**LBE: Annual Corporate Governance Report 2023**

On January 22, 2024, Long An Book and Educational Equipment Joint Stock Company announced Report No. 04/BC-STBTH on the corporate governance report 2023 as follows:

* Name of listed company: Long An Book and Educational Equipment Joint Stock Company Head office address: No. 39, Hai Ba Trung, Ward 1, Tan An City, Long An Province
* Tel: 0272 3822 374
* Fax:
* Email: [sachtbthla@gmail.com](mailto:sachtbthla@gmail.com)
* Charter capital: VND 19,999,340,000
* Securities code: LBE
* Corporate governance model: The General Meeting of Shareholders, the Board of Directors, the Supervisory Board
* Internal audit execution: Implemented

1. Activities of the General Meeting of Shareholders:

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| No. | General Mandate No. | Date | Content |
| 1 | General Mandate No. 21/NQ-STBTH | May 20, 2023 | The Annual General Meeting of Shareholders 2023 approved the following contents:   1. Reports from the Board of Managers, the Board of Directors, the Supervisory Board, and the Financial Statements for the year 2022. 2. Targets for production and business plans, dividend payments, salary unit price distribution of profits, and remuneration for the Board of Directors and Supervisory Board for the year 2023. 3. Amendment of the Company’s Charter on organization and operation. 4. Plan to offer additional shares to the public to increase charter capital. 5. Reports, profit distribution, and allocation of funds from the profits of the year 2022 (Option 2). 6. The selection of an audit company for the Financial Statements 2023. 7. Personnel work for the term 2020 - 2024: 8. Dismissal of Mr. Dang Trung Truc from the position of Chair of the Board of Directors due to his resignation request, ceasing to be a member of the Board of Directors and Chair from April 8, 2023. 9. Dismissal of Mr. Nguyen Phuc Duc from the position of Member of the Board of Directors due to his resignation request, ceasing to be a member of the Board of Directors from June 1, 2023. 10. Dismissal of Ms. Nguyen Hoang Yen Nhi from the position of Member of the Board of Directors due to her resignation request, ceasing to be a member of the Board of Directors from June 1, 2023. 11. Election of additional members to the Board of Directors for the term 2020 - 2024: Ms. Tran Thi Thanh Huong and Ms. Le Thi Thanh Hang to the Board of Directors starting from May 20, 2023. |
|  | General Mandate No. 45/NQ-STBTH | November 25, 2023 | The Extraordinary General Mandate in 2023 on the following contents:   1. Approve and delegate the Board of Directors to decide on the plan to establish a subsidiary. 2. Approve and delegate, authorize the Board of Directors to approve the company's transactions and contracts. 3. Approve the plan to change and supplement the company's business sectors. 4. Approve the change in the number of members of the Board of Directors of the company to at least 3 people and at most 11 people. 5. Approve the amendment of the Company's Charter of Organization and Operation. 6. Approve the petition by a group of shareholders for the dismissal of the Board of Directors and the election of new members of the Board of Directors. 7. Personnel work for the term 2020 - 2024: 8. Dismissal of members of the Board of Directors for the term 2020 - 2024 at the request of a major shareholder group, including: Mr. Tran Viet Thang, Mr. Nguyen Van Ngoi, Ms. Tran Thi Thanh Huong, and Ms. Le Thi Thanh Hang. 9. Election of additional members to the Board of Directors for the term 2020 - 2024: Mr. Tran Viet Thang, Mr. Nguyen Van Ngoi, and Ms. Nguyen Thi Cam Tu to the Board of Directors, starting from November 25, 2023. 10. The General Meeting of Shareholders assigns tasks and authorizes the Board of Directors, Manager, and related individuals to organize the implementation of the resolutions in accordance with the laws and the company's charter. |

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

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Members of the Board of Directors | Position | Date of appointment as member of the Board of Directors | Number of meetings attended | Rate | Reason for absence |
| 1 | Mr. Dang Trung Truc | Chair of the Board of Directors | July 18, 2015 | 01 | 10% |  |
| 2 | Mr. Tran Viet Thang | Vice Chair of the Board of Directors | April 28, 2021 | 10 | 100% |  |
| 3 | Mr. Nguyen Phuc Duc | Member | April 28, 2021 | 03 | 30% |  |
| 4 | Mr. Nguyen Van Ngoi | Member | July 18, 2015 | 10 | 100% |  |
| 5 | Ms. Nguyen Hoang Yen Nhi | Member | April 28, 2021 | 03 | 30% |  |
| 6 | Ms. Tran Thi Thanh Huong | Member | May 20, 2023 | 2 | 20% |  |
| 7 | Ms. Le Thi Thanh Hang | Member | May 20, 2023 | 2 | 20% |  |
| 8 | Ms. Nguyen Thi Cam Tu | Member | November 25, 2023 | 3 | 30% |  |

