

Number: 22/2025/BC-XDH

*Ha Noi, January 22, 2025*

**REPORT ON CORPORATE GOVERNANCE  
Year 2024**

**To:** - The State Securities Commission  
- The Stock Exchange

- Company Name: **Hanoi Civil Construction Investment Joint stock Company**
- Head-office Address: No. 292, Van Chuong alley, Kham Thien street, Kham Thien ward, Dong Da district, Ha Noi.
- Telephone: 024.38513867 Fax: 024.38511715 Email: info@hcci.com.vn
- Charter capital: 270.269.070.000 VND
- Stock code: XDH
- Corporate Governance model:

General Meeting of Shareholders, Board of Directors, Supervisory Board and Director.

**I. Activities of the General Meeting of Shareholders**

Information about meetings, resolutions and decisions of the General Meeting of Shareholders (including the resolutions of the General Meeting of Shareholders approved in written form):

No.	Resolution/Decision No.	Date	Content
1	07/2024/NQ-DHDCD	27/04/2024	Resolutions of the 2024 Annual General Meeting of Shareholders.

**II. Board of Directors:**

**1. Information about the members of the Board of Directors:**

No.	BOD members	Position	Appointment/Termination Date of BOD Member	
			Appointment Date	Termination Date
1	Mr. Do Tien Loi	Chairman of BOD	6/6/2020	
2	Mr. Phuong Kim Thao	Member of BOD	15/01/2007	
3	Mr. Tran Hong Tam	Member of BOD	15/01/ 2007	

4	Mr. Doan Trinh Linh	Member of BOD	15/07/2007	
5	Mr. Nguyen Dinh Long	Member of BOD	14/05/2016	

## 2. Meetings of the Board of Directors:

No.	Board of Directors' members	Number of BOD meetings attended	Attendance rate	Reasons for non-attendance
1	Mr. Do Tien Loi	4/4	100%	
2	Mr. Phuong Kim Thao	4/4	100%	
3	Mr. Tran Hong Tam	4/4	100%	
4	Mr. Doan Trinh Linh	4/4	100%	
5	Mr. Nguyen Dinh Long	4/4	100%	

## 3. Supervision activities of the BOD over the Director:

The Director reports the results of the Company's business activities in 2024 to the Board of Directors. The Director's decisions regarding the Company's operations are carried out according to the Resolutions of the General Meeting of Shareholders, Resolutions of the Board of Directors, and all are reported to the Board of Directors.

## 4. Activities of the Board of Directors' subcommittees (If any)

The Company's Board of Directors does not establish any affiliated subcommittees. Members of the Board of Directors perform their duties as assigned by the Board of Directors

## 5. Resolutions/Decisions of the Board of Directors

No.	Resolution/Decision No.	Date	Content	Approval rate
1	04/2024/NQ-HDQT	5/03/2024	Resolution of the Board of Directors on final list for the 2024 Annual General Meeting of Shareholders.	100%
2	14/2024/NQ-HDQT	30/08/2024	Resolution of the Board of Directors on the appointment of Chief Accountant.	100%

## III. Supervisory Boards

### 1. Information about members of Supervisory Boards:

No.	Members of Supervisory Board	Position	Day becoming/no longer member of the Supervisory Board	Qualification
1	Ms. Nguyen Thi Hai	Head of Supervisory Board	6/9/2008-19/5/2012 27/4/2017	Bachelor of Economics

2	Ms. Le Thi Kim Ngan	Member of Supervisory Board	27/4/2023	Bachelor of Finance
3	Ms. Tran Thuy Hanh	Member of Supervisory Board	27/4/2017	Bachelor of Economics

## 2. Meetings of Supervisory Board.

No.	Members of Supervisory Board	Number of attendance	Percentage	Reasons for absence
1	Ms. Nguyen Thi Hai	4/4	4/4	
2	Ms. Le Thi Kim Ngan	4/4	4/4	
3	Ms. Tran Thuy Hanh	4/4	4/4	

## 3. Supervisory activities of the Supervisory Board towards the Board of Directors, Board of Management, and shareholders:

Mornitoring and supervising the Company's operations according to the Enterprise Law, the Company's Charter and the Resolutions approved by the General Meeting of Shareholders.

The Supervisory Board conducts regular and periodic review of the entire financial management and the operational management activities of the company. The Supervisory Board reports its control activities to the shareholders in the General Meeting of Shareholders.

## 4. Coordination between the Supervisory Board, Board of Directors, Board of Managament and other management personnel.

