**AIC: Annual Corporate Governance Report 2023**

On January 30, 2024, Viet Nam National Aviation Insurance Corporation announced Report No. 01/2024/BC-HDQT on corporate governance in 2023 as follows:

* Name of company: Viet Nam National Aviation Insurance Corporation
* Head office address: 15th Floor, Geleximco Building, No. 36 Hoang Cau, Dong Da, Hanoi
* Tel: 024 - 6276 5555
* Fax: 024 - 6276 5556
* Email: [contact@bhhk.com.vn](mailto:contact@bhhk.com.vn)
* Charter capital: VND 1,000,000,000,000
* Securities code: AIC
* Corporate governance model: The General Meeting, Board of Directors, Supervisory Board, and Managing Director.
* Internal audit: Implemented

1. Activities of the General Meeting:

In 2023, the General Meeting took place 2 meetings and announced 02 General Mandates:

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| No. | General Mandate | Date | Contents |
| 1 | 01/2023/NQ-DHDCD | February 27, 2023 | 1. Approve the dismissal of Mr. Tran Trong Dung from a member of the Board of Directors term 2018-2023. 2. Approve that the Transferee - DB Insurance Co.,Ltd - receive the transfer of shares of Viet Nam National Aviation Insurance Corporation from the Transferor, resulting in the ownership rate reaching the level prescribed at Points a and b Section 1 Article 35 of Law on Securities 2019 without making public tender offer; transaction method: Matching order and/or negotiate through the UPCOM transaction system; transaction implementation time: from Q1/2023 until the transaction completion date. |
| 2 | 02/2023/NQ-DHDCD | June 30, 2023 | 1. Approve the Report on the production and business results in 2022 and the business plan for 2023. 2. Approve the report on production and business results in 2022 and the orientations and tasks for 2023. 3. Approve the Report of the Supervisory Board submitted to the Annual General Meeting 2023 4. Approve the Audited Financial Statements 2022 5. Approve the Plan of profit distribution and appropriations for funds in the fiscal year of 2022: 6. Approve the remuneration payment for the Board of Directors and Supervisory Board in 2022; the Plan on settlement of salary and remuneration in 2023, and operating expenses of the Board of Directors and Supervisory Board in 2023 7. Approve the selection of an audit company to audit the Financial Statements 2023; 8. Approve the implementation of contents of the 1st Extraordinary General Meeting 2023 9. Approve the election of members of the Board of Directors and Supervisory Board for the term 2023-2028. |

1. Board of Directors (Annual Report 2023):
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 | Le Thi Ha Thanh | Chair of the Board of Directors | Additionally elected on November 24, 2015 (working under executive regime). Elected to join the 2023-2028 term on June 30, 2023 |  |
| 2 | Nguyen Thanh Quang | Vice Chair of the Board of Directors | Additionally elected on November 19, 2014 (working under executive regime from December, 2015). Elected to join the 2023-2028 term on June 30, 2023 |  |
| 3 | Tran Sy Tien | Member of the Board of Directors | Additionally elected on November 19, 2014  Elected to join the term 2023-2028 on June 30, 2023 |  |
| 4 | Nguyen Dieu Trinh | Member of the Board of Directors | Additionally elected on June 09, 2022 Elected to join the term 2023-2028 on June 30, 2023 |  |
| 5 | Nguyen Quynh Trang | Member of the Board of Directors | Additionally elected on June 25, 2018, joining the term 2023-2028 |  |

