

Appendix Form No. 05

REPORT ON THE COMPANY'S GOVERNANCE SITUATION

(Issued together with Circular No. 96 /2020/TT-BTC dated November 16, 2020 of the Minister of Finance guiding the disclosure of information on the securities market)

**DONG DO PETROLEUM JOINT STOCK
COMPANY**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Number: 07/BC-DKĐĐ-HĐQT

January 23, 2026

REPORT ON THE COMPANY'S GOVERNANCE IN 2025
(Abridged version)

Dear:

- State Securities Commission
- Hanoi Stock Exchange

- Name of organization: Dong Do Petroleum Joint Stock Company.
- Head office address: 2nd floor, Dolphin Plaza building, 28 Tran Binh Street, Tu Liem Ward, Hanoi City.
- Tel : 84 462.554.111 Fax : 84 462.578.111 E-mail:info@daukhidongdo.vn
- Registered capital: 500,000,000,000 VND.
- Stock ticker symbol: PFL
- Corporate governance model: Shareholders' General Meeting, Board of Directors, Supervisory Board, Director.
- Regarding the performance of internal audit functions: Hire an auditing firm and have the Company's Supervisory Board carry out the audit.

I. Activities of the Annual General Meeting of Shareholders in early 2025

Information about meetings and resolutions/decisions of the General Shareholders' Meeting.

No.	Resolution number	Day	Content
1	Minutes No. 23/BB-DKĐĐ-ĐHĐCĐ	April 25, 2025	Minutes of the 2025 Annual General Meeting of Shareholders
2	Resolution No. 24/NQ-DKĐĐ-ĐHĐCĐ	April 25, 2025	Resolution of the 2025 Annual General Meeting of Shareholders

II. Activities of the Board of Directors in 2025

1. Information about the members of the Board of Directors

No.	Board Member	Position	Date of commencement as a member of the Board of Directors
1	Mr. Nguyen Anh Tuan	Chairman of the Board	December 27, 2019
2	Mr. Phan Minh Tam	Board Member	April 26, 2017
3	Mr. Nguyen Khanh Trung	Non-executive board	April 26, 2017

		members	
4	Ms. Nguyen Thi Dung	Board Member	June 26, 2020
5	Mr. Nguyen Minh Dong	Independent Board Member	April 28, 2022

2. Board of Directors meetings

No.	Board Member	Position	Number of meetings attended	Proportion	Reasons for not attending
1	Mr. Nguyen Anh Tuan	Chairman of the Board	04	100%	
2	Mr. Phan Minh Tam	Board Member	04	100%	
3	Mr. Nguyen Khanh Trung	Non-executive board members	03	75%	Overseas work
4	Ms. Nguyen Thi Dung	Board Member	04	100%	
5	Mr. Nguyen Minh Dong	Independent Board Member	04	100%	

3. Board of Directors' oversight of the Management Board

- The Company's Board of Directors properly exercises its rights and responsibilities as stipulated in the Company's Charter, the Board of Directors' Operating Regulations, and the Regulations on Coordination of Work between the Board of Directors and the Management Board in directing and managing the Company's production and business activities.

- The Company's Board of Directors regularly keeps abreast of information through periodic meetings and operational reports to issue timely and flexible directives, resolutions, and decisions. In 2025, the Board of Directors will closely supervise production and business activities as follows:

+ Production and business planning: The Board of Directors and the Company's Management Board strive to exceed the 2025 production and business plan with all three targets: output, revenue, and profit, and direct the plan for the following years: (i) Intensify the search for construction projects within and outside the industry; (ii) Promote the waterproofing product business ; (iii) Promote real estate trading business.

+ Construction and Installation Work: The Board of Directors directed the evaluation of the effectiveness of the completed projects in Bac Ninh and Hoa Binh to draw lessons learned in management and operation. Focus on the Quang Trach project to meet deadlines, quality standards, and cost management to improve efficiency and avoid outstanding debts. For completed contracts that have not yet been settled, focus on resolving issues and completing settlement documents to recover outstanding debts, such as the Song Hau 1, District 1, Thai Binh 2, and Long An projects, etc.

