



No. 12/TTR/ĐHĐCĐ-CNG

Hanoi, April 24, 2026

## **PROPOSAL**

*(Re: Dismissal of a member of the Board of Directors for the term 2024–2029)*

Pursuant to:

*Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on June 17, 2020 and guiding documents for implementation thereof;*

*The Charter of Cotana Group Joint Stock Company.*

*Pursuant to the resignation letter from the position of member of the Board of Directors submitted by Mr. Đoàn Văn Tuấn dated March 18, 2026.*

At the Annual General Meeting of Shareholders on April 25, 2025, the dismissal and additional election of members of the Board of Directors for the term 2024–2029 were carried out as follows:

1. Mr. Dao Ngoc Thanh: Chairman of the Board of Directors
2. Mr. Doan Van Tuan: Member of the Board of Directors
3. Ms. Dao Thu Thuy: Member of the Board of Directors
4. Mr. Bui Tien Hung: Independent Member of the Board of Directors
5. Mr. Nguyen Duc Quan: Member of the Board of Directors

On March 18, 2026, the Board of Directors received the resignation letter from Mr. Doan Van Tuan, member of the Board of Directors, for personal reasons..

Therefore, the Board of Directors respectfully submits to the General Meeting of Shareholders for approval the dismissal of Mr. Doan Van Tuan from the position of member of the Board of Directors due to his resignation. The dismissal shall take effect from the time it is approved by the General Meeting of Shareholders.

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

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

**DAO NGOC THANH**



No. 13/TTR/ĐHĐCĐ-CNG

Hanoi, April 24, 2026

## **PROPOSAL**

***Re: Supplementary election of members to the Board of Directors for the 2024–2029 term***

**Pursuant to:**

*The Law on Enterprises No. 59/2020/QH14 dated June 17, 2020 and guiding documents for implementation thereof;*

*The Charter of Cotana Group Joint Stock Company.*

*Based on the current number of members of the Board of Directors for the 2024–2029 term.*

The Board of Directors respectfully submits to the 2026 Annual General Meeting of Shareholders for approval the supplementary election of members to the Board of Directors for the 2024–2029 term, as follows::

Based on the number of Board members for the 2024–2029 term as approved by the General Meeting of Shareholders on April 26, 2024, the Board consists of five (05) members.

Therefore, to ensure the required number of Board members for the 2024–2029 term, the Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval the supplementary election of one (01) Board member for the 2024–2029 term to replace the member who has resigned.

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

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

**DAO NGOC THANH**



CÔNG TY CỔ PHẦN TẬP ĐOÀN COTANA  
COTANA GROUP, JSC



No.: 14/TTR/ĐHCD-CNG

THE SOCIALIST REPUBLIC OF VIET NAM  
Independence – Freedom – Happiness

Hanoi, April 24, 2026

## PROPOSAL

*Re: Approval of the list of nominees and candidates for the Board of Directors*

### Pursuant to:

- Pursuant to the Law on Enterprises No. 59/2020/QH14 adopted by the 14th National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its guiding documents;
- Pursuant to the Charter of Organization and Operation of Cotana Group Joint Stock Company.
- Pursuant to Proposal No. 11/TTR/ĐHCD-CNG regarding the approval of the number of additional Board members to be elected for the 2024–2029 term.
- Pursuant to the nomination and self-nomination results of shareholders and groups of shareholders in accordance with the Company's Charter.
- Pursuant to the criteria and conditions for members of the Board of Directors as stipulated in the Company's Charter and applicable laws.

The Presidium respectfully submits to the General Meeting of Shareholders for approval the list of candidates for the supplementary election to the Board of Directors for the 2024–2029 term as follows:

No.	Full name	ID Card/Passport/Citizen ID/Enterprise Registration Certificate No.	Address	rofessional qualifications	Current position

*(Attached: Curriculum Vitae of the candidate)..*

Respectfully submitted to the General Meeting of Shareholders for consideration, voting, and approval of the above contents.

**Respectfully!**

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

**DAO NGOC THANH**



## **REGULATIONS ON NOMINATION, CANDIDACY, AND ELECTION FOR ADDITIONAL MEMBERS OF THE BOARD OF DIRECTORS**

- Pursuant to the Enterprise Law No. 59/2020/QH14, adopted by the National Assembly of the Socialist Republic of Vietnam, 14th Legislature, on June 17, 2020;
- Pursuant to the Securities Law No. 54/2019/QH14, adopted by the National Assembly of the Socialist Republic of Vietnam, 14th Legislature, on November 26, 2019;
- Pursuant to the Charter on Organization and Operation of Cotana Group Joint Stock Company..

The Regulations on Nomination, Candidacy, and Election of Members of the Board of Directors at the 2026 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company are as follows::

### **I. Explanation of Terms / Abbreviations**

<b>Company</b>	:	Cotana Group Joint Stock Company
<b>BOD</b>	:	Board of Directors
<b>OC</b>	:	Organizing Committee
<b>AGM</b>	:	2026 Annual General Meeting of Shareholders
<b>Delegate</b>	:	Shareholder or authorized representative

### **II. Chairperson of the General Meeting.**

1. The Chairperson of the General Meeting shall preside over the election, with specific responsibilities as follows:
  - Introduce the list of nominees for the Board of Directors;
  - Resolve any complaints related to the election (if any).

### **III. Principles of the Election.**

1. Comply strictly with the provisions of the law and the Company's Charter.
2. The Vote Counting Committee shall be nominated by the Chairperson and approved by the General Meeting. Members of the Vote Counting Committee shall not be included in the list of nominees or candidates for the Board of Directors.

#### **IV. Regulations on Nomination and Candidacy of Members of the Board of Directors.**

1. Number of Additional Members to be Elected to the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company.
  - a) The number of additional members to be elected to the Board of Directors for the 2024–2029 term is: One (01) member..
  - b) Composition of the Board of Directors: The total number of non-executive independent members must account for at least one-third of the total number of Board members.
  - c) The number of independent members on the Company's Board of Directors must be at least one (01) member
2. Eligibility Criteria for Becoming a Member of the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company.

##### **a) Standards and Conditions for Becoming a Member of the Board of Directors (pursuant to Clause 1, Article 155 of the Enterprise Law):**

- Must not fall under the subjects specified in Clause 2, Article 17 of the Enterprise Law;
- Must possess professional qualifications and experience in business management or in the company's business sector, and is not required to be a shareholder of the company;
- A member of the Company's Board of Directors may simultaneously serve as a member of the Board of Directors of another company;

##### **a) Standards and Conditions for Becoming an Independent Member of the Board of Directors (pursuant to Clause 2, Article 155 of the Enterprise Law)..**

- Must not be currently employed by the Company, its parent company, or any of its subsidiaries; must not have been employed by the Company, its parent company, or any of its subsidiaries for at least three (03) consecutive years immediately prior;
- Must not be receiving a salary or remuneration from the Company, except for allowances to which a member of the Board of Directors is entitled under regulations;
- Must not have a spouse, biological or adoptive parent, biological or adoptive child, or sibling who is a major shareholder of the Company, or who is a manager of the Company or any of its subsidiaries;
- Must not directly or indirectly own at least one percent (01%) of the total voting shares of the Company;



- Must not have served as a member of the Company's Board of Directors for at least five (05) consecutive years immediately prior, except in the case of continuous appointment for two consecutive terms.