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

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| No. | Board Resolution/Board Decision | Date | Contents |
| 1 | 01/2023/NQ-HDQT | January 09, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Tay Nam Bo branch |
| 2 | 02/2023/NQ-HDQT | January 12, 2023 | Resolution on approving the non-aviation reinsurance program in 2023 |
| 3 | 03/2023/NQ-HDQT | January 13, 2023 | Resolution on approving the bonus for Viet Nam National Aviation Insurance Corporation - Tho Chi Minh branch due to the accounting revenue of VND 100 billion in 2022. |
| 4 | 04/2023/NQ-HDQT | February 02, 2023 | Resolution on reappointing the Business Development Manager |
| 5 | 05/2023/NQ-HDQT | February 07, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Bac Ninh branch |
| 6 | 06/2023/NQ-HDQT | February 07, 2023 | Resolution on approving the termination of labor contract with Mr. Tran Trong Dung - former Managing Director of Viet Nam National Aviation Insurance Corporation. |
| 7 | 07/2023/NQ-HDQT | February 13, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Nghe An branch |
| 8 | 08/2023/NQ-HDQT | February 16, 2023 | Resolution on approving the compensation plan for loss of solar cell system fire on March 1, 2022 of ZESE Viet Nam Joint Stock Company |
| 9 | 09/2023/NQ-HDQT | February 22, 2023 | Resolution on approve the suggestions of shareholder group mentioned at the Document dated February 21, 2023 and include these suggestions in the expected agenda of the Extraordinary General Meeting on February 27, 2023. |
| 10 | 10/2023/NQ-HDQT | February 23, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Van Xuan branch |
| 11 | 11/2023/NQ-HDQT | March 09, 2023 | Resolution on personnel of Viet Nam National Aviation Insurance Corporation - Gia Dinh branch |
| 12 | 12/2023/NQ-HDQT | March 14, 2023 | Resolution on approving the policy on appointing Mr. Nguyen Thanh Quang - permanent executive Deputy Managing Director to hold the position of Managing Director and the Company’s legal representative. |
| 13 | 13/2023/NQ-HDQT | March 14, 2023 | Resolution on approving the compensation plan for loss of Dak Xu Hydropower Plant construction on October 29, 2020 of Truong Giang Hyropower Joint Stock Company |
| 14 | 14/2023/NQ-HDQT | March 20, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Tien Giang branch |
| 15 | 15/2023/NQ-HDQT | March 23, 2023 | Resolution on approving the extension of the Annual General Meeting 2023, no later than June 30, 2023 |
| 16 | 16/2023/NQ-HDQT | March 28, 2023 | Resolution on compensation plan for car plate 51D-602.68 |
| 17 | 17/2023/NQ-HDQT | March 28, 2023 | Resolution on approving the liquidation of cars that are assets after compensation |
| 18 | 18/2023/NQ-HDQT | March 29, 2023 | Resolution on approving the transfer of shares of T&T Airlines Transport and Commerce Joint Stock Company |
| 19 | 19/2023/NQ-HDQT | March 31, 2023 | Resolution on approving the total realized salary fund in 2022 of the Corporation |
| 20 | 20/2023/NQ-HDQT | April 04, 2023 | Resolution on approving the personnel organization tasks in the Secretariat, Legal department and Internal control |
| 21 | 21/2023/NQ-HDQT | April 05, 2023 | Resolution on compensation plan for car plate 29H-744.39 |
| 22 | 22/2023/NQ-HDQT | April 19, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Tay Bac branch |
| 23 | 23/2023/NQ-HDQT | April 25, 2023 | Resolution on bonus for units having good business results in Q1/2023 |
| 24 | 24/2023/NQ-HDQT | April 28, 2023 | Resolution on supplementation of motor vehicle reinsurance and credit security program 2023 |
| 25 | 25/2023/NQ-HDQT | May 05, 2023 | Resolution on approving the organization of the Annual General Meeting 2023 |
| 26 | 26/2023/NQ-HDQT | May 19, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Quang Binh branch |
| 27 | 27/2023/NQ-HDQT | May 10, 2023 | Resolution on the plan on supplementing cost of complaint against the Peppino Bottiglieri ship |
| 28 | 28/2023/NQ-HDQT | May 11, 2023 | Resolution on the compensation plan for goods loss on November 24, 2022 for Vinacomin Cam Pha Coal Trading Joint Stock Company |
| 29 | 29/2023/NQ-HDQT | May 20, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Hue branch |
| 30 | 30/2023/NQ-HDQT | May 22, 2023 | Resolution on supplementation of line of credit at banks |
| 31 | 31/2023/NQ-HDQT | June 01, 2023 | Resolution on dismissal of Executive Manager, Secretariat, Legal department and Internal control |
| 32 | 32/2023/NQ-HDQT | June 01, 2023 | Resolution on approving the business results in 2022 and the business plan for 2023. |
