

Hanoi,01.../04... .., 2025

INVITATION
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

Dear: Shareholders of Art Design & Communication Joint Stock Company

The Board of Directors of Art Design & Communication Joint Stock Company respectfully invites shareholders to attend the Company's 2025 Annual General Meeting of Shareholders with the following content:

1. Company Name: Art Design & Communication Joint Stock Company

- Stock code: ADC
- Head office address: Floor 12A, Diamond Flower Building, Lot C1, Trung Hoa Nhan Chinh Urban Area, Nhan Chinh Ward, Thanh Xuan District, Hanoi, Vietnam.
- Business registration number: 0102365521

2. Time and place

- Time: 08:30, April 25, 2025
- Place: Vplace Hall 4, 3rd floor, building 25T2-N05, Trung Hoa Nhan Chinh Urban Area, Nguyen Thi Thap Street, Cau Giay, Hanoi

3. Conditions for attending the Congress

All shareholders owning stock of Art Design & Communication Joint Stock Company according to the list have the right to attend the 2025 Annual General Meeting of Shareholders on April 25, 2025.

4. Congress documents, authorization and attendance issues

- Content and documents related to the 2025 Annual General Meeting of Shareholders are updated on the Website of Art Design & Communication Joint Stock Company at: <https://adc.net.vn/quan-he-co-dong/>.
 - Shareholders are requested to bring the Invitation Letter, Attendance Confirmation/Authorization and ID Card/Citizen Identification Card/Passport/Business Registration Certificate when attending the Meeting. If the Attendance Confirmation/Authorization is lost, shareholders can obtain the Company's form published on the Website.
 - To facilitate the organization, we request that shareholders confirm their attendance at the General Meeting or authorize their attendance by phone/mail/fax to the Company before 4:00 p.m. on April 21, 2025.
 - Contact information: Ms. Tran Thi Thu Huong ; Phone: 024 73068789 ; Fax: 024 35121385
- Best regards./.

BOARD OF DIRECTORS
CHAIRMAN
CÔNG TY
CỔ PHẦN
MĨ THUẬT VÀ
TRUYỀN THÔNG
ĐINH GIA LE



SOCIALIST REPUBLIC OF VIETNAM

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Hanoi,, 2025

**CONFIRMATION OF ATTENDANCE/AUTHORIZATION OF
ATTENDANCE**

*(V/v Attend the 2025 Annual General Meeting of Shareholders
Art Design & Communication Joint Stock Company)*

- Shareholder name:.....
- Address:.....
- ID card number/Citizen identification card/Passport/Business registration certificate:
.....
- Date of issue:..... Place of issue:.....
- Legal representative (for organizations):.....
- Contact address: Phone:
- Total number of shares owned:.....
- Pursuant to the Invitation to attend the 2025 Annual General Meeting of Shareholders of Art Design & Communication Joint Stock Company, I hereby confirm my attendance or authorization to attend the Meeting as follows:

(Shareholders please mark a cross (x) in the blank box in front of the choice):

- ☐ 1. Attend directly.
- ☐ 2. Authorization to attend for Mr./Ms:
ID card number/Citizen identification card/Passport:
Date of issue..... Place of issue.....
Address:..... Phone.....

- ☐ 3. Authorize attendance for the members of the Board of Directors (BOD) or the Board of Supervisors (BOS) of the Company according to the following list

(Shareholders please mark a cross (x) in the blank box in front of the choice):

- | | |
|--|---|
| <input type="checkbox"/> Mr. Dinh Gia Le, BOD Chairman. | <input type="checkbox"/> Ms. Nguyen Thi Thu Hong, BOS Head. |
| <input type="checkbox"/> Mr. Pham Van Thang, BOD member. | <input type="checkbox"/> Mrs. Tran Thi Thu Huong, BOS member. |
| <input type="checkbox"/> Mr. Pham Huy Phong, BOD member. | <input type="checkbox"/> Mr. Vu Duc Tinh, BOS member. |
| <input type="checkbox"/> Ms. Nguyen Bich La, BOD member. | |

The authorized party is authorized to represent the authorized party to attend and vote on all issues raised at the 2025 Annual General Meeting of Shareholders of Art Design & Communication Joint Stock Company held on April 25, 2025.

I/We are fully responsible for this authorization and commit to strictly comply with the current provisions of the Law and the Charter of Art Design & Communication Joint Stock Company, and commit not to make any complaints against the Company.

Authorized person
(Sign & print full name)

Shareholders
(Sign & print full name)

**VIETNAM EDUCATION PUBLISHING HOUSE
ART DESIGN & COMMUNICATION JOINT
STOCK COMPANY**

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

PROGRAMME

ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

ART DESIGN & COMMUNICATION JOINT STOCK COMPANY

Time: April 25, 2025

Place: Vplace Hall 4, 3rd floor, building 25T2-N05, Trung Hoa Nhan Chinh Urban Area, Nguyen Thi Thap Street, Cau Giay, Hanoi.

No.	Time	Content	Effectuate
I. OPENING PROCEDURES			
1.	08:30-09:00	Register to attend the Congress.	Organizing Committee
2.	09:00-09:05	Flag salute to open the Congress.	Organizing Committee
3.	09:05-09:10	Approval of the validity of the Congress and voting procedures.	Shareholder Qualification Review Board
4.	09:10-09:15	<ul style="list-style-type: none"> - Statement of reasons. - Introduction of Delegates, Presidium, Secretariat, Counting Committee. - Through the Congress Program. - Through the Regulations on organizing the Congress. 	Organizing Committee
II. CONFERENCE CONTENT			
5.	09:15-09:45	- Report on business performance in 2024, production and business plan and directions and tasks in 2025 of the Company.	Director
6.	09:45-10:00	- 2024 Operational Report and 2025 Operational Plan of the Board of Directors.	Chairman of the Board of Directors
7.	10:00-10:15	- Report on the results of monitoring activities in 2024 and the 2025 operation plan of the Board of Supervisors.	Head of the Supervisory Board
8.	10:15-10:45	Election of 01 additional person to become a member of the Board of Directors for the 2023 - 2028 term	Election and counting committee
9.	10:45-11:00	Discuss	Company Shareholders

No.	Time	Content	Effectuate
10.	11:00-11:05	<p>The Congress voted to approve the following contents:</p> <p>1. Approval of the reports:</p> <ul style="list-style-type: none"> - Report on 2024 activities and 2025 operation plan of the Board of Directors; - Report on 2024 operation monitoring results and 2025 operation plan of the Board of Supervisors; - Report on business performance in 2024 and production and business plan, directions and tasks for 2025 of the Company; - Approve financial indicators, profit distribution plan for 2024 and plan for 2025. <p>2. Approval of the audited financial report for 2024.</p> <p>3. Approval of the selection of an auditing unit for 2025.</p> <p>4. Approval of the results of the election of 01 additional person to be a member of the Board of Directors for the term 2023 - 2028.</p>	Vote counting committee.
11.	11:05-11:15	- Speech of the Leader of Vietnam Education Publishing House.	Deputy.
12.	11:15-11:25	- Other issues at the Congress	Chairman and Directorate
III. CLOSING OF THE CONGRESS			
13.	11:25-11:30	Approval of the Minutes and Resolutions of the Congress	Secretariat
14.	11:30	Closing statement of the Congress	Chairman

