**HOT: Annual Corporate Governance 2023**

On January 23, 2024, Hoi An Tourist Service Joint Stock Company announced Report No. 16/2024/BC-CT on the corporate governance in 2023 as follows:

* Name of company: Hoi An Tourist Service Joint Stock Company
* Headquarters address: 10 Tran Hung Dao, Hoi An city, Quang Nam province
* Tel: 02353.861.248
* Website: [www.hoiantourist.com](http://www.hoiantourist.com)
* Charter capital: VND 80,000,000,000
* Securities code: HOT
* Corporate Governance Model: The General Meeting, Board of Directors, Supervisory Board and Managing Director.
* Internal audit: Implemented the internal audit execution by hiring an independent auditing company to do it.
1. Activities of the General Meeting:

Information about the meetings and General Mandates (including General Mandates approved by collecting shareholders' ballots):

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| --- | --- | --- | --- |
| No. | General Mandate | Date | Contents |
| 1 | 28/2023/NQ-DHDCD | April 21, 2023 | Annual General Mandate 2023 |

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

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| --- | --- | --- | --- |
| No. | Members of the Board of Directors | Position (independent member/non-executive member of the Board of Directors) | Date of appointment/dismissal as members/independent member of the Board of Directors |
| Appointment date: | Dismissal date |
| 1 | Mr. Phan Van Binh | Chair  | April 21, 2022 |  |
| 2 | Mr. Vu Hien | Vice Chair  | April 21, 2022 | April 21, 2023 |
| 3 | Ms. Nguyen Thi Huong Thao | Vice Chair  | April 21, 2023 |  |
| 4 | Nguyen Tong Son | Member | April 21, 2022 |  |
| 5 | Mr. Phan Trung Phi | Member | April 21, 2022 |  |
| 6 | Ms. Le Thi Thu Thuy | Member | April 21, 2022 |  |

1. Board Resolutions/Board Decisions

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| --- | --- | --- | --- |
| No. | Board Resolution/ Board Decision  | Date | Contents |
| 1 | 03/2023/QD-HDQT | January 13, 2023 | on appointing the Managing Director and changing the title of legal representative |
| 2 | 05/2023/NQ-HDQT | February 02, 2023 | about continuing to temporarily suspend the operation of 2 representative offices in the city. Ho Chi Minh City. Hanoi |
| 3 | 11/2023/NQ-HDQT | February 24, 2023 | Organization of the Annual General Meeting 2023 |
| 4 | 12/2023/NQ-HDQT | February 24, 2023 | The record date for the list of shareholders attending the Annual General Meeting 2023. |
| 5 | 13/2023/TB-HDQT | February 25, 2023 | The record date to exercise the rights to attend the Annual General Meeting 2023 |
| 6 | 17/2023/NQ-HDQT | March 22, 2023 | Board Resolution |
| 7 | 20/2023/NQ-HDQT | March 29, 2023 | Approve the documents of the Annual General Meeting 2023 |
| 8 | 21/2023/QD-HDQT | March 29, 2023 | Convening date of the Annual General Meeting 2023: |
| 9 | 22/2023/TB-HDQT | March 29, 2023 | Invitation to attend the 2023 Annual General Meeting |
| 10 | 31/2023/NQ-HDQT | April 21, 2023 | Elect the Chair of the Board of Directors of the Company |
| 11 | 33/2023/NQ-HDQT | April 21, 2023 | Change the legal representative of the Company |
| 12 | 37/2023/NQ-HDQT | June 14, 2023 | On reopening the Company's Representative Office in Ho Chi Minh City |
| 13 | 40/2023/NQ-HDQT | July 20, 2023 | Board Resolution |
| 14 | 42/2023/NQ-HDQT | December 05, 2023 | On reopening of the Hanoi Representative Office |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Supervisory Board | Position | Date of appointment/dismissal as member of the Supervisory Board | Qualification |
| 1 | Trinh Thi Kim Quy | Chief | April 21, 2022 | Bachelor in Accounting |
| 3 | Nguyen Thi Huong Thao | Member | Dismissed on April 21, 2023 | Bachelor in Accounting |
| 4 | Le Thi Xuan  | Member | April 21, 2022 | Bachelor in Accounting |
| 5 | Doan Thi Nguyet | Member | Appointed on April 21, 2023 | Construction economy and project management engineer |

1. Executive Board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Executive Board | Date of birth | Qualification | Date of appointment/dismissal as member of the Board of Directors |
| 1 | Nguyen Thi Ngoc Lan - The Managing Director | January 28, 1969 | Bachelor | Appointed on July 01, 2022 |
| 2 | Nguyen Van Cu - Deputy Managing Director | January 21, 1969 | Bachelor | Re-appointed on August 01, 2022 |
| 3 | Le Thi Thu Thuy - Deputy Managing Director | October 30, 1972 | Bachelor | Re-appointed on August 01, 2022 |

1. Chief Accountant.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Date of birth | Qualification | Date of appointment/dismissal |
| Nguyen Thi Thu Quanh | August 25, 1980 | Bachelor in Economics | Appointed on July 01, 2022 |

1. Person in charge of Corporate Governance

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Date of birth | Qualification | Date of appointment /dismissal |
| Nguyen Thi Ngoc Lan | January 28, 1969 | Bachelor in Finance | Appoint on January 20, 2020 |
| Le Thi Thu Thuy | October 30, 1972 | Bachelor | Appointed July 1, 2022 |

1. Training on corporate governance:
2. List of related persons of the listed Company and transactions between 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 person of PDMR. None.
4. Transactions between Company’s PDMR, related persons of PDMR and subsidiaries or companies controlled by the listed Company: None.
5. Transactions between the Company and other entities: None.
6. Share transactions between PDMR and PDMR’s related persons
7. Company’s share transactions between PDMR and related persons: None.
8. Other significant issues: None.