| 33 | 33/2023/NQ-HDQT | June 20, 2023 | Resolution on reappointing the Deputy Manager of Viet Nam National Aviation Insurance Corporation - Thai Nguyen branch |
| 34 | 34/2023/NQ-HDQT | June 20, 2023 | Resolution on reappointing Executive Manager of Viet Nam National Aviation Insurance Corporation - Bac Giang branch |
| 35 | 35/2023/NQ-HDQT | June 20, 2023 | Resolution on approving the bonus fund for Viet Nam National Aviation Insurance Corporation - Tay Nam Bo branch |
| 36 | 36/2023/NQ-HDQT | June 20, 2023 | Resolution on adjustments of salary of Executive Manager of Reinsurance department |
| 37 | 37/2023/NQ-HDQT | June 26, 2023 | Resolution on approving the personnel work in the Secretariat, Legal department and Internal control and Viet Nam National Aviation Insurance Corporation - Kinh Do branch |
| 38 | 38/2023/NQ-HDQT | June 27, 2023 | Approve the personnel work at Viet Nam National Aviation Insurance Corporation - Thanh Do branch |
| 39 | 39/2023/NQ-HDQT | June 30, 2023 | Approve the sale of shares of Handicraft and Art Articles Export - Import JSC |
| 40 | 40/2023/NQ-HDQT | June 30, 2023 | Approve the election result of Ms. Le Thi Ha Thanh, member of the Board of Directors, to hold the position of Chair of the Board of Directors of Viet Nam National Aviation Insurance Corporation |
| 41 | 41/2023/NQ-HDQT | June 30, 2023 | Approve the election result of Mr. Nguyen Thanh Quang member of the Board of Directors, to hold the position of Vice Chair of the Board of Directors of Viet Nam National Aviation Insurance Corporation |
| 42 | 42/2023/NQ-HDQT | July 03, 2023 | Approve the reappointment of Mr. Ngo Hong Khoa to hold the position of Deputy Managing Director of Viet Nam National Aviation Insurance Corporation |
| 43 | 43/2023/NQ-HDQT | July 03, 2023 | Approve the wholesome compensation plan for car with car plate 30F-806.64 |
| 44 | 44/2023/NQ-HDQT | July 17, 2023 | Approve the proposal on selecting KPMG Limited as the audit company for the semi-annual Financial Statements and the Financial Statements 2023 of Viet Nam National Aviation Insurance Corporation |
| 45 | 45/2023/NQ-HDQT | July 18, 2023 | Approve the liquidation of cars that are assets after compensation |
| 46 | 45A/2023/NQ-HDQT | July 24, 2023 | Approve the supplementation to bonus fund of VND 2 billion to the plan for 2023 |
| 47 | 46/2023/NQ-HDQT | July 28, 2023 | Approve the advances for compensation for CTCP Thương mại Minh Khai (tentative translated as Minh Khai Trading Joint Stock Company) (compensation for loss of factory fire on October 3, 2022) |
| 48 | 47/2023/NQ-HDQT | August 01, 2023 | Approve the salary adjustment for Mr. Nguyen Thanh Quang - the Managing Director |
| 49 | 48/2023/NQ-HDQT | August 03, 2023 | Approve the personnel work: Re-appoint Mr. Le Thanh Tung to hold the position of Manager of Department of Motor Vehicles - Human Resource |
| 50 | 49/2023/NQ-HDQT | August 03, 2023 | Approve the personnel work: Re-appoint Mr. Nguyen Thanh Binh as the Project Manager |
| 51 | 50/2023/NQ-HDQT | August 03, 2023 | Approve the personnel work: Re-appoint Mr. Nguyen Thanh Son to hold the position of Manager of Viet Nam National Aviation Insurance Corporation - Binh Phuoc branch |
| 52 | 51/2023/NQ-HDQT | August 04, 2023 | Approve the personnel work: Re-appoint Mr. Le Van Chien - Manager of Secretariat, Legal department and Internal control department and the person in charge of corporate governance |
| 53 | 52/2023/NQ-HDQT | August 04, 2023 | Approve the personnel work: Re-appoint Mr. Luu Tan Hieu to hold the position of Manager of Viet Nam National Aviation Insurance Corporation - Ben Thanh branch |
| 54 | 53/2023/NQ-HDQT | August 04, 2023 | Approve the advances for compensation for Ta Yu Wood (Vietnam) Co., Ltd. (compensation for loss of factory fire on January 3, 2023) |
| 55 | 54/2023/NQ-HDQT | August 16, 2023 | Approve the personnel work: Re-appoint Ms. Le Nguyen Thi Thu to hold the position of Manager of Viet Nam National Aviation Insurance Corporation - Long An branch |
| 56 | 55/2023/NQ-HDQT | August 17, 2023 | Approve the hiring of a Law Firm to resolve disputes in 02 cases of wind power turbine blade loss with Multi-national Transport Joint Stock Company |
| 57 | 56/2023/NQ-HDQT | August 17, 2023 | Approve the compensation plan for car plate 29H-706.58 |
| 58 | 57/2023/NQ-HDQT | August 28, 2023 | Approve the liquidation of cars that are assets after compensation |
| 59 | 58/2023/NQ-HDQT | August 30, 2023 | Approve the reception of Mr. Nghiem Xuan Thai and Mr. Doan Kien to be Strategic Consultants |
| 60 | 59/2023/NQ-HDQT | August 30, 2023 | Approve the adjustment of salary of Ms. Nguyen Thi Thu Huyen - Chief of the Supervisory Board |