CONGRESS ORGANIZING COMMITTEE



NHÀ XUẤT BẢN GIÁO DỤC VIỆT NAM
CTCP MĨ THUẬT & TRUYỀN THÔNG

Mã số/ Code: 2

THẺ BIỂU QUYẾT/ VOTING CARDS

Đại hội cổ đông thường niên CTCP Mĩ thuật và Truyền thông năm 2025/
Annual General Meeting of Shareholders of Art Design & Communication JSC 2025

**NGUYỄN VĂN A/
NGUYEN VAN A**

Tổng số cổ phần sở hữu/ Total shares owned

X

«Next Record»



NHÀ XUẤT BẢN GIÁO DỤC VIỆT NAM
CTCP MĨ THUẬT & TRUYỀN THÔNG

Mã số/ Code: 2

THẺ BIỂU QUYẾT/ VOTING CARDS

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**NGUYỄN VĂN A/
NGUYEN VAN A**

Tổng số cổ phần sở hữu/ Total shares owned

X

Hanoi,, 2025

REGULATIONS

ORGANIZING THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS ART DESIGN & COMMUNICATION JOINT STOCK COMPANY

CHAPTER I

GENERAL PROVISIONS

Article 1. Scope of application

1. These regulations are used for the organization of the 2025 Annual General Meeting of Shareholders of Art Design & Communication Joint Stock Company (hereinafter referred to as “the Company”);
2. These regulations specifically stipulate the rights and obligations of the parties participating in the General Meeting, the conditions and procedures for conducting the General Meeting

Article 2. Subjects of application

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

CHAPTER II

RIGHTS AND OBLIGATIONS OF PARTIES ATTENDING THE CONFERENCE

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

- 3.1 Shareholders owning shares of the Company in the shareholder list closed on March 27, 2025.
- 3.2 Guests, consulting organizations (if any).

Article 4. Rights and obligations of shareholders

4.1. Rights of shareholders when attending the General Meeting

- 4.1.1. All shareholders of the company have the right to attend and vote on matters within the authority of the General Meeting of Shareholders;
- 4.1.2. 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 posted on the Company's website;
- 4.1.3. In addition to the ballots for members of the Board of Directors and the Supervisory Board (if there is an election), 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. This voting card is used when the shareholder wants to express his/her opinion and when the Chairman proposes to vote to approve the nomination of the Vote Counting Committee;

approve the Minutes of the shareholder qualification examination; approve the Agenda of the General Meeting; approve the Regulations on the organization of the General Meeting, approve other issues that have been discussed and/or consulted at the General Meeting and approve the content of the Minutes and Resolutions of the General Meeting of Shareholders.

- 4.1.5. 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 immediately 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 voting sessions will not be changed.

4.2. Obligations of common shareholders when attending the General Meeting

- 4.2.1. Shareholders' attire to attend the meeting must ensure politeness and formality;
- 4.2.2. Fully participate in the General Meeting of Shareholders according to the Company's regulations. In case of being unable to attend, a representative must be authorized to attend according to regulations;
- 4.2.3 Shareholders or shareholders' representatives attending the meeting must complete the registration procedures to attend the General Meeting with the General Meeting Organizing Committee;
- 4.2.4 Comply with the conditions and procedures specified in the Company Charter and this Regulation;
- 4.2.4 Strictly comply with the regulations at the General Meeting of Shareholders, respect the working results at the General Meeting.

Article 5. Rights and obligations of the Chairman of the Congress

- 5.1 The Chairman of the Board of Directors shall preside over the General Meeting of Shareholders, or shall authorize another member of the Board of Directors to preside over the General Meeting of Shareholders convened by the Board of Directors. In case the Chairman is absent or temporarily unable to work, the remaining members of the Board of Directors shall elect one of them to chair the meeting according to the majority principle. In case no one can be elected as the chairperson, the Head of the Supervisory Board shall direct the General Meeting of Shareholders to elect the meeting chairperson from among the attendees and the person with the highest number of votes shall chair the meeting;
- 5.2 The Chairman is the person who has the right to decide on the order, procedures and events arising outside the agenda of the General Meeting of Shareholders;
- 5.3. The chairman of the meeting may postpone the meeting when there is consensus or request from the General Meeting of Shareholders with the required number of delegates present.
- 5.4. The Chairman of the meeting may take any action deemed necessary to conduct the General Meeting of Shareholders in a valid and orderly manner; or to enable the Meeting to reflect the wishes of the majority of the attending delegates.

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 approved by the General Meeting of Shareholders. His/her duties include assisting the Chairman in successfully running the General Meeting, recording and making minutes of the General Meeting of Shareholders;
- 6.2 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 Presidium during the Congress's recess.

Article 7. Rights and obligations of the Vote Counting Committee

- 7.1 The Vote Counting Committee is nominated by the Chairman of the General Meeting and approved by the General Meeting of Shareholders. Members of the Vote Counting Committee may be shareholders of the Company;
- 7.2 The Vote Counting Committee is responsible for counting the Voting Cards when approving issues submitted to the General Meeting of Shareholders for voting and immediately notifying the results of the vote counting to the Presidium;
- 7.3 The Vote Counting Committee shall be responsible for the truthfulness and accuracy of the vote counting results.

CHAPTER III

CONDUCTING THE CONGRESS

Article 8. Conditions for holding the Congress

The General Meeting of Shareholders is held when the number of shareholders attending the meeting represents more than 50% of the total number of votes (Article 145 of the Law on Enterprises and Article 19 of the Company Charter).

Article 9. Congress content

According to the 2025 Annual General Meeting of Shareholders Program approved at the General Meeting.

Article 10. Voting at the Congress

- 10.1 All decisions at the General Meeting are passed directly at the General Meeting by voting for approval according to the proportion of shares of attending shareholders or authorized representatives;
- 10.2 Shareholders may only use the Voting Card to approve a specific content once. Shareholders vote for Approval, Disapproval or No opinion for each issue requiring consultation. Cases of selecting 02 or more opinions on the same issue for consultation are invalid.