+ Waterproofing and construction materials business: Focus on promoting expansion, building business mechanisms, recruiting and training personnel, and establishing a tightly controlled organizational and management model from ordering, supply, and accounts receivable... avoiding potential legal risks and ensuring efficiency and cash flow.

+ Real estate business: Continue leasing existing properties, understand the market and transfer apartments and commercial spaces to generate revenue for the Company.

+ Capital recovery and debt collection: Focus on recovering debts according to the quarterly plan.

+ Organizational and administrative tasks: Reorganizing the organizational structure, recruiting personnel for the Sales Department, and revising and supplementing procedures and regulations to suit production and business activities.

- The Board of Directors has instructed the Management Board to balance the recovered capital to pay dividends to shareholders.

- In addition, the Board of Directors requests the Management Board to issue governance procedures and regulations, strengthen inspection and supervision, in order to promptly detect and rectify weaknesses, creating momentum for sustainable development and ensuring a harmonious balance of interests between the Company, the State, Shareholders, partners, and the rights of employees.

4. Activities of the Board of Directors' subcommittees in 2025: None.

5. Board of Directors Resolutions for 2025

No.	Resolution/Decision Number	Date of document	Content
1	01/NQ-DKĐĐ-HĐQT	January 6, 2025	Resolution of the Board of Directors meeting, Q4/2024
2	02/QD-DKDD-HĐQT	January 20, 2025	Approve the proposed termination of Business Cooperation Agreement No. 0211/2010 and its appendices with TID Company.
3	05/QD-DKDD-HĐQT	February 20, 2025	Approval granted for: Liquidation of steel inventory
4	08/NQ-DKĐĐ-HĐQT	March 4, 2025	Approval of the signing of the cement supply contract with GEOVIETNAM Joint Stock Company.
5	10/QD-DKDD-HĐQT	March 28, 2025	The decision was made to appoint Mr. Nguyen Thanh Binh to represent the capital contribution in Tay Ha Noi Joint Stock Company and PetroVietnam Electrical Construction Joint Stock Company.
6	19/NQ-DKĐĐ-HĐQT	April 8, 2025	Resolution of the Board of Directors meeting, Q1/2024
7	22/QD-DKDD-HĐQT	April 21, 2025	Through the content/documents of the 2025 Annual General Meeting of Shareholders of PVC Binh Son
8	24/NQ-DKĐĐ-HĐQT	April 25, 2025	Resolution of the 2025 Annual General Meeting of Shareholders
9	27/QD-DKDD-HĐQT	May 5, 2025	Approval of the Business Production Plan for 2025
10	28/QD-DKDD-HĐQT	May 5, 2025	Decision to reappoint Mr. Ngo Duy Chinh to the position of Deputy Director of the Company
11	29/QD-DKDD-HĐQT	May 26, 2025	Decision to select AASC Auditing Firm Co., Ltd. to review and audit the 2025 financial statements.

12	30/QD-DKDD-HDQT	June 5, 2025	Decision to change the payment method for the remaining 6% dividend for 2010.
13	33/NQ-DKĐĐ-HĐQT	July 18, 2025	Resolution of the Board of Directors meeting, Q2/2024
14	35/DKDD-HDQT	August 11, 2025	Directive on the implementation of certain provisions in Resolution No. 33/NQ-DKĐĐ-HĐQT dated July 18, 2025
15	38/QD-DKDD-HDQT	September 26, 2025	Approval and issuance of the "PetroCons Dong Do Culture Handbook"
16	41/NQ-DKĐĐ-HĐQT	October 21, 2025	Resolution of the Board of Directors meeting, Q3/2025
17	45/QD-DKDD-HDQT	November 20, 2025	Approve the plan to divest all of PetroCons Dong Do's capital in PVC Binh Son.
18	50/NQ-DKĐĐ-HĐQT	December 30, 2025	Resolution on approving the adjustment of the deposit payment rate for reserving land use rights at the Thieu Khanh project, Thanh Hoa.