| 61 | 60/2023/NQ-HDQT | September 11, 2023 | Approve the compensation plan for loss of factory, machinery and goods fires on January 31, 2021 of OMAY Viet Nam Wood Company Limited |
| 62 | 61/2023/NQ-HDQT | September 18, 2023 | Approve the personnel work: Re-appoint Mr. Nguyen Thanh Phuong to hold the position of Deputy Manager of Viet Nam National Aviation Insurance Corporation - Quang Ngai branch |
| 63 | 62/2023/NQ-HDQT | September 19, 2023 | Approve the dismissal of Mr. Le Huu Phuoc from the Deputy Managing Director in charge of business. |
| 64 | 63/2023/NQ-HDQT | September 19, 2023 | Approve the advances for compensation for Vinatex Da Nang Joint Stock Company (compensation for loss of assets on October 14, 2022) |
| 65 | 64/2023/NQ-HDQT | September 29, 2023 | Approve the compensation plan for loss of factory, machinery and goods fires on November 14, 2020 of Dong Luc International Company Limited |
| 66 | 64A/2023/NQ-HDQT | September 29, 2023 | Approve the sale of shares of Handicraft and Art Articles Export - Import JSC |
| 67 | 65A/2023/NQ-HDQT | September 30, 2023 | Approve the termination of Business cooperation contract No. 01/HTKD/VNI-RQ entered into on July 25, 2022 between Viet Nam National Aviation Insurance Corporation and Fruit-Vegetable Export-Import Joint Stock Company |
| 68 | 65/2023/NQ-HDQT | October 03, 2023 | Approve the compensation plan for loss of fishing boat BD-97818 TS of Ms. To Thi Nhan on October 17, 2019 |
| 69 | 66/2023/NQ-HDQT | October 03, 2023 | Approve the personnel work: Re-appoint Ms. Nguyen Thi Bay to hold the position of Executive Manager of Reinsurance department. |
| 70 | 67/2023/NQ-HDQT | October 06, 2023 | Approve the personnel work: Re-appoint Mr. Ha Van Truong of to hold the position of Manager of Viet Nam National Aviation Insurance Corporation - Duyen Hai branch |
| 71 | 68/2023/NQ-HDQT | October 17, 2023 | Approve the change of an audit company for the Financial Statements 2023 of the Corporation |
| 72 | 69/2023/NQ-HDQT | October 20, 2023 | Approve the personnel work of the Compensation Assessment Board |
| 73 | 70/2023/NQ-HDQT | October 23, 2023 | Approve the adjustment of award fee to collect from a third person - owner of the Precious Sky ship |
| 74 | 71/2023/NQ-HDQT | October 26, 2023 | Approve the adjustment of salary of Mr. Ho Van Phuong - Manager of Information Technology Department |
| 75 | 72/2023/NQ-HDQT | September 13, 2023 | Approve the personnel work: Dismiss Mr. Ksor Mai Sa from Executive Manager of Viet Nam National Aviation Insurance Corporation |
| 76 | 73/2023/NQ-HDQT | November 03, 2023 | Approve the compensation plan for loss of factory fire of Minh Khai Trading Joint Stock Company on October 3, 2022 |
| 77 | 74/2023/NQ-HDQT | November 03, 2023 | Approve the liquidation of cars that are assets after compensation |
| 78 | 75/2023/NQ-HDQT | November 07, 2023 | Approve the compensation plan for the loss of money of An Binh Commercial Joint Stock Bank on September 25, 2020 |
| 79 | 76/2023/NQ-HDQT | November 13, 2023 | Approve the personnel work: Re-appoint Mr. Nguyen Duy Hoan of to hold the position of Manager of Viet Nam National Aviation Insurance Corporation - Hai Duong branch |
| 80 | 77/2023/NQ-HDQT | November 20, 2023 | Approve the personnel work: Dismiss Ms. Nguyen Thi Thuy Hang from Executive Manager of the Administration Organization Department |
| 81 | 78/2023/NQ-HDQT | November 24, 2023 | Approve the personnel work: Re-appoint Ms. Tran Thi Khanh Tuyen to hold the position of Manager of Viet Nam National Aviation Insurance Corporation - Quang Nam branch |
| 82 | 79/2023/NQ-HDQT | November 24, 2023 | Approve the personnel work: Re-appoint Mr. Vo Xuan Phuong to hold the position of Executive Manager of the Transaction Department |
| 83 | 79A/2023/NQ-HDQT | November 24, 2023 | Approve share offering of Vietnam General Corporation Of Agricultural Materials - Joint Stock Company |
| 84 | 80/2023/NQ-HDQT | November 29, 2023 | Approve the whole compensation plan for car with car plate BKS51B-319.81 |
| 85 | 81/2023/NQ-HDQT | December 04, 2023 | Approve the bonus foe member companies that completed the revenue plan for 2023 ahead of schedule |
| 86 | 82/2023/NQ-HDQT | December 08, 2023 | Approve the compensation plan for loss of Truong Tam 07 ship of Truong Tam Shipping Co., Ltd on February 5, 2020 |
| 87 | 83/2023/NQ-HDQT | December 15, 2023 | Approve the establishment of the Internal audit department and risk management department in the organizational structure of Viet Nam National Aviation Insurance Corporation |
| 88 | 84/2023/NQ-HDQT | December 18, 2023 | Approve the plan for damages to Dong Duong Losgistics Joint Stock Company on July 21, 2023 |