CHAPTER IV

END OF CONGRESS

Article 11. Approval of the decision of the 2025 Annual General Meeting of Shareholders

11.1 The decision of the General Meeting of Shareholders will be passed when the number of shareholders representing 65% or more of the total votes of all shareholders attending the meeting agrees on the issues specified in Clause 1, Article 21 of the Company Charter, and Clause 1, Article 148 of the Enterprise Law 2020. The issues include:

- a. Types of shares and total number of shares of each type;
- b. Change of industry, profession and business field;
- c. Change the Company's management structure;
- d. Investment projects or sale of assets with a value of 35% or more of the total asset value recorded in the Company's most recent financial statements;
- e. Reorganization and dissolution of the Company.

11.2 Election of members of the Board of Directors and the Board of Supervisors (if any) must comply with the provisions of Clause 3, Article 148 of the Law on Enterprises 2020.

11.3 Other decisions of the General Meeting of Shareholders will be approved when the number of shareholders owning more than 50% of the total number of voting shares of all shareholders and shareholder representatives attending the meeting approve. Issues include:

- Approval of the reports: 2024 Operational Report and 2025 Operational Plan of the Board of Directors; Report on 2024 Operational Monitoring Results and 2025 Operational Plan of the Board of Supervisors; Report on 2024 Business Performance Results and Production and Business Plan and Directions and Tasks for 2025 of the Board of Directors; 2024 Profit Distribution Plan and 2024 Dividend Payment Plan;
- Approval of audited financial statements for 2024;
- Approving the selection of the auditing unit for 2025;
- Other issues at the Congress.

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 must be read and approved before the closing of the meeting.

CHAPTER V

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 should speak briefly and focus on the key issues to be discussed, in accordance with the approved agenda of the meeting. The

Chairman of the Meeting will 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 Board of Directors if they intentionally do not comply with the regulations of the meeting, cause disturbances, disrupt order, or have actions that directly affect the operation of the meeting.

CHAPTER VI

TERMS OF IMPLEMENTATION

Article 14. Validity of the Regulations

This Regulation consists of 6 chapters and 14 articles, issued by the Board of Directors of Art Design & Communication Joint Stock Company, applicable to the 2025 Annual General Meeting of Shareholders of Art Design & Communication Joint Stock Company taking place on April 25, 2025 and takes effect immediately after being approved by the General Meeting of Shareholders.

REPRESENTATIVE OF THE BOARD OF DIRECTORS

Chairman

Dinh Gia Le

SUBMISSION

*Re: Approval of financial indicators, audited financial statements for 2024,
selection of audit unit for 2025 and reports at the congress*

To: Annual General Meeting of Shareholders 2025
Art Design & Communication Joint Stock Company

Base:

- Enterprise Law No. 59/2020/QH14 was passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020 and documents guiding the Enterprise Law;
- Securities Law No. 54/2019/QH14 was passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, effective from January 1, 2021 and documents guiding the Securities Law;

Respectfully submit to the General Meeting of Shareholders for approval of financial indicators, audited financial statements for 2024, selection of auditing unit for 2025 and reports at the meeting. Specifically as follows:

I. 2024 BUSINESS PERFORMANCE RESULTS AND PROFIT DISTRIBUTION

1. Financial indicators

- *Compare the 2024 Business Production Plan*

Target	Implementation 2024	Plan 2024	Ratio (I/P)
Revenue	414,3 billion VND	433 billion VND	95,7%
Profit	17,6 billion VND	19,2 billion VND	91,7%

- *Compare business results 2024/2023*

Target	Implementation 2024	Implementation 2023	Ratio (2024/2023)
Revenue	414,3 billion VND	433,3 billion VND	95,6%
Profit	17,6 billion VND	18,2 billion VND	96,7%

2. Profit distribution and fund allocation in 2024

Target	Amount (VND)
Profit before tax	17.563.789.090
Corporate income tax	3.601.846.612
Profit after tax	13.961.942.478
<i>Distribution of profit after tax</i>	
Dividend (15% / year)	5.966.904.000
Bonus fund (5%)	698.097.124

Welfare Fund (10%)	1.396.194.248
Operating fund of Board of Directors, Supervisory Board (5%)	698.097.124
Development Investment Fund (Remainder)	5.202.649.982

3. Company salary fund and Board of Directors - Supervisory Board remuneration are included in production and business expenses

	Total salary fund	Profit before tax	Ratio/Profit before tax
Company-wide salary fund	68.498.777.451	17.563.789.090	390/100
Board of Directors - Supervisory Board remuneration	1.405.103.127		8/100

II. 2025 BUSINESS PRODUCTION PLAN AND PROFIT DISTRIBUTION

1. Target

Revenue	390,0 billion VND
Profit	15,3 billion VND
Dividends	15%

2. Salary fund plan and remuneration of the Board of Directors and Supervisory Board included in production and business costs

Company-wide salary fund	Ratio (salary fund/pre-tax profit)	390/100
Board of Directors - Supervisory Board remuneration	Ratio (remuneration/pre-tax profit)	8/100

III. 2024 FINANCIAL REPORT

The full text of the 2024 Audited Financial Statements is published on the ADC Website. Link: <https://adc.net.vn/bao-cai-tai-chinh-nam-2024/>

IV. 2025 AUDITING FIRM

The General Meeting of Shareholders authorizes the Board of Directors to select an auditing firm that meets the standards and capacity as prescribed by the Ministry of Finance and the State Securities Commission to audit the company's 2025 financial statements.

V. REPORTS AT THE CONGRESS

Through the reports of the Board of Directors, the reports of the Supervisory Board and the reports of the Board of Management at the General Meeting.

Respectfully submit to the General Meeting of Shareholders for consideration

BOARD OF DIRECTORS

ART DESIGN & COMMUNICATION JOINT STOCK COMPANY

CHAIRMAN

Dinh Gia Le

BOARD OF DIRECTORS' ACTIVITIES REPORT AT THE 2025 GENERAL MEETING OF SHAREHOLDERS

Part one

2024 PERFORMANCE RESULTS

A – BOARD OF DIRECTORS

The Board of Directors of Art Design & Communication Joint Stock Company was elected to consist of 05 members:

1. Dinh Gia Le – Chairman of the Board of Directors
2. Pham Van Thang – Member of the Board of Directors and CEO
3. Nguyen Bich La – Member of the Board of Directors and Deputy Director
4. Pham Huy Phong – Member of the Board of Directors
5. Le Hoang Hai – Member of the Board of Directors

B – BOARD OF DIRECTORS' ACTIVITIES REPORT 2024

I – Compensation, operating expenses and other benefits

Remuneration, operating expenses and other benefits of the Board of Directors and members of the Board of Directors are included in the company's business expenses in accordance with the provisions of the law on corporate income tax and are shown in the company's financial statements.

II – Summary of Board of Directors meetings and Board of Directors decisions

In 2024, the Board of Directors held 9 meetings (official and unofficial) to decide on important issues and promptly direct and resolve difficulties and problems arising in production and business activities.

1. 1st session 2024

- Meeting time: 04/01/2024.
- Decide on the contents:
 - o Approval of the 2023 business results.
 - o Approval of the 1st quarter 2024 business plan.

