidates were elected to the Board of Directors for the 2025–2030 term:

#### **Elected Members of the Board of Directors:**

No.	Full Name	
1	Mr. Mai Anh Tám	
2	Mr. Nguyễn Văn Sơn	
3	Mr. Đỗ Trần Mai	
4	Ms. Nguyễn Thị Hương	
5	Ms. Đào Thị Lan Anh	

### II. Election Results for the Supervisory Board

- 1. Total ballots issued: 19 ballots, representing 21,515,349 shares (100%)
- 2. Total ballots collected: 19 ballots, representing 21,515,349 shares (100%)

#### Of which:

- Valid ballots: 19, representing 21,515,349 shares (100%)
- Invalid ballots: 0, representing 0 shares (0%)

#### **Vote results:**

NO.	FULL NAME	NUMBER OF VOTES	% OF TOTAL VOTING SHARES
1	Ms. Bùi Thị Thanh Nam	21,475,349	99.81%
2	Ms. Lê Thị Thoa	21,467,124	99.78%
3	Mr. Hoàng Trung Kiên	21,467,124	99.78%

Based on the vote-counting results, the approved election regulations, and the Company's Charter, the following candidates were elected to the Supervisory Board for the 2025–2030 term:

# **Elected Members of the Supervisory Board:**

No.	Full Name	
1	Ms. Bùi Thị Thanh Nam	
2	Ms. Lê Thị Thoa	
3	Mr. Hoàng Trung Kiên	

This Vote-Counting Minutes comprises 03 (three) pages, completed at 11:15 a.m. on June 24, 2025, and was publicly announced at the General Meeting.

# **VOTE-COUNTING COMMITTEE**

**Members Head of Committee** 

Nguyễn Vân Anh Vũ Thị Kim Ngân Nguyễn Hồng Thái

# DONG A PAINT JOINT STOCK COMPANY

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness

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Hanoi, June 02, 2025

# ELECTION REGULATIONS BOARD OF DIRECTORS AND SUPERVISORY BOARD TERM 2025 – 2030

# 1. Legal Basis

- Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Pursuant to the Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019;
- Pursuant to Decree No. 155/2020/ND-CP issued by the Government of the Socialist Republic of Vietnam on December 31, 2020;
- Pursuant to the Charter of Organization and Operation of Dong A Paint Joint Stock Company;
- 2. Scope of Application These regulations apply to the election of members of the Board of Directors and the Supervisory Board at the 2025 Annual General Meeting of Shareholders of Dong A Paint Joint Stock Company (HDA).
- **3. Subjects of Application** Shareholders holding voting shares and individuals involved in the election of members of the Board of Directors and the Supervisory Board of HDA at the 2025 Annual General Meeting of Shareholders are required to comply with these regulations.

# 4. Election and Winning Rules

#### 4.1. Number of Members to be Elected and Term:

- Number of Board of Directors members to be elected: 05
- Number of Supervisory Board members to be elected: 03
- Term: 5 years (2025 2030)

#### 4.2. Ballot and Voting Instructions

#### 4.2.1. Ballot:

- Ballots must bear the Company's stamp and include the following details:
  - Shareholder name, shareholder ID, number of shares owned and/or represented, total number of votes;
  - o Pre-printed names of candidates.

- Each shareholder and/or representative and/or proxy attending the meeting will receive two (02) ballots: one for the Board of Directors and one for the Supervisory Board.
- Note: The recipient of the ballot must verify the printed information. Any errors must be reported immediately to the Vote Counting Committee. Otherwise, the ballot will be considered invalid.

#### 4.2.2. How to Fill Out the Ballot:

- Shareholders may vote for a maximum number of candidates equal to the number of members to be elected.
- Shareholders can vote in one of the following two ways:
  - Method 1: Mark "X" in the "Number of Votes" box next to the names of the candidates they wish to vote for. The total number of votes will be divided equally among the selected candidates. Decimal votes will be rounded down to the nearest whole number.
    - Example: A shareholder owns 2,500 shares and is entitled to 12,500 votes (2,500 x 5) in the Board of Directors election. They vote for 3 candidates: B, C, and D. Each candidate will receive 4,166 votes (12,500 / 3, rounded down).
  - Method 2: Specify the number of votes next to each candidate's name.
     The total number of votes must not exceed the shareholder's total voting rights.

#### • Notes:

- o If both "X" and a specific number of votes are marked, the number will take precedence.
- o Ballots without any votes will be considered invalid.

#### 4.2.3. Valid and Invalid Ballots:

• Valid ballots: Must follow the pre-printed template with the Company's stamp, no erasures or alterations, and only contain allowed content.