1. Supervisory Board (Annual 2023 Report):
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/Audit Committee | Qualification |
| 1 | Ms. Nguyen Thi Thu Huyen | Chief of the Supervisory Board | November 24, 2015 | Bachelor in Accounting and Auditing |
| 2 | Mr. Ngo Hong Minh | Member | June 12, 2018 | Bachelor in Accounting and Auditing |
| 3 | Ms. Nguyen Thi Thu Huong | Member | May 30, 2019 | Bachelor in Finance and Banking |

1. Executive Board:

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| --- | --- | --- | --- | --- |
| No. | Member of the Executive Board | Date of birth | Qualification | Date of appointment/dismissal as member of the Executive Board |
| 1 | Mr. Nguyen Thanh Quang | January 02, 1980 | Bachelor in Economics | Appointed on December 25, 2015 for the first time, re-appointed on December 25, 2021, appointed as the Managing Director on July 21, 2023 |
| 2 | Ms. Tao Thi Thanh Hoa | October 18, 1977 | Master of Business Administration | Appointed on June 12, 2017 for the first time, re-appointed on June 14, 2021 |
| 3 | Mr. Le Manh Cuong | July 20, 1970 | Bachelor in Economics | Appointed on February 23, 2018 for the first time, re-appointed on February 23, 2021 |
| 4 | Mr. Le Huu Phuoc | January 03, 1972 | Bachelor in Economics | Appointed on September 01, 2016 for the first time, reappointed on September 01, 2020 and dismissed on September 01, 2023 |
| 5 | Mr. Ngo Hong Khoa | October 24, 1973 | Bachelor in Economics | Appointed on July 06, 2022 for the first time, re-appointed on July 06, 2023 |

1. Chief Accountant

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| Full name | Date of birth | Qualification | Date of appointment /dismissal |
| Nguyen Hoang Mai | February 03, 1976 | Bachelor in Finance and Accounting | Appointed on June 01, 2016 for the first time, re-appointed on June 01, 2022 |

1. Training on corporate governance
2. List of related persons of the public company (annual report 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, related persons of PDMR: None
4. Transactions between the Company’s PDMR, related persons of PDMR and subsidiaries, companies controlled by the Company: None
5. Transactions between the Company and other entities:
   1. Transactions between the Company and the companies where 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 Directo ror Executive Manager (Managing Director) for the past three (03) years (as at the date of reporting): None
   2. Transactions between the Company and companies in which related persons 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): None
   3. Other transactions of the Company (if any) that 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: None
6. Share transactions of PDMR and related persons of PDMR (Report of 2023)
7. Transaction of PDMR and related persons related to the Company’s shares:
8. Other significant issues: None.