- Approval of some other important tasks that need to be done immediately.

2. 2nd session 2024

- Meeting time: 21/02/2024.
- Decide on the contents:
 - Approval of the policy of appointing the Deputy Director of Art Design & Communication Joint Stock Company.
 - Approval of the work of implementing the process of appointment of the Deputy Director of Art Design & Communication Joint Stock Company.

3. 3rd session 2024

- Meeting time: 23/02/2024.
- Decide on the contents:
 - Approval of the last registration date to exercise the right to attend the 2024 Shareholders' Meeting.
 - Approval of the last registration date to exercise the right to receive interim cash dividends in 2023.

4. 4th session 2024

- Meeting time: 02/04/2024.
- Decide on the contents:
 - Approval of the 1st quarter 2024 business results.
 - Approval of the 2nd quarter 2024 business plan.

5. 5th session 2024

- Meeting time: 28/05/2024.
- Decide on the contents:
 - Approval of the policy of reappointing the Deputy Director of Art Design & Communication Joint Stock Company.
 - Approval of the implementation of the process of reappointing the Deputy Director of Art Design & Communication Joint Stock Company.

6. 6th session 2024

- Meeting time: 04/07/2024.

- Decide on the contents:
 - o Approval of the production and business results for the first 6 months of 2024.
 - o Approval of the production and business plan for the 3rd quarter of 2024.
 - o Approval of the selection of an auditing unit for 2024.

7. 7th Session 2024

- Meeting time: 17/07/2024.
- Decide on the contents:
 - o Approval of the reappointment of the Deputy Director of Art Design & Communication Joint Stock Company.

8. 8th Session 2024

- Meeting time: 08/08/2024.
- Decide on the contents:
 - o Approval of the dismissal of Mr. Le Hoang Hai.
 - o Approval of the election of Mr. Dinh Gia Le as Chairman of the Board of Directors.

9. 9th Session 2024

- Meeting time: 30/09/2024.
- Decide on the contents:
 - o Approval of the production and business results for the first 9 months of 2024
 - o Approval of the production and business plan for the 4th quarter of 2024.

III – Monitoring results for the Executive Board

The Board of Directors has performed well the assigned tasks. The company operates stably, complying with the provisions of State Law.

Part two

2025 OPERATION PLAN

Our Board of Directors, with the function of representing shareholders, sets out strategic directions and develops a master plan for 2025, specifically:

1. Continue to direct the company's development direction to maintain growth momentum.
2. Closely monitor the development of production and business situation in 2025 to make timely adjustments in direction and development orientation.
3. Orientation for the Executive Board: Actively seek and exploit to expand production and business activities; Take advantage of all opportunities, focus on investing in product development and market expansion; Complete and improve the efficiency of corporate governance; Focus on improving the quality of human resources to keep up with the operational requirements and long-term development strategy of the Company.

Based on the Resolution of the General Meeting of Shareholders today, the Board of Directors will continue to concretize it into Resolutions, and at the same time focus on directing and supervising the Executive Board to successfully implement the 2025 production and business plan.

Our Board of Directors commits to continue to make efforts to comprehensively, closely and specifically direct all production and business activities of the company to preserve capital, the rate of return on capital, dividends and shareholders' rights.

*

* *

Above is the entire content of the Board of Directors' activities in 2024 and the orientation of the 2025 operating plan.

On behalf of the Board of Directors of Art Design & Communication Joint Stock Company, I would like to sincerely thank the delegates for their attendance as well as the trust that shareholders have placed in the Board of Directors.

Wishing shareholders good health and sincerely thanking!

**BOARD OF DIRECTORS
CHAIRMAN**

Dinh Gia Le

REPORT ON PRODUCTION AND BUSINESS ACTIVITIES AT THE 2025 GENERAL MEETING OF SHAREHOLDERS

Part one

BUSINESS RESULTS IN 2024

I – BUSINESS PRODUCTION CONTEXT IN 2024

In 2024, the distribution business had many achievements, but the company still had to face many difficulties. Competitors were constantly growing. Their working methods were also changing unpredictably. In order to maintain the market in 2024, the Sales - Distribution department worked very hard to complete and exceed the set business plan.

Retail operations in 2024 will face many difficulties. This is a difficulty due to the general impact of the economy. Many industries are facing difficulties, cutting staff, adjusting salaries, leading to a decrease in people's purchasing power. Retail revenue has not reached the desired level. However, in 2024, the company opened another retail store on Tran Phu Street, Ha Dong, Hanoi, so in terms of business data, the Retail Business segment still achieved and exceeded the revenue plan.

Communications, administration, and accounting are stable sectors in 2024.

The company is internally united. The enterprise implements well the democratic regulations at the grassroots level, organizes well the emulation movements; takes care of the material and spiritual life of the collective; practices thrift; fully implements the regimes and policies for all members of the collective.

The results of 2024 are the result of the solidarity and coordination of the entire company. That result has demonstrated the hard work, determination, and efforts of each individual, each department in particular, and the entire company in general over the past year.

II – SUMMARY OF BUSINESS RESULTS 2024

The Company's main areas of operation in 2024

- Publishing and releasing Educational products.
- Design and print publications for the Education sector.
- Trading in Books – Equipment and teaching aids ; Mini play area for children.

- Communication, organization of fairs, exhibitions, introduction of commercial products

Summary data of the company's 2024 production and business plan

1. Target:

<i>Target</i>	Implementation 2024	Plan 2024	Ratio
Revenue	414,3 billion VND	433 billion VND	95,7%
Profit before tax	17,6 billion VND	19,2 billion VND	91,7%

2. Compare business results 2024/2023

<i>Target</i>	Implementation 2024	Plan 2024	Ratio (2024/2023)
Revenue	414,3 billion VND	433,3 billion VND	95,6%
Profit before tax	17,6 billion VND	18,2 billion VND	96,7%

III – PROFIT DISTRIBUTION AND FUNDS ESTABLISHMENT IN 2024

<i>Target</i>	Amount (VND)
Profit before tax	17.563.789.090
Corporate income tax	3.601.846.612
Profit after tax	13.961.942.478
<i>Distribution of profit after tax</i>	
Dividend (15% / year)	5.966.904.000
Bonus fund (5%)	698.097.124
Welfare Fund (10%)	1.396.194.248
Operating fund of Board of Directors, Supervisory Board (5%)	698.097.124
Development Investment Fund (Remainder)	5.202.649.982

IV – COMPANY SALARY FUND AND BOARD OF DIRECTORS - SUPERVISORY BOARD REMUNERATION

(Production and business costs)

	Total salary fund	Profit before tax	Ratio/Profit before tax
Company-wide salary fund	68.498.777.451	17.563.789.090	390/100
Board of Directors - Supervisory Board remuneration	1.405.103.127		8/100

