

No.: 02/2025 - BC/HĐQT

Hanoi, July 30<sup>th</sup> 2025

**CORPORATE GOVERNANCE REPORT**  
*(First half of 2025)*

**To :**

- STATE SECURITIES COMMISSION OF VIETNAM
- HA NOI STOCK EXCHANGE

Company name : SONG DA INDUSTRY TRADE JOINT STOCK COMPANY  
Head office address : Yen Nghia Ward - Ha Dong District - Hanoi City  
Phone number : 024.33 828 440/33 521 290.  
Charter capital : 80,457,440,000 VND (*Eighty billion four hundred fifty seven million four hundred forty thousand VND*)  
Stock code : STP  
Corporate governance model : General Meeting of Shareholders, Board of Directors, Board of Supervisors and General Director  
Regarding the : Implemented  
implementation of internal  
audit function

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

Information on meetings and Resolutions/Decisions of the General Meeting of Shareholders (including Resolutions of the General Meeting of Shareholders approved in the form of written opinions)

No.	Resolution/Decision number	Date	Content
1	01/2025/NQ-ĐHĐCĐ	April 24, 2025	<ul style="list-style-type: none"><li>- Approve the Board of Directors' Report for 2024; operating plan and direction for 2025.</li><li>- Approve the Board of Supervisors' Report for 2024 and 2025 operating plan.</li><li>- Approve the audited 2024 Financial Statements. Approve the profit distribution plan and fund allocation for 2024.</li><li>- Approve the 2025 business plan and expected dividend rate for 2025.</li><li>- Approve the 2024 remuneration report for the Board of Directors, Board of Supervisors, and Secretary; 2025 remuneration plan and 2025 reward policy.</li><li>- Approve the list of auditors for the 2025 financial statements and authorize the Board of Directors to select an auditor from the list approved by the General Meeting of Shareholders.</li></ul>

## II. Board of Directors (First half of 2025):

### 1. Information about members of the Board of Directors (BoD)

No.	Member of the BoD	Position	Date of starting/no longer being a member/an independent member of the Board of Directors	
			Date of appointment	Date of appointment
1	Mr. Nguyen Trong San	Chairman of the BoD	April 26, 2023	
2	Mr. Nguyen Trong Trai	Member of the BoD cum General Director	April 24, 2023	
3	Mr. Nguyen Trong Loi	Member of the BoD cum Deputy General Director	April 24, 2023	
4	Mr. Nguyen Quang Thieu	Member of the BoD	April 24, 2023	
5	Ms. Phung Thi Huyen	Independent member of the BoD	April 24, 2023	

### 2. Board of Directors' Meetings:

No.	Member of the BoD	Number of BoD's meetings attended	Meeting attendance rate	Reason for not attending
1	Mr. Nguyen Trong San	02	100 %	
2	Mr. Nguyen Trong Trai	02	100%	
3	Mr. Nguyen Trong Loi	02	100%	
4	Mr. Nguyen Quang Thieu	02	100%	
5	Ms. Phung Thi Huyen	02	100%	

### 3. Supervisory activities of the Board of Directors over the Board of Management:

- The Company's Board of Directors supervises the Company's Board of Management in accordance with the Company's Charter and internal governance regulations. The Board of Directors has inspected and supervised the activities of the Board of Management in managing production and business activities and implementing the Resolutions of the General Meeting of Shareholders and the Board of Directors through regular/extraordinary meetings.
- Develop a 2025 production and business plan and organize the implementation of the 2025 plan targets approved by the General Meeting of Shareholders and the Board of Directors.
- Prepare audited financial statements for 2024 and quarterly financial statements.
- Pay dividends in 2024 at a rate of 8% in cash on May 09, 2025.
- Sign a contract to review the financial statements for the first 6 months of 2025 and audit the financial statements for 2025 with A&C Auditing and Consulting Company Limited
- The Board of Management has operated according to its functions and duties, in accordance with the regulations in accordance with the Law on Enterprises and the Company's Charter.