#### • Invalid ballots include:

- o Ballots not in the correct format or lacking required information;
- o Ballots without the Company's stamp;
- Blank ballots;
- o Ballots with incorrect shareholder or shareholding information;
- Ballots with crossed-out or altered names, added or incorrect names not on the approved candidate list;
- o Ballots that exceed the total number of allowable votes;
- o Ballots submitted after the ballot box has been unsealed.

# 4.3. Vote Counting Committee, Voting Method, Ballot Submission and Vote Counting

### **4.3.1. Vote Counting Committee:**

- Comprises 03 members approved by the General Meeting of Shareholders;
- Members may be shareholders but must not be candidates for the Board of Directors or Supervisory Board;
- Responsibilities:
  - Explain voting regulations;
  - Count votes;
  - o Announce results at the Meeting.

# 4.3.2. Voting Method:

- Voting is conducted by secret ballot using cumulative voting. Each shareholder's total votes equal the number of shares owned and/or represented and/or authorized multiplied by the number of members to be elected. Shareholders may allocate all votes to one or more candidates.
- Voting percentages are calculated based on the total number of eligible voting shares attending the meeting.

# **4.3.3.** Voting and Vote Counting:

- Shareholders may request a new ballot in case of error before placing the ballot in the box. The old ballot must be returned.
- Ballots are submitted into sealed boxes supervised by the Vote Counting Committee.
- After voting ends, the Committee will count votes in a separate room under supervision by the Supervisory Board and one shareholder representative.
- Vote counting must begin immediately after voting ends.
- The Vote Counting Committee must prepare a vote counting report and the Head of the Committee must announce the results before the Meeting. The Committee and the Chairperson are responsible for handling any shareholder complaints.

#### 4.4. Election Criteria:

- Candidates are elected based on the highest number of votes in descending order until the required number of members is met (05 for the Board and 03 for the Supervisory Board).
- If two or more candidates tie for the last seat, the one representing or owning more Company shares (individually or via institutional shareholders) will be selected.

# 4.5. Vote Counting Report:

- A vote counting report must be prepared after counting.
- The full report must be announced before the Meeting.

# 4.6. Complaints:

• Any complaints related to voting or vote counting shall be resolved by the Chairperson and recorded in the minutes of the General Meeting of Shareholders.

ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN

Mai Anh Tám

# DONG A PAINT JOINT STOCK COMPANY

# THE SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness

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No.: 01/2025/TTr-HĐQT Hanoi, June 02, 2025

# REGULATIONS ON ORGANIZING THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS DONG A PAINT JOINT STOCK COMPANY

#### **CHAPTER I**

#### **GENERAL PROVISIONS**

#### **Article 1. Scope of Application**

- 1. These Regulations apply to the organization of the 2025 Annual General Meeting of Shareholders (hereinafter referred to as "the Meeting") of Dong A Paint Joint Stock Company.
- 2. These Regulations specifically stipulate the rights and obligations of shareholders and participants in the Meeting; conditions and procedures for conducting the Meeting.
- 3. Shareholders, shareholder representatives, and participants are responsible for complying with the provisions of these Regulations.

#### **CHAPTER II**

#### CONDITIONS FOR PARTICIPATION IN THE MEETING

#### **Article 2. Conditions for Participation**

Individual shareholders or authorized representatives of institutional shareholders listed in the shareholder register as of the record date for attending the Meeting (April 10, 2025) are entitled to directly attend the Meeting or authorize another person in writing to attend, in accordance with these Regulations and applicable laws.

#### **Article 3. Forms of Participation**

Shareholders are considered to be attending and voting at the Meeting in the following cases:

- Attending and voting in person at the Meeting.
- Authorizing another person to attend and vote at the Meeting.

