

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

WORKING REGULATIONS
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025
DONG DUONG TRADING AND CONSTRUCTION JOINT STOCK
COMPANY

Pursuant to the Company's announcement dated March 20, 2025 on holding the general meeting of shareholders.

In order for the congress to work effectively, it is necessary to follow the program and plan and the regulations of the Charter of Dong Duong Construction and Trading Joint Stock Company. The company has developed the working regulations of the congress with the following specific contents:

Target:

- Ensure the principles of publicity, fairness and democracy;
- Facilitate the organization and conduct of the General Meeting of Shareholders.

CHAPTER I
GENERAL PROVISIONS

Article 1. Scope of application:

- 1.1 These regulations are used for the organization of the 2025 Annual General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company (hereinafter referred to as "the Company").
- 1.2. These regulations specifically stipulate the rights and obligations of the parties participating in the Congress, the conditions and procedures for conducting the Congress.

Article 2. Applicable subjects:

Shareholders and participants are responsible for complying with the provisions of this charter.

CHAPTER II



RIGHTS AND OBLIGATIONS OF PARTIES ATTENDING THE CONFERENCE

Article 3. Participants of the 2025 Annual General Meeting of Shareholders:

Shareholders owning shares of the Company in the list of shareholders closing on November 6, 2025

Article 4. Rights and obligations of shareholders:

4.1. *Rights of shareholders when attending the General Meeting:*

- All shareholders of the company have the right to attend and vote on matters within the competence of the General Meeting of Shareholders.
- In case of being unable to attend the General Meeting, shareholders can authorize another person to attend and vote on issues within their authority. This authorization must be made in writing according to the form attached to the Invitation to the General Meeting of Shareholders of the Company;
- In addition to the documents distributed at the General Meeting, each shareholder attending the General Meeting of Shareholders will also be given 01 Voting Card, on which is written the number of voting shares that the shareholder holds or is authorized to hold. This voting card is used when the Chairman proposes to vote to approve the issues discussed and/or requests the opinion of the General Meeting;
- Shareholders who arrive late to the General Meeting of Shareholders have the right to register immediately and then have the right to participate and vote at the General Meeting, but the Chairman is not responsible for stopping the General Meeting to allow late shareholders to register and the validity of previously conducted votes will not be affected.

4.2. *Obligations of common shareholders when attending the General Meeting:*

- Shareholders attending the meeting must dress politely and formally;
- Fully participate in the General Meeting of Shareholders as prescribed by the Company. In case of being unable to attend, a representative must be authorized to attend in accordance with regulations;
- Shareholders or shareholders' representatives attending the meeting must complete the following registration procedures to attend the Congress with the Congress Organizing Committee;

- Comply with the conditions and procedures specified in the Company Charter and this Regulation;
- Strictly comply with the Working Regulations at the 2025 Annual General Meeting of Shareholders, respect the working results at the Congress.

Article 5. Rights and obligations of the Congress Chairman:

5.1 Chairman of the meeting:

The Chairman of the Board of Directors shall preside over the meeting of the General Meeting of Shareholders. The authorized person must be a member of the Board of Directors.

5.2 The chairman of the meeting has the following rights and obligations:

- a) Control the Congress to carry out the working program in a valid and orderly manner.
- b) When events arise outside the agenda of the Shareholders' Meeting, the Chairman will discuss with other members of the Organizing Committee (before the Meeting begins), or the Presidium (during the Meeting) to find a solution. However, in case there are many different opinions, the opinion supported by the Chairman will be decisive;
- c) Has the right to take necessary measures to control the meeting in a reasonable, orderly manner, in accordance with the approved agenda and reflecting the wishes of the majority of meeting attendees;
- d) Has the right to postpone a Congress with a sufficient number of delegates to another time and at a location decided by the Chairman without consulting the Congress, if it is found that:
 - The meeting location does not have enough comfortable seating for all attendees;
 - There are people attending the meeting who obstruct or disrupt the meeting, causing the meeting to not be conducted fairly and legally.
 - The delay is necessary so that the business of the congress may be properly conducted.
 - The maximum adjournment period shall not exceed three days from the date the meeting was scheduled to open.

Article 6. Rights and obligations of the Congress Secretary:

- 6.1** The Secretary of the General Meeting of Shareholders is appointed by the Chairman and is responsible for assisting the Chairman in recording and making minutes of the General Meeting of Shareholders;
- 6.2** Be responsible for the truthfulness, accuracy and completeness of the Minutes of the 2025 Annual General Meeting of Shareholders;
- 6.3** Perform other tasks assigned by the Chairman during the recess of the Congress.

Article 7. Rights and obligations of the Shareholder Qualification Inspection Committee and the Vote Counting Committee:

7.1 The shareholder qualification inspection committee established by the congress organizing committee is responsible for:

- a) Make a list of shareholders attending the meeting.
- b) Collect and check meeting invitations and authorization letters to attend the congress.
- c) Check if the shareholders attending are complete and correct.
- d) Prepare a shareholder qualification audit report to read before the meeting.
- e) Distribute meeting documents and voting ballots to shareholders before entering the hall.

7.2 The Ballot Counting Committee is nominated by the Chairman of the General Meeting and approved by the General Meeting of Shareholders. The Ballot Counting Committee has 3 members introduced by the Chairman for election by the General Meeting. among the delegates attending the Congress. The members of the Ballot Counting Committee shall not be the Secretary of the Congress. The Ballot Counting Committee shall be responsible for guiding the election rules, inspecting and supervising the voting, organizing the counting of votes, making the Minutes and announcing the counting results before the Congress, and then submitting the Minutes to the Chairman of the Congress. The Ballot Counting Committee shall be responsible for the truthfulness and accuracy of the counting results.

CHAPTER III
CONGRESS PROCEDURE

Article 8. Conditions for holding the Congress:

The General Meeting of Shareholders is held when the number of shareholders attending the meeting represents at least 51% of the total number of voting shares of the Company according to the list of shareholders invited to the meeting when deciding to convene the General Meeting.

Article 9. Method of conducting the Congress

- 9.1 The congress is expected to last for half a day.
- 9.2 The General Meeting will discuss and approve the contents stated in the Agenda of the General Meeting of Shareholders.
- 9.3 Procedure for conducting the Congress (*according to the Congress Program*)

Article 10. Approval of the Decision of the 2025 Annual General Meeting of Shareholders

- 10.1 Resolutions and Decisions of the General Meeting are only valid when the number of shareholders owning and representing ownership of more than 50% or more of the total number of voting shares of all shareholders **attending and voting at the meeting** approve.
- 10.2 For the decisions of the General Meeting of Shareholders related to the type of shares and the total number of shares of each type, changes in business lines and fields, changes in the company's management structure, investment projects or sale of assets with a value equal to or greater than 35% of the total value of assets recorded in the company's most recent financial report, reorganization, dissolution of the company, amendments and supplements to the charter will only be approved when 65% or more of the total number of voting shares of all shareholders **attending and voting. at the convention**

Article 11. Handling of cases where the shareholders' meeting is not held successfully

- 11.1 In case within 30 minutes from the scheduled opening time of the meeting, there is not enough number of shareholders as prescribed in Article 8 of these regulations, the meeting must be reconvened within 30 days from the date of the first unsuccessful shareholders' meeting.
- 11.2 In the reconvened General Meeting of Shareholders (2nd General Meeting), the number of shareholders attending the meeting must represent at least 33% of the Company's voting shares. In case the 2nd General Meeting does not have the

required number of delegates within 30 minutes from the scheduled opening time of the meeting, the 3rd General Meeting must be convened within 20 days from the scheduled date of the 2nd General Meeting.

- 11.3** In the 3rd general meeting, any number of shareholders attending are valid and have the right to decide all matters of the 2025 annual general meeting of shareholders.

Article 12. Minutes of the 2025 Annual General Meeting of Shareholders:

All contents at the 2025 Annual General Meeting of Shareholders must be recorded in minutes by the Secretary of the Meeting. The minutes of the meeting are read and approved before the closing of the meeting and are kept at the company.

