**HFC: Annual Corporate Governance 2023**

On January 22, 2024, HFC Petroleum Corporation announced Report No. 02/2024/BC/HFC-HDQT on the Corporate Governance 2023 as follows:

* Name of company: HFC Petroleum Corporation
* Head office address: Floor F3, Building No. 187, Nguyen Luong Bang Street, Quang Trung Ward, Dong Da District, Hanoi.
* Tel: 024 39780731 Fax: 024 39782341 Email: hfc@hanoifuel.com.vn
* Charter capital: VND 101,981,050,000
* Securities code: HFC
* Corporate Governance Model:
* The General Meeting, Board of Directors, Supervisory Board and Managing Director
* Internal audit: Not executed.
1. Activities of the General Meeting:

Information of meetings and General Mandates/Decisions

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| No. | General Mandate/Decision of the General Meeting | Date | Contents |
| 1 | 21/2023/NQ/HFC-HDQT | April 28, 2023 | Annual General Mandate 2023 |

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

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| No. | Member of the Board of Directors | Position (independent member, non-executive members of the Board of Directors) | Date of appointment/dismissal as member/independent member of the Board of Directors |
| Appointment date | Dismissal date |
| 1 | Mr. Doan Duc Liem | Chair of the Board of Directors | April 29, 2022 |  |
| 2 | Mr. Nguyen Huu Yen | Member of the Board of Directors  | June 25, 2021 |  |
| 3 | Mr. Nguyen Phi Thai | Member of the Board of Directors | June 25, 2021 |  |
| 4 | Mr. Tran Ba Hoa | Non-executive member of the Board of Directors | June 25, 2021 |  |
| 5 | Mr. Nguyen Thanh Binh | Non-executive member of the Board of Directors | June 25, 2021 |  |

1. Board Resolutions/Board Decisions

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| No. | Board Resolution/Board Decision  | Date | Contents |
| 1 | 03/2023/NQ/HFC-HDQT | March 9, 2023 | The plan to organize the Annual General Meeting 2023 |
| 2 | 05/2023/NQ/HFC-HDQT | March 28, 2023 | Approve the content related to the Annual General Meeting 2023 |
| 3 | 06/2023/NQ/HFC-HDQT | March 28, 2023 | Adjust the functions, duties, and name of the Internal Supervisory Board  |
| 4 | 09/2023/NQ/HFC-HDQT | April 4, 2023 | Amend and supplement materials of the Annual General Meeting 2023  |
| 5 | 24/2023/NQ/HFC-HDQT | May 23, 2023 | Implement the detailed private placement plan |
| 6 | 25/2023/NQ/HFC-HDQT | May 23, 2023 | Approve the registration dossier of private placement  |
| 7 | 27/2023/NQ/HFC-HDQT | July 12, 2023 | Approve the registration dossier of private placement |
| 8 | 30/2023/NQ/HFC-HDQT | August 16, 2023 | Borrow capital and use assets as collateral at Joint Stock Commercial Bank for Investment and Development of Vietnam (BIDV) |
| 9 | 34/2023/NQ/HFC-HDQT | September 6, 2023 | Implement the amendment in charter, amendment in Certificate of Business registration, registration of securities and additional listing registration.  |
| 10 | 43/2023/NQ/HFC-HDQT | November 3, 2023 | Borrow capital and guarantee credit extension at Vietnam Joint Stock Commercial Bank for Industry and Trade (Vietinbank) |
| 11 | 45/2023/NQ/HFC-HDQT | November 15, 2023 | Change of Director of HFC Petroleum Corporation - Hai Phong Branch |
| 12 | 46/2023/NQ/HFC-HDQT | November 15, 2023 | Change of Director of HFC Petroleum Corporation - Thai Nguyen Branch |

1. Supervisory Board (Annual Report 2023):
2. Information about members of the Supervisory Board:

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| --- | --- | --- | --- | --- |
| No. | Member of the Supervisory Board | Position | Date of appointment as member of the Supervisory Board. | Qualification |
| 1 | Mr. Nguyen Dinh Quy | Chief | Date of appointment: June 25, 2021 | Bachelor in Accounting, Bachelor in Laws |
| 2 | Ms. Nguyen Thi Hoai Thu | Supervisor | Date of appointment: April 29, 2022 | Bachelor in Economics/ Bachelor in Accounting |
| 3 | Mr. Pham Van Toan | Supervisor | Date of appointment: April 28, 2023 | Bachelor in Laws |

1. Executive Board

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| --- | --- | --- | --- | --- |
| No. | Member of the Executive Board | Date of birth | Qualification | Date of appointment/dismissal as member of the Supervisory Board |
| 1 | Nguyen Huu Yen | January 1, 1973 | Master in Business Administration | Appoint on July 01, 2021 |
| 2 | Mr. Nguyen Phi Thai | January 23, 1978 | Master in Economics | Appoint on June 24, 2021 |
| 3 | Mr. Nguyen Cong Luong | October 15, 1980 | Master in Business Administration | Appoint on June 25, 2021 |

1. Chief Accountant

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| --- | --- | --- | --- | --- |
| No. | Member of the Executive Board | Date of birth | Qualification | Date of appointment/dismiss |
| 1 | Mr. Nguyen Cong Luong | October 15, 1980 | Master in Business Administration | Appoint on June 25, 2021 |

1. Training on corporate governance:
2. List of related persons of the public company (Annual Report 2023) and transactions between the related persons of the Company with the Company itself
3. Transactions between the Company and related persons of the Company; or between the Company and principal shareholders, PDMR and related persons of PDMR
* Transactions of Mr. Doan Duc Liem (PMDR)
* Transactions of Mr. Nguyen Huu Yen (PDMR)
* Transactions of Ms Nguyen Thi Tuyet (related persons of PDMR)
1. Transactions between Company’s PDMR, related persons of PDMR and subsidiaries or companies controlled by the Company
2. Transactions between the Company and other entities/
	1. Transactions between the Company and companies in which members of the Board of Directors, members of the Supervisory Board, Executive Manager (the Managing Director) and other managers who have been founding members or members of the Board of Directors or the Executive Manager (the Managing Director): None
	2. Transactions between the Company and companies where related persons of members of the Board of Directors, members of the Supervisory Board, Managing Director and other managers who are members of the Board of Directors or 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, members of the Supervisory Board, Managing Director and other managers: None
3. Share transaction of PDMR and related persons (Annual Report 2023):
4. List of PDMR and related person of PDMR In Appendix 1
5. Company’s share transaction of PDMR and related persons:
* Transactions of Mr. Doan Duc Liem (PMDR)
* Transactions of Mr. Nguyen Huu Yen (PDMR)
* Transactions of Ms. Nguyen Thi Tuyet (related persons of PDMR)
1. Other significant issues: None