**3. Conditions for Candidacy and Nomination for Membership of the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company**

- a) Shareholders holding at least five percent (5%) of the voting shares continuously for a minimum of six (06) months have the right to combine their voting rights to nominate candidates for the Board of Directors. Shareholders, after combining voting rights, must comply with the provisions of the law and the Company's Charter; specifically:
  - Shareholders holding more than 5% of the voting shares continuously for at least six (06) months may self-nominate.
  - Shareholders or groups of shareholders holding more than 5% but less than 10% of the voting shares continuously for at least six (06) months may nominate one (01) member.
  - Shareholders or groups of shareholders holding 10% to less than 30% of the voting shares continuously for at least six (06) months may nominate two (02) members.
  - Shareholders or groups of shareholders holding 30% to less than 50% of the voting shares continuously for at least six (06) months may nominate three (03) members.
  - Shareholders or groups of shareholders holding 50% to less than 65% of the voting shares continuously for at least six (06) months may nominate four (04) members.
  - Shareholders or groups of shareholders holding 65% or more of the voting shares continuously for at least six (06) months may nominate the full number of candidates.
- b) In the event that the number of Board of Directors candidates through nomination and self-candidacy is still insufficient, the incumbent Board of Directors may nominate additional candidates until the total number of nominees and candidates is sufficient. Such nominations must be approved by the General Meeting of Shareholders before voting takes place.

**V. Dossier for Nomination and Candidacy of Members of the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company**

- 1. Shareholders or groups of shareholders holding the percentages specified above, when nominating or self-nominating candidates for the Board of Directors, are requested to submit their Dossier for Nomination and Candidacy to the Company either in person or by mail before 5:00 PM on April 20, 2026, so that the Organizing Committee of the General Meeting can review the dossiers and verify the eligibility of candidates for the 2024–2029 term of the Board of Directors of

Cotana Group Joint Stock Company. The nomination and candidacy dossier shall include the following documents::

- Application for nomination or candidacy for the Board of Directors (using the prescribed form);
- Minutes of the shareholders' group meeting nominating the candidate for the Board of Directors (in case a group of shareholders holding the required percentage participates in nomination or self-candidacy) (using the prescribed form);
- Curriculum vitae completed by the candidate, with certification by the current workplace or the local authorities of the candidate's residence (using the prescribed form);
- Certificate of continuous shareholding for the most recent six (06) months (as of the record date of shareholders) or equivalent documentation from the securities company where the shareholder holds an account or from the Vietnam Securities Depository Center (VSDC);
- Notarized copies of the following:
  - Citizen ID card / Passport;
  - Permanent residence book (or long-term temporary residence registration);
  - Educational certificates and qualifications;
  - Valid authorization letter (in case a shareholder authorizes another person to nominate a candidate);
  - Other documents (if any).
- 2. Only candidates who meet the corresponding eligibility criteria for Board of Directors membership and who submit a complete nomination/candidacy dossier to the Company, either in person or by mail, before 5:00 PM on April 20, 2026, will be included in the list of candidates announced at the General Meeting.

## **VI. Election Method.**

1. The election shall be conducted using the cumulative voting method (pursuant to Clause 3, Article 144 of Enterprise Law No. 59/2020/QH14):
  - Each delegate shall have a total number of votes equal to the total number of shares they represent multiplied by the number of Board of Directors members to be elected.
  - A delegate may allocate all of their votes to a single candidate, but may not vote for more candidates than the number of members approved by the General Meeting of Shareholders.



- In the event that additional candidates emerge on the day of the General Meeting, delegates may contact the Vote Counting Committee to obtain new ballots and must return the old ballots before placing them in the ballot box.

## **VII. Ballot.**

### **1. Contents of the Ballot**

- a) The election at the General Meeting shall be conducted by balloting. Some terms used in the ballot are understood and defined as follows:
  - Delegate: refers to a shareholder or an authorized representative of a shareholder;
  - Total number of voting shares represented: refers to the number of voting shares, including those owned by the delegate and/or those authorized by one or more other delegates;
  - Total number of votes for electing Board of Directors members: refers to the total number of voting shares represented multiplied ( $\times$ ) by the number of Board of Directors members to be elected.
- b) Upon receiving the ballot, the shareholder or the shareholder's authorized representative must carefully check all information recorded on the ballot. Any errors must be reported immediately to the Vote Counting Committee.
- c) The ballot for Board of Directors members, issued by the Company, shall bear the Company's red seal, and include the name of the shareholder or the shareholder's authorized representative, the delegate code, the total number of shares represented, the total number of votes for Board of Directors members, and the list of Board of Directors candidates.

### **2. Instructions for Completing the Ballot.**

- a) Each ballot for the election of the Board of Directors may be used to vote for a maximum number of candidates as specified in Clause 1, Section IV of this Regulation.
- b) Delegates shall conduct voting in accordance with the following instructions:
  - A delegate may vote for a number of candidates up to the total number of members to be elected to the Board of Directors.
  - In case of allocating all votes to one or more candidates, the delegate shall mark the box "Cumulative Voting" corresponding to those candidates.
  - If the delegate does not vote for any candidate, the ballot shall be left blank, signed with full name, and submitted into the ballot box.
- c) The shareholder or the shareholder's authorized representative must sign and clearly state their full name on the ballot.

### **3. Validity and Invalidity of Ballots**



- a) Valid ballot: a ballot issued in the standard printed form by the Organizing Committee, without erasures, alterations, or additional content beyond what is prescribed; it must bear the signature and full name of the attending delegate and be submitted to the Vote Counting Committee before the ballot box is unsealed;
- b) The following ballots shall be considered invalid:
  - Ballots that do not comply with the requirements of a valid ballot;
  - Ballots where the number of candidates selected exceeds the number of Board of Directors members approved by the General Meeting of Shareholders for additional election;
  - Ballots containing additional content not prescribed;
  - Ballots completed in pencil;
  - Ballots with candidates' names crossed out;
  - Ballots not in the standard printed form issued by the Organizing Committee, ballots without the Company's seal, or ballots that are erased, altered, or contain additional content beyond what is prescribed;
  - Ballots submitted after the Vote Counting Committee has unsealed the ballot box;
  - Ballots without the signature of the attending delegate.

#### **VIII. Voting and Vote Counting.**

1. In case of any errors, delegates may contact the Vote Counting Committee to request a new ballot and must return the old ballot (before placing it into the ballot box).
2. The Vote Counting Committee shall conduct the vote counting in an honest, accurate, and complete manner and shall be responsible to the Chairperson of the General Meeting and the entire Meeting. Vote counting must be carried out immediately after the voting ends. The Vote Counting Committee shall compile and tally the ballots and must not erase or make any alterations on the ballots.
3. The Vote Counting Committee is responsible for preparing minutes of the vote counting results and announcing the election results before the General Meeting of Shareholders. The minutes and all ballots must be sealed and handed over to the Chairperson of the Meeting.

