



DONG DUONG TRADING AND CONSTRUCTION JOINT STOCK COMPANY

Address: Bac Van Dinh Industrial Park, Lien Bat Commune, Ung Hoa District, Hanoi
City

Phone: 0243.9287088

MEETING INVITATION NOTICE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

To: Shareholders of Dong Duong Trading and Construction Joint Stock Company

The Board of Directors of Dong Duong Trading and Construction Joint Stock Company respectfully announces to all Shareholders the invitation of the 2025 Annual General Meeting of Shareholders as follows:

- 1. Time:** 8:30 am, Friday, April 18, 2025
- 2. Location:** Head office of Dong Duong Trading and Construction Joint Stock Company, Bac Van Dinh Industrial Park, Lien Bat Commune, Ung Hoa District, Hanoi City
- 3. Participants:** All shareholders on the list as of March 1, 2025
- 4. Congress content:**
 - Report on summary of production and business activities in 2024 and direction and tasks in 2025;
 - Report on the Board of Directors' activities on the implementation of tasks in 2024 and the goals, tasks and recommendations in 2025;
 - Report of the Board of Supervisors on the results of operations in 2024 and the plan of operations in 2025;
 - Approval of the 2024 Audited Financial Statements;
 - Approval of the selection of the audit unit for 2025;
 - Approval of Board of Directors' remuneration payment in 2024 and payment plan in 2025; Profit distribution plan in 2024 and expected in 2025;
 - Approval of the Report on Capital Increase Results and Capital Use of the Company in 2024;
 - Approval of continuing listing of Company shares;
 - Approval of continuing to implement the plan to Private placement shares to strategic investors
 - Other issues...



5. Time for registration and confirmation of attendance at the meeting: In order for the meeting to proceed smoothly, we request that shareholders confirm their attendance at the meeting according to the Meeting Registration Form. In case shareholders cannot attend the meeting in person, they can authorize a representative according to the Company's Authorization Form. Shareholders must register to attend the meeting at the Company's Headquarters before April 15, 2025.

6. Registration form

Please send your letter to: Dong Duong Construction and Trading Joint Stock Company, address : Bac Van Dinh Industrial Cluster, Lien Bat Commune, Ung Hoa District, Hanoi City

Phone: 0243.9287088

Shareholders or authorized representatives attending the General Meeting are requested to bring their ID card or passport and the original power of attorney to register as shareholders (in case the attendee is authorized by the Shareholder).

7. Meeting documents and agenda: Documents are posted on the Company's website <https://dongduongwood.com/> in the shareholder relations section (posted before March 23, 2025).

The company sincerely thanks!

**TM. BOARD OF DIRECTORS
CHAIRMAN OF BOARD OF
DIRECTORS**



NGUYEN KIM TRUONG





TIMELINE
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025
DÔNG DUONG TRADING AND CONSTRUCTION JOINT STOCK
COMPANY
(April 18, 2025)

Time	Content	Host
8:00 – 8:30	1. Welcome Delegates.	Organizing Committee
	2. Registe shareholders to attend the meeting.	Shareholder Qualification Review Board
8:30 – 9:00	3. Shareholder qualification check report.	Shareholder Qualification Review Board
	4. State the reason and introduce the participants.	Organizing Committee
	5. Opening of the congress	Organizing Committee
	6. The Congress Chairman introduces the Presidium, Secretariat, and Vote Counting Committee for the Congress to select.	Preside
	7. The Congress Chairman introduces the Congress program; Organizational regulations; Voting principles and collects additional opinions for the program.	Preside
9:00 – 10:15	8. Through the report of the Board of Directors on business results in 2024 and plan for 2025	Presidium
	9. Approval of the Board of Directors' report for 2024, plan and direction of operations for 2025	
	10. Approval of the Board of Supervisors' report on 2024 activities and 2025 operation plan	
	11. Approval of audited financial statements for 2024	
	12. Through the selection of auditing unit in 2025	
	13. Approval of 2024 profit distribution plan	
	14. Approval of remuneration plan for Board of Directors and Supervisory Board in 2025	
	15. Approval of the Report on Capital Increase Results and Capital Use of the Company in 2024;	
	16. Approval continuing listing company shares;	
10:15 – 10:30	17. Approval of continuing to implement the plan to issue private shares to strategic investors	
	18. The congress proceeded to discuss	Organizing Committee
	19. Instructions on how to vote	Counting Committee
	20. The congress proceeded to vote.	Presidium



10:30 – 11:00	21. Take a break.	Organizing Committee
11:00 – 11:05	22. Announcement of vote counting results	Counting Committee
11:05 – 11:20	23. Approval of Minutes and Resolutions of the General Meeting of Shareholders	Secretariat
11:20 – 11:30	24. End of the meeting	Presidium





2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

(FOR INDIVIDUAL SHAREHOLDERS DIRECTLY ATTENDING THE GENERAL MEETING)

Dear: **Dong Duong Trading and Construction Joint Stock Company**

My name is: Phone:

Contact address:

ID card/CCCD/HC number: Date of issue: Place of issue

Register to attend the 2025 Annual General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company , with:

Number of voting shares is

(In words:) shares;

in there:

- Number of shares owned:..... shares.
- Number of authorized shares:..... shares.

(Attached herewith is a photocopy of the Power of Attorney).

I hereby pledge to comply with the regulations of the Congress.

**Confirmation from the Organizing
Committee:**

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

SHAREHOLDER

(Sign, full name)

☐ Confirm that registrants are eligible to attend the Congress and vote.

☐ Confirm the validity of the Registration Form.

TM. SHAREHOLDER QUALITY

INSPECTION COMMITTEE

Note :

- Registration deadline as prescribed in the Notice of invitation to the 2025 General Meeting of Shareholders



SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

*** **

POWER OF ATTORNEY

**Attend the 2025 General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company)
(For individual shareholders)**

My name is:....., a shareholder of Dong Duong Construction and Trading Joint Stock Company.

ID card number:.....issued on:.....at:.....

Permanent address:

.....

Number of shares owned (par value 10,000 VND/share) is:

.....

In words:

I hereby authorize:

2. Mr./Ms.: Position at the Company:

Shareholder code number (if any):

.....

ID card number:.....issued on:.....at:.....

.....

2025 Annual General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company . and represent me to vote and elect with all the shares I own on the shareholder record date of March 10, 2025 .

Mr./Ms. has the obligation to properly implement the working regulations of the Congress and is not allowed to delegate to others.

This authorization is only valid for attending the above General Meeting of Shareholders.

..... , datemonth year 2025

Authorized person
(Sign and print full name)

Authorized person
(Sign and print full name)

Note :

- Shareholders attending the meeting must bring identification documents;