

No.: /BB-DHĐCĐ

Hanoi, April 9th, 2025

DRAFT

MINUTES

2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

HANOI EDUCATION INVESTMENT & DEVELOPMENT

JOINT STOCK COMPANY

- Company Name:* Hanoi Education Investment and Development Joint Stock Company (HEID)
- Business registration No.:* 0102222393 issued by the Department of Planning and Investment of Hanoi City, first registered on April 17, 2007, 4th change issued on April 26, 2021.
- Head office address* 187B Giang Vo, Cat Linh Ward, Dong Da District, Hanoi City, Vietnam.
- Meeting time:* Started at 8:30 a.m. on April 9, 2025 .
Ended at ... a.m. the same day.
- Meeting location:* 12th floor hall - HEID Office Building, Lane 12 Lang Ha, Thanh Cong Ward, Ba Dinh District, Hanoi City, Vietnam.
- Meeting agenda and content:* According to the agenda and content of the Meeting approved by the General Meeting of Shareholders (GMS), including:
1. Approving on the Report on the Board of Directors' activities in 2024 and the operation plan for 2025.
 2. Approving on the Report of the Board of Management on operational and management performance in 2024 and plan for 2025.
 3. Approving on the Report on the Board of Supervisors's activities in 2024 and the operation plan for 2025.

4. Approving on the audited separate and consolidated financial statements for 2024.
5. Approval of the Report on 2024 profit distribution plan and plan for 2025.
6. Approving on the Report on remuneration of the Board of Directors and the Board of Supervisors in 2024 and the plan for 2025
7. Approving on the cash dividend payment in 2024.
8. Approving on the contracts and transactions between Hanoi Education Investment and Development Joint Stock Company (HEID) and Vietnam Education Publishing House Limited Company (VEPH
9. Approving on the submission for selecting an independent Auditing Company to audit the 2025 Financial Statements.
10. Approving on the submission on dismissal and election of additional members of the Board of Directors, Board of Supervisors for the term 2022 – 2027;

Chairman of the Meeting: Mr. Nguyen Chi Binh - Chairman of the Board of Directors.

Secretary of the Meeting: Ms. Nguyen Thu Ha - Head of Secretariat

Mr. Nguyen Anh Quang - Member, Electronic Secretary

Number of shareholders (including representatives of shareholders attended the meeting): ... shareholders, the total number of votes of shareholders attending the meeting is ... votes, accounting for ...% of the total number of votes of the Company's shareholders.

I. PARTICIPANTS AND LEGALITY OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

1. Participants

1.1 Shareholders and shareholder's representatives of HEID.

1.2 Guests:

On behalf of :

-

.....
On behalf of the Publishing House in Hanoi:

.....
On behalf of AASC Auditing Limited Company :

.....
2. Legality, validity

2.1. The Shareholder Registration Committee carried out the procedures for registration to attend the General Meeting of .

2.2. Ms. Ta Thi Thanh Huyen - Head of Shareholder Registration Board read the Report on checking the qualifications of shareholders attending the meeting.

At 8:30 a.m: Total number of shareholders attending the meeting (*including representatives of shareholders*) : ... shareholders, total number of votes of shareholders attending the meeting: ... votes , accounting for ...% of the total number of votes of the Company's shareholders. All shareholder representatives were qualified to attend the General Meeting.

According to the Law on Enterprise No. 59/2020/QH14 and the Charter of organization and operation of HEID, the 2025 Annual General Meeting of Shareholders was eligible to be held.

2.3. MC Hoang Le Mai Phuong, on behalf of the Organizing Committee, performed the flag salute ceremony, announced the reason, and introduced the attendees.

II. MEETING CONTENT

1. The Meeting proceeded with the procedures to approve the Presidium, the Vote Counting Committee and introduce the Secretariat.