#### **IX. Principles for Determining Elected Candidates (pursuant to Clause 3, Article 148 of the Enterprise Law)**

1. Elected members of the Board of Directors shall be determined based on the number of votes received, in descending order, starting from the candidate with the

highest number of votes until the required number of members as stipulated in the Company's Charter is reached.

2. In the event that two (02) or more candidates receive an equal number of votes for the final position on the Board of Directors, a re-election shall be conducted among those candidates with equal votes, or selection shall be made in accordance with the election regulations.
3. If the results of the first round of voting do not yield a sufficient number of Board members, a second round of voting shall be conducted among the remaining candidates from the first round. If, after the second round, the required number is still not met, the General Meeting of Shareholders shall decide whether to proceed with further voting; if no decision is reached, the Chairperson of the Meeting shall make the final decision.

**X. Effectiveness / Entry into Force.**

1. This Election Regulation shall be presented at the General Meeting of Shareholders and submitted for approval by all shareholders before implementation. If it is approved by more than 51% of the total voting shares of the shareholders or their authorized representatives attending the Meeting, this Regulation shall take immediate effect..
2. This Regulation shall cease to be effective upon the conclusion of the 2026 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company.

The above constitutes the complete Regulation on Nomination, Candidacy, and Election of Members of the Board of Directors of Cotana Group Joint Stock Company at the 2026 Annual General Meeting of Shareholders..

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

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

**DAO NGOC THANH**





No.: 01/2026/TB-CNG

Hanoi, April 1, 2026

**NOTICE**

*( Re: Nomination and self-nomination of candidates for the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company)*

**To: Dear Shareholders of Cotana Group Joint Stock Company.**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
  - Pursuant to the Law on Securities No. 54/2019/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its guiding documents;
  - Pursuant to the Charter of Organization and Operation of Cotana Group Joint Stock Company;
  - The Board of Directors of the Company respectfully announces to the Shareholders the nomination and self-nomination for additional members of the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company at the 2026 Annual General Meeting of Shareholders, in accordance with the following conditions, criteria, and procedures:
- 1. Number of additional members to be elected to the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company.**
    - The number of additional members to be elected to the Board of Directors for the 2024–2029 term is one (01) member.
    - Structure of the Board of Directors: The total number of non-executive independent members of the Board of Directors must account for at least one-third of the total number of Board members.
    - The number of independent members of the Company’s Board of Directors must ensure a minimum of one (01) member.
  - 2. Criteria and conditions for becoming a member of the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company.**
    - a) Criteria and conditions for serving as a member of the Board of Directors (in accordance with Clause 1, Article 155 of the Law on Enterprises):
      - Not fall under the subjects specified in Clause 2, Article 17 of the Law on Enterprises;



- Have professional qualifications and experience in business administration or in the field, industry, or line of business of the company, and are not necessarily shareholders of the company;
- A member of the Board of Directors of the company may concurrently be a member of the Board of Directors of another company;
- b) Criteria and conditions for serving as an independent member of the Board of Directors (in accordance with Clause 2, Article 155 of the Law on Enterprises).
  - Not currently working for the Company, its parent company, or its subsidiaries; and not having worked for the Company, its parent company, or its subsidiaries for at least three (03) consecutive years prior thereto;
  - Not receiving salary or remuneration from the Company, except for allowances entitled to Board members in accordance with regulations;
  - Not having a spouse, biological or adoptive parents, biological or adoptive children, or siblings who are major shareholders of the Company or who are managers of the Company or its subsidiaries;
  - Not directly or indirectly owning at least one percent (01%) of the total voting shares of the Company;
  - Not having been a member of the Company's Board of Directors for at least five (05) consecutive years prior thereto, except in cases of being reappointed for two (02) consecutive terms.

**3. Conditions for nomination and self-nomination to become a member of the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company**

- a) Shareholders holding at least 5% (five percent) of the total voting shares for a continuous period of at least six (06) months have the right to pool their voting rights to nominate candidates for the Board of Directors. Shareholders, after aggregating their voting rights, must comply with the provisions of applicable laws and the Company's Charter; specifically:
  - Shareholders holding more than 5% of the voting shares for a continuous period of at least six (06) months are entitled to self-nominate;
  - A shareholder or group of shareholders holding more than 5% to less than 10% of the voting shares for a continuous period of at least six (06) months may nominate one (01) member;
  - A shareholder or group of shareholders holding from 10% to less than 30% of the voting shares for a continuous period of at least six (06) months may nominate two (02) members;



- A shareholder or group of shareholders holding from 30% to less than 50% of the voting shares for a continuous period of at least six (06) months may nominate three (03) members;
  - A shareholder or group of shareholders holding from 50% to less than 65% of the voting shares for a continuous period of at least six (06) months may nominate four (04) members;
  - A shareholder or group of shareholders holding 65% or more of the voting shares for a continuous period of at least six (06) months may nominate the full number of candidates.
- b) In the event that the number of Board of Directors candidates obtained through nomination and self-nomination is still insufficient, the incumbent Board of Directors may nominate additional candidates until the required number of nominated and self-nominated candidates is met, and such candidates must be approved by the General Meeting of Shareholders before voting is conducted..

**4. Application dossier for nomination and self-nomination for membership of the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company**

- a) Shareholders or groups of shareholders holding the ownership ratio as specified above, when nominating or self-nominating candidates for the Board of Directors, are requested to submit the application dossier for nomination/self-nomination to the Company either in person or by post no later than 5:00 PM on April 20, 2026, for the Organizing Committee to review the dossier and eligibility of candidates for nomination/self-nomination for the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company. The application dossier includes the following documents:
- Application for self-nomination or nomination to the Board of Directors (in prescribed form);
  - Minutes of the meeting of the shareholder group nominating a candidate to the Board of Directors (in case of a shareholder group meeting the required ownership ratio) (in prescribed form);
  - Curriculum vitae declared by the candidate, certified by the current employer or local authority of residence (in prescribed form);
  - Confirmation of share ownership for the last six (06) consecutive months (up to the record date) or equivalent documents issued by the securities company where the shareholder maintains an account or by VSDC;
  - Citizen Identity Card/Passport;

- Permanent residence registration (or long-term temporary residence registration);
- Diplomas and certificates of educational qualifications;
- Valid authorization letter for nomination (in case the shareholder authorizes another person to nominate);
- Other documents (if any).

b) Only candidates who fully meet the relevant conditions for membership of the Board of Directors, and who submit complete nomination/self-nomination dossiers satisfying the nomination/self-nomination requirements and send them to the Company either in person or by post no later than 5:00 PM on April 20, 2026, will be included in the list of candidates announced at the General Meeting of Shareholders.

**5. Address for submitting nomination and self-nomination dossiers:**

- Shareholders or groups of shareholders holding the ownership ratio as specified above, when nominating or self-nominating candidates for the Board of Directors, are kindly requested to submit the application dossier for nomination/self-nomination to the Company either in person or by post no later than 5:00 PM on April 20, 2026, at the following address:
- Contact address: Board of Directors Office – Room 210, 2nd Floor, COTANA GROUP Building, Lot CC5A, Linh Dam Peninsula, Hoang Liet Ward, Hanoi, Vietnam.
- Tel : 024.35632763                      Số máy lẻ: 210

*Sincerely!*

**Recipients:**

- As above;
- Office archive.

