

No.: 14 /TB-HDQT

Hanoi, April 21st 2025

NOTICE
Of invitation to the 2025 Annual General Meeting of Shareholders

To: Valued shareholders of Song Da Consulting Joint Stock Company

Song Da Consulting Joint Stock Company (Stock code: SDC; Enterprise code: 0100105454; Address: G9 Building, No. 495 Nguyen Trai Street, Thanh Xuan Bac Ward, Thanh Xuan District, Hanoi) respectfully announces and invites valued shareholders to attend the 2025 Annual General Meeting of Shareholders of the Company, with the following details:

1. **Venue:** Conference Hall, 5th Floor, G9 Building, No. 495 Nguyen Trai Street, Thanh Xuan Bac Ward, Thanh Xuan District, Hanoi.
2. **Time:** 08:30 AM on May 14th, 2025.
3. **Eligibility to attend:** Shareholders owning shares of Song Da Consulting Joint Stock Company according to the Shareholder list finalized on March 24th, 2025, or individuals/organizations duly authorized by shareholders in accordance with legal provisions and the Company's Charter.
4. **Forms of attendance and voting:**
 - Shareholders attend and vote directly at the General Meeting.
 - Shareholders authorize an individual/organization to attend and vote on their behalf at the General Meeting.
 - Shareholders may submit voting ballots to the meeting via mail.
5. **Agenda of the General Meeting:**
 - Report of the Board of Management on the business performance in 2024 and the business plan for 2025.
 - Proposal of the Board of Directors on approval of the audited Financial statements for 2024; the Plan for profit distribution, fund allocations, and dividend payment for 2024.
 - Report of the Board of Directors on corporate governance and its performance in 2024; plan for 2025.

- Report of the Board of Directors on the results of the 5-year period (2020-2024) and orientations, tasks for the 5-year period (2025-2029)
- Report of the Board of Supervisors on its performance in 2024 and plan for 2025;
- Proposal of the Board of Supervisors on the selection of an independent auditing firm to audit the Financial statements for 2025.
- Proposal of the Board of Directors on approval of the settlement of remuneration expenses for the Board of Directors and Board of Supervisors in 2024 and the plan for 2025.
- Proposal on amendment and supplement to the Charter of Song Da Consulting Joint Stock Company.
- Proposal of the Board of Directors on nomination of candidates to the Board of Directors and Board of Supervisors for the 2025 - 2030 term.
- Other matters falling within the authority of the General Meeting of Shareholders (if any).

The full agenda and documents for the General Meeting are published and updated with amendments or supplements (if any) on the website of Song Da Consulting Joint Stock Company at: www.sdcc.com.vn.

6. Procedures for confirming attendance and submitting voting ballots:

To ensure thorough preparation for the General Meeting, shareholders are kindly requested to confirm their attendance in person or via proxy, or submit voting ballots to the meeting either in person at the Company or via mail before **10:00 AM on May 13th, 2025**.

- 7. To verify shareholder eligibility in accordance with legal provisions and the Company's Charter, shareholders or their authorized representatives attending the General Meeting are requested to bring and present the following documents:**
- Notice of invitation to the General Meeting.
 - Notarized copy of the business registration certificate (in case of institutional shareholders).
 - Citizen identity card/Identity card/Passport/Share certificate.
 - Original of Power of attorney containing full of required information, along with a copy of the Identity card/Citizen identity card/Passport (in case of authorized attendance at the General Meeting).



8. For support or further details related to the General Meeting, valued shareholders are kindly requested to contact Mr. **Nguyen Luong** – Head of the Organization and Human Resource Department, phone number: 0913 526 647.

Best regards,

Recipients:

- As above;
- The State Securities Commission;
- Hanoi Stock Exchange;
- Members of the Board of Directors and Board of Supervisors;
- The Board of Management of the Company;
- The securities team of the Company;
- Company's website;
- Archives: The Board of Directors, the Organization and Human Resource Department.