#### **CHAPTER III**

#### RIGHTS AND OBLIGATIONS OF SHAREHOLDERS AND PARTICIPANTS

# Article 4. Rights and Obligations of Shareholders or Authorized Representatives

- 1. Shareholders or authorized representatives have the right to attend the Meeting and vote on all matters in accordance with the Law on Enterprises and related regulations.
- 2. When attending the Meeting, shareholders or representatives must bring the following:
  - o Invitation Letter.
  - Business Registration Certificate (for institutional shareholders) and valid ID card/passport or other valid personal identification.
  - Authorization Letter. For institutional shareholders, if the attendee is not the legal representative, an authorization letter must be presented (as per civil law, specifying the authorized person and number of shares represented). A sample authorization letter is enclosed with the invitation.
- 3. Registration: Shareholders or authorized representatives shall present documents to the Shareholder Eligibility Verification Committee and can view the Meeting materials on the Company's website: <a href="http://www.hangsondonga.com.vn">http://www.hangsondonga.com.vn</a> (Investor Relations section). Voting cards and ballots shall display delegate codes and shareholding/representation ratios and must be stamped by the Company.
- 4. Shareholders or representatives must arrive on time and complete the registration with the Committee before entering the Meeting hall.
- 5. Late arrivals may still attend and vote on subsequent issues. The Meeting is not obligated to revisit previously resolved matters.
- 6. Shareholders must follow the instructions of the Chairing Board, behave respectfully, and maintain order.
- 7. To speak, shareholders must gain permission from the Chairing Board and must keep comments concise and relevant. Previously answered questions should not be repeated. Alternatively, questions may be written on discussion slips for submission.
- 8. Audio/video recording must be publicly disclosed and approved by the Chairperson.
- 9. Participants must comply with these Regulations, follow the direction of the Chairing Board, and respect the Meeting's outcomes.

# Article 5. Rights and Obligations of the Shareholder Eligibility Verification Committee:

The Committee consists of a Head and members appointed by the Company, responsible for verifying the eligibility of attendees and issuing voting materials. The Committee reports verification results to the Meeting.

- 1. The Committee may assign duties to supporting staff.
- 2. If a participant fails to meet eligibility requirements, the Committee may deny entry and refuse to issue materials.

### Article 6. Chairing Board of the Meeting

The Chairing Board is elected by the Meeting and includes a Chairperson and members responsible for conducting the Meeting.

- 1. Rights and duties include:
  - a. Managing the Meeting according to the approved agenda.
  - b. Appointing secretaries, proposing vote-counting committees.
  - c. Guiding discussion.
  - d. Submitting draft resolutions for voting.
  - e. Responding to shareholder inquiries.
- 2. The Chairperson has final authority on procedure and unforeseen issues.
- 3. The Chairperson may postpone the Meeting if:
  - a. Attendees disrupt order;
  - b. Postponement is necessary for lawful proceedings.

# Article 7. Rights and Obligations of the Secretariat

- 1. The Secretariat includes a Head and members appointed by the Chairing Board.
- 2. Responsibilities: taking minutes, preparing the Meeting Minutes and Resolutions, and reporting to the Meeting.

#### Article 8. Rights and Obligations of the Vote-Counting Committee

- 1. Composed of a Head and members elected by the Meeting upon the Chairing Board's proposal.
- 2. May form support teams as needed.
- 3. Duties:
  - a. Instruct shareholders on voting procedures.
  - b. Record voting results.
  - c. Summarize and report results to the Chairing Board.
  - d. Prepare the Vote-Counting Minutes.
  - e. Present results to the Meeting.
  - f. Hand over all voting materials to the Secretariat.

- g. Address and resolve complaints with the Chairing Board.
- h. Perform other assigned duties.

#### **CHAPTER IV**

#### **MEETING PROCEDURES**

#### **Article 9. Conditions for Conducting the Meeting**

The Meeting shall proceed when the number of shareholders and authorized representatives in attendance represent more than 50% of the total voting shares, based on the shareholder list prepared at the time of convening the Meeting. The Shareholder Eligibility Verification Committee shall announce the number of attendees, the total number of voting shares, and the attendance percentage to confirm that the Meeting may be held in accordance with regulations.

#### **Article 10. Conduct and Order of the Meeting**

- 1. The Meeting is expected to last for half a day.
- 2. The Meeting shall sequentially discuss and approve the items listed in the approved agenda.
- 3. All attending shareholders must dress appropriately.
- 4. Shareholders must sit in the designated areas as arranged by the Organizing Committee and comply with seating arrangements.
- 5. Smoking is prohibited in the meeting hall.
- 6. Private conversations and mobile phone usage are not allowed during the Meeting; phones must be set to silent or turned off.

# Article 11. Agenda and Content of the Meeting

- 1. The agenda and meeting contents must be approved by the General Meeting of Shareholders during the opening session, clearly specifying the time allocated for each item.
- 2. Any proposed changes to the agenda during the Meeting must be approved by the General Meeting.

#### Article 12. Discussion and Q&A at the Meeting

- 1. Based on the number of shareholders and available time, the Chairing Board may choose the method of discussion. Shareholders may raise questions by requesting permission to speak or by submitting a written question slip to the Chairing Board. Only one shareholder may speak at a time. If multiple shareholders wish to speak simultaneously, the Chairperson will invite them to speak in sequence.
- 2. Comments must be concise and focused on relevant matters aligned with the approved agenda. Questions must not violate the law or involve personal matters or issues

- beyond the Company's authority. The Chairing Board may ask shareholders to stay focused and concise.
- 3. Each shareholder may speak for up to 5 minutes per turn. If exceeded, the Chairing Board may request the shareholder to submit questions in writing. The Secretariat will record these for the Board of Directors to respond in writing within a reasonable timeframe.