CHAPTER IV

OTHER PROVISIONS

Article 13. Some other provisions:

- 13.1** Shareholders attending the meeting who wish to express their opinions must obtain the consent of the Chairman of the Meeting. Shareholders' speeches shall be brief and focus on the key issues to be discussed, in accordance with the approved agenda of the meeting. The Chairman of the Meeting shall arrange for shareholders to speak in the order of registration, and at the same time answer shareholders' questions;
- 13.2** Shareholders will be disqualified from attending the General Meeting of Shareholders by the Presidium if they intentionally do not comply with the regulations of the meeting, cause disturbances, disrupt order, or take actions that directly affect the operation of the General Meeting.

CHAPTER V

TERMS OF IMPLEMENTATION

Article 14. Validity of the Regulations:

This Charter consists of 5 chapters and 14 articles, used by the Board of Directors of Dong Duong Construction and Trading Joint Stock Company for the 2025 Annual General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company taking place on April 18, 2025 and takes effect immediately after being approved by the General Meeting of Shareholders./.

On behalf of the Board of Directors

CHAIRPERSON



NGUYEN KIM TRUONG



**JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

PRINCIPLES AND RULES OF VOTING
AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
DONG DUONG TRADING AND CONSTRUCTION JOINT STOCK COMPANY
Held on April 18, 2025

I. Voting principles.

- Correct, legal and accurate.
- Shareholders or authorized representatives of shareholders vote by voting according to the instructions of the Ballot Counting Committee. In case of voting through the Ballot Counting Committee, the Content of the Meeting, Working Regulations, and Voting Rules and Regulations will be voted by a show of hands at the Meeting.
- Each shareholder has a number of voting shares calculated by the number of shares he owns and represents by authorization.
- A ballot is only valid if it complies with the regulations.
- Voting results are calculated based on the percentage between the total number of shares of valid votes and the total number of shares of all shareholders *attending and voting at the meeting*.

II. Voting method.

1. General provisions.

- Voting to approve reports and resolutions of the General Meeting of Shareholders is conducted publicly and directly under the direction of the Presidium of the General Meeting and only uses voting cards issued by the General Meeting Organizing Committee.
- Shareholders or authorized representatives of shareholders (hereinafter referred to as shareholders) attending the General Meeting of Shareholders with voting rights will be given 01 voting card. The voting cards will be collected by members of the Ballot Counting Committee and counted and recorded immediately after collection.



- Information printed on the Voting Form:
 - Full name of shareholder or authorized representative of shareholder.
 - Number of shares owned or represented : is the total number of voting shares represented by the shareholder.
 - Voting content.
 - Hanging seal of Dong Duong Construction and Trading Joint Stock Company
- Classification of Voting Ballots.
 - Valid voting ballot: is a pre-printed ballot according to the form issued by the Congress Organizing Committee, with the Company's hanging seal, the ballot is not torn, erased, scratched, or modified, and has voting marks according to the regulations on the voting ballot.
 - Invalid ballot: is a ballot that does not comply with the provisions of a valid ballot.

2. Voting method.

- If the shareholder agrees with the issue requested for voting, he/she marks an X or a check mark (✓) in column (1) and leaves columns (2) and (3) blank.
- If the shareholder does not agree with the issue requested for voting, he/she must mark an X or a check mark (✓) in column (2) and leave columns (1) and (3) blank.
- If there is no opinion on the issue requiring a vote, the shareholder should mark an X or a check mark (✓) in column (3) and leave columns (1) and (2) blank.

For issues put up for voting, each shareholder shall use only one Voting Card, which clearly states the contents to be voted on at the General Meeting.

Choose one of three voting options: agree, disagree, or no opinion.

3. Summary of results.

- The head of the vote counting committee is responsible for announcing the voting results to the Congress for each voting issue.
- Voting results must be recorded in the Minutes of the General Meeting of Shareholders.

III. Approval of voting results.

- Issues to be voted on at the General Meeting of Shareholders must be approved by more than 50 % of the total number of voting shares of the Shareholders *attending and voting at the meeting* . In cases related to the type of shares and the total number of shares of

each type, they must be approved by at least **65 %** of the total number of voting shares of the Shareholders *attending and voting at the meeting* .

- Issues related to the procedures for organizing and conducting the General Meeting of Shareholders: the decision of the chairman is final and all attending shareholders must comply.

IV. Validity.

The principles and voting regulations take effect immediately upon approval at the General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company.

**ORGANIZING COMMITTEE OF THE GENERAL
MEETING OF SHAREHOLDERS
CHAIRMAN OF BOARD OF DIRECTORS**



NGUYEN KIM TRUONG



MEETING MINUTES
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025
DONG DUONG TRADING AND CONSTRUCTION JOINT STOCK COMPANY

Organization name: Dong Duong Construction and Trading Joint Stock Company

Head office: Bac Van Dinh Industrial Cluster, Lien Bat Commune, Ung Hoa District, Hanoi City, Vietnam

Business Registration Certificate: 0101264009 was first issued by the Hanoi Department of Planning and Investment on July 3, 2002.

Today, April 18, 2025, at 8:30 a.m. at Bac Van Dinh Industrial Park, Lien Bat Commune, Ung Hoa District, Hanoi City. Annual General Meeting of Shareholders 2025 of Dong Duong Construction and Trading Joint Stock Company conducted with the following contents:

PART I: OPENING OF THE CONGRESS

1. Congress participants :

The total number of shareholders and shareholder representatives entitled to attend the 2025 Annual General Meeting of Shareholders is 317 people, owning and representing a total of 12,000,000 shares, equivalent to 100 % of the total number of voting shares of Dong Duong Construction and Trading Joint Stock Company.

The total number of actual shareholders and shareholder representatives attending the 2025 Annual General Meeting of Shareholders is 20 shareholders owning and representing 9,184,599 shares, equivalent to 76.54% of the total number of voting shares of Dong Duong Construction and Trading Joint Stock Company.

Pursuant to the provisions of the Enterprise Law and the Company Charter, the 2025 Annual General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company have met all the conditions to proceed. Shareholders and shareholders' representatives attending the meeting have the right to vote according to the number of shares they own or represent.

2. Opening of the Congress:

The congress conducted the following procedures:

- Statement of reasons for holding the Congress
- Introduce shareholders and guests
- Introduce the Presidium, Secretariat and propose the Vote Counting Committee for the Congress to select.

3. Chairman and supporting department Chairman:

The Congress approved a Presidium of 3 people:

- | | |
|--------------------------|--------------------------|
| - Mr. Nguyen Kim Truong | Chairman of the Congress |
| - Mr. Nguyen Dang Thang, | Member of the Presidium |
| - Mr. Vu Hoang Thanh, | Member of the Presidium |



4. Congress Secretariat:

The Congress approved the Secretariat consisting of 01 person :

Mrs. Nguyen Thi Thien

5. Vote counting committee:

The Congress approved a Vote Counting Committee of 02 people:

- | | |
|------------------------------|-------------------|
| - Mr. Ngo Trong Tu, | Head of the Board |
| - Grandfather: Pham Tuan Anh | Member |

6. Congress Program and Congress Regulations :

The Congress listened to Mr. Nguyen Kim Truong, on behalf of the Presidium, read the 2025 Annual General Meeting of Shareholders Program, Organization Regulations, and Voting Principles .

The Congress unanimously approved the Congress Agenda, Organizational Regulations , and Voting Principles with 100 % approval.