**ON BEHALF OF THE BOARD OF**

**DIRECTORS**

**CHAIRMAN**



**DAO NGOC THANH**





**NOMINATION FORM FOR CANDIDATE TO THE BOARD OF DIRECTORS  
COTANA GROUP JOINT STOCK COMPANY**

**To: Cotana Group Joint Stock Company.**

Shareholder:

.....ID  
Card/Citizen ID/Passport/Enterprise Registration No.: ..... Date of issue: ..... Place of  
issue: .....

Address: .....

Number of shares held in Cotana Group Joint Stock Company as of March 18, 2026:

Number of shares owned individually: ..... shares

Number of shares represented (State/strategic shareholder/other organization): ..... shares

Total number of shares owned: ..... shares, equivalent to .....% of total voting shares.

Legal representative (for institutional shareholder): .....

ID Card/Citizen ID/Passport of the legal representative: ..... Date of issue: .....

Place of issue: .....

I (a shareholder of Cotana Group Joint Stock Company holding ..... shares, representing  
.....% of the total voting shares of the Company) hereby agree to nominate:

Mr./Ms.: .....

ID Card/Citizen ID/Passport No.: ..... Date of issue: ..... Place of issue: .....

Permanent address: .....

Educational background: .....

Professional qualifications: .....

Number of shares held in Cotana Group Joint Stock Company as of March 19, 2025:

Number of shares owned individually: ..... shares

Number of shares represented (State/strategic shareholder/other organization): ..... shares

Total number of shares owned: ..... shares, equivalent to .....% of total voting  
shares.

to be a candidate for membership of the Board of Directors of Cotana Group Joint Stock Company for  
the 2024–2029 term.

**Attached documents:**

....., date ..... month ..... year 2026

- Certified copy of the ID Card/Citizen ID/Passport of the nominating person (or representative) and the nominated candidate;
- Certified copies of diplomas and certificates (if any) of the nominated candidate;
- Curriculum vitae of the nominated candidate;

*Shareholder*  
*(Signature and full name)*

## MINUTES OF THE SHAREHOLDERS' GROUP MEETING NOMINATION OF CANDIDATES FOR THE BOARD OF DIRECTORS



- Pursuant to the Charter on Organization and Operation of Cotana Group Joint Stock Company;
- Pursuant to the Regulations on nomination of members of the Board of Directors of Cotana Group Joint Stock Company.

Today, on ....., at ....., we are shareholders of Cotana Group Joint Stock Company, collectively holding ..... shares (in words: ..... shares), representing .....% of the total voting shares of the Company, as listed below:

No.	Name of Shareholder	ID Card / Passport / Enterprise Registration Certificate	Permanent Address	Number of Shares Owned / Represented	Signature and Full Name
<b>Total</b>					

After reviewing the Company's regulations on nomination and candidacy, we unanimously agree to nominate the following candidate to participate in the Board of Directors of Cotana Group Joint Stock Company for the 2024–2029 term at the 2026 Annual General Meeting of Shareholders as follows:

Mr./Ms.: .....

ID Card/Passport No.: ..... Date of issue: .....

Place of issue: .....

Permanent Address: .....

Education Level: ..... Major: .....

### Attached documents:

- Valid copies of ID Card/ Citizen ID Card/ Passport; Household registration;
- Valid copies of diplomas and certificates;
- Curriculum vitae of the candidate;

At the same time, we agree to appoint:



Mr./Ms.: .....

ID Card/Citizen ID Card/Passport No.: .....

Date of issue: ..... Place of issue: .....

Permanent Address: .....

to act as the representative of the group to carry out the nomination procedures in accordance with the Regulations on participation in the nomination of members to the Board of Directors of Cotana Group Joint Stock Company.

This Minutes is made at ..... hours, on ..... / ..... / ..... at .....

We hereby declare that the information provided is true and correct, and we take full responsibility before the law and the General Meeting of Shareholders for the accuracy and truthfulness of the submitted dossier and its attached contents..

Hanoi, date ..... month ..... year 2026

**SHAREHOLDER(S)**

**(Representative of the group of nominees)**

**(Signature and Full Name)**



THE SOCIALIST REPUBLIC OF VIET NAM

Independence – Freedom – Happiness

**APPLICATION FOR CANDIDACY AS A MEMBER OF THE  
BOARD OF DIRECTORS  
COTANA GROUP JOINT STOCK COMPANY**

**To: Cotana Group Joint Stock Company**

Full name: .....

ID Card/Passport No.: ..... Date of issue: ..... Place of issue: .....

Permanent Address: .....

Education Level: ..... Major: .....

Number of shares held in Cotana Group Joint Stock Company as of March 18, 2026: .....

- Number of shares owned personally: ..... shares
- Number of shares represented (State / Strategic Shareholder / Other Organizations):  
..... shares

Total number of shares owned: ..... shares, representing: .....% of the total voting shares..

I respectfully request Cotana Group Joint Stock Company to allow me to self-nominate as a candidate for membership in the Board of Directors of Cotana Group Joint Stock Company for the 2024–2029 term.

If I am trusted and elected by the shareholders as a member of the Board of Directors for the 2024–2029 term, I will devote all my capacity and dedication to contributing to the development of Cotana Group Joint Stock Company.

I hereby declare that the information I have provided is true and correct, and I take full responsibility before the law and the General Meeting of Shareholders for the accuracy and truthfulness of the contents of the submitted dossier and its attached documents.

Thank you very much!

....., date ..... month ..... year 2026

**CANDIDATE**

*(Signature and Full Name)*

**Attached documents:**

- Valid copies of Citizen ID Card/Passport; Household registration;
- Valid copies of diplomas and certificates (if any);
- Curriculum vitae of the candidate.





Ảnh 4x6  
(đóng dấu giáp  
lại)

THE SOCIALIST REPUBLIC OF VIET NAM  
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CURRICULUM VITAE

(For individuals self-nominating or being nominated as members of the Board  
of Directors / Supervisory Board of Cotana Group Joint Stock Company for  
the 2024–2029 term)

1. Full name: .....
2. Gender: .....
3. ID Card/Citizen ID No: ..... Issued on.....
4. Date of birth:.....
5. Place of birth: .....
6. Nationality: .....
7. Ethnicity: .....
8. Place of origin:.....
9. Permanent residence: .....
10. Current residence: .....
11. Contact phone number:.....
12. Educational level: .....
13. Professional qualification: .....
14. Foreign language proficiency: .....
15. Work history (briefly stating periods of employment, organizations, and job titles/positions):  
.....  
.....  
.....
16. Current position: .....
17. Positions currently held in other organizations (if any): .....
18. Number of shares currently owned or authorized to represent in Cotana Group Joint Stock Company: ..... shares.
19. Violations of the law: .....
20. Conflicts of interest with the interests of Cotana Group Joint Stock Company: .....