III. Supervisory Board Report 2025

1. Information about the members of the Supervisory Board

No.	Supervisory Board Member	Position	Date of first membership in the Supervisory Board	Level
1	Ms. Nguyen Thi Tam	Head of the Supervisory Board	April 26, 2017	Bachelor of Economics
2	Ms. Le Thi Hai Ha	Member	April 28, 2022	Bachelor of Accounting
3	Ms. Do Nguyen Lan Chau	Member	April 28, 2022	Civil Engineer

2. Meeting of the Supervisory Board:

No.	Supervisory Board Member	Number of meetings attended	Attendance rate	Voting ratio	Reasons for not attending
1	Ms. Nguyen Thi Tam	08	100%	100%	
2	Ms. Le Thi Hai Ha	08	100%	100%	
3	Ms. Do Nguyen Lan Chau	08	100%	100%	

3. Supervisory activities of the Supervisory Board:

In 2025, the Supervisory Board carried out the following tasks at the unit:

Inspect and monitor the company's production and business operations , systematic approach, and level of prudence in management and administration by reviewing quarterly management reports provided by the Board of Directors and the Executive Board. Simultaneously, conduct direct inspections of records, documents, and files generated at the Head Office.

Oversee compliance with the law in the activities of board members, directors, and other management personnel.

Inspect and monitor compliance with decisions and resolutions of the General Meeting of Shareholders; and resolutions and decisions of the Board of Directors in the Company's production and business activities.

Monitoring financial performance, capital utilization; borrowing; managing cash flow, managing accounts receivable and payable; managing costs and cost of goods sold; internal control, risk management.

Assess the completeness, legality, and accuracy of self-prepared quarterly/annual financial statements. Evaluate operational efficiency, debt repayment capacity, going concern ability, and the preservation and growth of owner's equity.

Review the Company's semi-annual audited financial statements and the 2025 audited financial statements . Evaluate the corrective actions taken regarding the exceptions, highlights, and notes in the audit report and management letter.

Review and evaluate the effectiveness of the Company's internal audit, risk management, and early warning systems.

Inspect and monitor the progress and effectiveness of construction projects according to signed contracts; divestment of investments; bidding and procurement of equipment, assets, and materials. Monitor the buying and selling of real estate and other materials.

Inspect and monitor the inventory process and prepare a comprehensive inventory report of the total value of existing assets and capital as of December 31, 2025.

Inspect and monitor compliance with issued regulations, rules, and relevant legal documents. Simultaneously, evaluate the development, amendment, and supplementation of regulations, rules, and procedures to ensure they align with the Company's production and business activities.

Inspect and monitor compliance with decisions and resolutions of the General Meeting of Shareholders; and resolutions and decisions of the Board of Directors in the Company's production and business activities.

Monitor and evaluate transactions between the Company and related parties.

Attend meetings as notified by the Board of Directors and the Management Board, and discuss and provide feedback to the Board of Directors and the Management Board on issues related to the Company's production and business operations.

Perform other tasks as per the 2025 Action Plan approved by the General Meeting of Shareholders. Periodically, on a quarterly basis, conduct inspections and monitoring ; summarize inspection results and prepare appraisal reports, inspection and monitoring reports to be submitted to PetroCons, the major shareholder.

The Supervisory Board's inspection and supervision work is carried out continuously, regularly, and systematically to promptly grasp the actual situation and effectiveness of the Company's operations. At the same time, it identifies, warns of, and coordinates the rectification of shortcomings in management, operational activities, and risk management.

4. Coordination of activities between the Supervisory Board and the Board of Directors, the Executive Management Board, and other management personnel.

In 2025, the Supervisory Board was provided with information on the Resolutions and Decisions of the Board of Directors and the Management Board. Overall, in carrying out its duties, the Supervisory Board was facilitated by the Board of Directors and the Management Board to fulfill its responsibilities.

