**CNA: Annual Corporate Governance Report 2023**

On January 29, 2024, Nghe An Tea Corporation Joint Stock Company announced Report No. 12/CNA on the corporate governance in 2023 as follows:

* Name of company: Nghe An Tea Corporation Joint Stock Company
* Head office address: No. 376, Nguyen Trai Street, Nghi Phu Commune, Vinh City, Nghe An Province, Vietnam
* Tel: 023 8385 1170
* Fax: 023 8385 1242
* Charter capital: VND 34,155,550,000
* Securities code: CNA
* Exchange: UPCoM
* Corporate governance model: The General Meeting of Shareholders, the Board of Directors, the Supervisory Board and the Board of Management.
* Internal audit execution: Not executed
1. Activities of General Meeting of Shareholders

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| --- | --- | --- | --- |
| No. | General Mandate No. | Date | Content |
| 1 | The Annual General Mandate of Nghe An Tea Corporation Joint Stock Company No. 44/20223NQ- DHDCD | April 27, 2023 | 1. Approve the production and business plan for 2023
2. Approve the summary report of the Board of Directors' activities in 2022 and the plan for activities in 2023.
3. Approve the summary report of the Supervisory Board's activities in 2022 and the plan for activities in 2023.
4. Approve the Proposal on the remuneration payment of the Board of Directors and the Supervisory Board for 2022 and the remuneration payment plan for the Board of Directors and the Supervisory Board for 2023
5. Approve the Proposal on selecting the audit company for the Financial Statements 2023;
6. Approve the Proposal on the Audited Financial Statement 2022.
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1. Activities of the Board of Directors:
2. Information about members of the Board of Directors:

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| --- | --- | --- | --- |
| 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 | Mr. Nguyen Duc Thang: | Chair of the Board of Directors | February 25, 2022 |  |
| 2 | Mr. Nguyen Duy Truong | Member of the Board of Directors | February 25, 2022 |  |
| 3 | Mr. Trinh Xuan Thang | Member of the Board of Directors | June 22, 2022 |  |

1. Board Resolutions/Board Decisions:

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| --- | --- | --- | --- |
| No. | Meeting minutes No. | Date | Content |
| 1 | 01/BB- HDQT | January 04, 2023 | * Approve the proposal for repairing the office building, garage, and kitchen.
* Review the progress of the NTMN project, repayment of ODA loans.
* Receive professional reports from the Labor Union.
* Approve the plan for Hanh Lam Branch to resume operations and the clean tea project in Hanh Lam.
* Approve the remuneration plan for the Board of Directors and the Supervisory Board.
* Approve the salary and Tet bonus plan.
* Approve the production and business plan for 2023, specifically Q1/2023.
* Settlement for branch enterprises.
* Other works:
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| 3 | 03/BB- HDQT | April 18, 2023 | * Initiate preparations for the Annual General Meeting of Shareholders in 2023.
* Preparation for production in Q2/2023.
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| 4 | 04/BB- HDQT | July 12, 2023 | * Evaluate the performance of the first 6 months of production and business activities and outlined the plan for the last 6 months of the year.
* Approve the tax inspection plan for the period of 2018 — 2022.
* Manage land affairs.
* Personnel work
* Other contents
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| 5 | 05/BB- HDQT | October 06, 2023 | * Review the overall production and business situation, investment and development across the entire company in Q3, and outlined the production and business plan for Q4/2023.
* Approve various specialized areas: Human resources - administration; Technical planning; Financial accounting; Foreign trade business.
* Outline the direction for Q4 plans.
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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 as member of the Supervisory Board. | Qualification |
| 1 | Mr. Nguyen Van Quyet | Chief of the Supervisory Board | February 25, 2022 |  |
| 2 | Mr. Tran Minh Phuc | Supervisor | February 25, 2022 |  |
| 3 | Mr. Nguyen Huy Thang | Supervisor | February 25, 2022 |  |

1. The Executive Board

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| --- | --- | --- | --- |
| Member of The Executive Board | Date of birth | Qualification | Date of appointment as member of the Executive Board |
| Trinh Xuan Thang | August 19, 1975 | Master of Business Administration | June 22, 2022 |

1. The Chief Accountant:

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| --- | --- | --- | --- |
| Full name | Date of birth | Qualification | Appointment date |
| Ngo Thi Lan  | February 15, 1972 | Bachelor | May 13, 2022 |

1. Training on corporate governance
2. List of affiliated persons of the public company and transactions of the affiliated persons of the Company with the Company itself.
3. Transactions between the Company and the affiliated persons of the Company; or between the Company and major shareholders, PDMR and affiliated persons of PDMR: None.
4. Transactions between Company’s PDMR, affiliated persons of PDMR and subsidiaries or companies controlled by the Company: None.
5. Transactions between the Company and other entities: None.
	1. Transactions between the Company and the companies in which members of the Board of Directors, members of the Supervisory Board, the Manager and other managers have been being founding members or members of the Board of Directors, the Executive Manager for the past three (03) years (calculated at the time of reporting): None.
	2. Transactions between Company and company that affiliated persons of members of the Board of Directors, members of the Supervisory Board, the Manager and other managers are members of the Board of Directors, the Executive Manager: None.
	3. Other transactions of the Company (if any) which can bring material or non-material benefits to members of the Board of Directors, members of the Supervisory Board, the Manager and other managers: None.
6. Share transactions of PDMR and affiliated persons of PDMR:
7. Transactions of PDMR and affiliated persons of PDMR for shares of listed companies
8. OTHER SIGNIFICANT ISSUES: None.