PART II : CONTENTS PRESENTED AT THE CONFERENCE

- a. report on business performance in 2024 and plan for 2025 ;
- b. Board of Directors' report 2024, plan and direction of operation 2025 ;
- c. Report of the Board of Supervisors on activities in 2024 and operation plan in 2025 ;
- d. Report on approval of audited financial statements for 2024 ;
- e. Proposal for selection of audit unit in 2025;
- f. Proposal for profit distribution plan for 2024;
- g. Report on remuneration plan for the Board of Directors and Board of Supervisors in 2025;
- h. Report on approval of the capital increase results report and capital usage situation of the Company in 2024;
- i. Proposal for sale of part of the Company's investment assets on land at the Northern Industrial Cluster of Van Dinh town, Ung Hoa district, Hanoi city
- j. Proposal to amend and supplement the Company's business lines
- k. Proposal to continue the plan to issue shares to pay dividends
- l. Proposal to continue implementing the plan to issue individual shares to strategic investors;

PART III : SHAREHOLDER DISCUSSION AT THE GENERAL MEETING

Shareholders have no comments to discuss.

PART IV : CONGRESS CONDUCTS VOTING

1. Mr. Ngo Trong Tu - Head of the vote counting committee announced the vote counting results at the Congress.
2. Mr. Nguyen Kim Truong - Chairman of the General Meeting, based on the vote counting results conducted by the Vote Counting Committee, announced the issues voted and approved by the 2025 Annual General Meeting of Shareholders, including:

Problem 1: Approval of the Board of Directors' report on the implementation of the 2024 production and business plan and the 2025 operational orientation

(Limit 1/1/1)

STT	Target	Plan 2025	Implementation in 2024
1	Charter capital	180,000,000,000	120,000,000,000
2	Revenue	550,000,000,000	426,754,447,931
3	Profit after tax	15,000,000,000	4,353,848,409

The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Problem 2: Approval of the Board of Directors' report on production and business performance in 2024

The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Problem 3: Approval of the Board of Supervisors' report on the results of inspection and supervision in 2024 and the 2025 operation plan

The meeting unanimously approved with 16 votes, representing 8,282,399 voting shares, reaching 90.18% of the total voting shares of shareholders attending the meeting.

Problem 4: Approval of audited financial statements for 2024

The meeting unanimously approved with 15 votes, representing 8,002,399 voting shares, reaching 87.13% of the total voting shares of shareholders attending the meeting.

Problem 5: Approval of the selection of auditors for 2025

The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Problem 6: Approval of the 2024 profit distribution plan

STT	Content	Amount
1	Profit after tax in 2024	4,353,848,409
2	Fund provision	-
3	Undistributed profits from previous years	24.924.425.013
4	Total undistributed earnings as of December 31, 2024	29,278,273,422
5	Board of Directors & Supervisory Board Remuneration in 2024	-
6	Stock dividend payment 2024	12,000,000,000
7	Retained earnings 2024	17,278,273,422

The meeting unanimously approved with 15 votes, representing 7,975,732 voting shares, reaching 86.84% of the total voting shares of shareholders attending the meeting.

Problem 7: Approval of the remuneration plan for the Board of Directors and the Board of Supervisors in 2025

The meeting unanimously approved with 16 votes, representing 8,002,399 voting shares, reaching 87.13% of the total voting shares of shareholders attending the meeting.

Problem 8: Approving the report on capital increase results and capital usage of the Company in 2024

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The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Problem 9: Approval of the proposal to transfer and sell part of the Company's investment assets on land at the Northern Industrial Cluster of Van Dinh town, Ung Hoa district, Hanoi city.

The meeting unanimously approved with 14 votes, representing 7,969,499 voting shares, reaching 86.77% of the total voting shares of shareholders attending the meeting.

Problem 10: Through the proposal to amend and supplement the Company's business lines

The meeting unanimously approved with 16 votes, representing 8,839,599 voting shares, reaching 96.24% of the total voting shares of shareholders attending the meeting.

Issue 11: Approval of the plan to issue shares to pay dividends

The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Issue 12: Through the proposal to continue implementing the plan to issue individual shares to strategic investors

The meeting unanimously approved with 16 votes, representing 8,839,599 voting shares, reaching 96.24% of the total voting shares of shareholders attending the meeting.

PART V : PROCEDURES FOR CONCLUDING THE CONGRESS

- Mrs. Nguyen Thi Thien - The Secretary General read the draft Minutes and Resolution of the Congress .

- The Congress voted to approve the full text of the Minutes and Resolution of the 2025 Annual General Meeting of Shareholders .

- Chairman of the Congress - Mr. Nguyen Kim Truong declared the Congress closed.

This record was made at 10:30 on April 18 , 2025 at the 2025 Annual General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company.

**TM. SECRETARY
PREFECT**



NGUYEN THI THIEN

**TM. GENERAL MEETING OF
SHAREHOLDERS
PRESIDE**



NGUYEN KIM TRUONG

No: 01 / 2025/DDB/NQ-ĐHĐCĐ

Hanoi, April 18, 2025

RESOLUTION OF THE GENERAL MEETING OF SHAREHOLDERS

GENERAL MEETING OF SHAREHOLDERS DONG DUONG TRADING AND CONSTRUCTION JOINT STOCK COMPANY

- Pursuant to Law on Enterprises No. 68/QH13/2014 dated November 26, 2014;
- Pursuant to Securities Law No. 54/2019/QH14/ dated November 26, 2019;
- Pursuant to the Charter of Dong Duong Construction and Trading Joint Stock Company;
- Pursuant to the Minutes of the General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company dated April 18, 2025.

RESOLUTION

Article 1. Approval of the Board of Directors' report on the implementation of the 2024 production and business plan and the 2025 operational orientation

(Unit: VND)

STT	Target	Plan 2025	Implementation in 2024
1	Charter capital	180,000,000,000	120,000,000,000
2	Revenue	550,000,000,000	426,754,447,931
3	Profit after tax	15,000,000,000	4,353,848,409

The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Article 2. Approval of the Board of Directors' report on production and business performance in 2024

The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Article 3. Approval of the Board of Supervisors' report on the results of inspection and supervision in 2024 and the 2025 operation plan

The meeting unanimously approved with 16 votes, representing 8,282,399 voting shares, reaching 90.18% of the total voting shares of shareholders attending the meeting.

Article 4. Approval of audited financial statements for 2024

The meeting unanimously approved with 15 votes, representing 8,002,399 voting shares, reaching 87.13% of the total voting shares of shareholders attending the meeting.

Article 5. Approval of the selection of auditors for 2025

The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Article 6. Approval of the 2024 profit distribution plan

STT	Content	Amount
1	Profit after tax in 2024	4,353,848,409
2	Fund provision	-
3	Undistributed profits from previous years	24,924,425,013
4	Total undistributed earnings as of December 31, 2024	29,278,273,422
5	Board of Directors & Supervisory Board Remuneration in 2024	-
6	Pay dividends in stocks year 2024	12,000,000,000
7	Retained earnings 2024	17,278,273,422

The meeting unanimously approved with 15 votes, representing 7,975,732 voting shares, reaching 86.84% of the total voting shares of shareholders attending the meeting.

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The meeting unanimously approved with 16 votes, representing 8,002,399 voting shares, reaching 87.13% of the total voting shares of shareholders attending the meeting.

Article 8. Approving the report on capital increase results and capital usage of the Company in 2024

The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Article 9: Approving the proposal to transfer and sell part of the Company's investment assets on land at the Northern Industrial Cluster of Van Dinh town , Ung Hoa district, Hanoi city.

The meeting unanimously approved with 14 votes, representing 7,969,499 voting shares, reaching 86.77% of the total voting shares of shareholders attending the meeting.

Article 10: Through the proposal to amend and supplement the Company's business lines

The meeting unanimously approved with 16 votes, representing 8,839,599 voting shares, reaching 96.24% of the total voting shares of shareholders attending the meeting.

Article 11: Through the proposal for issuing shares to pay dividends

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The meeting unanimously approved with 17 votes, representing 9,119,599 voting shares, reaching 99.29% of the total voting shares of shareholders attending the meeting.

Article 12: Approval of the proposal to continue the plan to issue individual shares to strategic investors .

The meeting unanimously approved with 16 votes, representing 8,839,599 voting shares, reaching 96.24% of the total voting shares of shareholders attending the meeting.

