**ADC: Board Resolution**

On February 21, 2024, Art Design and Communication Joint Stock Company announced Resolution No. 02-2024/NQ-HDQT as follows:

Article 1: Approve the policy of appointing the Deputy Manager of Art Design and Communication Joint Stock Company specifically as follows:

* Personnel proposed for appointment: Mr. Kieu Anh Tuan
* Current position at the Company: Head of Sales - Publishing Department.
* New position proposed for appointment: Deputy Manager of Art Design and Communication Joint Stock Company.
* Term of position: 05 years from the effective date of the Decision on appointment.

Article 2: Approve the implementation of the appointment process of the Deputy Manager of Art Design and Communication Joint Stock Company, specifically as follows:

1. The Human Resources Department and Mr. Kieu Anh Tuan prepare all documents including:

* Curriculum vitae (form 2C-BNV/2008), certified by competent authority, pasted with 4\*6 color photo, taken within no more than 6 months, accompanied by copies of diplomas and training certificates, training with confirmation from competent authority.
* The self-evaluation and evaluation of the work process includes comments and evaluation from the Manager.
* Health certificate issued by a competent medical facility within 6 months.
* Declaration of assets and income according to the prescribed form.

1. The Company's Executive Board organizes a consultation by secret ballot on the appointment of Mr. Kieu Anh Tuan as the Deputy Manager.

* The opinion collection is summarized and expressed in the Vote Counting Minutes.
* Participants of the consultation: The Board of Managers; The Company's unit managers from the Deputy Head of Departments and above; the President of the Union; the Youth Union Secretary; the Secretariat of the Board of Directors.

1. Request the Company's grassroots Party Committee to meet and give opinions on the appointment of Party member Kieu Anh Tuan as the Deputy Manager.

* The grassroots Party Committee promulgates the document on the appointment of Party member Kieu Anh Tuan as the Deputy Manager.
* Conclusion of political standards according to the Politburo's regulations on internal Party political protection for Party member Kieu Anh Tuan.

1. The Board of Managers meets to discuss and vote on the appointment of Mr. Kieu Anh Tuan as the Deputy Manager.

* Meeting results are expressed in meeting minutes.

Article 3: Enforcement

This Resolution takes effect from the date of its signing.

Members of the Board of Directors, the Board of Managers and related departments of Art Design and Communication Joint Stock Company are responsible for implementing this Resolution.