### 4. Activities of subcommittees of the Board of Directors: no subcommittees

### 5. Resolutions/Decisions of the Board of Directors (First half of 2025)

No.	Resolution, decision number	Date	Content	Approval rate
1	02/NQ-HĐQT	January 02, 2025	Conduct contractual transactions with businesses and related parties	100%



No.	Resolution, decision number	Date	Content	Approval rate
2	03A/NQ-HĐQT	January 02, 2025	Purchase used packaging production machinery and equipment for the company's production	100%
3	05B/NQ-HĐQT	January 06, 2025	Purchase clinker from Thang Long Cement Joint Stock Company to offset debt	100%
4	08/NQ-HĐQT	January 9, 2025	Allocate provisions for the fourth quarter of 2024	100%
5	18/NQ-HĐQT	January 21, 2025	Reward collectives in the Company in 2024	100%
6	27/NQ-HĐQT	February 12, 2025	Approve the report on the implementation of production and business plan for the fourth quarter, accumulated in 2024. Assign the production and business plan for the first quarter of 2025. Assign the Board of Management and functional departments to prepare for the organization of the 2025 Annual General Meeting of Shareholders.	100%
7	32/NQ-HĐQT	February 27, 2025	Finalize the list of shareholders attending the 2025 Annual General Meeting of Shareholders and pay interim dividends for 2024	100%
8	45/NQ-HĐQT	March 10, 2025	Approve the 2025 pricing plan	100%
9	46/QĐ-HĐQT	March 10, 2025	Assign the 2025 pricing plan	100%
10	47/NQ-HĐQT	March 11, 2025	Approve the 2025 production and business plan	100%
11	60/NQ-HĐQT	March 25, 2025	Approve the internal audit plan for 2025	100%
12	66B/NQ-HĐQT	April 10, 2025	Allocate provisions for the first quarter of 2025	100%
13	88/NQ-HĐQT	May 12, 2025	Allocate bonus and welfare fund from after-tax profit up to December 31, 2024	100%
14	90/NQ-HĐQT	May 15, 2025	Approve the Report on the implementation of production and business plan for the first quarter of 2025 Assign the production and business plan for the second quarter of 2025	100%
15	96/NQ-HĐQT	June 03, 2025	Select auditor of the 2025 financial statements.	100%
16	100/NQ-HĐQT	June 18, 2025	Sell and liquidate fully depreciated weaving machines no longer in use	100%

### III. Board of Supervisors (First half of 2025)

#### 1. Information about the members of the Board of Supervisors (BoS)

No.	Member of the BoS	Position	Date of starting/no longer being a member of the BoS	Qualifications
1	Mr. Nguyen Tuan Quan	Head of the BoS	April 28, 2023	Bachelor of Accounting
2	Mr. Bui Minh Tuan	Member of the BoS	April 24, 2023	Bachelor of Accounting
3	Ms. Nguyen Thi An	Member of the BoS	April 24, 2023	Bachelor of Banking



**2. Board of Supervisors' meeting:**

No.	Member of the BoS	Number of meetings attended	Meeting attendance rate	Voting ratio	Reason for not attending
1	Mr. Nguyen Tuan Quan	01	100%	100%	
2	Mr. Bui Minh Tuan	01	100%	100%	
3	Ms. Nguyen Thi An	01	100%	100%	

**3. Supervisory activities of the Board of Supervisors over the Board of Directors, the Board of Management and shareholders**

- Regularly inspect and monitor the compliance with the law, the Company's Charter and the implementation of resolutions of the General Meeting of Shareholders, the Board of Directors and the Board of Management.
- Periodically monitor the company's production and business activities and financial situation.
- The Board of Directors has organized and maintained regular and extraordinary meetings to resolve issues within its authority on the basis of compliance with the law and the Company's Charter.
- Monitor the company's financial situation, conduct inspections and appraisals of the company's audited financial statements for 2024, the financial statements for the fourth quarter of 2024, and the financial statements for the first quarter of 2025.
- Supervise the organization of salary structure, insurance, benefits for employees, occupational safety, industrial hygiene, and fire prevention and fighting.
- Information exchange and coordination between the company's Board of Supervisors and shareholders are carried out in accordance with the provisions of the company's charter.