Article 10: Implementation provisions

The Resolution was approved by the General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company. The General Meeting of Shareholders assigned the Board of Directors and the Board of Management to be responsible for implementing the contents of the Resolution in accordance with the provisions of the Company Charter and the provisions of the Law.

This Resolution takes effect from the date of signing.

Recipient :

- Shareholders' Meeting;
- Board of Directors, Executive Board;
- Save VT.
- CBTT according to regulations

**On behalf of the General Meeting of
Shareholders
PRESIDE**



NGUYEN KIM TRUONG



**REPORT OF THE BOARD OF DIRECTORS
ON THE STATE OF TASKS IMPLEMENTATION IN 2024
AND TASKS, TARGETS AND RECOMMENDATIONS IN 2025**

On behalf of the Board of Directors of Dong Duong Construction and Trading Joint Stock Company, I would like to report to the 2025 Annual General Meeting of Shareholders on the implementation of the Board of Directors' tasks in 2024.

I. RESULTS OF PERFORMANCE OF TASKS IN WORK FIELDS

1. Evaluation of production and business performance in 2024:

Based on the 2024 production and business plan approved by the 2024 Annual General Meeting of Shareholders, the Board of Directors has assigned the plan to the Board of Directors and specialized departments, and directed the implementation, with the following results:

Unit: VND

TT	Target	Plan 2024	Implementation 2024	Implementation rate compared to Plan (%)
1	Total revenue	700,000,000,000	426,754,447,931	60.96%
2	Charter capital	180,000,000,000	120,000,000,000	66.67%
3	Profit after tax	12,000,000,000	4,353,848,409	29.03%
4	Expected Dividend	-	-	-

(Source: Audited financial report 2024)

II. ACTIVITIES OF THE BOARD OF DIRECTORS IN 2024

The Board of Directors operates in accordance with the spirit of the Charter, the Enterprise Law, the Securities Law and other relevant legal documents. The meetings of the Board of Directors are held regularly, in accordance with the Charter. The Board of Directors has closely followed the orientation of the Resolution of the General Meeting of Shareholders and the actual situation of the Company and directed, managed and supervised the Company's activities to implement the content of the Resolution agreed upon.

1. Human resources:

In 2024, the Company's Board of Directors will have no changes in personnel. The Company's Board of Directors during the year is as follows:

STT	Full name	Position
1	Nguyen Kim Truong	Chairman of the Board
2	Vu Hoang	Board Member
3	Tran Bich Nhuan	Board Member
4	Vu Hoang Tung	Independent Board Member
5	Nguyen Dang Thang	Independent Board Member

2. Management and supervision work of the Board of Directors in 2024:

In 2024, the Board of Directors managed and directed the Company in compliance with the provisions of the Enterprise Law, the Company's Charter of Organization and Operation, and organized the implementation of the Resolution of the General Meeting of Shareholders.

a. Organize regular and irregular meetings

- The Board of Directors meets monthly to evaluate the reports of the Board of Directors on the Company's management and business activities in order to have timely and appropriate directions for the Company's operations.
- In some cases, the Board of Directors holds extraordinary meetings to resolve issues, recommendations, and problems of the Board of Directors.

b. Company management and direction

- In 2024, the Board of Directors made decisions in managing and directing the Company's operations regarding:
- Continue to unify and assign tasks to each member according to specific fields and work areas to maximize the strengths of each individual and improve the organizational and management efficiency of the Board of Directors;
- Every week, the Board of Directors regularly sends representatives to attend all meetings with department heads to grasp the results of work handling of each department and management unit as well as directly give instructions and suggestions to promptly resolve any arising problems in the management and operation of the Board of Directors in order to operate the Company's daily activities in accordance with the orientation and goals set forth by the General Meeting of Shareholders;
- Quarterly, based on the assessment of the implementation results of the previous quarter's plan, identify the causes of problems to propose solutions and assign the business plan for the next quarter;
- Issue Resolutions to unify the Company's policies and guidelines in management, investment, service activities, etc. and Decisions on directing the implementation of business, management, and investment operations;
- Direct the completion of the development of the Company's Internal Regulations and issue regulations on the functions and tasks of departments. Guide and direct the supplementation and revision of the Company's Financial Operation Regulations in accordance with current laws;
- In conjunction with the Board of Supervisors, decide on the selection of an auditing company to audit the Company's financial statements;



- Together with the auditors of the auditing company, review the reasonableness, validity and other issues of the 2024 Financial Statements.
- Decide on the date, time and venue of the 2025 Annual General Meeting of Shareholders, and the contents to be submitted to the General Meeting of Shareholders for decision in accordance with the provisions of law and the Company's charter.

3. General assessment of the Board of Directors' performance:

- The Board of Directors has directed to amend and supplement the Management Regulations to comply with the provisions of law and the Company's reality.
- The Board of Directors has closely, promptly and regularly coordinated with the Board of Executive Directors and the Board of Supervisors in directing the implementation of the Resolutions of the General Meeting of Shareholders and the Board of Directors for the Company.
- All decisions of the Board of Directors are discussed and reported fully, promptly and in accordance with regulations to the Board of Supervisors and the Board of Executive Directors.
- The proposals of the Executive Board to the Board of Directors are all studied, discussed and given timely direction.
- The Company fully and promptly complies with the Resolutions of the General Meeting of Shareholders, the Board of Directors and State regulations.

4. Board of Directors' remuneration:

In 2024, due to the fact that the business results for the year did not meet the plan set by the 2024 General Meeting of Shareholders, the Board of Directors agreed not to receive Board of Directors' remuneration in 2024.

III. GOALS AND TASKS IN 2025

Inheriting and promoting the achievements, overcoming the remaining difficulties in 2024, the Board of Directors of the Company is determined to strive to build a stable and sustainable development Company, overcoming the common difficulties of the Vietnamese economy in 2025 with the following main measures:

- Regularly check and supervise the implementation of signed contracts and use capital effectively, ensuring the completion of the 2025 plan tasks.
- Maintain weekly exchange of information between the Chairman of the Board of Directors and non-executive members of the Board of Directors to create unity and promote initiatives and ideas of members for the activities of the Board of Directors and the Company.
- Maintain monthly Board of Directors meetings to propose timely and flexible policies and strategies, and resolve issues arising during the production and business operations.
- Drafting the Company's development strategy.
- The Board of Directors continues to direct and supervise the Company's Executive Board to complete and exceed the targets set for 2025 as follows:

Unit: VND

TT	Target	Implementation 2024	Plan 2025
1	Total revenue	426,754,447,931	550,000,000,000



2	Charter capital	120,000,000,000	180,000,000,000
3	Profit after tax	4,353,848,409	15,000,000,000
4	Stock dividend	-	10%

Above is the report of the Board of Directors of Dong Duong Trading and Construction Joint Stock Company summarizing the results of operations in 2024 and the direction of operations in the next term. We hope that our valued Shareholders will contribute practical ideas to help the Company's Board of Directors operate better and better and have the best strategy for the Company's stable and sustainable development.

After the Annual General Meeting of Shareholders approves the report contents, the Board of Directors will develop a specific roadmap and program in the spirit of innovation along with drastic and thorough directive measures to bring Dong Duong Construction and Trading Joint Stock Company to sustainable development.

On behalf of the Board of Directors, I would like to express my gratitude for the support and trust of all Shareholders over the past time.

Respectfully report to the General Meeting of Shareholders./.

**TM/BOARD OF
DIRECTORS CHAIRMAN**



NGUYEN KIM TRUONG



Hanoi, April 18, 2025

No.: 0 2 /2025/DDB/BC-DHĐCĐ

REPORT
SUMMARY OF PRODUCTION AND BUSINESS ACTIVITIES IN 2024
AND DIRECTIONS AND TASKS IN 2025

PART I
RESULTS OF PRODUCTION AND BUSINESS TASKS IN 2024

I. Report of the Board of Directors on the production and business situation in 2024

In 2024, the Board of Directors of the Company has made efforts to implement and deploy production and business activities, closely following the Company's policies under the close direction of the Board of Directors, in accordance with the orientation of the Resolution of the 2024 General Meeting of Shareholders.