I undertake not to violate the provisions of the law and the Charter on Organization and Operation of Cotana Group Joint Stock Company, and I hereby declare that the above statements are completely true and correct. If any information is found to be false, I shall take full responsibility before the law.

**Certification of the competent authority**  
(Certification by the local authority or the  
organization where the individual is currently  
working)

....., date ..... month ..... year 2026  
**Declarant**  
(Signature and Full Name)



**THE SOCIALIST REPUBLIC OF VIET NAM**  
**Independence – Freedom – Happiness**

**LIST OF THE VOTE COUNTING AND BALLOTING COMMITTEE  
SUBMITTED TO THE GENERAL MEETING OF SHAREHOLDERS FOR  
APPROVAL**

No.	Full name	Position/Responsibility	emarks
1	Mr./Ms:	Head of the Committee	
2		Member	
3		Member	
4		Member	
5		Member	

**Respectfully submitted to the General Meeting of Shareholders for approval.**





**COTANA GROUP JOINT STOCK COMPANY  
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026**

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# **VOTING CARD**

**DELEGATE CODE: CSC.00XXXX**

Full Name of Delegate:: .....

Number of Voting Shares Owned: ..... votes

Number of Voting Shares Represented by Proxy: ..... votes

**Total Number of Voting Rights Represented: ..... votes**

**COTANA GROUP JOINT STOCK COMPANY**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026**



**VOTING CARD NO. 1**  
**DELEGATE CODE: CSC.00XXXX**

Full Name of Delegate:: .....

Number of Voting Shares Owned: ..... votes

Number of Voting Shares Represented by Proxy: ..... votes

Total Number of Voting Rights Represented: ..... votes

*(Please tick (✓) the selected option for each voting item)*

CONTENT	Approve	Disapprove	Abstain
<b>Item 01:</b> Approval of Proposal No. 01/TTR/ĐHĐCĐ-CNG on the Report of the Board of Management regarding the 2025 business performance and the 2026 business plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 02:</b> Approval of Proposal No. 02/TTR/ĐHĐCĐ-CNG on the Report of the Board of Directors for 2025 and the orientation for 2026.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 03:</b> Approval of Proposal No. 03/TTR/ĐHĐCĐ-CNG on the Report of the Board of Supervisors for 2025 and the orientation for 2026.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 04:</b> Approval of Proposal No. 04/TTR/ĐHĐCĐ-CNG on the audited financial statements for the year 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 05:</b> Approval of Proposal No. 05/TTR/ĐHĐCĐ-CNG on the selection of an independent auditing firm to audit and review the Company's financial statements for the year 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 06:</b> Approval of Proposal No. 06/TTR/ĐHĐCĐ-CNG on the dividend distribution for 2025 and the expected dividend payment for 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 07:</b> Approval of Proposal No. 07/TTR/ĐHĐCĐ-CNG on the plan for issuing shares to increase charter capital in 2026.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 08:</b> Approval of Proposal No. 08/TTR/ĐHĐCĐ-CNG on the remuneration for 2025 and the proposed remuneration for 2026 for members of the Board of Directors and the Board of Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 9:</b> Approval of Proposal No. 9/TTR/ĐHĐCĐ-CNG on the issuance of amendments to the Internal Governance Regulations and the Operating Regulations of the Company's Board of Directors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 10:</b> Approval of Proposal No. 10/TTR/ĐHĐCĐ-CNG on the issuance of amendments to the Operating Regulations of the Company's Board of Supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 11:</b> Approval of Proposal No. 11/TTR/ĐHĐCĐ-CNG on the amendment and supplementation of the Company's Charter on organization and operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 12:</b> Approval of Proposal No. 12/TTR/ĐHĐCĐ-CNG on the dismissal of a member of the Board of Directors for the 2024–2029 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 13:</b> Approval of Proposal No. 13/TTR/ĐHĐCĐ-CNG on the election of additional members to the Board of Directors for the 2024–2029 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 14:</b> Approval of Proposal No. 14/TTR/ĐHĐCĐ-CNG on the approval of the list of candidates for members of the Board of Directors for the 2024–2029 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Instructions:**

Shareholders please mark (X) in one of the three boxes:

Approve / Disapprove / Abstain  
for each voting item.

April 24, 2026

**DELEGATE**

*(Signature and Full Name)*





**COTANA GROUP JOINT STOCK COMPANY**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026**

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**BALLOT FOR THE ELECTION OF THE  
BOARD OF DIRECTORS  
DELEGATE CODE: CSC.00XXXX**

Full Name of Delegate:: .....

Number of Voting Shares Owned: ..... votes

Number of Voting Shares Represented by Proxy: ..... votes

**Total Number of Voting Rights Represented: ..... votes**

**Total Number of Votes for Members of the Board of Directors: ..... votes**

*I agree to elect additional members to the Board of Directors for the 2024–2029 term*

No.	Full Name	Cumulative voting for the candidate
1		<input type="checkbox"/>
2		<input type="checkbox"/>

**Instructions:**

Shareholders may vote for a maximum number of candidates equal to the number of candidates to be elected; one vote may be allocated to one candidate.

April 24, 2026

**DELEGATE**

*(Signature and Full Name)*



**COTANA GROUP JOINT STOCK COMPANY**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026**

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**VOTING CARD NO. 2**  
**DELEGATE CODE: CSC.00XXXX**

Full Name of Delegate:: .....

Number of Voting Shares Owned: ..... votes

Number of Voting Shares Represented by Proxy: ..... votes

**Total Number of Voting Rights Represented: ..... votes**

*(Please tick (✓) the selected option for each voting item)*

CONTENT	Approve	Disapprove	Abstain
<b>Item 01:</b> Approval of the Minutes of the 2026 Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item 02:</b> Approval of the Resolution of the 2026 Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Instructions:**

Shareholders please mark (X) in one of the three boxes:  
**Approve / Disapprove / Abstain**  
for each voting item.

April 24, 2026

**DELEGATE**

*(Signature and Full Name)*



Hanoi, April 24, 2026

[illegible]



## **MINUTES OF THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS COTANA GROUP JOINT STOCK COMPANY**

Company name: Cotana Group Joint Stock Company

Head office address: Lot CC5A, Linh Dam Peninsula, Hoang Liet Ward, Hanoi, Vietnam

Business Registration Certificate No.: 0101482984, issued by the Business Registration and Enterprise Finance Division – Hanoi Department of Finance, amended for the 27th time on January 19, 2026.