**4. Coordination of activities between the Board of Supervisors and the Board of Directors, the Board of Management and other management departments**

- The Board of Supervisors participates in meetings of the Board of Directors, attends periodic meetings of the Board of Management and contributes opinions within the scope of its responsibilities and authority.
- The Board of Supervisors regularly discusses the Company's activities with the Board of Directors, the Board of Management, and functional departments and is provided with full documents and information related to the company's governance situation, the company's activities as well as the company's financial situation to ensure compliance with the law, the company's Charter, and monitor the implementation of the resolutions of the General Meeting of Shareholders and the Board of Directors.
- The Board of Supervisors has worked with the Board of Directors to select an auditor for the 2025 financial statements.

**5. Other activities of the Board of Supervisors (if any): none****IV. Executive Board:**

No.	Member of the Executive Board	Date of birth	Qualifications	Date of appointment/dismissal of member of the Executive Board
1	Mr. Nguyen Trong Trai	February 26, 1981	Master	April 26, 2023
2	Mr. Nguyen Trong Loi	March 02, 1982	Master	October 15, 2014
3	Mr. Do Van Hach	January 31, 1985	Master	August 07, 2018

**V. Chief Accountant:**

Full name	Date of birth	Qualifications	Date of appointment/dismissal
Nguyen Hong Minh	September 27, 1981	Master	January 01, 2016

**VI. Corporate governance training**

Corporate governance training courses attended by members of the Board of Directors, members of the Board of Supervisors, the General Director, other managers and the Company's Secretary in accordance with regulations on corporate governance: None

**VII. List of related persons of public companies and transactions of related persons of the company with the Company itself**  
**1. List of related persons of the company:**

No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Owner's certificate number, date of issue, place of issue	Head office address/Contact address	Time the person became a related person	Time the person ceased to be a related person	Reason	Relationship with the company
1.	Vu Thi Loc					April 24, 2023			
2.	Nguyen Hai Anh					April 24, 2023			
3.	Nguyen Thuy Duong					April 24, 2023			
4.	Nguyen Thi Nguyet					April 24, 2023			
5.	Nguyen Phuong Anh					April 24, 2023			
6.	Nguyen Minh Anh					April 24, 2023			
7.	Nguyen Ngoc Anh					April 24, 2023			
8.	Nguyen Trong Giang					April 24, 2023			
9.	Nguyen Thi Thoi					April 24, 2023			
10.	Nguyen Trong Trung					April 24, 2023			
11.	Vu Thi Kim Tuyen					April 24, 2023			



No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Owner's certificate number, date of issue, place of issue	Head office address/Contact address	Time the person became a related person	Time the person ceased to be a related person	Reason	Relationship with the company
12.	Nguyen Ngoc Ha					April 24, 2023			
13.	Nguyen Tu Anh					April 24, 2023			
14.	Dinh Thi Yen					April 24, 2023			
15.	Nguyen Thi Nham					April 24, 2023			
16.	Nguyen Thi Nhung					April 24, 2023			
17.	Nguyen Quynh Anh					April 24, 2023			
18.	Nguyen Quang Khoan					April 24, 2023	May 08 2025	Deceased	
19.	Nguyen Thi Loi					April 24, 2023	March 01 2025	Deceased	
20.	Nguyen Trong Hiep					April 24, 2023			
21.	Nguyen Dinh Lam					April 24, 2023			
22.	Cao Manh Linh					April 24, 2023			
23.	Cao Minh Khanh					April 24, 2023			
24.	Cao Minh Anh					April 24, 2023			

