**PCF: Annual Corporate Governance Report 2023**

On January 22, 2024, Petec Coffee Joint Stock Company announced No. 000002/BC-PCF on the corporate governance in 2023 as follows:

* Name of Company: Petec Coffee Joint Stock Company
* Head office address: No. 194 Nam Ky Khoi Nghia, Vo Thi Sau Ward, District 3, Ho Chi Minh City.
* Tel: (028) 3517 3215 Fax: (028) 3517 3215
* Email: coffee@petecof.vn
* Charter capital: VND 30,000,000,000.
* Securities code: PCF
* Corporate governance model: The General Meeting of Shareholders, the Board of Directors, the Supervisory Board and the Manager.
1. Activities of the General Meeting of Shareholders:

Information about the meetings and General Mandates/Decisions (including General Mandates approved by collecting shareholders' opinions via a ballot):

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| --- | --- | --- | --- |
| No. | General Mandate/ Decision No. | Date | Contents |
| 1 | 000060/NQ-DHCD | March 27, 2023 | General Mandate  |

1. The Board of Directors
2. Information about the Board of Directors:

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| --- | --- | --- | --- |
| No. | Member of the Board of Directors | Position | Date of appointment as members of the Board of Directors |
| 1 | Trinh Anh Tuan | Chair of the Board of Directors | March 27, 2023 |
| 2 | Nguyen Quoc Viet | Vice Chair of the Board of Directors | April 23, 2021 |
| 3 | Nguyen Hoang Tuan | Member | April 23, 2021 |
| 4 | Nguyen Thi Viet Anh | Member | April 23, 2021 |

1. Board Resolutions, Board Decisions

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| --- | --- | --- | --- |
| No. | Board Resolution/Board Decision No. | Date | Contents |
| 1 | 000401/NQ-PCF | January 10, 2023 | * Approve the production and business activities results in 2022 and the production and business plan in 2023.
* Approve the plan to organize the Annual General Meeting of Shareholders 2023
 |
| 2 | 000761/NQ-PTC | March 09, 2023 | - Approve the content of the Annual General Meeting of Shareholders 2023 of Petec Coffee Joint Stock Company |
| 3 | 000066/NQ-PCF | March 27, 2023 | * Regarding the election of the Chair of the Board of Directors for the term 2021-2025
* Approve the production and business results in Q1/2023 and the production and business plan for Q2/2023.
 |
| 4 | 000101/NQ-PCF | April 21, 2023 | - Approved the policy of transferring real estate assets at Hai Phong Branch; |
| 5 | 000116/BB- HDQT | May 15, 2023 | Extension of validity of credit contract No. 01/2022/1658137/HDTD dated May 20, 2022 at BIDV Bank - Ba Chieu Branch. |
| 6 | 000130 /NQ-HDQT | June 26, 2023 | - On using assets as security capital loan at BIDV Bank - Ba Chieu Branch. |
| 7 | 000133 /NQ-HDQT | July 03, 2023 | Approve the results of production and business activities in the first 06 months of 2021 and the production and business plan for the last 06 months of the year. |
| 8 | 000157/NG-HDQT | October 05, 2023 | Approve the results of production and business activities in the first 09 months of the year and the production and business plan for the last 03 months of the year. |

1. The Supervisory Board;
2. Information about members of the Supervisory Board:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Supervisory Board | Position | Date of appointment as member of the Supervisory Board. | Qualification |
| 1 | Mr. Nguyen Hanh Hoang | Chief of the Supervisory Board | April 23, 2021 | Bachelor of Accounting |
| 2 | Mr. Vu Trong Duy | Member | April 23, 2021 | Bachelor of Laws |

1. Training on corporate governance
2. List of affiliated person of the public company and transactions between the affiliated person of the Company with the Company itself:
3. Transactions between the Company and affiliated persons of the Company; or between the Company and major shareholders, PDMR and affiliated persons of PDMR

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of individual/institution | Relations with the Company | NSH No., Date of issue, Place of issue | Head office address | Time of transaction | Approved General Mandate/ Decision of the General Meeting of Shareholders No. /Board Resolution/ Decision No. | Content, quantity, total value of transaction | Note |
| 1 | Petec Trading And Investment Corporation | Affiliated person of PDMR | 0300649476 July 30, 2010 Department of Planning and Investment of Ho Chi Minh City | No. 194 Nam Ky Khoi Nghia, Vo Thi Sau Ward, District 3, Ho Chi Minh City | 2023 |  |  Gasoline purchase: VND 15,754,080,001  |  |

1. Transactions between the Company’s PDMR, affiliated persons of PDMR and subsidiaries, companies controlled by the Company: None.
2. Transactions between the Company and other entities
	1. Transactions between the Company and the companies where members of the Board of Directors, members of the Supervisory Board, the Executive Manager have been founding members or members of the Board of Directors, the Executive Manager for the past three (03) years (as at the time of reporting):
	2. Transactions between the Company and companies where affiliated persons of members of the Board of Directors, members of the Supervisory Board, the Executive Manager are members of the Board of Directors, the Executive Manager: None.
	3. Other transactions of the Company (if any) that can bring about material or non-material benefits to the members of the Board of Directors, the members of the Supervisory Board, the Executive Manager: none
3. Share transactions of PDMR and affiliated persons of PDMR:
4. Listed company’s share transactions of PDMR and affiliated persons: None.
5. Other significant issues: None.