1. Personnel, remuneration and operating expenses of the Board of Directors

In 2024, the Company's Board of Directors will have no changes in personnel. The Company's Board of Directors during the year is as follows:

STT	Full name	Position
1	Mr. Vu Hoang	General Director

2. Business performance results in 2024

Implement the Company's production and business plan for 2024. The Company's Board of Directors reports to Shareholders the Company's business results as follows:

Unit: VND

TT	Target	Plan	Perform	Implementation rate compared to Plan (%)
1	Total revenue	700,000,000,000	426.754.447.931	60.96%
2	Charter capital	180,000,000,000	120,000,000,000	66.67%
3	Profit after tax	15,000,000,000	4,353,848,409	29.03%
4	Dividends	-	-	-

(Source: Audited financial report 2024)

II. Evaluate areas of activity

1. Main business activities

At the end of fiscal year 2024, the company's net revenue from sales and service provision reached VND 426,754,447,931, only 60.96% of the plan, down 30.15% over the same period in 2023. The company's after-tax profit was VND 4,353,848,409 billion, equal to 56.20% over the same period and 29.03% of the plan. In the context of the world economy facing great challenges, rapid fluctuations, unpredictability and high instability; inflation has increased to the highest level in decades, forcing countries to tighten monetary policies, 2024 is a difficult year for the company's production and business activities.

2. Financial accounting work

- Strictly comply with financial reporting standards and promptly disclose information in accordance with information disclosure regulations to create transparency for shareholders.
- Develop good management measures and effectively use capital in the production and business process.
- Restructuring personnel to proactively handle work related to finance, accounting and capital.

3. Information disclosure and content related to the stock market

- Conduct periodic and irregular information disclosure to provide timely and transparent information to shareholders in accordance with current legal regulations.
- Strictly comply with regulations for enterprises listed on the stock market.

PART II BUSINESS PRODUCTION PLAN 2025

Based on the actual production and business situation, transitional work as well as the expected source of work to be contracted in 2025, the Company builds the 2025 plan targets and respectfully submits them to the General Meeting of Shareholders, specifically as follows:

I. KEY TASKS IN 2025

1. Main economic indicators:

Unit: VND

TT	Target	Implementation 2024	Plan 2025
1	Total revenue	426.754.447.931	550,000,000,000
2	Charter capital	120,000,000,000	180,000,000,000
3	Profit after tax	4,353,848,409	15,000,000,000
4	Stock dividend payment 2024	-	10%

2. Key tasks:

2.1. Business and investment activities:

- Continue to develop capital and asset scale, invest deeply in the main business areas of wood trading and construction sand trading.
- Take advantage of available resources to gradually expand production areas.
- Focus on exploiting and trading products with high profits and fast capital turnover.
- Training staff to improve capacity, especially in traditional and new business fields.
- Expand domestic and international sales markets.

2.2. *Goals to strive for*

- *Build a sustainable company with effective production and business, modern management and technology, competitive in the market, ensuring the lives of employees, fully and promptly contributing to the obligations to the State.*

II. **SOLUTIONS TO IMPLEMENT THE 2025 PRODUCTION AND BUSINESS PLAN**

To achieve the above economic targets, the Company continues to maintain and develop its traditional business lines and gradually expand its production areas, taking this as a solution to stabilize the Company's revenue and income, while actively expanding to find new customer markets for sustainable development. Specific solutions are as follows:

1. **Business activities**

Based on the Company's production and business plan for 2025, to achieve the highest completion rate, the company needs the following solutions:

- *Increase charter capital*
- *Borrow capital from banks, organizations and individuals with appropriate interest rates to serve production and business, using capital resources reasonably.*
- *Actively collect outstanding debts to quickly turn over capital;*
- *Choose imported goods with good quality and reasonable price*
- *Plan inventory properly to ensure adequate sales without tying up capital.*
- *Develop a plan to effectively manage, use and exploit all available resources;*
- *Develop and promulgate a system of regulations and rules and effectively implement regulations and rules;*
- *Assign tasks appropriate to the level of competence and high specialization to maximize the initiative and creativity of departments and individuals;*

2. **Investment activities**

Focused capital investment, using professional measures to increase capital turnover, regularly evaluating investments to come up with the best plan to restructure these investments.

Respectfully submit to the General Meeting of Shareholders for approval./.

N received :

- *General Meeting of Shareholders;*
- *Board of Directors/General Director;*
- *Save VT.*



VU HOANG

JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness



No: 03/2025/DDB/BC-ĐHĐCĐ

Hanoi, April 18, 2025

REPORT ON 2024 PERFORMANCE RESULTS AND 2025 PLAN OF THE SUPERVISORY BOARD

Dear: Annual General Meeting of Shareholders 2025
Dong Duong Trading and Construction Joint Stock Company

I. Organizational structure of the Board of Supervisors:

The Company's Board of Supervisors consists of 03 members. Of which:

- Mrs. Do Thi Hoai - Head of Control Board
- Mr. Ngo Trong Tu - Member
- Mr. Nguyen Tuan San - Member

II. Main activities of the Board of Supervisors

In 2024, the Company's Board of Supervisors carried out the following activities:

- Inspect and control the Company's operations on the basis of compliance with the Enterprise Law, Securities Law, Company Charter and the implementation of resolutions of the 2024 General Meeting of Shareholders ;
- Participate in Board of Directors meetings as a supervisor and provide feedback to the Board of Directors and the Company's Board of Management;
- Review and evaluate the implementation of production and business tasks and operations of investment projects based on reports on business activities and financial situation of the Company prepared by the Board of Directors ;
- Propose to the Board of Directors to select an auditing unit and review the report of the independent auditing organization.

III. Results of monitoring the company's operations and finances

- By the end of 2024, the Board of Supervisors has not detected any unusual problems in the operations of Dong Duong Construction and Trading Joint Stock Company;
- The operating procedures of the Company's Board of Directors have been carried out in compliance with the Enterprise Law and current regulations, and in compliance with the requirements of the governance system. The financial reports provided by the Board of Directors have honestly and reasonably reflected (in key aspects) the financial situation of the Company. The Board of Supervisors basically



agrees with the assessments of operations and finances in the reports of the Company and the Auditing Organization;

- In 2024, the Company's production and business results have not been completed according to the Resolution of the 2024 Annual General Meeting of Shareholders due to the general difficult economic situation.

IV. Report on the assessment of the coordination of activities between the Board of Supervisors, the Board of Directors, the General Director and shareholders

- In 2024, the Board of Supervisors was provided with full information on the decisions of the Board of Directors and the Board of General Directors as prescribed;
- The Board of Supervisors was invited to attend all meetings of the Board of Directors and the Board of Management and contributed many ideas to the management and operation of the Company. The provision and exchange of information between the Board of Directors and the Board of Management was continuous and any issues that arose were resolved promptly.

V. Board of Supervisors' Operation Plan for 2025:

1. Personnel structure of BKS 2025

According to the plan, the Company's Board of Supervisors' personnel structure in 2025 will not change .

2. Board of Supervisors' work plan for 2025

To complete the control task according to the Enterprise Law and the Company Charter, the Board of Supervisors submits to the Congress the 2025 work plan as follows:

- Continue the task of inspecting and supervising the operations and management activities of the Board of Directors and the Board of Management, inspecting the rationality, legality and honesty in the management and operation of production and business activities, capital, materials and assets of the Company;
- Board of Supervisors meets at least twice a year
- Review annual, semi-annual and quarterly financial reports before submitting to the Board of Directors for review and approval;
- Review the management letter of the independent auditor; Discuss any difficulties and problems discovered from the mid-term or final audit results as well as any issues that the independent auditor would like to discuss;
- Maintain close coordination in operations with the Board of Directors, the Board of Management and departments within the Company;



- Coordinate with the Company's Board of Directors and departments to successfully complete the planning targets and tasks approved by the General Meeting of Shareholders;
- Perform other tasks as required by the General Meeting of Shareholders.