Stock ticker: CSC

Today, at 08:00 a.m. on April 24, 2026, at the 11th-floor meeting hall of Cotana Group Joint Stock Company's headquarters, located at Lot CC5A, Linh Dam Peninsula, Hoang Liet Ward, Hanoi, the 2026 Annual General Meeting of Shareholders of the Company is convened with the following contents::

### **A. ATTENDANCE AND LEGALITY AND VALIDITY OF THE GENERAL MEETING**

#### **I. Attendance**

The Meeting is honored to welcome the presence of:

- The Chairman and members of the Board of Directors;
- The Board of Management of the Company;
- The Company's esteemed shareholders

#### **II. Legality and Validity of the General Meeting**

The Meeting heard Ms. Nguyen Hai Yen – Head of the Delegate Eligibility Verification

Committee – present the report on the verification of the eligibility of attendees at 08:30 a.m. on April 24, 2026, as follows:

- The total number of shareholders invited to attend the 2026 Annual General Meeting of Shareholders is ..... shareholders (including both institutional and individual shareholders), holding and representing ..... shares, corresponding to ..... voting rights, accounting for 100% of the Company's charter capital.
- The number of attending delegates is ....., holding and representing ..... shares, corresponding to ..... voting rights, accounting for .....% of the total voting rights.

Pursuant to the Law on Enterprises 2020 and the Charter of Cotana Group Joint Stock Company, the 2026 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company is duly qualified to proceed in accordance with the regulations.

## **B. OPENING OF THE GENERAL MEETING OF SHAREHOLDERS**

Mr./Ms. .... – opening the meeting, presenting the reasons for the meeting, introducing the attendees, and requesting the General Meeting to approve the list of the Presidium, the Secretariat, and the Vote Counting Committee.

### **I. Presidium, Secretariat, and Vote Counting Committee of the General Meeting**

At 08:30 a.m.:

- Number of attending delegates: ..... shareholders.
- Number of delegated (proxy) shareholders: ..... shareholders.
- Representing: ..... voting rights, accounting for .....% of the total voting rights of all shareholders entitled to vote.

The General Meeting unanimously approved the list of the Presidium, the Secretariat, and the Vote Counting Committee with a voting result of ..... votes out of ..... votes, accounting for .....% of the total voting rights of the shareholders attending the Meeting.

The Presidium, the Secretariat, and the Vote Counting Committee consist of the

following members:

**1. Presidium consists of:**

- Mr. Dao Ngoc Thanh – Chairman of the Board of Directors, Chair of the General Meeting
- Mr. Doan Van Tuan – Member of the Board of Directors, member of the Presidium
- Mr. Bui Tien Hung – Independent Member of the Board of Directors, member of the Presidium

**2. Secretariat consists of:**

- Mr. Dao Hong Son – Head of the Economic Department, serving as Head of the Secretariat
- Ms. Phan Mai Phuong – Staff of the Finance and Accounting Department, serving as a member of the Secretariat

**3. Vote Counting and Election Committee consists of:**

- Ms. Le Thi Linh Trang – Staff of the Finance and Accounting Department, serving as Head of the Committee
- Mr. Ho Dat Dung – Deputy Head of the Economic Management Department, serving as a member
- Ms. Vu Thi Thanh Lam – Staff of the Finance and Accounting Department, serving as a member
- Mr. Vu Anh Quy – Staff of the Finance and Accounting Department, serving as a member
- Mr. Dang Van Hao – Staff of the Economic Department, serving as a member

**II. Agenda of the General Meeting and Working Regulations of the Meeting**

The Meeting heard Mr. Bui Tien Hung, on behalf of the Presidium, present the Agenda of the Meeting and the Working Regulations of the Meeting.

At 09:00 a.m.:

- Number of attending delegates: ..... shareholders.
- Number of proxy delegates: ..... shareholders.
- Representing: ..... voting rights, accounting for .....% of the total voting rights of all shareholders entitled to vote.



The General Meeting unanimously approved the Agenda and the Working Regulations of the Meeting with a voting result of ..... votes out of ..... votes, accounting for 100% of the total voting rights of the shareholders attending the Meeting.

## **C. CONTENTS PRESENTED AT THE GENERAL MEETING**

### **I. Contents of the Reports and Proposals Presented at the General Meeting**

1. The Meeting heard Mr. Le Van Thanh – General Director, present
  - The report on the Company's business and production performance in 2025 and the business plan for 2026;
  - Proposal No. 01/TTR/ĐHĐCĐ–CNG regarding the approval of the report of the Board of Management.
2. The Meeting heard Ms. Nguyen Hai Yen – Head of the Board of Supervisory, present
  - The report on the Board of Supervisors's activities in 2025 and its operational plan for 2026;
  - Proposal No. 03/TTR/ĐHĐCĐ–CNG regarding the approval of the Supervisory Board's report
3. The Meeting heard Mr. Đào Ngọc Thanh – Chairman of the Board of Directors, present
  - The report on the activities of the Board of Directors in 2025 and its operational plan for 2026;
  - Proposal No. 02/TTR/ĐHĐCĐ–CNG regarding the approval of the Board of Directors' report.
4. The Meeting heard Mr. Bui Tien Hung – Member of the Board of Directors, present the proposals:
  - Proposal No. 04/TTR/ĐHĐCĐ–CNG on the approval of the audited financial statements for the year 2025.
  - Proposal No. 05/TTR/ĐHĐCĐ–CNG on authorizing the Board of Directors to select an independent auditing firm to audit and review the financial statements for the year 2026.

- Proposal No. 06/TTR/ĐHĐCĐ-CNG on the dividend distribution for 2025 and the expected dividend payment for 2026.
  - Proposal No. 07/TTR/ĐHĐCĐ-CNG on the plan for issuing shares to increase the Company's charter capital in 2026.
  - Proposal No. 08/TTR/ĐHĐCĐ-CNG on the remuneration for 2025 and the proposed remuneration for 2026 for members of the Board of Directors and the Board of Supervisors
  - Proposal No. 09/TTR/ĐHĐCĐ-CNG on the update of the Company's Internal Governance Regulations and the Operating Regulations of the Board of Directors.
  - Proposal No. 10/TTR/ĐHĐCĐ-CNG on the update of the Operating Regulations of the Supervisory Board.
  - Proposal No. 11/TTR/ĐHĐCĐ-CNG on amendments and supplements to the Company's Charter.
5. The Meeting heard Mr. Doan Van Tuan – Member of the Board of Directors, present the following proposals:
- Proposal No. 12/TTR/ĐHĐCĐ-CNG on the dismissal of a member of the Board of Directors for the 2024–2029 term;
  - Proposal No. 13/TTR/ĐHĐCĐ-CNG on the election of additional members to the Board of Directors for the 2024–2029 term;
  - Proposal No. 14/TTR/ĐHĐCĐ-CNG on the approval of the list of nominated and self-nominated candidates for election to the Board of Directors for the 2024–2029 term.

## **II. Discussion and Approval of the Reports and Proposals**

The Meeting conducted discussions on the contents of the reports and proposals.

The shareholders present at the Meeting listened to the responses provided by the Presidium.

## **III. Voting on the Reports and Proposals Presented at the General Meeting.**

The Meeting heard Ms. Le Thi Linh Trang, Head of the Vote Counting Committee, present the voting results for the reports and proposals as follows:

The Vote Counting Committee announced the voting results as follows:

At 10:15 a.m.:

- Number of attending delegates: ..... shareholders.
- Number of proxy delegates: ..... shareholders.
- Representing: ..... voting rights, accounting for .....% of the total voting rights of all shareholders entitled to vote..

**1. Approval of the report on the 2025 business and production results and the 2026 business and production plan.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..



- Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 01/TTR/ĐHCD-CNG on the approval of the Company's report on the business and production results for 2025 and the business and production plan for 2026 was approved with a voting result of 100% of the total voting rights of the attending shareholders.

## **2. Approval of the Board of Supervisors's report on its activities in 2025 and its operational plan for 2026.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..
- Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 03/TTR/DHCD-CNG on the approval of the Board of Supervisors's report on its activities in 2025 and its operational plan for 2026 was approved with a voting result of 100% of the total voting rights of the attending shareholders.

**3. Approval of the report on the activities of the Board of Directors in 2025 and its operational plan for 2026.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..
- Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Proposal No. 02/TTR/DHCD-CNG on the approval of the report on the activities of the Board of Directors in 2025 and its operational plan for 2026 was approved with a voting result of 100% of the total voting rights of the attending shareholders.

**4. Approval of the audited financial statements published on March 31, 2026.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Proposal No. 04/TTR/DHCD-CNG on the approval of the Company's audited financial statements was approved with a voting result of 100% of the total voting rights of the attending shareholders.

#### **5. Proposal on the approval of the selection of an auditing firm for the fiscal year 2026**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.



Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..
- Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 05/TTR/DHCD-CNG on the approval of the selection of an auditing firm for the fiscal year 2026 was approved with a voting result of 100% of the total voting rights of the attending shareholders.

#### **6. Proposal on the dividend distribution for 2025 and the expected dividend payment for 2026.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 06/TTR/DHĐCĐ-CNG on the dividend distribution for 2025 and the expected dividend payment for 2026 was approved with a voting result of 100% of the total voting rights of the attending shareholders

#### **7. Proposal on the approval of the share issuance plan for dividend distribution.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..
- Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 07/TTR/ĐHĐCĐ-CNG on the approval of the share issuance plan for dividend distribution was approved with a voting result of 100% of the total voting rights of the attending shareholders..

#### **8. Proposal on the remuneration for 2025 and the proposed remuneration for 2026 for members of the Board of Directors and the Board of Supervisors.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.



- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Proposal No. 08/TTR/ĐHCĐ-CNG on the remuneration for 2025 and the proposed remuneration for 2026 for members of the Board of Directors and the Board of Supervisors was approved with a voting result of 100% of the total voting rights of the attending shareholders.

#### **9. Proposal on the update of the Company's Internal Governance Regulations and the Operating Regulations of the Board of Directors.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 09/TTR/ĐHCĐ-CNG on the update of the Company's Internal Governance Regulations and the Operating Regulations of the Board of Directors was approved with a voting result of 100% of the total voting rights of the attending shareholders

#### **10. Proposal on the update of the Operating Regulations of the Company's Board of Supervisors.**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 10/TTR/ĐHCĐ-CNG on the update of the Operating Regulations of the Board of Supervisors as approved with a voting result of 100% of the total voting rights of the attending shareholders.

**11. Proposal on amendments and supplements to the Company's Charter on organization and operation..**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 11/TTR/ĐHCĐ-CNG on amendments and supplements to the Company's Charter on organization and operation was approved with a voting result of 100% of the total voting rights of the attending shareholders



## **12. Proposal on the dismissal of a member of the Board of Directors for the 2024–2029 term**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 12/TTR/ĐHĐCĐ-CNG on the dismissal of a member of the Board of Directors for the 2024–2029 term was approved with a voting result of 100% of the total voting rights of the attending shareholders

## **13. Proposal on the election of additional members to the Board of Directors for the 2024–2029 term**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 13/TTR/ĐHCD-CNG on the election of additional members to the Board of Directors for the 2024–2029 term was approved with a voting result of 100% of the total voting rights of the attending shareholders.

#### **14. Proposal on the approval of the list of nominees and self-nominated candidates for the Board of Directors for the 2024–2029 term**

The General Meeting conducted voting with the following results:

Voting method: Shareholders attending the meeting cast their votes directly at the Meeting.

Total voting rights of attending shareholders: ..... votes.

Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.

Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.

Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:

- Number of votes in favor: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Number of votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Number of abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders..

Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

Proposal No. 14/TTR/ĐHCD-CNG on the approval of the list of nominees and self-nominated candidates for the Board of Directors for the 2024–2029 term was approved with a voting result of 100% of the total voting rights of the attending shareholders

#### **IV. Election of Additional Members to the Board of Directors for the 2024–2029 Term.**

1. The General Meeting unanimously approved the list of members of the Vote Counting and Election Committee as follows:

- Ms. Le Thi Linh Trang – Staff of the Finance and Accounting Department, serving as Head of the Committee
- Mr. Ho Dat Dung – Deputy Head of the Economic Management Department, serving as a member
- Ms. Vu Thi Thanh Lam – Staff of the Finance and Accounting Department, serving as a member



- Mr. Vu Anh Quy – Staff of the Finance and Accounting Department, serving as a member
- Mr. Dang Van Hao – Staff of the Economic Department, serving as a member

2. The Meeting heard Ms. Le Thi Linh Trang – Head of the Vote Counting and Election Committee – present the Election Regulations. The General Meeting unanimously approved the Election Regulations with the following voting result:

Voting method: Shareholders attending the Meeting cast their votes directly using voting cards at the Meeting.

At 10:00 a.m.:

Number of attending delegates: ..... shareholders.

Number of proxy delegates: ..... shareholders.

Representing: ..... voting rights, accounting for .....% of the total voting rights of all shareholders entitled to vote.

The General Meeting unanimously approved the agenda and the Election Regulations of the Meeting with a voting result of .... votes out of ..... votes, accounting for 100% of the total voting rights of the shareholders attending the Meeting.

3. Ms. Le Thi Linh Trang – Head of the Election Committee, announced to the General Meeting the vote counting minutes and the voting results, as follows:

- At 10:25 a.m.:

- Number of attending delegates: ..... shareholders.

- Number of proxy delegates: ..... shareholders.

- Representing: ..... voting rights, accounting for .....% of the total voting rights of all shareholders entitled to vote.

#### **Election Results for Additional Members of the Board of Directors**

- Total voting ballots of attending shareholders: 39 ballots.
- Total ballots issued: ..... representing ..... votes, accounting for 100% of the total voting rights of attending shareholders.

- Total ballots not collected: 0 ballots (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.
- Total ballots collected: representing ..... votes, accounting for 100% of the total voting rights of attending shareholders.
- Total valid votes: representing ..... votes, accounting for 100% of the total voting rights of attending shareholders, of which:
- Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

**Detailed results are as follows:**

Full name of candidate: .....

Number of ballots in favor: ..... representing ..... votes, accounting for .....% of the total voting rights of the attending shareholders.

The list of candidates elected as members of the Board of Directors for the 2024–2029 term is as follows:

**Full name of candidate: .....**

**Number of ballots in favor: ..... representing ..... votes, accounting for .....% of the total voting rights of the attending shareholder**

**4. Approval of the Minutes and the Resolution of the General Meeting of Shareholders**

- Mr. Dao Hong Son, on behalf of the Secretariat of the Meeting, presented the Minutes and the contents of the General Meeting.
- At 10:40 a.m.:
- Number of attending delegates: ..... shareholders.
- Number of proxy delegates: ..... shareholders.
- Representing: ..... voting rights, accounting for 100% of the total voting rights of all shareholders entitled to vote.

