**ILC: Annual Corporate Governance 2023**

On January 29, 2024, International Labor and Services JSC announced Report No. 01/BC-HDQT on the corporate governance in 2023 as follows:

Name of Company: International Labor and Services JSC

Head office address: No. 4 Nguyen Trai - Ngo Quyen - Hai Phong City

Tel: 0225.3826867 Fax: 0225.3826838

Email: inlacohp@inlaco.com.vn

Charter capital: VND 61,003,910,000

Securities code: ILC

Corporate governance model: The General Meeting and Board of Directors,

the Supervisory Board and Managing Director.

Internal audit: Unimplemented.

Activities of the General Meeting:

1. Annual General Meeting

On May 16, 2023, the 2023 Annual General Meeting was held in Hai Phong City. There were 40 shareholders and 22 authorized shareholders, owning and representing 4,510,059 shares, accounting for 74.19% of the company's voting shares to pass decisions within the authority of the General Meeting.

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| No. | General Mandate | Date | Contents |
| 1 | 12-1/NQ-DHDCD | May 16, 2023 |  |

2. Extraordinary General Meeting:

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| No. | General Mandate No. | Date | Content |
| 1 | 44/NQ-DHDCD | December 29, 2023 | Extraordinary General Mandate 2023. |

1. Board of Directors
2. Information on members of the Board of Directors

Members of the company's Board of Directors in term VI (2020 - 2025), including the following members:

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| --- | --- | --- | --- |
| No. | Member | Position (Independent member of the Board of Directors, non-executive member of the Board of Directors) | Date of appointment/dismissal as member/independent member of the Board of Directors |
| Appointment date | Dismissal date |
| 1 | Mr. Le Trung Ha | Chair of the Board of Directors-cum-Non-executive member of the Board of Directors | June 19, 2020 January 28, 2022 | January 28, 2022 |
| 2 | Mr. Vu Ngoc Sinh | Chair of the Board of Directors | June 18, 2020 January 28, 2022 | January 28, 2022 |
| 3 | Mr. Pham Si Tu | Vice Chair of the Board of Directors | June 19, 2020 |  |
| 4 | Mr. Hoang Linh Son | Member of the Board of Directors | April 18, 2015 |  |
| 5 | Mr. Nguyen Van Bien | Member of the Board of Directors | April 18, 2015 |  |
| 6 | Mr. Nguyen Ba Hai | Independent member of the Board of Directors | June 18, 2020 |  |
| 7 | Ms. Trinh Thi Nga | Non-executive member of the Board of Directors | June 18, 2020 |  |

1. Board Resolutions/Board Decisions:

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| --- | --- | --- | --- |
| No. | Board Resolution/Board Decision | Date | Contents |
| 01 | 03/NQHDQT | February 15, 2023 | Resolution on approving the plan to organize the Annual General Meeting 2023 of the Company and the record date to record the list of shareholders attending the General Meeting |
| 02 | 04/NQHDQT | March 30, 2023 | Change the record date and the organization of the General Meeting 2023 of the Company. |
| 03 | 09/NQHDQT | April 21, 2023 | Resolution on approving the content, agenda, time, venue and form of organizing the Annual General Meeting 2023 of the Company. |
| 04 | 20/NQHDQT | April 10, 2023 | Resolution on signing a contract between International Labor And Services JSC and subsidiary |
| 05 | 21/NQHDQT | September 7, 2023 | Resolution on signing an office lease contract between International Labor And Services JSC and Me Linh Trading Company Limited. |
| 06 | 23/NQHDQT | October 24, 2023 | Resolution on signing an office lease contract between International Labor And Services JSC and INLACO Manpower Supply Joint Stock Company |
| 07 | 28/NQHDQT | October 25, 2023 | Resolution on signing an office lease contract between International Labor And Services JSC and INLACO Investment and Services Joint Stock Company |
| 08 | 30/NQHDQT | November 1, 2023 | Resolution on collecting shareholders' ballots |
| 09 | 33/NQHDQT | November 16, 2023 | Resolution on organizing the Extraordinary General Meeting 2023 and canceling Resolution No. 30/NQ-HDQT on collecting shareholders' ballots. |
| 10 | 36/NQHDQT | December 7, 2023 | Resolution on organizing the Extraordinary General Meeting 2023 and promulgating the Draft Working Regulations and form of voting for the Extraordinary General Meeting 2023 via online and electronic voting |
| 11 | 40/NQHDQT | December 28, 2023 | Resolution on requesting the General Meeting to approve the Board of Directors to use the company's own capital and a portion of bank loans (if necessary) to invest in purchasing land and building the company's head office. |