1. Board Resolutions:

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| --- | --- | --- | --- |
| No. | Board Resolution No. | Date | Content |
| 1 | Resolution No. 11/NQ-STBTH | March 15, 2023 | Approve the business results of 2022 and the profit distribution for 2022, agree on the business plan for 2023, salary unit price, and financial regulations for 2023. Approve the policy to build an expanded warehouse at 39 Hai Ba Trung, Ward 1, Tan An City, Long An Province. Assign the Company's Manager to organize the construction in accordance with current legal regulations. Approve the resignation of Mr. Dang Trung Truc from the position of Chair of the Board of Directors. Agree on the date of the Annual General Meeting of Shareholders for 2023 as April 28, 2023 |
| 2 | Resolution No. 17/NQ-STBTH | April 17, 2023 | * The Board of Directors agrees to extend the organization of the Annual General Meeting of Shareholders for 2023. The record date: 06/04/2023; General Meeting of Shareholders dated: May 20, 2023 |
| 3 | Resolution No. 18/NQ- STBTH | May 10, 2023 | Appoint Ms. Tran Thi Thanh Huong as Deputy Finance Manager of the Company from May 10, 2023 |
| 4 | Resolution No. 22/NQ- STBTH | June 28, 2023 | Approve the appointment of management and executive personnel for the term 2020-2024 |
| 5 | Resolution No. 40/NQ- STBTH | August 01, 2023 | Approve the financial statements for Q1, Q2 of 2023, and the financial statements for the first 6 months of 2023 |
| 6 | Resolution No. 42/NQ- STBTH | October 04, 2023 | Agree to conduct a valuation of 3 company properties for contribution to the establishment of a subsidiary  Propose a plan to supplement and adjust some of the company's business sectors to align with the company's expansion and development plans and goals. Assign the Vice Chair of the Board of Directors to prepare proposals for the General Meeting of Shareholders on the addition and adjustment of business sectors and amendment of the company's charter.  Organize an Extraordinary General Meeting of Shareholders in 2023 to establish a subsidiary and transfer assets, goods, main business activities, etc., of the company to the subsidiary. |
| 7 | General Mandate No. 45/NQ- STBTH | November 25, 2023 | Extraordinary General Mandate 2023 |
| 8 | Resolution No. 46/NQ- STBTH | November 29, 2023 | Elect Mr. Tran Viet Thang as Chair of the Board of Directors for the remaining term of 2020-2024 |
| 9 | Resolution No. 47/NQ- STBTH | November 29, 2023 | Establish a subsidiary and appoint a company representative for the company's capital in the subsidiary. |
| 10 | Resolution No. 49/NQ-STBTH | December 20, 2023 | Accept to transfer of the company's properties to the subsidiary. Authorize and assign the legal representative to hand over the properties and sign related minutes, documents, and other papers for the transfer of the properties to the subsidiary. |

1. The Supervisory Board (Annual Report 2021)
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. | Number of meetings attended by the Supervisory Board. | Rate | Reason for absence |
| 1 | Mr. Dong Hai Nam | Chief | May 14, 2022 | 1 | 100% |  |
| 2 | Mr. Tran Minh Duc | Member | April 22, 2017 | 1 | 100% |  |
| 3 | Mr. Ngo Van Minh | Member | April 28, 2021 | 1 | 100% |  |

1. Corporate governance training:
2. List of related persons of the Company according to the regulation of Clause 46, Article 4 of the Law on Securities and transactions between related persons of the Company and the Company itself:
3. Transactions between the Company and affiliated persons of the Company, or between the Company and major shareholders, PDMR, or affiliated persons of PDMR: None
4. Transactions between PDMR of the listed company, affiliated persons of PDMR and subsidiaries or companies controlled by the listed company: None.
5. Transactions between the company and other entities: None.

VI. Share transactions of PDMR and affiliated persons of PDMR:

1 Share transactions between internal people and related people:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Transaction conductor | Relations with PDMR | Number of shares owned at the beginning of the period | | Number of shares owned at the end of the period | | Reason for increase/decrease (purchase, sell, or award,...) |
| Number of shares | Rate (%) | Number of shares | Rate |
| 1 | Nguyen Van Ngoi | Member of the Board of Directors | 545 | 0.02 | 545 | 0.02 |  |
| 2 | Tran Thi Thuy Linh | Chief Accountant | 2,545 | 0.12 | 45 | 0.002 | Sell on May 23, 2023 |
| 3 | Tran Minh Duc | Member of the Supervisory Board | 7,272 | 0.36 | 272 | 0.01 | Sell on June 05, 2023 |
| 5 | Le Thi Minh Trang | Deputy Manager | 28,000 | 1.4 | 1,000 | 0.05 | Sell on June 21, 2023  Buy on June 30, 2023 |
| 6 | Tran Nghia Tam |  | 131,409 | 6.57% | 142,009 | 7.1% | Buy on August 15, 2023 |
| 7 | Truong Van Hung |  | 172,400 | 8.62% | 289,700 | 14.49% | Buy on July 24, 2023 |
| 8 | Nguyen Hoang Yen Nhi |  | 212,000 | 10.6% | 97,000 | 4.85% | Sell on July 24, 2023 |
| 9 | Hoang Thi Hien |  | 334,327 | 16.72% | 494,327 | 24.72% | Buy on May 19, 2023 |

VII. Other noticeable issues: None.