➤ The General Meeting voted to approve the Minutes of the 2026 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company with a 100% approval rate of the attending shareholders, with details as follows::

- Total voting rights of attending shareholders: ..... votes.

- Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.
- Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders.
- Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.
- Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of the attending shareholders, of which:
  - Votes for: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
  - Votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
  - Abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

The Minutes of the General Meeting were approved with a voting result of 100% of the total voting rights of the shareholders attending the Meeting.

➤ The General Meeting voted to approve the Resolution of the 2026 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company with a 100% approval rate of the attending shareholders, with details as follows:

- Total voting rights of attending shareholders: ..... votes.
- Total ballots issued: ..... representing ..... voting rights, accounting for 100% of the total voting rights of attending shareholders.
- Total ballots not collected: 0 votes (considered as abstentions), accounting for 0% of the total voting rights of attending shareholders..
- Total ballots collected: ..... representing ..... voting rights, accounting for 100% of the total voting rights of the attending shareholders.



- Total valid votes: ..... votes out of ..... votes, accounting for 100% of the total voting rights of the attending shareholders, of which:
  - Votes for: ..... votes out of ..... votes, accounting for 100% of the total voting rights of attending shareholders.
  - Votes against: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
  - Abstentions: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.
- Total invalid votes: 0 votes out of ..... votes, accounting for 0% of the total voting rights of attending shareholders.

The Resolution of the General Meeting was approved with a voting result of 100% of the total voting rights of the shareholders attending the Meeting.

#### **D. CLOSING OF THE GENERAL MEETING**

1. Mr. Dao Ngoc Thanh, on behalf of the Presidium, delivered closing remarks and expressed thanks, thereby closing the General Meeting.
2. The Meeting was concluded at ...11:00... on April 24, 2026.
3. The Minutes were prepared in two (02) copies and read publicly before the General Meeting.
4. These Minutes serve as the legal basis for issuing the Resolution of the 2026 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company.
5. The Chair and the Secretary of the Meeting are responsible for the truthfulness and accuracy of the contents of these Minutes and shall jointly sign below.

**ON BEHALF OF THE SECRETARIAT  
OF THE MEETING  
HEAD OF THE SECRETARIAT**

**ON BEHALF OF THE GENERAL  
MEETING OF SHAREHOLDERS  
CHAIR OF THE MEETING**

**DAO HONG SON**

**DAO NGOC THANH**

No.: 01/2026-NQ/ĐHĐCĐ-CNG

Hanoi, April 24, 2026

**RESOLUTION OF THE GENERAL MEETING OF  
SHAREHOLDERS  
COTANA GROUP JOINT STOCK COMPANY  
(Meeting held on April 24, 2026)**

**Pursuant to:**

- *The Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;*
- *The Charter on organization and operation of Cotana Group Joint Stock Company,*
- *Minutes of the General Meeting of Shareholders No. 01/2026-BB/ĐHĐCĐ-CNG of Cotana Group Joint Stock Company, prepared on April 24, 2026.*

**2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
COTANA GROUP JOINT STOCK COMPANY**

**RESOLVES**

**Article 1.** Approval of the Company's report on business and production results for 2025 and the business and production plan for 2026 (Proposal No. 01/TTR/ĐHĐCĐ-CNG).

**Article 2.** Approval of the report on the activities of the Board of Directors for 2025 and its operational plan for 2026 (Proposal No. 02/TTR/ĐHĐCĐ-CNG)

**Article 3.** Approval of the report on the activities of the Board of Supervisors for 2025 and its operational plan for 2026 (Proposal No. 03/TTR/ĐHĐCĐ-CNG)

**Article 4.** Approval of the audited financial statements for the year 2025 (Proposal No. 04/TTR/ĐHĐCĐ-CNG).

**Article 5.** Approval of the selection of an auditing firm for the Company's fiscal year 2026 (Proposal No. 05/TTR/ĐHĐCĐ-CNG).

**Article 6.** Approval of the dividend distribution for 2025 and the expected dividend ratio for 2026 (Proposal No. 06/TTR/ĐHĐCĐ-CNG).

**Article 7.** Approval of the share issuance plan for dividend distribution (Proposal No. 07/TTR/ĐHĐCĐ-CNG).



**Article 8.** Approval of the remuneration for 2025 and the proposed remuneration for 2026 for members of the Board of Directors and the Supervisory Board (Proposal No. 08/TTR/ĐHĐCĐ-CNG)

**Article 9.** Approval of the update to the Internal Governance Regulations and the Operating Regulations of the Board of Directors (Proposal No. 9/TTR/ĐHĐCĐ-CNG)

**Article 10.** Approval of the update to the Operating Regulations of the Board of Supervisors (Proposal No. 10/TTR/ĐHĐCĐ-CNG)

**Article 11.** Approval of amendments and supplements to the Company's Charter on organization and operation (Proposal No. 11/TTR/ĐHĐCĐ-CNG).

**Article 12.** Approval of the dismissal of a member of the Board of Directors for the 2024–2029 term (Proposal No. 12/TTR/ĐHĐCĐ-CNG).

**Article 13.** Approval of the election of additional members to the Board of Directors for the 2024–2029 term (Proposal No. 13/TTR/ĐHĐCĐ-CNG).

**Article 14.** Approval of the list of nominated and self-nominated candidates for members of the Board of Directors for the 2024–2029 term (Proposal No. 14/TTR/ĐHĐCĐ-CNG)

**Article 15.** Approval of the list of elected members of the Board of Directors for the 2019–2024 term, as follows:

1. Mr./Ms.: .....

Assign the Board of Directors for the 2024–2029 term to hold meetings and perform its functions in accordance with the regulations governing the Board of Directors.

**Article 16.** Authorization Clause

Authorize the Board of Directors to implement the contents of the proposals presented at the 2026 Annual General Meeting of Shareholders and to carry out procedures for amending the Company's business registration in accordance with applicable laws and regulations.

**Article 17.** Implementation Clause.





This Resolution was unanimously approved by the General Meeting of Shareholders of Cotana Group Joint Stock Company at the 2026 Annual General Meeting held on April 24, 2026.

Members of the Board of Directors, the Board of Supervisors, and the Board of Management shall be responsible for implementing this Resolution and organizing its execution in accordance with their respective functions, in compliance with applicable laws and the Company's Charter on organization and operation.

This Resolution shall take effect from April 24, 2026.

**Recipients:**

- *As stated in Article 18;*
- *Shareholders (via the Company's website);*
- *Hanoi Stock Exchange;*
- *Business Registration and Enterprise Finance Division – Hanoi Department of Finance;*
- *Filed at the Office of the Board of Directors.*

**ON BEHALF OF THE GENERAL  
MEETING OF SHAREHOLDERS  
CHAIRMAN OF THE BOARD OF  
DIRECTORS**

**DAO NGOC THANH**