VI. Recommendation of the Board of Supervisors to the General Meeting of Shareholders

- Approve the 2025 operating plan of the Board of Supervisors;
- Develop and improve internal management processes and strengthen the company's internal control;
- The Company needs to develop a specific and feasible operational plan for 2025 and the following years in accordance with the general economic situation of Vietnam and the Company's operations in particular to ensure the safe and sustainable development of the Company.
- The company needs to focus on recruiting and training personnel for positions to meet job requirements and further improve operational efficiency in the coming time;
- Continue to supplement and edit the Company's Governance Regulations to comply with current legal regulations.

Above is a summary report on the Board of Supervisors' performance in 2024 and the Board of Supervisors' main operating directions in 2025.

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

Thank you very much./.

Recipient:

- As above;
- Chairman of the Board of Directors;
- Board of Directors;
- Save VT, BKS.

**TM. BOARD OF SUPERVISION
PREFECT**



DO THI HOAI



JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, April 18, 2025

No: 04/2025/DDB/TT-ĐHĐCĐ

SUBMISSION

Re: Approval of audited financial statements

Respectfully submit to : Annual General Meeting of Shareholders 2025

Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly on June 17, 2020;
- Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company;

Implement the Resolution of the Board of Directors on approving the selection of **International Auditing and Valuation Company Limited (IAV)** is the auditing company performing the audit of the 2024 financial statements. The Board of Directors of Dong Duong Trading and Construction Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval of the content of the 2024 Financial Statements audited by **International Auditing and Valuation Company Limited (IAV)**.

Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval./.

On behalf of the Board of Directors
CHAIRMAN



NGUYEN KIM TRUONG

JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, April 18, 2025

No: 05/2025/DDB/TT-ĐHĐCĐ



SUBMISSION

Re: Selection of auditing unit in 2025

Dear : General Meeting of Shareholders 2025
Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly on June 17, 2020;
- Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company.

The Company's Board of Supervisors proposes that the General Meeting of Shareholders select an auditing unit for the 2025 Financial Statements of Dong Duong Construction and Trading Joint Stock Company as follows:

1. Criteria for selecting an independent auditor:

The Board of Supervisors would like to propose the following criteria for selecting an independent auditor:

- Select an auditing unit operating in Vietnam and approved by the State Securities Commission to audit issuing and listed organizations.
- One of the leading auditing companies with reputation for audit quality, many years of experience auditing financial statements according to the regulations of accounting standards, Vietnamese accounting system (VAS) in general and for the Company in particular.
- A team of highly qualified and experienced auditors meets the Company's requirements on audit scope, progress and has reasonable audit fees.

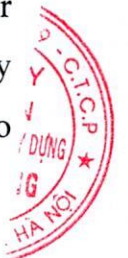


2. List of proposed Auditing Units:

- + Deloitte Vietnam Company Limited (Deloitte)
- + Ernst & Young Vietnam Co., Ltd.
- + KPMG LLC (KPMG)
- + PWC Company Limited
- + Nam Viet Accounting and Auditing Financial Consulting Services Company Limited (AASCN)
- + PKF Vietnam Company Limited (PKF)
- + ASCO Auditing and Valuation Company Limited (AASCS)
- + ECOVIS AFA VIETNAM Auditing - Valuation and Consulting Company Limited
- + Nhan Tam Viet Auditing Company Limited (NVT)
- + International Auditing and Valuation Company Limited (IAV)

3. Board of Directors Authorization

The Board of Supervisors respectfully proposes to the General Meeting of Shareholders to authorize the Board of Directors to decide on the selection of one of the auditing companies as proposed by the Board of Supervisors or to select another suitable auditing unit that satisfies the above criteria and assigns the Company Director to sign an auditing service contract with the selected auditing company to review and audit the Company's 2025 Financial Statements.



Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval./.

TM. BOARD OF SUPERVISION

PREFECT

DO THI HOAI

**JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION**

No: 06/2025/DDB/TT-ĐHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, April 18, 2025

SUBMISSION

Re: Profit distribution plan for 2024

Dear : General Meeting of Shareholders 2025

Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly on June 17, 2020 ;

- Pursuant to the Charter of organization and operation of Dong Duong Construction and Trading Joint Stock Company;

- Based on 2024 business results on audited financial statements.

To ensure long-term benefits for shareholders and facilitate the Company's operations in the following years, the Board of Directors respectfully submits to the General Meeting of Shareholders the 2024 profit distribution plan:

STT	Content	Amount
1	Profit after tax in 2024	4,353,848,409
2	Fund provision	-
3	Undistributed profits from previous years	24,924,425,013
4	Total undistributed earnings as of December 31, 2024	29,278,273,422
5	Board of Directors & Supervisory Board Remuneration in 2024	-
6	Stock dividend payment 2024	12,000,000,000
7	Retained earnings 2024	17,278,273,422

Profit distribution in 2024 : Authorize the Board of Directors to implement based on the profit distribution plan in 2024.

Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval./.

**TM. BOARD OF DIRECTORS
CHAIRPERSON**



NGUYEN KIM TRUONG

**JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION**

No: 07/2025/DDB/TT-ĐHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, April 18, 2025

SUBMISSION

Re: remuneration plan for the Board of Directors and Board of Supervisors in 2025

Dear : General Meeting of Shareholders 2025
Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly on June 17, 2020;

- Pursuant to the Charter of organization and operation of Dong Duong Construction and Trading Joint Stock Company ;

The Board of Directors of Dong Duong Trading and Construction Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval of the remuneration payment plan for the Board of Directors and Board of Supervisors in 2025 as follows:

1. Report on salary and remuneration of the Board of Directors and Board of Supervisors in 2024:

Pursuant to Resolution No. 01/2024/DDC/NQ-ĐHĐCĐ dated April 20, 2024 of the 2024 Annual General Meeting of Shareholders, approving the remuneration level of the Board of Directors and the Board of Supervisors. The Company reports the remuneration payment situation of the Board of Directors and the Board of Supervisors in 2024 as follows:

- Total remuneration paid to the Board of Directors approved : **204,000,000 VND**

+ Chairman of the Board of Directors: 5,000,000 VND / month

+ Board of Directors (4 people): 3,000,000 VND / month

- Total remuneration paid to the Board of Directors approved : **84,000,000 VND**

+ Head of Supervisory Board: 3,000,000 VND / month

+ Board of Supervisors members (02 people): 2,000,000 VND / month

- Total actual salary paid to the Board of Directors: **0 VND**

- Total actual salary paid to the Board of Supervisors: **0 VND**



- Reason: In 2024, due to the unsuccessful listing of the Company's shares on the Ho Chi Minh City Stock Exchange (HOSE), the Board of Directors and the Board of Supervisors agreed not to receive remuneration in 2024.

2. Remuneration plan for the Board of Directors in 2025 :

- Total remuneration paid to the Board of Directors: **204,000,000 VND**

+ Chairman of the Board of Directors: 5,000,000 VND / month

+ Board of Directors (4 people): 3,000,000 VND / month

- Total remuneration paid to the Board of Supervisors: **84,000,000 VND**

+ Head of BKS: 3,000,000 VND / month

+ Board of Supervisors members (02 people): 2,000,000 VND/month

- Total remuneration of the Board of Directors and Board of Supervisors expected in 2025 is **288,000,000 VND**

Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval./.

