**BBS: Corporate Governance report of the first six months 2016**

**CORPORATE GOVERNANCE REPORT**

**(The first six months 2016)**

Company: Vicem Packaging But Son Joint Stock Company

Address: Km 2, Van Cao Street, Nam Dinh City, Nam Dinh Province

Tel: 03503.860.433

Fax: 035303.840.395

Email:

Charter capital: VND 42,000,000,000

Stock code: BBS

**I.        BOD activities**

Meetings:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Members of BOD | Title | Attendance | Rate | Reasons for not attending |
| 1 | Mr. Pham Van Minh | Chairman | 07 | 100 % |   |
| 2 | Nguyen Van Dat | Director | 07 | 100 % |  |
| 3 | Mr. Bui Huy Hong | Director | 07 | 100 % |   |
| 4 | Mr. Tran Van Thuong | Director | 04 | 57 % |  Ended term on 08/04/2016 |
| 5 | Mr. Hoang Mai Khoi | Director | 04 | 57 % |  Ended term on 08/04/2016 |
| 6 | Mr. Nguyen Trong Canh |  | 03 | 43% | Appointed on 08/04/2016 |
| 7 | Mr. Tran Ngoc Hung |  | 03 | 43% | Appointed on 08/04/2016 |

**II.      Board resolutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Board Resolution No.** | **Date** | **Contents** |
| 1 | 01/16/NQ - HDQT | **02/01/2016** | 1. Approve the operation result 12/20152. Deploy the duties of the first month 20163. Assign Executive Manager some contents in management work- Deploy the marketing work 2016- Make the budget 2016 |
| 2 | 02/16/NQ - HDQT | 30/01/2016 | 1. Operation results of January 20162. Assign the tasks for February 20163. Assign Executive Manager some works:4. Approve some contents under the right of Board of Director |
| 3 | 03/16/NQ - HDQT | 27/02/2016 | - Operation results of Feb 2016- Deploy the works of Mar 2016- Assign Executive Manager to implement some works- Approve some contents under the right of Board of Director |
| 4 | 04/16/NQ- HDQT | 03/4/2016 | - Operation results of Mar 2016- The plan for April 2016- Assign Executive Manager to implement some worksPreparation for holding Annual General Meeting of Shareholders 2016 on 08/04/2016- Approve some contents under the right of Board of Director |
| 5 | 06/16/NQ - HDQT | 06/05/2016 | - Approve the operation results of April 2016- Assign the plan for May 2016- Assign Executive Manager to perform some works- Approve the contents under the rights of BOD |
| 6 | 07/16/NQ - HDQT | 05/06/2016 | - Approve the operation result of May 2016- Assign the tasks for June 2016- Assign Executive Manager to perform some works- Approve the contents under the rights of BOD |

**III.    Change in connected persons/ institutions:**

**IV.    Transactions of PDMRs and connected persons/ institutions**

1. List of PDMRs and connected persons

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name | Trading account (if any) | Position of PDMR at the company (if any) | Shareholding at the end of the term | Shareholding percentage at the end of the term | Note |
| 1 | Pham Van Minh | 030C350099 | Chairman of Board of Directors | 115,429 | 2.75% |  |
| 2 | Tran Thi Nen | 030C350123 |  | 2,300 | 0.05 |  |
| 4 | Bui Huy Hong | 030C350075 | Director, Info Disclosure Officer | 7,100 | 0.17 |  |
| 5 | Hoang Mai Khoi | 001C102941 | Director | 14,230 | 0.34 |  |
| 6 | Ha Hai Yen | 028C101545 | Head of Supervisory Board | 7,333 | 0.17 |  |
| 7 | Nguyen Thi Dung | 030C350072 | Supervisor | 2,500 | 0.06 |  |
| 8 | Nguyen Minh Thu | 030C350340 | Supervisor | 10,580, | 0.25 |  |
| 9 | Nguyen Van Dat | 030C350063 | Manager | 11,400  | 0.27 |  |
| 10 | Tran Ngoc Hung |  | Deputy Manager | 13,030 | 0.31 |  |
| 11 | Nguyen Trong Canh |  | Member of BOD | 4,200 | 0.1 |  |
| 12 | Ta Duy |  | Head member of Supervisory Board | 0 | 0 |  |
| 13 | Nguyen Thi Thanh Hang |  | Member of Supervisory Board | 0 | 0 |  |
| 14 | Tran Duc Thien |  | Member of Supervisory Board | 0 | 0 |  |
| 15 | Duong Minh Tuan | 030C350350 | Chief of Accounting Department  | 9,880 | 0.24% |  |

2. Transactions:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name | Relation with PDMR | Shareholding at the beginning of the term | Shareholding at the end of the term | Reason (buy, sell, transfer, dividend, bonus share...) |
| Share | Percentage | Share | Percentage |
| 1 | Nguyen Trong Canh | Member of BOD | 0 | 0 | 4,200 | 0.1% | Increase |

3. Other transactions:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name | Relation with PDMR | Shareholding at the beginning of the term | Shareholding at the end of the term | Reason (buy, sell, transfer, dividend, bonus share...) |
| Share | Percentage | Share | Percentage |
|  |  |  |  |  |  |  |  |

V.      **Other issues:** None