V – SHAREHOLDERS AND SHARES

- Number of shareholders as of March 21, 2024: 265 shareholders
- Capital structure and number of shares by type:

No.	Capital structure	Number of shares held (CP)	Equity value (VNĐ)	Ownership ratio
Total number of shares		3.977.936	39.779.360.000	100%
A	ORGANIZATION (5)	1.499.719	14.997.190.000	37.70%
1	<u>Domestic (4):</u>			
	1. Vietnam Education Publishing House	1.487.772	14.877.720.000	37,40%
	2. Other organizations (3)	747	7.470.000	0,02%
2	<u>Foreign (01):</u>			
	1. SBI SECURITIES CO.,LTD.	11.200	112.000.000	0,28%
B	INDIVIDUAL (260)	2.478.217	24.782.170.000	62,30%
1	<u>Domestic (256):</u>			
	1. Le Hoang Hai	409.645	4.096.450.000	10,30%
	2. Pham Van Thang	281.244	2.812.440.000	7,07%
	3. Nguyen Viet Hung	198.640	1.986.400.000	4,99%
	4. Pham Thi Ngoc Diep	195.780	1.957.800.000	4,92%
	5. Pham Xuan Ha	189.900	1.899.000.000	4,77%
	6. Other shareholders (230)	884.093	8.840.930.000	22,22%
2	<u>Foreign (04):</u>			
	1. DENNIS PETER ERIC	317.925	3.179.250.000	7,99%
	2. Other shareholders (3)	990	9.900.000	0,02%

VI – SOME OTHER WORK

Continue to stabilize and develop the ADCBook Educational Equipment Center system and implement solutions to enhance the reputation and service quality of ADC as well as ADCBook. Continue to review, consolidate and perfect working processes and service styles to increase competitiveness; Strengthen communication through Website, Fanpage, other media; Organize training courses for managers and professional sales staff.

Part two

GOALS, TASKS AND TARGETS OF THE 2025 BUSINESS PLAN

I – GOAL, MISSION

1. Goal

- Continue to build and consolidate to continue developing the company to become a strong brand in the publishing market as well as the retail business of books and stationery.
- Develop new business segments, build new brands to expand scale, increase production and business efficiency.
- Maintain a stable growth rate along with perfecting and consolidating all aspects of production and business activities to ensure sustainable development.

2. Mission

- Recruit and train a team of competent and qualified editors to meet the publishing needs in a competitive market, while simultaneously training and improving the skills of the team of artists to complete the task of making books according to the plan and schedule of the Vietnam Education Publishing House. Continue to consolidate and maintain ADC as the leading brand in the field of design and illustration of educational publications.
- Focus all resources, take advantage of all opportunities to build and consolidate the publishing sector, supply books, documents, pictures, and equipment for preschool education. Closely follow and deeply research the market, diversify products, improve service quality, and diversify distribution channels to maintain and expand the market
- Continue to invest in developing the publishing sector to serve the entertainment needs, improve knowledge and skills for children as well as improve parenting knowledge for parents. Make efforts to invest and develop the ADC book brand to bring readers products that meet their needs and tastes...
- Continue to search and open new retail outlets in Hanoi while taking care to consolidate and improve service quality, maintaining ADCBook as the number one retail brand for books, stationery and school supplies in Hanoi.
- Invest in developing new distribution channels through implementing projects as well as providing books to school libraries nationwide

II – 2025 PRODUCTION AND BUSINESS PLAN TARGETS

1. Financial indicators

Revenue	390,0 billion VND
Profit	15,3 billion VND
Dividends	15%

2. Company-wide salary fund targets and remuneration of the Board of Directors and Board of Supervisors (Production and business costs)

Company-wide salary fund	Ratio (salary fund/pre-tax profit)	390/100
Board of Directors - Supervisory Board remuneration	Ratio (remuneration/pre-tax profit)	8/100

3. Plan to select an audit unit 2025

The General Meeting of Shareholders authorizes the Board of Directors to select an auditing unit that meets the standards and capacity as prescribed by the Ministry of Finance and the State Securities Commission to audit the company's financial statements.

*

* *

The above is the entire content of the Company's business performance report. The above results show that in 2024, the Board of Directors and the Executive Board have properly, fully and promptly implemented the resolutions and tasks set forth by the General Meeting of Shareholders, and at the same time directed and operated all business performance activities of the Company in compliance with State laws and the Company's Charter. Ensuring revenue, profit and dividends for shareholders.

On behalf of the Company, I would like to sincerely thank the attention and support of delegates and shareholders.

Best wishes, thank you very much!

**ART DESIGN & COMMUNICATION
JOINT STOCK COMPANY
DIRECTOR**

Pham Van Thang



REPORT ON THE SUPERVISORY BOARD'S ACTIVITIES AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

- Pursuant to the Law on Enterprises of the Socialist Republic of Vietnam No. 59/2020/QH14 dated June 17, 2020;

- Pursuant to the Charter of Art Design & Communication Joint Stock Company;

- Based on the 2024 Financial Statements audited by AAC Auditing and Accounting Company Limited;

- Based on the actual supervision and control of operations and production and business activities at the Company.

The Company's Board of Supervisors would like to report the results of inspection and supervision of the Company's operations in 2024, including the following main contents:

- Activities of the Board of Supervisors
- Results of monitoring the activities of the Board of Directors and Board of Management
- Results of monitoring and evaluating the company's financial reports
- Recommendations of the Board of Supervisors

I. ACTIVITIES OF THE SUPERVISION BOARD

The Board of Supervisors currently consists of 3 members:

Ms. Nguyen Thi Thu Hong, Head of Board

Ms. Tran Thi Thu Huong, Member

Mr. Vu Duc Tinh, Member

In 2024, the Board of Supervisors will conduct inspection and supervision of compliance with the provisions of the Enterprise Law, the Company's Charter of Organization and Operation in managing and operating all production and business activities, specifically:

- Check and supervise the implementation of the resolutions of the Shareholders' Meeting for the Board of Directors and the Board of Directors of the Company.

- Check and supervise the implementation of the company's 2024 production and business plan.

- Review the appropriateness of the decisions made by the Board of Directors and the Board of Management; control the order and procedures for issuing the

Company's documents in accordance with the provisions of the Law and the Company's Charter..

- Monitor and review quarterly financial reports to assess the reasonableness of financial figures; monitor the Board of Directors in implementing recommendations made by the Independent Auditing Company..

- Check and supervise information disclosure in accordance with the provisions of the Charter and regulations of the State Securities Commission.