TM. BOARD OF DIRECTORS

CHAIRMAN



NGUYEN KIM TRUONG



**DONG DUONG TRADING AND
CONSTRUCTION JOINT STOCK
COMPANY**

No: 0 8 /2025/DDB/TT-ĐHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, April 18, 2025

SUBMISSION

(Re : Report on capital increase of the Company in 2024)

Respectfully submit to : Annual General Meeting of Shareholders 2025
Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Pursuant to the Securities Law No. 54/2019/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on November 26, 2019;
- Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company .
- Pursuant to Resolution of the Annual General Meeting of Shareholders No. 01 / 2024/NQ-ĐHĐCĐ dated April 20, 2024

The Board of Directors would like to report to the General Meeting of Shareholders on the situation of increasing charter capital and using capital of the Company in 2024, specifically as follows:

1. Issuing shares to pay stock dividends

The Board of Directors reports to the General Meeting of Shareholders on the failure to implement the share issuance to pay dividends approved at the 2024 Annual General Meeting of Shareholders No. 01/2024/DDB/NQ-DHĐCĐ dated April 20, 2024 as follows:

Reason: The year 2024 was a difficult period for the Company's production and business activities. In order to ensure financial stability and focus on production and business activities, the Board of Directors agreed not to issue shares according to the plan set forth at the 2024 Annual General Meeting of Shareholders.

Therefore, the Board of Directors respectfully submits to the 2025 Annual General Meeting of Shareholders to cancel the 2023 dividend share issuance approved at the 2024 Annual General Meeting of Shareholders on April 20, 2024.

2. Issuing 6,000,000 private shares to strategic investors in 2024



The Board of Directors reports to the General Meeting of Shareholders on the failure to implement the private share issuance approved at the 2024 Annual General Meeting of Shareholders No. 01/2024/DDB/NQ-DHDCCD dated April 20, 2024 as follows:

Reason: Due to not finding a suitable strategic investor, the Company's Board of Directors has not issued individual shares as planned. The Board of Directors respectfully submits to the 2025 Annual General Meeting of Shareholders for approval to continue implementing the plan to issue individual shares in 2025.

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

Recipient:

- As above;
- Board of Directors;
- Save: VT.

**TM. BOARD OF DIRECTORS
CHAIRMAN**



NGUYEN KIM TRUONG



**DONG DUONG TRADING AND
CONSTRUCTION JOINT STOCK
COMPANY**

No: 9 /2025/DDB/TT-ĐHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, April 18, 2025

SUBMISSION

(Regarding the transfer and sale of part of the Company's investment assets on land at the Northern Industrial Cluster of Van Dinh town, Ung Hoa district, Hanoi)

Respectfully submit to : Annual General Meeting of Shareholders 2025
Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Pursuant to the Securities Law No. 54/2019/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on November 26, 2019;
- Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company .
- Based on the actual situation of the Company

The Board of Directors reports to the General Meeting of Shareholders on the plan to transfer and sell part of the Company's investment assets on land in 2025, specifically as follows:

1. **Investment assets on land expected to be sold:** Assets are factories located in an area of 30,000 m2 for which the Company leases land and pays annual rent at the Industrial Cluster North of Van Dinh town, Ung Hoa district, Hanoi city, including:

Factory 1: area 5,908.70 m2

Factory 2: area 2,202.30 m2

Transfer price: at least 2 (two) times the asset value according to accounting book value at December 31, 2024.

Purpose of transfer: The Board of Directors finds that the Company's wood and wooden furniture production and trading activities with the current factory area are being used inefficiently, causing waste of the Company's resources. The financial resources obtained from the sale of a part of the above factory will reduce the Company's financial debt, and at the same time restructure the production workforce to be lean and reasonable, although on the basis of maximizing the existing production lines, it can still meet the production volume and supply the Company's current products. At the same time, the



Company can use additional financial resources to open new business areas to create more value for the Company.

2. Authorization to the Board of Directors:

The Board of Directors respectfully proposes that the General Meeting of Shareholders approve the authorization for the Board of Directors to carry out the search for partners, decide on the time, transfer price, payment method, sign the Contract and carry out all legal procedures related to the transfer of the above assets in accordance with the policy of the General Meeting of Shareholders and the provisions of law.

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

Recipient:

- As above;
- Board of Directors;
- Save: VT.

**TM. BOARD OF DIRECTORS
CHAIRMAN**



NGUYỄN KIM TRUONG



JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION

No: 10/2025/DDB/TT-ĐHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, April 18, 2025

SUBMISSION

(Regarding adding more production and business lines in 2025)

Respectfully submit to : Annual General Meeting of Shareholders 2025
Dong Duong Trading and Construction Joint Stock Company

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

The Board of Directors respectfully reports to the General Meeting of Shareholders on the addition of the Company's business lines in 2025, specifically as follows:

1. Add more business lines according to the following industry codes:

STT	Industry name	Industry code
1.	Other manufacturing not elsewhere classified Detail: - Production of fire prevention and fighting equipment and vehicles (Article 41 of Decree 136/2020/ND-CP) - Production of shoe and clothing brushes;	3290
2.	Basic chemical production Detail: - Production of liquid or compressed inorganic medical and industrial gases - Production of dyes and colorants - Production of other basic inorganic chemicals - Production of other basic chemicals (Except for types prohibited by the state)	2011
3.	Manufacture of paints, varnishes and similar coatings, printing ink and mastics.	2022



2. Amendment of Company Charter

Amend Article 4.1 on the Company's business lines in the Company Charter to reflect the addition of business lines in Section I above.

3. Perform

Through the assignment/authorization of the General Director and relevant departments to carry out tasks related to changing the Company's business lines, including but not limited to the following tasks:

- Carry out procedures related to changing business lines at competent State agencies, including adjusting detailed content within the scope of industry and profession codes approved by the General Meeting of Shareholders in this submission;
- Carry out other tasks related to changing the Company's business lines in accordance with the provisions of law.

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

Recipient:

- As above;
- Board of Directors;
- Save: VT.

TM. BOARD OF DIRECTORS

CHAIRMAN



NGUYEN KIM TRUONG



**DONG DUONG TRADING AND
CONSTRUCTION JOINT STOCK
COMPANY**

No: 11 /2025/DDB/TT-ĐHĐCĐ

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

Hanoi, April 18, 2025

SUBMISSION

Re: Implementing the plan to issue shares to pay dividends

Dear : Annual General Meeting of Shareholders 2025

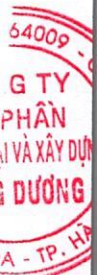
Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 issued on June 17, 2020;
- Pursuant to Securities Law No. 54/2019/QH14 issued on November 26, 2019;
- Pursuant to Decree 155/2020/ND-CP issued on December 31, 2020;
- Pursuant to the Charter of organization and operation of Dong Duong Construction and Trading Joint Stock Company;
- Pursuant to the Resolution of the 2024 Annual General Meeting of Shareholders dated April 20, 2024;
- Based on the Company 's audited financial statements for 2024 .

The Board of Directors of Dong Duong Construction and Trading Joint Stock Company respectfully submits to the 2025 Annual General Meeting of Shareholders to discuss and vote to approve the implementation of the plan to issue shares to pay dividends in 2024 with the following contents:

- Stock name: Shares of Dong Duong Construction and Trading Joint Stock Company.
- Type of stock: common stock.
- Par value: 10,000 VND/share.
- Issuance subjects: existing shareholders whose names are on the shareholder list on the last registration date to close the shareholder list to exercise the right to receive dividends in shares issued by Vietnam Securities Depository and Clearing Corporation (VSDC).
- Number of outstanding shares: 12,000,000 shares.