## **Article 13. Adoption of Meeting Resolutions**

According to the Company's Charter, decisions of the Annual General Meeting are adopted as follows:

- 13.1. A resolution is approved when it receives more than 50% of the total voting rights of attending shareholders.
- 13.2. Resolutions on the following matters must receive approval from shareholders representing at least 65% of total voting rights of attending shareholders:
  - Share types and total number of shares for each type;
  - Changes in business lines or sectors;
  - Changes in organizational and managerial structure;
  - Investment projects or sale of assets valued at 35% or more of the Company's total assets based on the latest audited financial statements;
  - Reorganization or dissolution of the Company.

# **Article 14. Voting Methods**

- 1. All matters in the agenda must be discussed and voted upon using Voting Cards or Voting Ballots.
- 2. Voting methods:
  - a. **By Voting Card (hand-raising)**: Each shareholder or authorized representative raises the Voting Card. This method is used for: approving the Chairing Board, the Secretariat, the Vote-Counting Committee, the Meeting Regulations, the Meeting Minutes and Resolution, and other matters except the Reports and Proposals.

The vote result is determined by counting raised cards: Agree, Disagree, No opinion. Those who do not raise their card are deemed as having no opinion. Shareholders may only vote once per item.

b. **By Voting Ballot**: Each shareholder or representative receives one ballot containing three options: Agree, Disagree, No opinion. Delegates mark "X" in their selected box, sign and print their name, then submit the ballot as instructed by the Vote-Counting Committee. This method is used for Reports and Proposals.

#### 3. Validity of Voting Ballots:

#### a. Valid Ballots:

- Issued by the Organizing Committee, using the official format and bearing the Company's seal;
- No erasures or modifications;
- Must be signed by the attending shareholder or representative;
- Only one box (Agree, Disagree, No opinion) may be marked per item.

#### b. Invalid Ballots:

- Not issued by the Organizing Committee (incorrect format, no Company seal);
- Contain erasures or modifications;
- Not signed by the shareholder/representative;
- Contain additional content not requested by the Chairperson;
- Mark more than one box for the same item or none at all;
- Other violations of applicable laws.
- 4. **Voting for members of the Board of Directors** shall be conducted in accordance with the Regulations on the Election of the Board of Directors.

#### **Article 15. Meeting Minutes**

- 1. The Meeting must be recorded in writing and may be recorded via audio or other electronic means. The Minutes must be in Vietnamese and include:
  - a. Company name, address, and business registration number;
  - b. Date and venue of the Meeting;
  - c. Meeting agenda and contents;
  - d. Names of the Chairperson and Secretaries;
  - e. Summary of proceedings and shareholder opinions;
  - f. Number of shareholders and voting rights, with a list attached;
  - g. Vote results for each item: method, number of valid/invalid votes, agree/disagree/no opinion, and corresponding ratios;
  - h. Approved matters and their corresponding vote ratios;
  - i. Signatures of the Chairperson and Secretary.
- 2. The Minutes must be completed and approved before the Meeting ends.
- 3. The Chairperson and Secretary are jointly responsible for the accuracy of the Minutes.

4. The Minutes, Resolution, and other documents must be disclosed in accordance with the law and posted on the Company's website within 24 hours or sent to all shareholders within 15 days from the Meeting's conclusion. The Meeting Minutes are deemed valid evidence unless contested within 10 days of disclosure or delivery.

#### **CHAPTER V**

#### UNSUCCESSFUL MEETINGS

# **Article 16. Unsuccessful Meeting Scenarios**

- 1. If the 2025 Annual General Meeting fails to meet the quorum under Article 9, a second meeting must be convened within 30 days. The second meeting may proceed if at least 33% of the voting rights are represented.
- 2. If the second meeting fails, a third meeting may be convened within 20 days. In this case, the meeting may proceed regardless of the number of voting rights represented.

#### **CHAPTER VI**

#### IMPLEMENTATION CLAUSE

#### **Article 17. Implementation**

- 1. These Regulations consist of 8 pages, 6 Chapters, and 17 Articles, and take effect immediately after approval by the General Meeting of Shareholders.
- 2. The Chairing Board is responsible for conducting the Meeting in accordance with these Regulations.
- 3. Shareholders, authorized representatives, and other participants must comply with these Regulations.

#### Recipients:

- As addressed above;
- Board of Directors, Supervisory Board;
- Filing: Board of Directors, Administration & Human Resources Department.

ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN

Mai Anh Tám