There is effective coordination between the Board of Directors, Board of Managament, and Supervisory Board. The Departments in the company have actively coordinated, fully provided the requested documents, facilitating the Supervisory Board in controlling all activities within the company.

## IV. Board of Management

No.	Members of Board of Management	Date of birth	Qualification	Appointment/Termination Date of BOM member	
				Appointment Date	Termination Date
1	Mr. Pham Tien Diep	10/7/ 1979	Bachelor of Economics	22/06/ 2020	
2	Mr. Tran Quang Khue	3/01/ 1979	Master of Engineering	8/4/ 2016	
3	Mr. Nguyen Binh Nam	7/11/ 1973	Construction Engineer	1/5/2022	

## V. Chief Accountant:

Name	Date of birth	Qualification	Appointment Date
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Ms. Nguyen Thi Thu Thuy	9/9/ 1981	Bachelor of Economics	30/8/2024
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**VI. Training on corporate governance:**

In 2024, members of the Board of Directors, Supervisory Board, Board of Management, Chief Accountant and Person responsible for Administration/Company Secretary have been given the opportunity to participate in short-term training programs in various related fields.

**VII. List of affiliated persons of the public company:**

1. List of affiliated persons of the Company:

No.	Name of organization /individual	Securities trading account (if any)	Position at the Company (if any)	No.*, date of issue, place of issue	Address	Time of starting to be affiliated person	Time of ending to be affiliated person	Reasons	Relationship with the Company
1	Mr. Do Tien Loi		Chairman of the Board of Directors			6/6/2020			
1.1	Ms. Nguyen Linh Phuong							Wife	
1.2	Mr. Do Duy Anh							Son	
1.3	Mr. Do Anh Quan							Son	
2	Mr. Nguyen Dinh Long		Member of the Board of Directors						
2.1	Mr. Nguyen Dinh Thai							Father	

2.2	Ms. Le Thi Huyen							Mother	
2.3	Ms. Do Thi Minh Thu							Wife	
2.4	Nguyen Dinh La Duy							Son	
2.5	Nguyen Van Ha							Daughter	
2.6	Nguyen Thi Mai Anh							Siblings	
2.7	Nguyen Thi Mai Phuong							Siblings	
<b>3</b>	<b>Mr. Tran Hong Tam</b>		Member of the Board of Directors						

3.1	Nguyen Thi Hong							Wife	
<b>4</b>	<b>Mr Phuong Kim Thao</b>		Member of the Board of Directors						
4.1	Nguyen Thi Minh Tan							Wife	
4.2	Phuong Minh Vu							Son	
4.3	Phuong Thi Minh Thu							Son	

<b>5</b>	<b>Mr. Doan Trinh Linh</b>		Member of the Board of Directors						
5.1	Tran Hai Yen							Wife	
5.2	Doan Hai Nam							Son	
5.3	Doan Hai Dang							Son	
5.4	Doan Trinh The Giao							Brother	
5.5	Doan Trinh The Bao							Brother	
5.6	Doan Trinh Kieu Trang							Sister	
<b>6</b>	<b>Mr Pham Tien Diep</b>		Company Director						

6.1	Ngo Thi Phu Loc							Wife	
6.2	Pham Phuong Linh							Daughter	
6.3	Pham Hoang Bach							Son	

2. Transactions between the company and the affiliated persons or between the company and major shareholders, internal persons and related person of internal person: None

3. Transactions between the Company's internal person, affiliated persons of internal person and subsidiaries and companies controlled by the Company: None

4. Transactions between the Company and other parties: None

4.1. Transactions between the Company and a company where a member of the Board of Directors, Supervisory Board, or Executive Director (General Director) has been or is a founding member or a member of the Board of Directors, Executive Director (General Director) within the last three (03) years (as of the report date): None

4.2. Transactions between the Company and a company where a related person of a member of the Board of Directors, Supervisory Board, or Executive Director (General Director) is a member of the Board of Directors or Executive Director (General Director): None

4.3. Other transactions of the Company (if any) that could provide material or non-material benefits to members of the Board of Directors, Supervisory Board, or Executive Director (General Director): None

**VI. Transactions between the company and the affiliated persons or between the company and major shareholders, internal persons and related person of internal person.**