- Ratio of rights exercise: 100 : 10 (corresponding to dividend payment ratio of 10%) (on the record date, shareholders whose names are on the list of shareholders Owning 1 share will be entitled to 1 right to receive dividends, and for every 10 rights to receive dividends, you will receive 1 newly issued share according to the principle of rounding down to the unit.
- Maximum number of shares expected to be issued according to the ratio: 1,200,000 shares.
- Total issuance value at expected par value : 12,000,000,000 VND.
- Form of issuance: Issuance of shares to pay dividends
- Method of exercising rights: Shareholders who are entitled to receive dividends in shares will exercise their rights according to the following method: for shareholders who have deposited their securities, they will exercise their rights at depository members; for shareholders who have not deposited their securities, they will exercise their rights at the Company (specific notice will be given later). The right to receive dividends in shares is not transferable.
- Stock characteristics: shares are not subject to transfer restrictions.
- Source for paying stock dividends: taken from the accumulated undistributed profit after tax in the Company's 2024 Audited Financial Statements.
- Purpose of issuance: Issuing shares to pay dividends to increase charter capital
- Plan for handling fractional shares: the number of shares to pay dividends in shares when distributed to shareholders will be rounded down to the nearest unit, the fractional shares arising from rounding will be canceled. The positive difference between the Total profit used to pay dividends in shares (calculated on the par value of VND 10,000/share) and the Total value of the actual number of shares distributed to existing shareholders (calculated on the par value of VND 10,000/share) will be retained in the Company's accumulated undistributed profits.
- Expected issuance time: In 2025 and after approval by the State Securities Commission



- Additional depository and listing: The number of additional shares issued in the issuance will be registered for additional depository at the Vietnam Securities Depository and Clearing Corporation (VSDC) and additional listing at the Hanoi Stock Exchange .
- **Through authorization to the Board of Directors:** The Board of Directors respectfully proposes that the General Meeting of Shareholders approve the authorization for the Board of Directors to implement the Issuance Plan, including but not limited to the following tasks:
 - + Choose the appropriate time to finalize the right exercise date and the time to implement the issuance;
 - + Complete and specify the stock issuance plan in detail and amend and supplement the issuance plan when necessary or at the request of the competent authority or stock market conditions , ensuring the successful issuance;
 - + Carry out tasks and procedures related to stock issuance in accordance with the provisions of the Company Charter and the provisions of the Law.
 - + Carry out additional depository of shares at Vietnam Securities Depository and Clearing Corporation (VSDC) , carry out additional listing of shares at Hanoi Stock Exchange All additional shares issued successfully.
 - + Carry out relevant legal procedures to increase capital and amend the Company Charter regarding charter capital based on the results of the above issuance.
 - + Carry out procedures as prescribed by law to adjust the Business Registration Certificate according to the results of the above issuance.
 - + Other issues related to the release.

Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval!

Board of Directors

CHAIRMAN



NGUYEN KIM TRUONG

Hanoi, April 18, 2025

No: 12 /2025/DDB/TT-ĐHĐCĐBT

**SUBMISSION
ON THE PRIVATE SHARE ISSUANCE PLAN**

Dear : ***General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company***

- Pursuant to Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to Securities Law No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government promulgating the Decree detailing the implementation of a number of articles of the Securities Law;
- Pursuant to Circular No. 118/2020/TT-BTC dated December 31, 2020 of the Ministry of Finance guiding a number of contents on offering, issuing securities, public offering, repurchasing shares, registering public companies and canceling public company status ;
- Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company and actual needs.

The Board of Directors of Dong Duong Construction and Trading Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval to continue implementing the plan to issue individual shares to strategic investors as follows:

Private issuance to strategic investors :

- Stock name : Shares of Dong Duong Construction and Trading Joint Stock Company
- Number of shares offered : 6,000,000 shares
(expected)
- Total offering value at par : 60,000,000,000 VND
value (expected)
- Type of shares offered : Common stock
- Share price : 10,000 VND/share
- Issue price : 10,000 VND/share
- Release form : Private issuance to strategic investors
- Offered Object : Selection criteria:
 - ✓ As partners and investors with sufficient financial capacity;
 - ✓ Are investors who wish to contribute capital to the



Company;

- ✓ Priority is given to investors who commit to accompany the Company long-term, and are capable of supporting the Company in management, technology, improving the Company's competitiveness and brand in the market.

Offering object: The General Meeting of Shareholders authorizes the Board of Directors to decide on the selection of investors to offer shares, the number of shares offered to each investor in this private issuance on the basis of ensuring maximum benefits for the Company's shareholders.

- Number of investors offering : Less than 50 investors excluding professional securities investors;
- Transfer of stock purchase rights : The strategic investor allocated the purchase right in this case is not allowed to transfer the purchase right to another entity.
- Transfer restrictions : Shares offered privately to investors will be restricted from transferring 100% of the number of shares purchased within 03 years for strategic investors and 01 year for professional securities investors from the date of completion of the offering.
- Plan for handling undistributed shares : In case the issued shares are not fully purchased by investors, the General Meeting of Shareholders authorizes the Board of Directors to distribute to other entities. The offering price to these entities shall not be lower than the offering price to investors.
- Register to buy shares : Investors who satisfy the criteria of Investors approved by the Board of Directors (the General Meeting of Shareholders authorizes the Board of Directors to select) shall register to buy shares and pay money at the Company according to the notice.
- Distribution period : The private offering of shares will be conducted within 90 days from the date the competent authority approves the private offering.
- Time of execution : Expected in 2025 to early 2026
- Solution in case the offering does not collect the minimum amount as expected : The Company does not set a minimum successful offering rate. In case the Company fails to sell all registered shares at the end of the prescribed offering period, and the proceeds from the issuance are not sufficient as expected, depending on the actual situation, the General Meeting of Shareholders authorizes the Board of Directors to implement the following solutions:

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- Request to extend the offering period to continue offering the remaining shares;
 - Adjust capital usage plan to suit actual business situation
 - Supplement the missing capital through bank loans under credit contracts and/or issuing corporate bonds.
- Capital usage plan :

STT	Purpose	Amount (VND)
1	Invest in Xuan Truong Construction - Trading Joint Stock Company (Business registration certificate No. 0500573626 first issued on December 6, 2007)	40,000,000,000
2	Supplement working capital , expand business lines : Pay for goods, raw materials and services for the company's production and business activities; pay debts to banks and suppliers.	20,000,000,000
Total		60,000,000,000

❖ **Approving the amendment of the Charter for the additional capital after the issuance:** The General Meeting of Shareholders approved the amendment of the provisions related to the charter capital, the number of shares in the Charter of the Company's organization and operation, in accordance with the actual changes after the issuance, and the provisions of the law. The Board of Directors respectfully proposes that the General Meeting of Shareholders authorize the Board of Directors to amend the provisions related to the charter capital, the number of shares in the Charter of the Company's organization and operation after completing the share issuance according to the actual results of the issuance. Authorizing the Board of Directors and the Legal Representative to decide on matters related to the amendment of the Charter in accordance with the provisions of the Law.

❖ **Carry out procedures for changing business registration contents:** The General Meeting of Shareholders approves the change of the Company's business registration contents, related to the actual changes caused by the issuances. The Board of Directors respectfully proposes that the General Meeting of Shareholders approve the authorization for the Board of Directors and the Legal Representative to carry out the work related to changing the charter capital contents in the business registration, according to the actual results of the issuances, with the competent state agency.

❖ **Through authorization to the Board of Directors:** The Board of Directors respectfully proposes that the General Meeting of Shareholders approve the authorization to the Board of Directors to implement the Issuance Plan, including but not limited to the following tasks:

- Choose the appropriate time to finalize the exercise date and the time to implement the issuance;
- Decide on the criteria for selecting new investors, decide on the list and number of other investors to offer shares, the volume of shares offered to each investor in this private issuance on the basis of ensuring maximum benefits for the Company's shareholders in case

the above-mentioned strategic investor changes its decision and refuses to participate in purchasing shares during the implementation of the issuance;

- Complete and specify the stock issuance plan in detail and amend and supplement the issuance plan when necessary or at the request of the competent authority or stock market conditions to ensure the successful issuance ; so that the proceeds from the issuance are used in the most effective way .
- Carry out the signing of relevant contracts;
- Carry out tasks and procedures related to stock issuance in accordance with the provisions of the Company Charter and the provisions of the Law.
- Carry out additional stock transactions and deposit all successfully issued additional shares.

Board of Directors respectfully submits to the General Meeting of Shareholders for approval.

**TM. BOARD OF DIRECTORS
CHAIRMAN**



NGUYEN KIM TRUONG