5. Other activities of the Supervisory Board (if any): None

IV. Executive Board

No.	Executive Board Member	Date of birth	Professional qualifications	Appointment date
1	Mr. Phan Minh Tam	October 4, 1978	Surveying Engineer, Master of Business Administration	June 17, 2024
2	Mr. Ngo Duy Chinh	October 25, 1982	Master of Engineering	May 5, 2025
3	Ms. Nguyen Thi Dung	March 23, 1979	Master of Accounting	November 6, 2024

V. Chief Accountant

Chief Accountant	Date of birth	Professional qualifications	Date of assignment/appointment
Mr. Nguyen Thanh Binh	August 24, 1979	Bachelor of Accounting	October 30, 2025

VI. Training in Corporate Governance: None

VII. List of related parties of the public company and transactions of related parties with the Company itself in 2025.

1. List of related parties of the Company

No.	Name of organization/individual	Securities trading account	Position at the Company (if any)	NSH Certificate Number*, Date of Issue, Place of Issue	Head office address/Contact address	The starting point is when the person is involved.	The point at which one is no longer involved.	Reason
I - Board of Directors								
1	Nguyen Anh Tuan		Chairman of the Board			December 27, 2019		
2	Phan Minh Tam		Board Member			April 26, 2017		
3	Nguyen Thi Dung		Board Member			June 26, 2020		
4	Nguyen Khanh Trung		Board Member			April 26, 2017		
5	Nguyen Minh Dong		Independent Board Member			April 28, 2022		
II-Board of Directors								
1	Phan Minh Tam		Manager			June 17, 2019		
2	Nguyen Thi Dung		Vice president			September 25, 2014		
3	Ngo Duy Chinh		Vice president			February 24, 2020		
III- Supervisory Board								
1	Nguyen Thi Tam		TBKS			April 26, 2017		
2	Le Thi Hai Ha		TVBKS			April 28, 2022		
3	Do Nguyen Lan Chau		TVBKS			April 28, 2022		
IV-Chief Accountant.								

No.	Name of organization/individual	Securities trading account	Position at the Company (if any)	NSH Certificate Number*, Date of Issue, Place of Issue	Head office address/Contact address	The starting point is when the person is involved.	The point at which one is no longer involved.	Reason
1	Nguyen Thanh Binh		Responsible for the Finance and Accounting Department			October 28, 2024		
V - Person in charge of company administration								
1	Ha Thi Phuong Thao		Company Administrator			May 29, 2023		

2. Transactions between a company and its related parties; or between a company and major shareholders, insiders, or related parties of insiders.

No.	Name of organization/individual	Relationship with the company	NSH Certificate Number*, Date of Issue, Place of Issue	Head office address/Contact address	Time of transaction with the company	Resolution/Regulation Number of the General Meeting of Shareholders /Board of Directors	Number and percentage of shares held after the transaction	Note

3. Transactions between insiders of listed companies, related parties of insiders, and subsidiaries or companies controlled by listed companies.

No.	The person executing the transaction	Relationships with insiders	Position at CTNY	ID/Passport number, date of issue, place of issue	Address	Name of subsidiary company, company controlled by CTNY.	Transaction time	Number and percentage of shares held after the transaction.	Note

4. Transactions between the Company and other parties:

4.1. Transactions between the company and companies in which the Board of Directors, Supervisory Board members, and CEO have been founding members or members of the Board of Directors or CEOs in the past three (03) years (calculated at the time of report preparation):

4.2. Transactions between the company and a company where a related party of a member of the Board of Directors, a member of the Supervisory Board, or the CEO (General Director) is also a member of the Board of Directors or the CEO (General Director).

Board of Directors Resolution No. 08/NQ-DKĐĐ-HĐQT dated March 4, 2025, of the Company's Board of Directors approving the signing of an economic contract for the supply of cement to GEOVIETNAM Joint Stock Company. Related party: Independent member of the Board of Directors.