No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Owner's certificate number, date of issue, place of issue	Head office address/Contact address	Time the person became a related person	Time the person ceased to be a related person	Reason	Relationship with the company
						2023			
25.	Phung Doan Han					April 24, 2023			
26.	Nguyen Thi Tuyet					April 24, 2023			
27.	Phung Doan Hung					April 24, 2023			
28.	Le Thi Oanh					April 24, 2023			
29.	Quach Thi Hoa					April 24, 2023			
30.	Bui Ngoc An					April 24, 2023			
31.	Bui Ngoc Lan Khue					April 24, 2023			
32.	Bui Manh Cuong					April 24, 2023			
33.	Bui Minh Tu					April 24, 2023			
34.	Bui Thi Hiem					April 24, 2023			
35.	Dang Thi Lan Huong					April 24, 2023			



No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Owner's certificate number, date of issue, place of issue	Head office address/Contact address	Time the person became a related person	Time the person ceased to be a related person	Reason	Relationship with the company
						2023			
36.	Nguyen Tuan Hong					April 24, 2023			
37.	Nguyen Thi Nhuan					April 24, 2023			
38.	Nguyen Tuan Linh					April 24, 2023			
39.	Khuat Ngoc Ha					April 24, 2023			
40.	Khuat Trong Nghia					April 24, 2023			
41.	Nguyen Van Da					April 24, 2023			
42.	Hoang Thi Thu					April 24, 2023			
43.	Nguyen Thi Yen					April 24, 2023			
44.	Nguyen Van Bien					April 24, 2023			
45.	Nguyen Van Giang					April 24, 2023			

No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Owner's certificate number, date of issue, place of issue	Head office address/Contact address	Time the person became a related person	Time the person ceased to be a related person	Reason	Relationship with the company
46.	Nguyen Van Quyen					April 24, 2023			
47.	Tang Thi Giang					August 07, 2018			
48.	Do Quang Hien					August 07, 2018			
49.	Do Minh Hieu					August 07, 2018			
50.	Do Van That					August 07, 2018			
51.	Le Thi Hanh					August 07, 2018			
52.	Do Van Hai					August 07, 2018			
53.	Do Thi Hong Loan					August 07, 2018			
54.	Tran Huy Hoang					January 01, 2021			
55.	Mai Thi Hanh					January 01, 2021			
56.	Tang Hai Long					January 01, 2021			
57.	Nguyen Thi Lan					January 01, 2021			
58.	Dinh Hong Kien					June 8, 2015			
59.	Dinh Minh Hang					June 8, 2015			
60.	Dinh Duc Viet					June 8, 2015			
61.	Nguyen Khac Luan					June 8, 2015			
62.	Vuong Thi Chi					June 8, 2015			
63.	Nguyen Tan Chung					June 8, 2015			
64.	Nguyen Thu Thuy					June 8, 2015			



No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Owner's certificate number, date of issue, place of issue	Head office address/Contact address	Time the person became a related person	Time the person ceased to be a related person	Reason	Relationship with the company
65.	Nguyen Thuy Binh					June 8, 2015			
66.	Nguyen Thi Thu Huyen					January 01, 2021			
67.	Doan Duc Ha					January 01, 2021			
68.	Chu Van Loi					January 01, 2021			
69.	Nguyen Thi Vuong					June 10, 2009			
70.	Vu Phuong Nga					June 10, 2009			

2. Transactions between the company and related persons of the company; or between the company and major shareholders, internal persons, and related persons of internal persons: None
3. Transactions between internal persons of the company, related persons of internal persons and subsidiaries, companies controlled by the company: None
4. Transactions between the company and other entities:
- 4.1. Transactions between the company and companies in which members of the Board of Directors, members of the Board of Supervisors, Director (General Director) and other managers have been and are founding members or members of the Board of Directors, Director (General Director) operating within the past three (03) years (calculated at the time of reporting):

**- 2023:**

No.	Implementing unit	Related person	Transaction content
1	Song Da Industry Joint Stock Company	Member of the Board of Directors	Equipment leasing Purchase and sale of raw materials and spare parts Liquidation sale of machinery and equipment