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**ON BEHALF OF THE BOARD
OF DIRECTORS
CHAIRMAN**



Pham Van Manh





AGENDA

Of the 2025 Annual General Meeting of Shareholders Of Song Da Consulting Joint Stock Company

No.	Contents	Time	Performed by
	Receive shareholders, guests, and verify shareholder eligibility	08:00 AM–08:30 AM	Organizing Committee
I	Opening procedures		
1	<ul style="list-style-type: none"> - Stabilize organization. - Report the results of shareholder eligibility verification and declare conditions for proceedings of the General Meeting. 	08:30 AM–08:45 AM	Organizing Committee, Shareholder Eligibility Verification Committee
2	<ul style="list-style-type: none"> - Announce the purpose of the General Meeting, open the General Meeting, and introduce delegates. - Introduce and invite the Chairman to chair the General Meeting. 	08:45 AM–08:50 AM	Organizing Committee
II	Proceedings of the General Meeting		
1	Approvals by the General Meeting (Voting cards): <ul style="list-style-type: none"> - Regulations on organization of the General Meeting. - Agenda of the General Meeting. - The Chairman appoints the Secretariat of the General Meeting; elects the Vote Counting Committee. 	08:50 AM–09:00 AM	Chairman, Organizing Committee
2	Presentations at the General Meeting:		
2.1	Report of the Board of Management on the business performance in 2024 and the business plan for 2025.	09:00 AM–09:10 AM	Chief Executive Officer
2.2	Proposal of the Board of Directors on approval of the audited Financial statements for 2024; the Plan for profit distribution, fund allocations, and dividend payment for 2024.	09:10 AM–09:20 AM	Chief Accountant
2.3	Report of the Board of Directors on corporate governance and its performance in 2024; plan for 2025.	09:20 AM–09:25 AM	Chairman of the Board of Directors
2.4	Report of the Board of Directors on the results of the 5-year period (2020-2024) and orientations, tasks for the 5-year period (2025-2029)	09:25 AM–09:30 AM	Chairman of the Board of Directors
2.5	Report of the Board of Supervisors on its performance in 2024 and plan for 2025; Proposal of the Board of Supervisors on the selection of an independent auditing firm to audit the Financial statements for 2025.	09:30 AM–09:40 AM	Head of the Board of Supervisors
2.6	Proposal of the Board of Directors on approval of the settlement of remuneration expenses for the Board of Directors and Board of Supervisors in 2024 and the plan for 2025.	09:40 AM–09:45 AM	Chief Accountant

No.	Contents	Time	Performed by
2.7	Proposal on amendment and supplement to the Charter of Song Da Consulting Joint Stock Company.	09:45 AM– 09:50 AM	Head of Organization and Human Resource Department
3	Proposal of the Board of Directors on nomination of candidates to the Board of Directors and Board of Supervisors for the 2025 - 2030 term: The General Meeting approves the election regulations (Voting cards) and conducts the election.	09:50 AM– 10:00 AM	Chairman, Head of the Vote Counting Committee
4	Discussion at the General Meeting: - Shareholders express their opinions. - Guests express their opinions.	10:00 AM– 10:55 AM	Chairman
5	Voting by shareholders: - Shareholders vote to approve the Reports and Proposals presented at the General Meeting. - The Vote Counting Committee collects voting cards.	10:55 AM– 11:00 AM	Chairman, Vote Counting Committee
6	Tea break	11:00 AM– 11:15 AM	
7	The Vote Counting Committee reports the vote counting results.	11:15 AM– 11:20 AM	Head of the Vote Counting Committee
8	Present the draft Minutes and Resolution of the General Meeting.	11:20 AM– 11:30 AM	Secretary of the General Meeting
9	Approval by the General Meeting (Voting cards):- Minutes and Resolution of the General Meeting of Shareholders.	11:30 AM– 11:35 AM	Chairman
III	Closing of the General Meeting	11:35 AM– 11:45 AM	Organizing Committee