Board of Directors' Decision No. 45/NQ-DKĐĐ-HĐQT dated November 20, 2025, approving the plan for transferring PetroCons Dong Do's capital contribution in PVC Binh Son. Related party: Vietnam Petroleum Construction Joint Stock Corporation.

Board of Directors Resolution No. 50/NQ-DKĐĐ-HĐQT dated December 30, 2025, approving the adjustment of the deposit payment rate for reserving land use rights

at the Thieu Khanh project, Thanh Hoa, with GEOVIETNAM Joint Stock Company, related party, independent member of the Board of Directors.

4.3. Other transactions of the company (if any) that may bring material or non-material benefits to members of the Board of Directors, members of the Supervisory Board, and the CEO (General Director).

VIII. Insider trading and related-party transactions in 2025.

1. List of insiders and related parties of insiders

TT	NAME OF ORGANIZATION/ INDIVIDUAL	Securities trading account	Position/Relationship	ID Card Number / Business Registration Number	Date issued	Issuing authority	Address	SL shares held at the end of the period	Ending ownership percentage (%)
1	Nguyen Anh Tuan		Chairman of the Board					0	0
1.01	Nguyen Thi Dinh		Mom					0	0
1.02	Nguyen Thi Thu Huong		Wife					0	0
1.03	Nguyen Tuan Tam		Son					0	0
1.04	Nguyen Anh Minh		My dear					0	0
1.05	Vietnam Petroleum Construction Joint Stock Corporation	045C0 02588	Mr. Nguyen Anh Tuan is the representative of the capital contribution.					7,000,000	14.00 %
2	Phan Minh Tam		Manager					0	0
2.01	Phan Van Nham		Dad					0	0
2.02	Lai Thi Minh		Mom					0	0
2.03	Nguyen Thi Lan Phuong		Wife					0	0
2.04	Phan Minh Quang		Son					0	0
2.05	Phan Minh Huy		Son					0	0
2.06	Phan Duc Toan		My dear					0	0
2.07	Vietnam Petroleum Construction Joint Stock Corporation	045C0 02588	Mr. Phan Minh Tam is the representative of the capital contribution.					6,000,000	12.00 %
3	Nguyen Khanh Trung	003C5 57071	UVHĐQT					0	0

TT	NAME OF ORGANIZATION/ INDIVIDUAL	Securities trading	Position/Relationship	ID Card Number / Business	Date issued	Issuing authority	Address	SL shares held	Ending owners
3.01	Nguyen Thi Nhan		Older sister					0	0
3.02	Nguyen T Kim Oanh		Older sister					0	0
3.03	Nguyen Khanh Dung		My dear					0	0
3.04	Nguyen Giang Huong		Wife					0	0
3.05	Nguyen Khanh Linh		Son					0	0
3.06	Nguyen Khanh Minh		Son					0	0
3.07	Phu Long Real Estate Joint Stock Company		Mr. Nguyen Khanh Trung is the representative of the capital contribution.					3,396,000	6.79%
4	Nguyen Minh Dong		Independent Board Member					0	0
4.01	Nguyen Thi Hien		Mom					0	0
4.02	Nguyen Tuyet Mai		Wife					0	0
4.03	Nguyen Hai Phong		Son					0	0
4.04	Nguyen Ngoc Linh		Son					0	0
5	Nguyen Thi Dung	003C5 06879	UV HDDQT					0	0
5.01	Nguyen Van Chinh		Dad					0	0
5.02	Duong Thi Uon		Mom					0	0
5.03	Nguyen Van Minh		Older brother					0	0
5.04	Nguyen Van Ngoc		Older brother					0	0
5.05	Nguyen Anh Tuan	003C5 01678	My dear					0	0
5.06	Nguyen Huy Thanh	003C5 66888	Husband					0	0
5.07	Nguyen Thi Thanh Huyen		Son					0	0
5.08	Nguyen Khanh Linh		Son					0	0
5.09	Vietnam Petroleum Construction Joint Stock Corporation	045C0 02588	Ms. Nguyen Thi Dung is the representative of the capital contribution.					4,433,475	8.87%
6	Ngo Duy Chinh		Vice president					0	0
6.01	Ngo Anh Thuan		Dad					0	0
6.02	Nguyen Thi Dan		Mom					0	0
6.03	Nguyen Thi Huong Giang		Wife					0	0
6.04	Ngo Ngoc Hien Anh		Son					0	0
6.05	Ngo Ngoc Quynh Nhi		Son					0	0