**- 2024:**

No.	Implementing unit	Related person	Transaction content
1	Song Da Industry Joint Stock Company	Member of the Board of Directors	Purchase of textiles Purchase and sale of raw materials and spare parts Sale of machinery and equipment no longer in use

**- 2025:**

No.	Implementing unit	Related person	Transaction content
1	Song Da Industry Joint Stock Company	Member of the Board of Directors	Purchase and sale of raw materials and spare parts Sale of machinery and equipment no longer in use

- 4.2. Transactions between the company and companies in which related persons of members of the Board of Directors, members of the Board of Supervisors, and Executive Director (General Director) are members of the Board of Directors or Executive Director (General Director): None
- 4.3. Other transactions of the company (if any) that may bring material or immaterial benefits to members of the Board of Directors, members of the Board of Supervisors, Director (General Director) and other managers: None

**VIII. Stock transactions of internal persons and related parties of internal persons:**



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

No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Identity card number, date of issue, place of issue	Address	Shares owned at the end of the period	Ownership ratio at the end of the period	Note
1	Nguyen Trong San		Chairman of the Board of Directors			397,407	4.939%	
1.1	Vu Thi Loc					399,523	4.966%	Wife
1.2	Nguyen Hai Anh					0		Son
1.3	Nguyen Thuy Duong					0		Daughter
1.4	Nguyen Trong Giang					100,177	1,245%	Older brother
1.5	Nguyen Thi Nguyet					0		Younger sister
2	Nguyen Trong Trai		Member of the Board of Directors - General Director			11,186	0.139%	
2.1	Nguyen Phuong Anh					0		Daughter
2.2	Nguyen Minh Anh					0		Daughter
2.3	Nguyen Ngoc Anh					0		Daughter
2.4	Nguyen Trong Giang					100,177	1,245%	Father
2.5	Nguyen Thi Thoi					0		Mother

No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Identity card number, date of issue, place of issue	Address	Shares owned at the end of the period	Ownership ratio at the end of the period	Note
2.6	Nguyen Trong Loi		Deputy General Director			592,078	7.359%	Younger brother
2.7	Vu Thi Kim Tuyen					318,983	3.965%	Younger sister-in- law
2.8	Nguyen Trong Trung					627,388	7.798%	Younger brother
3	Nguyen Trong Loi		Member of the Board of Directors - Deputy General Director			592,078	7.359%	
3.1	Vu Thi Kim Tuyen					318,983	3.965%	Wife
3.2	Nguyen Ngoc Ha					0		Daughter
3.3	Nguyen Tu Anh					0		Daughter
3.2	Nguyen Trong Giang					100,177	1.245%	Father
3.3	Nguyen Thi Thoi					0		Mother
3.4	Nguyen Trong Trai		Member of the Board of Directors - General Director			11,186	0.139%	Older brother
3.5	Nguyen Trong Trung					627,388	7.798%	Younger brother
4	Nguyen Quang Thieu		Member of the Board of Directors; Director of Packaging enterprise			181,444	2.255%	
4.1	Dinh Thi Yen					210,455	2.61%	Wife



No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Identity card number, date of issue, place of issue	Address	Shares owned at the end of the period	Ownership ratio at the end of the period	Note
4.2	Nguyen Thi Nham					0		Daughter
4.3	Nguyen Thi Nhung					0		Daughter
4.4	Nguyen Quynh Anh					0		Daughter
4.5	Nguyen Quang Khoan					0		Father (deceased)
4.6	Nguyen Thi Loi					0		Mother- in-law (deceased)
4.7	Nguyen Trong Hiep					0		Son-in- law
4.8	Nguyen Dinh Lam					0		Son-in- law
5	Phung Thi Huyen		Member of the Board of Directors			0		
5.1	Cao Manh Linh					0		Husband
5.2	Cao Minh Khanh					0		Son
5.3	Cao Minh Anh					0		Daughter
5.4	Phung Doan Han					0		Father
5.5	Nguyen Thi Tuyet					1,322	0.016%	Mother
5.6	Phung Doan Hung					0		Younger brother