1.1. The Presidium consists of 3 members:

- | | |
|---|-----------|
| - Mr. Nguyen Chi Binh, Chairman of the Board of Directors | Directors |
| - Mr. Le Thanh Anh , Member of Board of Directors | Member |
| - Ms. Duong Thi Viet Ha , Member of Board of Directors | Member |

The GMS voted to approve the Presidium's members by raising voting cards. Results:

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+*Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+*Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

1.2. The Secretariat consists of:

The Presidium assigned and introduced the Secretariat:

- | | |
|------------------------|------------------------------|
| - Mrs. Nguyen Thu Ha | Head of Secretariat |
| - Mr. Nguyen Anh Quang | Member, Electronic Secretary |

1.3. The Vote counting committee consists of 3 members:

- | | |
|------------------------|--|
| - Mr. Nguyen Tai Tung | Head of Vote Counting Committee |
| - Ms. Ngo Thi Kim Oanh | Deputy Head of Vote Counting Committee |
| - Mr. Le Hai Nam | Member of Vote Counting Committee |

The GMS voted to approve the Vote Counting Committee by raising voting cards. Results:

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+*Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+*Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

2. Approval of the Working and Voting Regulations at the General Meeting of Shareholders

The GMS voted to approve the Working and Voting Regulations at the General Meeting of Shareholders by raising voting cards. Results:

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+ *Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

3. Approval of the agenda of the General Meeting of Shareholders

The GMS voted to approve the agenda of the Meeting by raising voting cards. Results:

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+ *Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

4. Presenting reports and submissions at the meeting (*Reports and submissions were attached to this Minutes*)

4.1. Mr. Nguyen Chi Binh - Chairman of the Board of Directors presented:

Report on the Board of Directors' activities in 2024 and the operation plan for 2025.

4.2. Mr. *Le Thanh Anh* - Member of the Board of Directors presented:

Report of the Board of Management on business performance in 2024 and plan for 2025.

4.3. Mr. *Nguyen Cong Dung* - Head of the Board of Supervisors presented:

Report on the Board of Supervisors's activities in 2024 and the 2025 operation plan.

4.4. Ms. *Duong Thi Viet Ha* - Member of the Board of Directors presented the following submissions and reports:

- Submission on the approval of the audited separate and consolidated financial statements for 2024.
- Report on the 2024 profit distribution plan and plan for 2025.
- Report on remuneration of the Board of Directors and the Board of Supervisors in 2024 and the plan for 2025.
- Submission on the approval of cash dividend payment in 2024.
- Submission on the approval of contracts and transactions between Hanoi Education Investment and Development Joint Stock Company (*HEID*) and Vietnam Education Publishing House Limited Company (*VEPH*).

4.5. Mr. *Nguyen Cong Dung* - Head of the Board of Supervisors presented the following submissions:

Submission on the selection of an independent auditing company to audit the 2025 financial statements.

4.6. Mr. *Le Thanh Anh* - Member of the Board of Directors presented the following contents:

Submission on dismissal and election of additional members of the Board of Directors, Board of Supervisors for the term 2022 – 2027; Regulations on election of additional members of the Board of Directors and Board of Supervisors for the term 2022 - 2027

The GMS voted to approve **the submission on dismissal and election of additional members of the Board of Directors, Board of Supervisors for the term 2022 – 2027** by raising voting cards. Results:

+ *Total number of votes of shareholders attending and voting: ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:*

+ *Total number of valid votes: ... votes, accounting for 100% of the total number of votes of shareholders attending and voting.*

+*Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+*Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

The GMS voted to approve the **Regulations on election of additional members of the Board of Directors and Board of Supervisors for the term 2022 – 2027** by raising voting cards. Results:

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+*Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+*Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

5. Discussion at the Meeting on each issue

All opinions of the Shareholders have been fully answered by the Presidium of the GMS.

6. Voting to approve each issue within the authority of the General Meeting of Shareholders

Voting method: By voting ballot. The vote counting results were as follows:

Article 1. Approving on the Report on the Board of Directors' activities in 2024 and the operation plan for 2025

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+ *Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

Article 2. Approving on the Report of the Board of Management on operational and management performance in 2024 and plan for 2025

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+ *Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

Article 3. Approving on the Report on the Board of Supervisors's activities in 2024 and the operation plan for 2025

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+*Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+*Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

Article 4. Approving on the audited separate and consolidated financial statements for 2024.

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+*Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+*Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

Article 5. Approving on the Report on 2024 profit distribution plan and plan for 2025

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+*Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+*Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

Article 6. Approving on the Report on remuneration of the Board of Directors and the Board of Supervisors in 2024 and the plan for 2025.

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+ *Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

Article 7. Approving on the cash dividend payment in 2024.

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+ *Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

Article 8. Approving on the contracts and transactions between Hanoi Education Investment and Development Joint Stock Company (HEID) and Vietnam Education Publishing House Limited Company (VEPH).