TT	NAME OF ORGANIZATION/ INDIVIDUAL	Securities trading	Position/Relationship	ID Card Number / Business	Date issued	Issuing authority	Address	SL shares held	Ending owners
6.06	Ngo Minh Son		Son					0	0
6.07	Ngo Xuan Truong		Older brother					0	0
6.08	Ngo Thi Thuy Hien		Older sister					0	0
7	Nguyen Thi Tam	018C1 04076	TBKS					0	0
7.01	Le Thi Chinh		Mother					0	0
7.02	Le Ngoc Tuan		Husband					0	0
7.03	Le Thuy Trang		Son					0	0
7.04	Le Van Thanh An		Son					0	0
7.05	Nguyen Thi Huyen		Older sister					0	0
7.06	Nguyen Thi Khanh		Older sister					0	0
7.07	Nguyen Thi Tinh		Older sister					0	0
8	Le Thi Hai Ha		TVBKS					0	0
8.01	Le Van Hung		biological father					0	0
8.02	Phung Thi Thanh Binh		Mother					0	0
8.03	Le Thi Thu Huong		Older sister					0	0
8.04	Pham Ngoc Son		Husband					0	0
8.05	Pham Thanh Ngan		Son					0	0
8.06	Pham Le Minh		Son					0	0
9	Do Nguyen Lan Chau		TVBKS					0	0
9.01	Do Ngoc Phuc		biological father					0	0
9.02	Nguyen Thi My Huong		Mom					0	0
9.03	Hoang Minh Tien		Husband					0	0
9.04	Hoang Tan Minh		Son					0	0
9.05	Hoang Tuan Tu		Son					0	0
9.06	Hoang Minh Khoi		Son					0	0
9.07	Do Nguyen Lam Dien		Older sister					0	0
9.08	Do Hai Toan		Younger brother					0	0

TT	NAME OF ORGANIZATION/ INDIVIDUAL	Securities trading	Position/Relationship	ID Card Number / Business	Date issued	Issuing authority	Address	SL shares held	Ending owners
10	Nguyen Thanh Binh		Responsible for the Technical Department					0	0
10.01	Nguyen Van Minh		Dad					0	0
10.02	Do Thi Loi		Mom					0	0
10.03	Do Thi Thanh Phuong		Wife					0	0
10.04	Nguyen Nhat Huy		Son					0	0
10.05	Nguyen Do Minh Chau		Son					0	0
June 10th	Nguyen Van Duong		Younger brother					0	0
11	Ha Thi Phuong Thao	500265	Company Administrator					0	0
11.01	Ha Van Man		Dad					0	0
11.02	Tran Thi Le		Mom					0	0
11.03	Pham Van Luong		Husband					0	0
11.04	Pham Thanh Ha		Son					0	0
11.05	Pham Thu Giang		Son					0	0
June 11	Ha Thi Kim Lien		Older sister					0	0
11.07	Ha Van Minh		Younger brother					0	0

2. Transactions by insiders and related parties involving shares of a listed company.

No.	The person executing the transaction	Relationships with insiders	Number of shares owned at the beginning of the period		Number of shares held at the end of the period		Reasons for increase or decrease (buying, selling, conversion, bonus, etc.)
			Number of shares	Proportion	Number of shares	Proportion	

IX. Other points to note: None

The above is a report on the activities of the Board of Directors of Dong Do Petroleum Joint Stock Company in 2025.

Respectfully submitting this report!

Recipient: 

- As sent;
- Board of Directors;
- Company Director;
- Save TCHC.

TM. BOARD OF DIRECTORS
CHAIRMAN

Nguyen Anh Tuan