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

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| --- | --- | --- | --- | --- |
| No. | Member of the Supervisory Board | Position | Date of appointment/dismissal as member of the Supervisory Board | Qualification |
| 1 | Ms. Nguyen Thi Thu | Chief | From October 24, 2020 | Bachelor in Accounting |
| 2 | Ms. Luong Thu Hoai | Member | From April 18, 2015 to present | Marine Transport Economics Engineer |
| 3 | Mr. Le Vu Cuong | Member | From April 18, 2015 to present | Ship Control Engineer - Captain |

1. Executive Board

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| --- | --- | --- | --- | --- |
| No. | Member of the Executive Board | Date of birth | Qualification | Date of appointment/dismissal |
| 1 | Managing DirectorMr. Hoang Linh Son | February 10, 1969 | Ship control engineerBachelor in Business AdministrationMaster of Marine Resources Management | Appoint on June 23, 2020 |
| 2 | Deputy Managing DirectorMr. Nguyen Van Bien | October 24, 1962 | Ship Engine Operation EngineerMarine transportation engineer | From February 2005Retired July 31, 2023 |

1. The Chief Accountant

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| --- | --- | --- | --- |
| Full name | Date of birth | Qualification | Date of appointment/dismissal |
| Ms. Vu Hoang Phuong | January 24 ,1978 | Marine Transport Economics EngineerMaster of Business Administration | Appointed on April 4, 2004Dismissed on October 25, 2023 |
| Ms. Ta Thi Tuyet Minh | June 21, 1978 | Bachelor in AccountingMaster of Economics | Appointed on October 25, 2023 |

1. Training on corporate governance:
2. List of related persons of the public company and transactions between the related person 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, or related persons of PDMR:

None.

1. Transactions between Company’s PDMR, related persons of PDMR and subsidiaries or companies controlled by the Company:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of organization/individual | Relations with Company | NSH No., Date of issue, Place of issue | Head office address: | Time of transaction with the Company | Board Resolution/Board Decision No. | Contract contents: | Content, quantity, total value of transaction: |
| 1 | Inlaco Manpower Supply Joint Stock Company (IMSCO) | Subsidiary of the Company | 0202149394 Date of issue: January 29, 2022, Place of issue: Department of Planning and Investment of Hai Phong City | 138 Le Lai, Ngo Quyen District, Hai Phong City | August 11, 2023 | No. 20/NQ-HDQT dated August 10, 2023 | Provide seafarers for IMSCO to work on foreign ships | VND 3,534,765,630 |
| 2 | Inlaco Investment and Services Joint Stock Company (INLAVESCO) | Subsidiary of the Company | 0201604876 Date of issue: December 31, 2014, Place of issue: Department of Planning and Investmentof Hai Phong City | 138 Le Lai, Ngo Quyen District, Hai Phong City | August 11, 2023 | No. 20/NQ-HDQT dated August 10, 2023 | Provide land for INLAVESCO to use as construction materials | VND 19,115,920,321 |
| 3 | Me Linh Trading Company Limited | Related company of internal shareholders | 0200409255 Date of issue: July 27, 2000, Place of issue: Department of Planning and Investmentof Hai Phong City | No. 221 To Hieu, Trai Cau Ward, Le Chan District, Hai Phong City | September 8, 2023 | No. 21/NQ-HDQT dated September 7, 2023 | Rent 325.5m2 of 2nd floor house of construction project at plot of land at No. 3, Lot 28A, Nga 5 Urban Area - Cat Bi Airport | VND 150,000,000 |
| 4 | Inlaco Manpower Supply Joint Stock Company (IMSCO) | Subsidiary of the Company | 0202149394 Date of issue: Hanuary 29, 2022, Place of issue: Department of Planning and Investmentof Hai Phong City | 138 Le Lai, Ngo Quyen District, Hai Phong City | October 24, 2023 | No. 23/NQ-HDQT dated October 24, 2023 | Rent an office spanning 200sqm | VND 90,000,000 |
| 5 | Inlaco Investment and Services Joint Stock Company (INLAVESCO) | Subsidiary of the Company | 0201604876 Date of issue: December 31, 2014; Place of issue: Department of Planning and Investmentof Hai Phong City | 138 Le Lai, Ngo Quyen District, Hai Phong City | October 25, 2023 | No. 28/NQ-HDQT dated October 25, 2023 | Rent an office spanning 30sqm | VND 15,000,000 |

1. Transactions between the Company and other entities

None.

1. Share transactions between PDMR and related persons of PDMR:
2. Company’s share transactions between PDMR and related persons: None.
3. Other significant issues: None