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+ *Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

Article 9. Approving on the submission for selecting an independent Auditing Company to audit the 2025 Financial Statements.

+ *Total number of votes of shareholders attending and voting:* ... votes, accounting for ...% of total number of votes of shareholders in the Company, of which:

+ *Total number of valid votes:* ... votes, accounting for **100%** of the total number of votes of shareholders attending and voting.

+ *Total number of invalid votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of approval votes:* ... votes, accounting for **100%** of the total votes of shareholders attending and voting.

+ *Total number of dis-approval votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

+ *Total number of abstention votes:* **0** votes, accounting for **0%** of the total votes of shareholders attending and voting.

7. Voting to elect additional member of the BOD, the BOS for the term 2022 - 2027

The GMS voted to elect additional member of the BOD, the BOS by Voting ballot and cumulative voting. Results as follows:

7.1. Electing member of the BOD

Total number of votes of ... votes, accounting for ...% of total number of shareholders attending and voting: votes of shareholders in the Company, of which

Total number of valid votes: ... votes, accounting for 100% of the total number of votes of shareholders attending and voting.

Total number of invalid votes: ... votes, accounting for 100% of the total number of votes of shareholders attending and voting.

The Voting results:

No.	Full Name	Number of voting rights
1		

According to the Regulations on the election of additional members of the Board of Directors and Board of Supervisors for term the 2022-2027 approved by the GMS, Mr./Ms.:.... was elected to be member of the Board of Directors for the term 2022-2027.

7.2. Electing member of the BOD

Total number of votes of ... votes, accounting for ...% of total number of shareholders attending and voting: votes of shareholders in the Company, of which

Total number of valid votes: ... votes, accounting for 100% of the total number of votes of shareholders attending and voting.

Total number of invalid votes: ... votes, accounting for 100% of the total number of votes of shareholders attending and voting.

The Voting results:

No.	Full Name	Number of voting rights
1		

According to the Regulations on the election of additional members of the Board of Directors and Board of Supervisors for term the 2022-2027 approved by the GMS, Mr./Ms.:.... was elected to be member of the Board of Supervisors for the term 2022-2027.

8. Issues approved and corresponding approval percentages

According to the agenda and content of the meeting approved by the GMS, including:

- **Approving on the Report on the Board of Directors' activities in 2024 and the operation plan for 2025** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.
- **Approving on the Report of the Board of Management on operational and management performance in 2024 and plan for 2025** with the corresponding approval

voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the Report on the Board of Supervisors's activities in 2024 and the operation plan for 2025** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the audited separate and consolidated financial statements for 2024** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the report on the 2024 profit distribution plan and plan for 2025** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the Report on remuneration of the Board of Directors and the Board of Supervisors in 2024 and the plan for 2025** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the cash dividend payment in 2024** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the contracts and transactions between Hanoi Education Investment and Development Joint Stock Company (HEID) and Vietnam Education Publishing House Limited Company (VEPH)** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the submission for selecting an independent Auditing Company to audit the 2025 Financial Statements** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the dismissal and election of additional members of the Board of Directors, Board of Supervisors for the term 2022 – 2027** with the corresponding approval voting rate of ...% of the total votes of shareholders attending and voting.

- **Approving on the election of additional members of the Board of Directors, Board of Supervisors for the term 2022 – 2027** as follows:

No.	Full name	Position	Number of voting rights
1		Member of the BOD	
2		Member of the BOS	

9. Presenting Minutes and draft resolutions of the Meeting

Ms. **Nguyen Thu Ha** – Head of Secretariat read the Minutes and Draft Resolution of the Meeting.

10. Approval of the Minutes and Resolutions of the Meeting

Mr. **Nguyen Chi Binh** - Chairman conducted the GMS to approve Minutes and Resolutions of the Meeting.

The GMS voted to approve the Minutes and Resolution of the General Meeting.

III. MEETING CLOSING PROCEDURES:

Mr. **Nguyen Chi Binh** - On behalf of the Presidium, carried out the procedures to declare the closing of the Meeting.

This minutes has been read and approved by the General Meeting of Shareholders of Hanoi Education Investment and Development Joint Stock Company.

The meeting ended at ... a.m. on April 9, 2025.

**SECRETARIAT
HEAD**

**CHAIRMAN OF THE GENERAL
MEETING OF SHAREHOLDERS**

Nguyen Thu Ha

Nguyen Chi Binh