No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Identity card number, date of issue, place of issue	Address	Shares owned at the end of the period	Ownership ratio at the end of the period	Note
5.6	Le Thi Oanh					0		Younger sister-in- law
6	Nguyen Tuan Quan		Head of the Board of Supervisors			0		
6.1	Dang Thi Lan Huong					0		Wife
6.2	Nguyen Tuan Hong					9,918	0.123%	Father
6.3	Nguyen Thi Nhuan					396	0.005%	Mother
6.4	Nguyen Tuan Linh					0		Younger brother
7	Bui Minh Tuan		Member of the Board of Supervisors			0		
7.1	Quach Thi Hoa					0		Wife
7.2	Bui Ngoc An					0		Daughter
7.3	Bui Ngoc Lan Khue					0		Daughter
7.4	Bui Manh Cuong					0		Father
7.5	Bui Minh Tu					0		Younger brother
7.6	Bui Thi Hiem					0		Mother- in-law
8	Nguyen Thi An		Member of the Board of Supervisors			0		
8.1	Khuat Ngoc Ha					0		Daughter
8.2	Khuat Trong Nghia					0		Son



No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Identity card number, date of issue, place of issue	Address	Shares owned at the end of the period	Ownership ratio at the end of the period	Note
8.3	Nguyen Van Da					0		Father
8.4	Hoang Thi Thu					0		Mother
8.5	Nguyen Thi Yen					0		Older sister
8.6	Nguyen Van Bien					0		Older brother
8.7	Nguyen Van Giang					0		Older brother
8.8	Nguyen Van Quyen					0		Younger brother
9	Do Van Hach		Deputy General Director cum Head of Transport Sales Department			0		
9.1	Tang Thi Giang					0		Wife
9.2	Do Quang Hien					0		Son
9.3	Do Minh Hieu					0		Son
9.4	Do Van That					0		Father
9.5	Le Thi Hanh					0		Mother
9.6	Do Van Hai					0		Younger brother
9.7	Do Thi Hong Loan					0		Younger sister
9.8	Tran Huy Hoang					0		Younger brother- in-law
9.9	Mai Thi Hanh					0		Younger sister-in- law

No.	Name of organization/ individual	Securities trading account (if any)	Position at the company (if any)	Identity card number, date of issue, place of issue	Address	Shares owned at the end of the period	Ownership ratio at the end of the period	Note
9.10	Tang Hai Long					0		Father-in-law
9.11	Nguyen Thi Lan					0		Mother-in-law
10	Nguyen Hong Minh		Chief Accountant			0		
10.1	Dinh Hong Kien					0		Husband
10.2	Dinh Minh Hang					0		Daughter
10.3	Dinh Duc Viet					0		Son
10.4	Nguyen Khac Luan					0		Father
10.5	Vuong Thi Chi					0		Mother
10.6	Nguyen Tan Chung					0		Older brother
10.7	Nguyen Thu Thuy					0		Older sister
10.8	Nguyen Thuy Binh					0		Older sister
10.9	Nguyen Thi Thu Huyen							Sister-in-law
10.10	Doan Duc Ha							Brother-in-law
10.11	Chu Van Loi							Brother-in-law
11	Vu Thuy Quynh		Secretary of the Board of Directors Person authorized to disclose information			5.157	0.064%	
11.1	Nguyen Thi Vuong					0		Mother
11.2	Vu Phuong Nga					0		Younger sister



2. Transactions of internal persons and related persons on shares of the company:

No.	Person making transaction	Relationship with internal person	Number of shares owned at the beginning of the period		Number of shares owned at the end of the period		Reason for increase, decrease (purchase, sale, conversion, reward...)
			Number of shares	Proportion (%)	Number of shares	Proportion (%)	

IX. Other matters to note: None

Recipients:

- As stated in To section;
- Saved; BoD

CHAIRMAN OF THE BOARD OF DIRECTORS



Nguyen Trong San

