**SEP: Annual Corporate Governance Report 2023**

Quang Tri general trading joint stock company announced Report No.06/BCQT-SEP on Corporate governance in 2023 as follows:

* Name of company: Quang Tri general trading joint stock company
* Head office address: No. 01 Phan Boi Chau Street, Dong Ha City, Quang Tri Province
* Tel: 02333.851.151 Fax: 02333.852.695 Email: info@sepon.com.vn
* Charter capital: VND 84,000,000,000
* Securities code: SEP
* Corporate governance model:

The General Meeting of Shareholders, the Board of Directors, the Supervisory Board and the General Manager

* Internal audit execution: Unimplemented.
1. Activities of the General Meeting of Shareholders:

Information about the meetings and General Mandates of the General Meeting of Shareholders:

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| --- | --- | --- | --- |
| No. | General Mandates/Decisions of the General Meeting of Shareholders No. | Date | Contents |
| 1 | No. 29/NQ-DHDCD | April 21, 2023 | Annual General Mandate 2023 |

1. The Board of Directors in 2023:
2. Information about members of the Board of Directors:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Member of the Board of Directors | Position | Date of appointment/dismissal as member/independent member of the Board of Directors |
| Appointment date | Dismissal date |
| 1 | Ho Xuan Hieu | Chair of the Board of Directors | May 11, 2020 |  |
| 2 | Le Quang Nhat | Member of the Board of Directors | May 11, 2020 |  |
| 3 | Le Van The | Member of the Board of Directors | May 11, 2020 |  |
| 4 | Le Thi Ngoc Hien | Non-executive member of the Board of Directors | May 11, 2020 |  |
| 5 | Nguyen Thi Tien Loi | Non-executive member of the Board of Directors | May 11, 2020 |  |

1. Board Resolutions/Board Decisions:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Board Resolution/Board Decision No. | Date | Contents |
| 1 | 03/QD- HDQT | February 15, 2023 | Purchase cars |
| 2 | 05 /NQ-HDQT | February 16, 2023 | Assign the business and production plan for units. |
| 3 | 07 /NQ-HDQT | February 21, 2023 | Record the list of shareholders exercising the rights to attend the Annual General Meeting of Shareholders 2023. |
| 4 | 12/QD- HDQT | March 15, 2023 | Approve investment in a number of items at Huong Hoa Tapioca Starch Factory and Cam Lo Energy Pellet Factory |
| 5 | 14/QD- HDQT | March 20, 2023 | Agree to allow employees to go on study tours in 2023 |
| 6 | 26/QD- HDQT | April 05, 2023 | Establish the Shareholders’ Eligibility Verification Committee at the Annual General Meeting of Shareholders 2023 |
| 7 | 27/QD- HDQT | April 22, 2023 | Board Decision on the promulgation of Work regulations at the Annual General Meeting of Shareholders 2023. |
| 8 | 28/QD- HDQT | May 03, 2023 | Board Decision on the Regulation on election of members of the Supervisory Board for the term 2020-2025. |
| 9 | 31 /NQ-HDQT | April 26, 2023 | Board Resolution on recording the list of dividend payment in 2022 |
| 10 | 38/NQ-HDQT-SEP | June 27, 2023 | Loans from Joint Stock Commercial Bank for Foreign Trade of Vietnam - Quang Tri Branch. |
| 11 | 39/QD- HDQT | July 12, 2023 | Approve the construction of warehouses and product display stores in Da Nang |
| 12 | 49/QD- HDQT | October 31, 2023 | Approve the purchase of Lancuiser vehicles to serve production and business activities |
| 13 | 53/QD- HDQT | December 31, 2023 | Liquidate the Company’s fixed assets |

1. The Supervisory Board in 2023
2. Information about members of the Supervisory Board:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Supervisory Board/the Audit Committee | Position | Date of appointment/dismissal as member of the Supervisory Board | Qualification |
| 1 | Mai Chiem Hung | Chief of the Supervisory Board | Date of appointment: May 11, 2020 | Bachelor of Accounting |
| 2 | Nguyen Tung Hung | Member of the Supervisory Board | Dismissal date: April 21, 2023 | Bachelor of Laws |
| 3 | Tran Thi Thanh Phuong | Member of the Supervisory Board | Date of appointment: May 11, 2020 | Bachelor of Finance and Banking |
| 4 | Nguyen Ngoc Lam | Member of the Supervisory Board | Date of appointment: April 21, 2023 | Bachelor of External Economics |

1. The Executive Board.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Executive Board | Date of birth | Qualification | Appointment date |
| 1 | Ho Xuan Hieu | September 15, 1975 | Master of Mechanical Engineering | May 11, 2020 |
| 2 | Le Quang Nhat | April 09, 1972 | Bachelor of English and Bachelor of Economics major in Business Administration | May 12, 2020 |
| 3 | Le Van The | January 15, 1964 | Bachelor of Fisheries | March 01, 2020 |
| 4 | Le Van Tuyen | October 16, 1977 | Master in Business Administration | September 01, 2021 |

1. The Chief Accountant:

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Date of birth | Qualification | Appointment date |
| Nguyen Thi Hanh Nguyen | December 31, 1977 | Master of Business Administration | March 01, 2020 |

1. Training on corporate governance:
2. List of affiliated persons of the public company in 2023 and transactions between the affiliated persons 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, affiliated persons of PDMR: None.
4. Transactions between the Company’s PDMR, affiliated persons of PDMR and subsidiaries, companies controlled by the Company: None
5. Transactions between the Company and other entities:
	1. Transactions between the Company and the company in which members of the Board of Directors, members of the Supervisory Board, the General Manager and other managers have been founding members or members of the Board of Directors, the Executive General Manager for the past three (03) years (calculated at the time of reporting):

Sign a cooperation contract with Quang Tri Trading Organic Agriculture Joint Stock Company on May 5, 2022 to use the brand, organize rice drying, and distribute fertilizer produced by Quang Tri general trading joint stock company

* 1. Transactions between the Company and companies that affiliated persons of members of the Board of Directors, members of the Supervisory Board, the General Manager and other managers are members of the Board of Directors, the Executive General Manager: None
	2. 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 General Manager and other managers. None
1. Share transactions of PDMR and affiliated persons of PDMR in 2023:
2. Transaction of PDMR and affiliated persons related to the Company’s shares:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Transaction conductor | Relations with PMDR | Number of shares owned at the beginning of the period | Number of shares owned at the end of the period | Reasons for increase or decrease (buy, sell, convert, bonus, etc.) |
| Number of shares | Rate | Number of shares | Rate |
| 1 | Le Thi Ngoc Hien | Member of the Board of Directors | 0 | 0 | 100 | 0.0012% | Purchase |
| 2 | Nguyen Thi Hai Chau | Secretariat | 44,483 | 0 | 44,583 | 0.53% | Purchase |

1. Other significant issues: None