**IN4: Annual Corporate Governance Report 2023**

On January 30, 2024, No.4 Printing Joint Stock Company announced Report No. 05-BC-IN4 on the corporate governance in 2023 as follows:

Name of Company: No.4 Printing Joint Stock Company

* Head office address: Lot B2/1, Street No. 2A, Vinh Loc Industrial Zone, Binh Hung Hoa B Ward, Binh Tan District, Ho Chi Minh City
* Tel: 028. 37658908 Fax: 028. 37658902 Email: [ptttrang100520@gmail.com](mailto:ptttrang100520@gmail.com)
* Charter capital: VND 12,000,000,000
* Securities code (if any): IN4
* Corporate governance model: The General Meeting; Board of Directors, Supervisory Board and Managing Director
* Internal audit: Implemented

1. Activities of the General Meeting:

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

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| --- | --- | --- | --- |
| No. | General Mandate/Decision of the General Meeting | Date | Contents |
| 1 | 01/2023/NQ-DHDCD | June 24, 2023 | The Annual General Meeting 2023 of No.4 Printing Joint Stock Company approved:   * Summary report on production and business activities in 2022 and production and business orientation in 2023; * Report of the Board of Directors; * Report of the Supervisory Board on the production and business results in 2022 of the Company;   Proposal on approving the business results and the Audited Financial Statements 2022;   * Proposal on the profit distribution plan in 2022; * Proposal on the selection of an audit company for the Financial Statements 2023; * Proposal on the dismissal of Member of the Board of Directors; * Proposal on electing additional members for the Board of Directors, Term IV (2020-2025); * Results of additional election of members of the Board of Directors, Term IV (2020-2025) |

1. Board of Directors (Report of 2023)
2. Information about members of the Board of Directors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Board of Directors | Position | Date of appointment/dismissal as member of the Board of Directors | |
| Date of appointment | Date of dismissal |
| 1 | Mr. Nguyen Van Do | Chair | June 24, 2023 |  |
| 2 | Mr. Tran The Vinh | Permanent Vice Chair | June 27, 2020 |  |
| 3 | Mr. Khuu Vinh Quy | Vice Chair | June 27, 2020 |  |
| 4 | Mr. Nguyen Van Hoach | Member | June 27, 2020 |  |
| 5 | Mr. Duong Pham Dang Khoa | Member | June 26, 2021 |  |

1. Board Resolutions/Board Decisions (Report of 2023)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Resolution/Decision | Date | Contents |
| 1 | 01/2023/NQ-HDQT | April 28, 2023 | On approving the resignation of Member of the Board of Directors |
| 2 | 02/2023/NQ-HDQT | April 28, 2023 | On approving the policy on organizing the Annual General Meeting 2023 |
| 3 | 03/2023/NQ-HDQT | July 03, 2023 | On extending the tenure of the management |
| 4 | 04/2023/NQ-HDQT | July 03, 2023 | On extending the tenure of the management |
| 5 | 05/2023/NQ-HDQT | August 15, 2023 | On approving the plan on dividend payment in 2022 in cash |
| 6 | 06/2023/NQ-HDQT | August 15, 2023 | On approving the payment of bonuses to members of the Board of Director according to the Annual General Mandate 2023 |
| 7 | 07/2023/NQ-HDQT | August 15, 2023 | On appointing the Chair of the Company’s Board of Directors. |
| 8 | 08/2023/NQ-HDQT | August 15, 2023 | On appointing the Permanent Deputy Chair of the Company’s Board of Directors. |
| 9 | 09/2023/NQ-HDQT | August 15, 2023 | On appointing the legal representative of the Company |
| 10 | 10/2023/NQ-HDQT | August 15, 2023 | On re-appointing the Deputy Managing Director of the Company |
| 11 | 11/2023/NQ-HDQT | August 15, 2023 | On approving the salaries and remunerations of the managements |
| 12 | 12/2023/NQ-HDQT | August 15, 2023 | On appointing the Managing Director of the Company |
| 13 | 01/2023/QD-HDQT | August 15, 2023 | On approving the salaries of the managements |
| 14 | 02/2023/QD-HDQT | August 31, 2023 | On approving the salaries of the managements |
| 15 | 13/2023/NQ-HDQT | September 19, 2023 | On changing the title of the Company's legal representative |
| 16 | 03/2023/QD-HDQT | October 31, 2023 | On approving the salaries of the managements |

1. Supervisory Board (Report of 2023):
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 |
| Date of appointment | Date of dismissal |
| 1 | Ms. Le Thi Bach Yen | Chief | June 27, 2020 |  | Finance - Accountancy |
| 2 | Ms. Nguyen Thanh Vy | Member | June 27, 2020 |  | Finance - Accountancy |
| 3 | Ms. Le Thi Thu Ha | Member | June 27, 2020 |  | Finance - Accountancy |

1. Executive Board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Executive Board | Date of birth | Qualification | Date of appointment/dismissal as member of the Executive Board |
| 1 | Mr. Khuu Vinh Quy |  | Bachelor of Economics - Electrical Engineer | Appointed on: August 15, 2023 |
| 2 | Mr. Phan Chi Trung |  | Bachelor of Economics | Re-appointed on: August 15, 2023 |
| 3 | Mr. Tran Van Nhanh |  | Bachelor of Foreign Languages - College of Fine Arts | Re-appointed on: August 10, 2020 |
| 4 | Mr. Tran Thanh Quan Triet |  | Bachelor of Economics | Appointed on: November 01, 2020 |

1. Chief Accountant

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Date of birth | Qualification | Date of appointment/dismissal |
| Ms. Huynh Thi Kim My |  | Bachelor of Finance and Accounting | Appointed on: September 01, 2020 |

1. Training on corporate governance
2. List of related persons of the public company (report of 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 major shareholders, PDMR, or related persons of PDMR

* None

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

* None

1. Transactions between the Company and other entities
   1. Transactions between the Company and the company in which members of the Board of Directors, members of the Supervisory Board, Executive Manager (the Managing Director) and others managers have been founding members or members of the Board of Directors or Managing Director for the past three (03) years (as at the date of reporting).

* None
  1. Transactions between the Company and companies executed by related persons of members of the Board of Directors, members of the Supervisory Board, Executive Manager (the Managing Director) and others managers who are members of the Board of Directors or Executive Manager (the Managing Director).
* None
  1. Other transactions of the Company (if any) that can bring material or non-material benefits to members of the Board of Directors, members of the Supervisory Board, Executive Manager (Managing Director) and others managers:
* None

1. Share transactions of PDMR and related persons of PDMR:

(Report of 2023)

1. Company’s share transaction of PDMR and related persons.

* None.

1. Other significant issues: None