**IHK: Annual Corporate Governance Report 2023**

On January 29, 2024, Aviation Printing Joint Stock Company announced Report No. 24/BC-CPINHK on corporate governance of the company in 2023 as follows:

* Name of company: Aviation Printing Joint Stock Company
* Head office address: No. 16, Hoang Minh Dao Street, Bo De Ward, Long Bien District, Hanoi City
* Tel: 024.38272851 -Fax:0243.8725372 - Email: [ihk@aviprint.com.vn](mailto:ihk@aviprint.com.vn)
* Charter capital: VND 21,419,280,000
* Securities code: IHK
* Corporate Governance Model: Public company.

The General Meeting, Board of Directors, Supervisory Board and Managing Director.

* Internal audit: Unimplemented.

1. Activities of the General Meeting:

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

The General Meeting of Aviation Printing Joint Stock Company held on June 19, 2021. On the basis of reports, proposals and discussions, the General Meeting promulgated General Mandate No. 84/NQ-DHDCD-CPINHK dated June 19, 2021 on approving the following main contents:

* Approve the report on production and business activities in 2022, the Audited Financial Statements 2022, and the plan on production and business in 2023.
* Approve the plan on profit distribution, appropriation for funds, remuneration of the Board of Directors and the Supervisory Board
* Approve the report on activities of the Board of Directors on task implementation and assigned powers in 2022.
* Approve the report on activities of the Supervisory Board in 2022.
* Approve the selection of the audit company for the fiscal year 2023:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Board of Directors | Position (independent member of the Board of Directors, non-executive member of the Board of Directors) | Date of appointment | |
| Date of appointment | Dismissal date |
| 1 | Le Xuan Thanh | Chair of the Board of Directors - Deputy Managing Director | June 26, 2020 |  |
| 2 | Pham Quang Thiep | Member of the Board of Directors - Managing Director | June 26, 2020 |  |
| 3 | Ngo Xuan Giang | Member of the Board of Directors - Chief Accountant | January 01, 2021 |  |
| 4 | Tran The Anh | Member of the Board of Directors - Factory’s Manager | June 26, 2020 |  |
| 5 | Nguyen Thai Linh | Non-executive | June 26, 2020 |  |

1. Board Resolutions/Board Decisions in 2023

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Board Resolution/Board Decision | Date | Contents |
| 1 | No. 73/NQ-HDQT-CPINHK | February 20, 2023 | Resolution on dismissing the Secretariat of the Board of Directors |
| 2 | No. 75/NQ-HDQT-CPINHK | February 27, 2023 | Resolution on the approval of the salary fund 2022 |
| 3 | No. 76/QD-HDQT-CPINHK | February 27, 2023 | Decision on approving the salary fund 2022 |
| 4 | No. 78/NQ-HDQT-CPINHK | April 15, 2023 | Resolution on approving the loan limit at Vietnam Joint Stock Commercial Bank for Industry and Trade |
| 5 | No. 79/QD-HDQT-CPINHK | April 15, 2023 | Decision on approving the loan limit at Vietnam Joint Stock Commercial Bank for Industry and Trade |
| 6 | No. 80/NQ-HDQT-CPINHK | April 15, 2023 | Resolution on approving the loan limit at The Joint Stock Commercial Bank for Investment and Development of Vietnam |
| 7 | No. 81/QD-HDQT-CPINHK | April 15, 2023 | Decision on approving the loan limit at The Joint Stock Commercial Bank for Investment and Development of Vietnam |
| 8 | No. 83/NQ-HDQT-CPINHK | May 11, 2023 | * Approve the audited production and business results in 2022; * Report on the Production and Business plan for 2023; * Approve the plan (the time and venue to organize the Annual General Meeting 2023) |
| 9 | No. 84/NQ-DHDCD-CPINHK | May 19, 2023 | Annual General Mandate 2023 |
| 10 | No. 85/QD-HDQT-CPINHK | May 25, 2023 | Decision on assigning planned targets for 2023 |
| 11 | No. 87/NQ-HDQT-CPINHK | October 27, 2023 | Resolution on the Report of the results of production and business activities in the first 9 months of 2023 and selection of an audit company for Financial Statements 2023 |

1. Supervisory Board (Annual Report 2023):
2. Information about the members of the Supervisory Board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Supervisory Board | Position | Date of appointment as member of the Supervisory Board. | Qualification |
| 1 | Pham Thi Thanh Nhan | Chief | June 26, 2020 | Master of Economics |
| 2 | Le Thi Hai Ha | Member | June 26, 2020 | Bachelor |
| 3 | Pham Thi Thanh Thuy | Member | June 26, 2020 | Bachelor |

1. Executive Board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Member of the Executive Board | Date of birth | Qualification | Date of appointment as Member of the Executive Board |
| 1 | Mr. Pham Quang Thiep | April 13, 1977 | Master | June 26, 2020 |
| 2 | Mr. Le Xuan Thanh | December 29, 1971 | Bachelor in Economics | Re-appointed |

1. Chief Accountant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Full name | Date of birth | Qualification | Appointment date |
| 1 | Mr. Ngo Xuan Giang | October 29, 1973 | Bachelor in Law; Economic Engineer. | Re-appointed |

1. Training on corporate governance
2. List of related persons of the public company (Report in 6 months) 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 principal shareholders, PDMR, or related persons of PDMR: None
4. Transactions between the Company’s PDMR, related 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 company in which members of the Board of Directors, members of the Supervisory Board, Executive Manager (Managing Director) and other managers have been founding members or members of the Board of Directors amd Executive Manager (Managing Director) for the past three (03) years (calculated at the date of reporting).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of institution/ individual | Name  Related organization/Position | Relations with the Company | ID card/Passport/Business Registration Certificate No., Date of issue, Place of issue | Address | Time of transaction | Contents quantity, total value of transaction | Note |
| 01 | Lien Son Computer Paper Co., Ltd. | Nguyen Thai Linh - Member of the Board of Directors | Mr. Linh is the Managing Director in this Company | 0301452923 issued on November 19, 2018 | 34 Nguyen Binh Khiem Road, Da Kao Ward, District 1, Ho Chi Minh City | In 2023 | Goods purchase: VND 1.096 million |  |

* 1. Transactions between the Company and companies executed by the related people of members of the Board of Directors, members of the Supervisory Board, Executive Manager (Managing Director) and other managers who are members of the Board of Directors and Executive Manager (the Managing Director).

Transaction with Lien Son Computer Paper Co., Ltd as above

* 1. Other transactions of the Company (if any) which can bring about material or non-material benefits to members of the Board of Directors, members of the Supervisory Board, Executive Manager (Managing Director) and other managers.

1. Share transactions of PDMR and related persons of PDMR (Report of 2023)
2. Company’s share transactions of PDMR and related persons: None
3. Other significant issues (None)