II. RESULTS OF MONITORING THE ACTIVITIES OF THE BOARD OF DIRECTORS AND BOARD OF DIRECTORS

- The resolutions of the General Meeting of Shareholders and the resolutions of the Board of Directors were fully and seriously implemented. The financial targets approved by the General Meeting at the beginning of the year all exceeded the plan. The company's expected dividend for 2024 is 15%, to be paid in the near future.
- Decisions of the Board of Directors and the Board of Management are made in accordance with the prescribed procedures, in accordance with the Law on Enterprises and the Company Charter.
- The company's production and business activities are developing well. 2024 is the fifth year, also the last year according to the roadmap to complete the replacement of new textbooks according to the 2018 General Education Program. The company's Board of Directors and staff have made efforts to maintain and develop production and business activities, ensuring the planned dividend payment rate for shareholders.
- With a team of dynamic and creative staff, the Company always strives to maintain and develop relationships between traditional partners, while expanding relationships with new customers and partners. Research and implement strategic directions for market development, products and sales policies, organize training courses to improve service quality, meet the immediate and long-term practical requirements of the business.
- The company currently has a chain of stores selling books and educational equipment under the AdcBook brand, which has a high reputation in the market, contributing greatly to the company's overall profits.
- The company's management and operations are becoming more and more disciplined, and capital is used effectively.
- The company's financial work is carried out seriously and in accordance with State regulations. Financial reports are prepared fully and on time. In 2024, the company conducted an audit as prescribed. The audit results recorded that the company's financial reports accurately and honestly reflected the company's financial situation.

- The Company has strictly implemented information disclosure regulations according to the provisions of the Law and the provisions of the Charter.

Based on the results of the inspection and supervision, the Board of Supervisors has no additional comments on the contents of the 2024 management and operation assessment report of the Board of Directors, Board of Directors and Board of Supervisors.

III. RESULTS OF MONITORING AND EVALUATING FINANCIAL REPORTS IN 2024

The 2024 financial statements (audited) have honestly and accurately reflected the company's financial situation as of December 31, 2024, in accordance with current Accounting Standards and Regimes.

Some key indicators of business results in 2024

Unit: Billion VND

No	Target	Plan for 2024	Implementation in 2024	Compare (%)
1	Revenue	433	414,3	95,7%
2	Profit before tax	19,2	17,6	91,7%

1. Financial Statement Review

a. On implementing the prescribed accounting regime:

- Accounting period, currency used in accounting :
- + The accounting year begins on January 1 and ends on December 31 of each year.
- + Financial statements and accounting transactions are prepared and recorded in Vietnamese Dong (VND).
- Applicable accounting standards and regimes
 - + The Company applies the Vietnamese Accounting System, issued under Circular No. 200/2014/TT-BTC dated December 22, 2014, the Vietnamese accounting standards system and related amendments and supplements of the Ministry of Finance.
 - + Accounting form: General journal.
 - + Financial statements are prepared in accordance with Vietnamese accounting standards and regulations of NXBGDVN.

b. Reference accounting data

The Board of Supervisors based on the financial statements audited by AAC Auditing and Accounting Company Limited as of December 31, 2024.

2. Evaluate some financial indicators in 2024

- **About revenue:** Revenue target reached 95.6% compared to the 2024 plan approved by the General Meeting of Shareholders and reached 95.6% compared to the implementation in 2023.

- **About profits:** Profit reached 91.7% compared to the 2024 plan approved by the General Meeting of Shareholders and reached 96.7% compared to the implementation in 2023.

Revenue and profit in 2024 decreased compared to 2023, not achieving the planned target due to the increasingly difficult economic context and fierce competition.

- **Pre-tax profit margin on charter capital reached:** 44,1%

- **Dividend ratio achieved:** 15% per year. Compared to the current bank interest rate, this is a fairly high dividend rate, demonstrating the company's sustainable, stable and on-track development.

IV. SUPERVISION BOARD'S RECOMMENDATIONS

2025 is forecasted to continue to be a very difficult year for the national economy in general and the Company's production and business activities in particular. The Board of Supervisors continues to perform its functions and tasks in accordance with the Company's Charter of Organization and Operation. In order for the Company to develop more and more strongly, the Board of Supervisors recommends:

- The Board of Directors and the Executive Board of the Company continue to promote the Company's strengths, actively research, seek new directions, develop and expand new products to increase revenue for the Company.

- Update and continue to fully implement policies, regulations of the State, and internal regulations of the Company.

- Promote and further strengthen professional training and development to improve the professional qualifications of staff and improve work efficiency.

Above is the entire report of the Board of Supervisors before the 2025 General Meeting of Shareholders for Art Design & Communication Joint Stock Company. The Board of Supervisors has fully performed the tasks assigned by the General Meeting of Shareholders. On behalf of the members of the Board of Supervisors, I would like to thank the Board of Directors, the Board of Management, individuals as well as shareholders for their cooperation, facilitation and assistance in completing the tasks.

Thank you very much!

BOARD OF SUPERVISION
Head of Supervisory Board

Place of receipt:

- *Shareholders;*

- *Board of Directors, Board of Management,
Chief Accountant.*

Nguyen Thi Thu Hong

**ART DESIGN & COMMUNICATION
JOINT STOCK COMPANY****SOCIALIST REPUBLIC OF VIETNAM****Independence - Freedom - Happiness**

No. / Ttr-MTTT

Hanoi,, 2025

SUBMISSION*Re: Election of 01 additional member to the Board of Directors for the 2023 - 2028 term***To: Annual General Meeting of Shareholders 2025****Art Design & Communication Joint Stock Company***Base:**- Enterprise Law No. 59/2020/QH14 was passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020 and documents guiding the Enterprise Law;**- Securities Law No. 54/2019/QH14 was passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, effective from January 1, 2021 and documents guiding the Securities Law;*

The Board of Directors of Arts Design and Communication Joint Stock Company for the 2023 - 2028 term currently has 04 members including:

1. Dinh Gia Le – Chairman of the Board of Directors
2. Pham Van Thang – Member of the Board of Directors and General Director
3. Nguyen Bich La – Member of the Board of Directors and Deputy Director
4. Pham Huy Phong – Member of the Board of Directors

Respectfully submit to the General Meeting of Shareholders to elect 01 additional member to the Board of Directors for the remaining term of 2023 - 2028, specifically as follows:

- Number of additional member BoD : one (01).
- Standards: According to the provisions of the Company Charter, Election Regulations and current Laws.
- The election regulations and documents related to the candidacy and nomination of members of the Board of Directors are attached to this document.

Respectfully submit to the General Meeting of Shareholders for consideration.

BOARD OF DIRECTORS**ART DESIGN & COMMUNICATION JOINT STOCK COMPANY****CHAIRMAN****Dinh Gia Le**

ART DESIGN & COMMUNICATION JOINT
STOCK COMPANY

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Hanoi,, 2025

REGULATIONS
CANDIDATES, ELECTION OF ADDITIONAL MEMBERS OF THE BOARD
OF DIRECTORS
TERM 2023 – 2028
AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

.....