1. List of internal persons and affiliated persons of internal persons:



2.3	Do Thi Minh Thu							Wife
2.4	Nguyen Dinh La Duy							Son
2.5	Nguyen Van Ha							Daughter
2.6	Nguyen Thi Mai Anh							Siblings
2.7	Nguyen Thi Mai Phuong							Siblings
<b>3</b>	<b>Mr. Tran Hong Tam</b>		Member of the Board of Directors			3.433.779	12,7%	

3.1	Nguyen Thi Hong					1.357.656	5,02%	Wife
<b>4</b>	<b>Mr. Phuong Kim Thao</b>		Member of the Board of Directors			3.949.604	14,61%	
4.1	Nguyen Thi Minh Tan							Wife
4.2	Phuong Minh Vu					540.540	2%	Son
4.3	Phuong Thi Minh Thu					540.540	2%	Daughter

<b>5</b>	<b>Mr. Doan Trinh Linh</b>		Member of the Board of Directors			710.532	2,63%	
5.1	Tran Hai Yen							Wife
5.2	Hainan Delegation							Son
5.3	Doan Hai Dang							Son
5.4	Doan Trinh The Giao							Brother
5.5	Doan Trinh The Bao					10.647	0,043%	Brother
5.6	Doan Trinh Kieu Trang							Sister
<b>II</b>	<b>Board of Directors</b>							

1	<b>Mr. Pham Tien Diep</b>		Company Director			91.393	0,34%	
1.1	Ngo Thi Phu Loc							Wife
1.2	Pham Phuong Linh							Daughter
1.3	Pham Hoang Bach							Son
2	<b>Mr. Nguyen Binh Nam</b>		Deputy Director of the Company			5.405	0,02%	
2.1	Nguyen Tu Van							Wife
2.2	Nguyen Quoc Bao							Son

2.3	Nguyen Trung Kien							Son
2.4	Nguyen Truong Son							Brother
2.5	Nguyen Hoang Long							Brother
2.6	Nguyen Dinh Diem							Father-in-law

2.7	Hoang Thi Kim Dung							Mother-in-law
<b>3</b>	<b>Mr. Tran Quang Khue</b>		Deputy Director of the Company			67.623	0,25%	
3.1	Nguyen Thi Ly							Mother
3.2	Bui Huyen Linh							Wife
3.3	Tran Dai Hai							Son
<b>III</b>	<b>Supervisory Boards:</b>							
<b>1</b>	<b>Nguyen Thi Hai</b>		Head of the Supervisory Board			39.639	0,15%	

1.1	Nguyen Duc An							Father
1.2	Truong Thi Tram							Mother
1.3	Nguyen To Hai							Husband
1.4	Nguyen Bang Linh							Son
1.5	Nguyen Nam Anh							Son
1.6	Nguyen Thi Huong							sibling
1.7	Nguyen Thu Hien					5.855	0,02%	sibling
<b>2</b>	<b>Tran Thuy Hanh</b>		Member of the Supervisory Board					

2.1	Tran Trong Hung							Father
2.2	Truong Thi Ha							Mother
2.3	Nguyen Khang							Husband
2.4	Nguyen Tran Khang Duy							Son
2.5	Nguyen Tran Khang Vu							Son
2.6	Tran Thuy Huong							Sibling
<b>3</b>	<b>Le Thi Kim Ngan</b>		Member of the Supervisory Board					

3.1	Nguyen Trong Hue							Father
3.2	Tran Thi Pham							Mother
3.3	Nguyen Manh Cuong							Husband
3.4	Nguyen Dieu Thu							Son
3.5	Nguyen Gia Vinh							Son
<b>IV</b>	<b>Chief Accountant</b>							
<b>1</b>	<b>Mrs. Nguyen Thi Thu Thuy</b>							

1.1	Vo Huy Cuong							Husband
1.2	Vo Huy Minh							Son
1.3	Vo Huy Bach							Son
1.4	Nguyen Hoang Ngan							Sister
1.5	Nguyen Anh Tuan							Brother

<b>V</b>	<b>Person authorized to disclose information</b>							
<b>1</b>	<b>Mrs. Ha Van Chi</b>		In charge of company administration, company secretary			3.000	0,01%	
1.1	Tong Viet Phuong							Husband
1.2	Tong Anh Minh							Son
1.3	Tong Minh Nam							Son

2. Internal persons and affiliated persons transactions in respect of the company's shares: None

**VII. Other issues to note: none.**

***Recipient:***

- *As above ;*
- *Members of BOM, Supervisory Board, BOD;*
- *Company Secretary.*

**CHAIRMAN OF THE BOARD OF DIRECTORS**



***Do Tien Loi***