Base:

- *Enterprise Law No. 59/2020/QH14 and documents guiding the Enterprise Law;*
- *Securities Law No. 54/2019/QH14 and documents guiding the Securities Law;*
- *Charter of organization and operation of Art Design & Communication Joint Stock Company.*

The 2025 Annual General Meeting of Shareholders of Art Design & Communication Joint Stock Company (hereinafter referred to as the Company) will elect one (01) member of the Board of Directors according to the following contents:

I. SUBJECTS AND SCOPE OF APPLICATION

- This regulation guides the order and procedures for nomination and election of additional members of the Board of Directors (BOD) of Art Design & Communication Joint Stock Company.
- Candidates participating in the election for members of the Board of Directors are responsible for implementing the contents of this Regulation.
- Shareholders owning shares with voting rights and authorized representatives of shareholders owning shares with voting rights (according to the list of shareholders of the Company as of March 27, 2025) have the right to vote to elect additional members of the Board of Directors of Art Design & Communication Joint Stock Company.

II. REGULATIONS ON NOMINATION AND CANDIDATES FOR BOARD OF DIRECTORS

1. Composition and term of the Board of Directors

- Number of additional Board members elected: 01 person
- Term of office of elected members of the Board of Directors: 2023-2028
- Number of candidates for Board of Directors: no restrictions

2. Board of Directors member standards

- Have full civil act capacity, not be subject to prohibition from managing enterprises according to the provisions of Clause 2, Article 17 of the Law on Enterprises.
- Members of the Board of Directors must meet the standards and conditions prescribed in Clause 1 and Clause 2, Article 155 of the Law on Enterprises and the Company Charter.

3. Procedures for nominating and running for membership of the Board of Directors

- In case the Board of Directors candidates have been identified, the Company shall publish information related to the candidates at least 10 days before the opening date of the General Meeting of Shareholders on the Company's website so that shareholders can learn about these candidates before voting. Information related to the Board of Directors candidates to be published includes:

- + Full name, date of birth;
- + Professional qualifications;
- + Work process;
- + Other management positions (including positions on the Board of Directors of other companies);
- + Benefits related to the Company and its related parties;
- + Other information (if any).

- Shareholders holding voting shares have the right to aggregate the number of voting rights of each person to nominate candidates for the Board of Directors. Shareholders or groups of shareholders holding from 10% to less than 15% of the total number of voting shares may nominate one (01) candidate; from 15% to less than 30% may nominate up to two (02) candidates; from 30% to less than 40% may nominate up to three (03) candidates; from 40% to less than 50% may nominate up to four (04) candidates; from 50% to less than 60% may nominate up to five (05) candidates; from 60% to less than 70% may nominate up to six (06) candidates; from 70% to less than 80% may nominate up to seven (07) candidates; and from 80% or more may nominate up to eight (08) candidates

- In case the number of candidates for the Board of Directors through nomination and candidacy is still not enough as required in Clause 5, Article 115 of the Law on Enterprises, the incumbent Board of Directors shall introduce additional candidates or organize nominations in accordance with the provisions of the Company Charter, Internal Regulations on Corporate Governance and the Operating Regulations of the Board of Directors. The introduction of additional candidates by the incumbent Board of Directors must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with the provisions of law.

- Members of the Board of Directors must meet the standards and conditions prescribed in Clause 1 and Clause 2, Article 155 of the Law on Enterprises and the Company Charter.

4. Nomination and candidacy documents for Board of Directors members

Nomination and candidacy documents for Board of Directors members include:

- Nomination form for Board of Directors members (according to the form attached to this Regulation).
- CV of candidate for Board of Directors (according to the form attached to this Regulation).
- Notarized copies of documents: Citizen ID card, certificate of professional qualifications and educational level.

❖ Nomination and candidacy documents for Board of Directors members must be sent to the Company's headquarters before 12:00 noon on April 10, 2025 at the address:

Nguyen Bao Oanh - Secretary of the Board of Directors (Phone: 0983 281137)

Art Design & Communication Joint Stock Company

Address: 12A Floor, Diamond Flower Building, Le Van Luong Street, Thanh Xuan, Hanoi

III. INSTRUCTIONS ON HOW TO ELECT ADDITIONAL MEMBERS OF THE BOARD OF DIRECTORS

1. Principles for electing members of the Board of Directors

- The election of members of the Board of Directors is carried out at the General Meeting by cumulative voting method.
- Cumulative voting method: each shareholder/authorized representative has a total number of votes corresponding to the number of shares owned/represented (x) with the number of elected members of the Board of Directors.
- Shareholders have the right to vote all or part of their total votes for one or several candidates, the remaining votes may not be voted for any candidate. The total number of votes for candidates must not exceed the total number of votes entitled to vote stated in the shareholder information section of the ballot.

2. Ballots and how to write ballots

- Each shareholder/authorized representative attending the General Meeting will be given 01 ballot for Board of Directors members by the General Meeting Organizing Committee corresponding to the number of shares owned.
- The ballot is stamped with the Company's seal, on each ballot there is the total number of shares owned/authorized, the total maximum number of voting rights is calculated according to the principle of cumulative voting. When shareholders/authorized representatives are given ballots, they

must check the information about the code number and number of shares, number of votes written on the ballot, if there is any error, they must notify immediately at the time of receiving the ballot.

- Shareholders/authorized representatives must fill in all required information on the ballot.

3. Invalid ballot

- Ballots are not issued by the Congress Organizing Committee.
- Ballots are torn, have erasures, have content corrections, have names of people not on the list of candidates that the Congress unanimously nominated and ran for election before voting.
- The ballot has the total number of voting rights for the candidate of the shareholder exceeding the total number of voting rights that the shareholder owns/is authorized to have.
- Ballot without signature of shareholder/shareholder representative.
- Invalid ballots will be invalid and will be eliminated by the Organizing Committee when counting votes.

4. Ballot Counting Committee, voting and counting principles

▪ Vote Counting Committee

- The Ballot Counting Committee is nominated by the Chairman and approved by the General Meeting of Shareholders.
- Members of the Ballot Counting Committee must not be on the list of nominees and candidates for additional election to the Board of Directors.
- The Counting Committee is responsible for:
 - + Through the Election Regulations
 - + Introducing ballots and distributing ballots
 - + Check and monitor voting
 - + Organize vote counting
 - + Prepare minutes and announce election results before the Congress
- The Ballot Counting Committee must ensure honesty and confidentiality during the vote counting process. The Ballot Counting Committee must be responsible to the Congress for the accuracy of the vote counting results. After counting the votes, the Ballot Counting Committee must prepare a record of the vote counting results, announce it to the Congress, then seal the ballots and hand over the election-related data to the Congress Chairman.

▪ Principles of voting and counting

- The Ballot Counting Committee checks the ballot boxes in the presence of shareholders.
- Voting begins after the list of candidates for the Board of Directors has been finalized and ends when the last shareholder casts his/her vote into the ballot box.

- The counting of votes must be carried out immediately after the voting ends.
- The vote counting results are recorded in writing and announced by the Head of the Vote Counting Committee before the Congress.

▪ **Principle of election**

- The elected members of the Board of Directors are determined by the number of votes from high to low, starting from the candidate with the highest number of votes until there are enough members of the Board of Directors to be elected.

- In case there is more than one candidate who has the same number of votes for the final member of the Board of Directors and needs to be eliminated to reach the required number of elected members according to regulations, the person who owns or represents more shares will be selected. If the number of shares owned or represented is equal, a re-election will be held between these candidates to select.

▪ **Prepare and publish the Minutes of the vote counting**

- After counting the votes, the Vote Counting Committee must make a vote counting record. The content of the vote counting record includes: Total number of shareholders attending the meeting, total number of shareholders participating in voting, number of valid votes, number of invalid votes, number of blank votes, number and percentage of voting rights for each candidate for the Board of Directors.

- The full text of the vote counting minutes must be announced before the Congress.
- Complaints about election results will only be considered at the General Meeting, shareholders are not allowed to object to this validity at any other time. In case of disagreement about election procedures or election results, the Ballot Counting Committee will re-examine and ask for the General Meeting's opinion for decision.

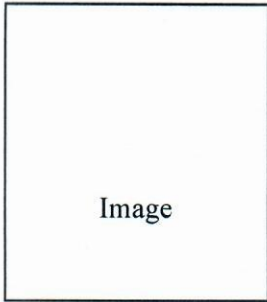
IV. IMPLEMENTATION PROVISIONS

This regulation is the legal basis for the order and procedures for nomination, candidacy, and election of additional members of the Board of Directors for Art Design & Communication Joint Stock Company, drafted by the Board of Directors and approved at the 2025 Annual General Meeting of Shareholders held on April 25, 2025.

BOARD OF DIRECTORS

CHAIRMAN

Dinh Gia Le



Personal background

CANDIDATES FOR THE BOARD OF DIRECTORS ART DESIGN & COMMUNICATION JOINT STOCK COMPANY TERM 2023-2028

1. Full name:
2. Gender: Male/Female
3. ID number: Date of issue Place of issue
4. Date of birth:
5. Place of birth:
6. Nationality:
7. Ethnicity: Hometown:.....
8. Permanent address:
9. Current residence:
10. Contact phone number:.....
11. Cultural level:.....
12. Professional qualifications:
 -
 -
 -
13. Work history: (summarize workplace, position, occupation)
 -
 -
 -
14. Names of Companies the candidate is holding other positions:
 -
 -
15. Current position at the Company:.....
16. Number of shares held:..... shares
17. Total number of shares of the nominated shareholder group:..... shares

I hereby certify that the above statements are completely true. If they are false, I will take responsibility before the law.

**Confirmation of agency/
locality where work is**

....., date.....month.....year 2025
Declarant

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NOMINATION FORM

Board Member

Dear: Organizing Committee of the 2025 Annual General Meeting of Shareholders

Art Design & Communication Joint Stock Company

Shareholders:.....

Business registration number/CCCD/Passport:.....

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

Legal representative if shareholder is an organization:.....

Address:

Number of shares owned:.....

(In words:)

Corresponding to the total face value: VND

After reviewing the conditions and criteria for candidacy and nomination for membership in the Board of Directors in the Enterprise Law, the Company Charter and the Election Regulations at the 2025 Annual General Meeting of Shareholders,

I recommend:

1. I am running for the Board of Directors

☐

2. I nominate someone else to be a member of the Board of Directors

☐

- Name of nominee:

- Date of birth:.....

- ID card/Passport number:..... Date of issue..... Place of issue.....

- Address:.....

- Other information:.....

(Shareholders who wish to nominate for any position shall mark an “x” in the corresponding blank box. The nomination form shall be sent to the Art Design & Communication Joint Stock Company together with the candidate’s profile).

....., date ... month ... year 2025

Shareholders

(Sign and print your full name)

Attached documents:

- *Valid copy of CCCD/Passport;*
 - *Valid copies of relevant diplomas;*
 - *Candidate's resume according to the form*
-

Shareholders are requested to confirm their candidacy/nomination at the address:

Organizing Committee of the 2025 Annual General Meeting of Shareholders

Art Design & Communication Joint Stock Company

Address: 12A Floor, Diamond Flower Building, Le Van Luong Street, Nhan Chinh Ward, Thanh Xuan District, Hanoi.

Phone: (024) 73 068 789 Fax: (024) 3512 1385

Time: no later than 12:00 p.m., April 10, 2025

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**AUTHORIZATION DOCUMENT TO ESTABLISH A
SHAREHOLDER GROUP**

**Dear: Organizing Committee of the 2025 Annual General Meeting of Shareholders
Art Design & Communication Joint Stock Company**

Today, on the ... day of the ... month of the year 2025, we are shareholders of Art Design & Communication Joint Stock Company together holding shares (In words:), corresponding to a total par value of.....VND, accounting for% of the voting shares of Art Design & Communication Joint Stock Company listed below:

No.	Full name	ID card/ Business registration number	Date of issue	Place of issue	Number of shares owned	Signature/ Signature of representative
	Total					

We commit to be shareholders owning shares of Art Design & Communication Joint Stock Company continuously for months up to

We unanimously nominate:

1. Mr./ Mrs :.....

ID number: Date of issue Place of issue.....

Permanent address :

Education level : Specialized:.....

Current position :

Currently owned : share (*In words* :
.....)

Corresponding to the total face value : VNĐ

2. Mr./ Mrs :.....

ID number: Date of issue Place of issue.....

Permanent address :

Education level : Specialized:.....

Current position :

Currently owned : share (*In words* :
.....)

Corresponding to the total face value : VNĐ

3. Mr./ Mrs :.....

ID number: Date of issue Place of issue.....

Permanent address :

Education level : Specialized:.....

Current position :

Currently owned : share (*In words* :
.....)

Corresponding to the total face value : VNĐ

To be a candidate for the Board of Directors of Art Design & Communication Joint Stock Company for the 2023-2028 term, to be elected at the 2025 Annual General Meeting of Shareholders held on April 25, 2025.

At the same time we agreed to nominate:

Mr./ Mrs :.....

ID number: Date of issue Place of issue.....

Permanent address:

Currently owned : share (*In words* :
.....)

Corresponding to the total face value : VNĐ

Act as a group representative to carry out nomination procedures in accordance with regulations on nomination and candidacy for the Board of Directors of Art Design & Communication Joint Stock Company at the 2025 Annual General Meeting of Shareholders held on April 25, 2025.

....., date ... month ... year 2025

Signatures of shareholders

Mr./ Mrs:

Mr./ Mrs:

Mr./ Mrs:

Mr./ Mrs:

Mr./ Mrs: