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## **NOTICE**

*Regarding the Processing of Personal Data Related to the Organization of the Annual General Meeting of Shareholders in 2025*

**To: - Shareholders/Authorized Representatives attending the Annual General Meeting of Shareholders**  
**- Nominees for the additional election of members to the Board of Directors for the 2025-2030 term**

First of all, TNG Investment and Trading Joint Stock Company ("TNG" or "the Company") would like to express our sincere gratitude to all shareholders for their trust and continued support of TNG over the years.

In order to organize the Annual General Meeting of Shareholders in 2025 ("AGM 2025"), TNG issues this Notice regarding the processing of personal data ("Notice") to inform and obtain the consent of Shareholders, Authorized Representatives attending the AGM 2025, and nominees for the additional election of members to the Board of Directors for the 2025-2030 term, in accordance with the provisions of Decree No. 13/2023/ND-CP dated April 17, 2023, of the Government on personal data protection, and other related legal regulations when TNG collects and processes personal data of Shareholders, Authorized Representatives attending the AGM 2025, and nominees for the additional election to the Board of Directors.

By providing personal data when confirming attendance at the AGM 2025, authorizing representation at the AGM 2025, nominating/endorsing candidates for the additional election to the Board of Directors for the 2025-2030 term, and/or submitting nomination documents to the Company, proposing issues to be included in the AGM 2025 agenda, registering for the AGM 2025, Shareholders or Authorized Representatives attending the AGM, or Nominees for the additional election to the Board of Directors, agree to allow TNG to collect and process their personal data for the purposes related to the AGM 2025.

TNG ensures that all personal information and data provided by Shareholders or Authorized Representatives attending the AGM, or Nominees for the additional election to the Board of Directors, will be used solely for organizing the AGM 2025, storing records at the Company, and providing them to competent authorities if necessary, in accordance with legal regulations. All such personal information and data will be processed securely, confidentially, and will be retained or disposed of in compliance with the applicable laws.

**Sincerely!**

**AGENDA OF THE ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**2025**

*Time: 08:00 to 11:30 on April 20, 2025*

<b>TIME</b>	<b>CONTENT</b>	<b>RESPONSIBLE PARTY</b>
08h00 - 08h30	Welcoming and registering delegates and shareholders	Inspection Board Shareholder Status
08h30 - 08h45	Opening and introduction of delegates attending the Meeting	MC
08h40 - 08h50	KQ report to check the eligibility of participating shareholders Declaration of eligibility for the Meeting	Inspection Board Shareholder Status
08h50 - 08h55	Introduction of the Chair	MC
08h55 - 09h00	- Introduction of the Secretary of the Meeting; Approved by the Chairman and Secretary of the Meeting. - Approved the composition of the Vote Counting Committee - Opening Statement of the Meeting	Chairing Group
09h00 - 09h30	- Approve the agenda; Working Regulations of the Meeting. - Announcing the contents of the Reports and Submissions of the Board of Directors at the General Meeting.	Secretary
09:30 - 10:00	Vote through the following contents: 1. Production and business report in 2024 2. Reports of the Board of Directors, Board of Management, Audit Committee 3. Profit distribution plan in 2024 4. Dividend payment in 2024 5. Payment of remuneration of the Board of Directors in 2024 6. Production and business plan in 2025 7. Dividend payment plan in 2025 8. Plan to pay remuneration to the Board of Directors in 2025 9. Plan for stock issuance and bond listing in 2025 10. Plan to select an audit firm in 2025 11. Changing business lines 12. Amending and supplementing the company's charter 13. Amendments and supplements to the Internal Regulation on Corporate Governance 14. Approving and authorizing the Board of Directors to approve contracts, transactions with related parties and credit institutions 15. Dismissal of members of the Board of Directors and election of additional members of the Board of Directors for the term 2025-2030	Chairing Group
10:00 a.m. - 10:30 a.m.	Break	
10:30 a.m. - 10:45 a.m.	Exchange and discussion	Chairing Group
10:45 a.m. - 11:10 a.m.	Announcing the results of vote counting and the draft Resolution of the General Meeting of Shareholders.	Voting Counting Committee, Secretary
11:10 a.m. - 11:20 a.m.	Approving the Minutes and Resolutions of the Meeting	Chairing Group
11h20 - 11h30	Closing of the Meeting	Chairing Group

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN OF BOD**



**NGUYEN VAN THOI**

**REGULATIONS ON ORGANIZING  
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
OF TNG INVESTMENT AND TRADING JOINT STOCK COMPANY**

*Pursuant to:*

- The Law on Enterprises No. 59/2020/QH14 dated June 17, 2020, and its guiding documents;
- The Law on Securities No. 54/2019/QH14 dated November 26, 2019, and its guiding documents;
- The current Charter of TNG Investment and Trading Joint Stock Company
- The current Internal Regulations on Corporate Governance of TNG Investment and Trading Joint Stock Company.

The regulations for organizing the 2025 Annual General Meeting of Shareholders of TNG Investment and Trading Joint Stock Company include the following contents:

**Article 1. Scope of Regulation and Subjects of Application**

1. These regulations specifically stipulate the organization, attendance, voting, and execution of rights and obligations of Shareholders and parties attending the meeting of the Annual General Meeting of Shareholders (abbreviated as "AGM") for 2025 (hereinafter referred to as "Meeting") of TNG Investment and Trading Joint Stock Company (hereinafter referred to as "Company" or "TNG").

2. Provisions related to organizing the Meeting not detailed in these regulations shall follow the provisions of the Law on Enterprises, the Charter, and the Internal Regulations on Corporate Governance of the Company.

3. Shareholders listed in the finalized List of Shareholders provided by the Vietnam Securities Depository and Clearing Corporation ("List of Shareholders eligible to attend the Meeting"), Representatives of Shareholders, and parties attending the Meeting are required to comply with the provisions of these regulations.

**Article 2. Interpretation of Terms**

In this Regulation, the following terms are construed as follows::

1. **"AGM Organizing Committee"**: Refers to the unit established by the Company's Board of Directors to prepare and organize the Meeting.

2. **"Shareholders"**: Individuals or organizations owning at least one share of the Company, as listed in the Shareholder List eligible to attend the Meeting.

3. **"Shareholder Representative"**: Individuals or organizations authorized by Shareholders or their representatives to attend and exercise their rights at the Meeting per the regulations.

4. **"Authorization to Attend the Meeting"**: The process where Shareholders provide written authorization to a Representative to attend and exercise their rights at the Meeting in accordance with laws, the Company Charter, and these Regulations. The written authorization can be in the Company's standard Authorization Form or created through fields provided on the authorization system at the website tng.vn or self-prepared by Shareholders.

5. **"Physical Meeting"**: A Meeting format conducted entirely at a specified location announced in the Invitation, where Shareholders/Representatives attend, discuss, and vote directly during the Meeting. Meetings held in this format are referred to as **"Direct Meetings."**

6. **"Online Meeting"**: A Meeting format utilizing electronic tools to connect, transmit images, and sound through the internet environment, allowing Shareholders/Representatives at different locations to attend, follow the proceedings, discuss, and vote on Meeting issues.

7. **"Hybrid Meeting"**: A Meeting format combining both direct and online Meeting options, allowing Shareholders/Representatives to choose one of the two formats to attend.

8. **"Agenda"**: The topics and issues within the Meeting agenda for Shareholders/Representatives to vote on, excluding procedural matters for conducting the Meetingp.

9. **"Voting"**: The action by Shareholders/Representatives of expressing opinions ("Approve," "Disapprove," "No Opinion") on specific topics or issues within the AGM's decision-making authority.

10. **"Biểu quyết trực tiếp"**: Là việc Cổ đông/Người đại diện của Cổ đông tham gia biểu quyết tại Đại hội trực tiếp bằng hình thức bỏ phiếu kín hoặc giơ tay biểu quyết.

11. **"Secret Ballot"**: The process where Shareholders/Representatives vote during the Physical Meeting using written documents such as Voting Papers and/or Election Ballots (for electing members of the Board of Directors). Voting Papers and Election Ballots are in the Company's standardized forms distributed by the AGM Organizing Committee to participating Shareholders/Representatives..

12. **"Raise Hands Voting"**: The process where Shareholders/Representatives vote during the Physical Meeting by raising hands to express agreement corresponding to opinions of "Approve," "Disapprove," "No Opinion" for each specific topic or issue.

### Article 3. Organization of the Meeting



**REGULATIONS ON ORGANIZING  
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
OF TNG INVESTMENT AND TRADING JOINT STOCK COMPANY**

*Pursuant to:*

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### Article 3. Organization of the Meeting



1. Based on the actual situation, the Board of Directors decides to convene the Meeting in one of the following formats: physical meeting, online meeting, or a hybrid meeting combining both physical and online participation.

2. The Board of Directors establishes the AGM Organizing Committee to prepare and implement the tasks and procedures for organizing the Meeting in the format decided by the Board of Directors, in compliance with the law, the Company Charter, the Internal Regulations on Corporate Governance, and these Regulations.

3. The AGM Organizing Committee is responsible for assisting the Board of Directors in conducting procedures to compile the List of Shareholders eligible to attend the Meeting, preparing meeting documents, sending meeting invitations, and undertaking other tasks required for organizing the Meeting as per the law, the Company Charter, and the Internal Regulations on Corporate Governance of the Company.

4. The Board of Directors holds the authority and responsibility to issue the necessary regulations, guidelines, and announcements to facilitate the organization and voting activities of the Meeting.

5. The data and information of Shareholders, Shareholder Representatives, and candidates for additional members of the Board of Directors will be processed and stored for the purpose of organizing the Meeting, conducting the election for the Board of Directors, and ensuring compliance with legal requirements.

#### **Article 4. Authorization to Attend the Direct AGM**

1. Shareholders/Authorized Representatives of Shareholders who are organizations may delegate all or part of their voting shares to other individuals or organizations (“Shareholder Representatives”) to attend the direct AGM and vote on all matters requiring decisions at the AGM in accordance with the law, the Company Charter, the Internal Corporate Governance Regulations, these Regulations, and guidelines from the AGM Organizing Committee.

2. Authorization shall be considered valid and legally binding when it meets the following conditions:

a) The authorization is prepared in writing in one of the following forms:

(i) A hard copy document bearing the signature of the authorizing party (Shareholder/Authorized Representative of Shareholder who is an organization) and a seal (if the Shareholder is an organization).

(ii) Electronic data: email, phone message, Zalo message, or authorization through the system on the website www.tng.vn

b) The authorization form may follow the Company's standard Authorization Form or be created by Shareholders themselves (for cases of authorization through the system on the website www.tng.vn, the system's designed information fields must be followed). The authorization must clearly state the name of the authorized individual or organization and the number of shares being delegated.

c) Authorized individuals or organizations must submit the authorization document to the Company no later than the time of registration before the AGM's commencement. The document can be submitted to the Company using one of the following methods:

(i) Direct handover or via postal/courier services.

(ii) Via email, phone messages, or Zalo messages sent from the registered email, phone number, or Zalo account (created from the phone number) of the Shareholder.

(iii) Through the AGM authorization system on the website www.tng.vn, verified by an OTP code sent to the Shareholder's registered phone number.

he registered email and phone number must match those on the List of Shareholders eligible to attend the AGM.

3. For the method of authorization via the AGM authorization system on the website www.tng.vn, Shareholders/Authorized Representatives must access the link provided by the AGM Organizing Committee, create the authorization document, and verify it using an OTP code sent to the Shareholder's registered phone number, as outlined in the AGM Organizing Committee's instructions.

4. Reauthorization: In cases where the initially authorized individual/organization is permitted to reauthorize another person to attend the AGM ("meeting attendee"), in addition to the reauthorization document, the meeting attendee must also present/submit the original authorization document from the Shareholder/Authorized Representative (if not previously registered with the Company) no later than the time of registration before the AGM's commencement.

5. Cancellation of authorization: If a Shareholder/Authorized Representative wishes to cancel previously valid authorization, they must notify the Company using one of the methods stated in Clause 2(c) of this Article before the AGM's commencement or before any adjourned meeting. Cancellation takes effect upon the Company receiving a valid written cancellation notice from the Shareholder/Authorized Representative.

#### **Article 5. Verification of Shareholder Status and Conditions for Convening the Direct AGM**





1. The Eligibility Checking Committee, established and assigned tasks by the Company's Board of Directors, shall assist in organizing the AGM by performing the following responsibilities:

a) Verifying shareholder registration and attendance at the AGM to ensure accuracy and compliance.

b) Preparing a Report on the results of verifying the eligibility of Shareholders participating in the AGM.

2. The Eligibility Checking Committee shall calculate the total number of voting shares held and/or represented by the Shareholders/Representatives attending the AGM at the specified venue before the AGM's commencement. Based on this calculation, the Committee shall determine the percentage of participation at the time of commencement to confirm whether the conditions for convening the AGM in a direct format are met.

3. For the first meeting, the AGM shall proceed directly if the attending Shareholders/Representatives represent more than 50% of the total number of voting shares (equivalent to the total number of voting ballots) of the Company, as per the finalized List of Shareholders eligible to attend the AGM.

#### **Article 6. Order and Conduct at the Direct AGM**

1. Shareholders/Representatives attending the AGM must sit in the designated seat or area assigned by the AGM Organizing Committee. Compliance with the seating arrangement made by the AGM Organizing Committee is mandatory.

2. Smoking is strictly prohibited inside the AGM room.

3. Private conversations are not allowed. Mobile phones must be switched off or set to silent mode.

4. The AGM shall only discuss and vote on the contents included in the approved Agenda.

#### **Article 7. Chairperson and Presidium**

1. The Chairperson of the Board of Directors shall serve as the Chairperson of the direct AGM, supported by a number of Board members (as proposed by the Chairperson) to assist in presiding over the AGM (collectively referred to as the "Presidium").

2. Members of the Presidium must comply with the directives/central leadership of the Chairperson concerning matters related to the conduct of the AGM. In all cases, the decision of the Chairperson is considered final.

3. The Presidium shall conduct the AGM in accordance with the provisions of these Regulations and the Agenda approved by the AGM.

4. The Presidium is responsible for guiding discussions during the AGM, overseeing voting on items within the Agenda, addressing issues that require AGM approval, and resolving any issues that arise during the proceedings.

5. The Presidium has the authority to take necessary and reasonable measures to ensure the orderly conduct of the AGM, adhering to the approved Agenda and reflecting the will of the majority of attendees.

#### **Article 8. Secretariat**

1. The Chairperson shall appoint one or several individuals to act as the Secretary of the AGM (collectively referred to as the "Secretariat").

2. The Secretariat shall undertake the following tasks:

a) Receive and compile all questions and opinions from Shareholders/Representatives attending the AGM during the proceedings and forward them to the Presidium.

b) Accurately and comprehensively record all the content and developments of the AGM, including issues approved or noted by Shareholders/Representatives during the AGM.

c) Draft the Meeting Minutes and Resolutions concerning the matters approved at the AGM.

#### **Article 9. Vote Counting Committee**

1. The Vote Counting Committee shall consist of at least 07 (seven) members, including at least 01 independent member of the Board of Directors, 01 member from the Company's Internal Audit Committee, 01 shareholder who does not hold any managerial position within the Company.

2. The Vote Counting Committee is nominated by the Chairperson and approved by the AGM.

3. The Vote Counting Committee is responsible for the following:

a) Guiding Shareholders/Shareholder Representatives on how to vote and elect at the AGM.

b) Conducting the vote counting process for resolutions and elections..

c) Preparing and announcing the Vote Counting Report to the AGM.

d) Submitting the Vote Counting Report and all Voting Papers and Election Ballots (if applicable) to the AGM Organizing Committee.

e) Being accountable for the transparency and accuracy of the vote-counting results.

#### **Article 10. Voting on Contents and Matters at the Direct AGM**

1. Shareholders/Representatives participating in voting at the direct AGM shall vote directly in accordance with the provisions of these Regulations and the instructions from the AGM Organizing Committee.

2. Shareholders/Representatives with voting rights are those who have registered to participate in the AGM up until the time of voting, and the number of Shareholders/Representatives participating in voting serves as the basis for calculating the voting percentages.

3. Methods of direct voting correspond to specific contents and matters requiring AGM approval as follows:

a) For procedural contents of the AGM and the approval of the full text of the draft Resolutions and Minutes of the AGM: Voting by raising hands to indicate agreement, corresponding to opinions of "Approve," "Disapprove," or "No Opinion" for each content requiring a vote as directed by the Presidium.

With this method, each Shareholder/Representative raising their hand is considered to agree with the voting opinion for the total number of voting shares (owned and/or represented) corresponding to the Shareholder/Representative's voting rights at the AGM.

b) For the main contents of the Agenda: Voting by secret ballot using Voting Papers in the format issued by the AGM Organizing Committee.

With this method, Shareholders/Representatives mark one of three boxes corresponding to the opinions of "Approve," "Disapprove," or "No Opinion" for each voting content. The voting results are counted only when the Shareholder/Representative completes the voting properly.

c) For the election of additional members of the Board of Directors: Voting by secret ballot using Election Ballots in accordance with the Regulations on Electing Additional Members of the Board of Directors and the Guidelines for the Election of Board Members issued by the Board of Directors.

4. Shareholders/Representatives experiencing issues or difficulties with voting must promptly notify the Ballot Counting Committee or the AGM Organizing Committee for guidance and support in completing the voting process.

5. Ballot Counting Results:

a) Voting results are counted only when Shareholders/Representatives complete their voting in accordance with the Presidium's instructions and submit valid ballots corresponding to each voting method as prescribed in these Regulations, the Regulations on Electing Additional Board Members, and the Guidelines for Board Member Elections issued by the Board of Directors.

b) The Ballot Counting Committee is responsible for verifying the voting results for each issue and content based on the corresponding voting methods to compile the overall voting results for all Shareholders/Representatives participating in voting at the direct AGM.

c) Voting results are determined for each issue and content and calculated as a percentage (%) rounded to two decimal places.

d) The voting results are recorded in the Ballot Counting Report prepared by the Ballot Counting Committee. The results for the main contents of the Agenda are announced immediately at the direct AGM before the meeting is adjourned. The Ballot Counting Report must be signed by several members of the Ballot Counting Committee (including the Head of the Ballot Counting Committee, a member of the Company's Internal Audit Committee, and a member who is a Shareholder not holding a managerial position within the Company) to confirm accuracy, transparency, and adherence to the principles and procedures of ballot counting.

#### **Article 10. Discussion and Opinion Presentation at the Direct AGM**

1. Shareholders/Shareholder Representatives attending the AGM shall engage in discussions as instructed by the Presidium during the course of the direct AGM.

2. Shareholders/Shareholder Representatives attending the AGM may submit discussion questions or express opinions by providing written questions/opinions to the Presidium. The Secretariat is responsible for consolidating and summarizing these questions and opinions and forwarding them to the Presidium.

3. Discussions and responses to questions/opinions raised by Shareholders/Shareholder Representatives attending the AGM shall follow the principles and procedures below:

a) The Presidium shall arrange time within the AGM schedule for Shareholders/Shareholder Representatives to present their opinions.

b) Shareholders/Shareholder Representatives shall present their opinions concisely and focus solely on the essential points that align with the content of the AGM Agenda as approved. The Presidium retains the authority to exclude questions or opinions from discussions or to terminate the presentations of Shareholders/Shareholder Representatives if such questions/opinions are redundant or irrelevant to the approved AGM Agenda.

c) In cases where discussions extend beyond the allotted time for the AGM Agenda, any unanswered questions/opinions raised during the direct AGM shall be recorded by the Secretariat. The Presidium may respond to these questions/opinions later via email or other methods in compliance with the Company's Charter and applicable laws.



**Article 12. Adoption of AGM Resolutions and Meeting Minutes**

1. The voting ratio required to pass the matters and resolutions during the AGM shall comply with the provisions outlined in the relevant Article ... of the Company Charter.

2. The contents of the AGM proceedings must be documented by the Secretariat in the Meeting Minutes.

3. The complete draft of the AGM Resolutions and Meeting Minutes must be presented during the AGM and approved by the AGM before its adjournment. Voting results shall be determined in accordance with the provisions of Article 9 of these Regulations.

**Article 13. Implementation Provisions**

Upon being approved by the 2025 Annual General Meeting of Shareholders, these Regulations shall come into effect for application at the 2025 Annual General Meeting of Shareholders of TNG Investment and Trading Joint Stock Company. These Regulations also recognize all preparatory work for the AGM conducted prior to the effective date as being consistent with these Regulations.

ON BEHALF OF THE BOD  
CHAIRMAN OF THE BOARD



**Nguyen Van Thoi**

No: 125B/QĐ-HĐQT

Thai Nguyen, March 24<sup>th</sup>, 2025

**DECISION**

*Regarding the establishment of the Organizing Committee for  
the 2025 Annual General Meeting of Shareholders*

**THE BOARD OF DIRECTORS  
TNG INVESTMENT AND TRADING JOINT STOCK COMPANY**

*Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020 of the  
National Assembly of the Socialist Republic of Vietnam;*

*Pursuant to the Charter of TNG Investment and Trading Joint Stock Company;*

*Pursuant to Plan No. 01/KH-ĐHĐCĐ2025 dated March 25, 2025 on the  
organization of the 2025 Annual General Meeting of Shareholders*

**DECIDES**

**Article 1:** To establish the Organizing Committee consisting of the following members:

1. Mr. Nguyen Duc Manh – BOD Member/General Director – Chairperson;
2. Mr. Dao Duc Thanh – Head of Internal Audit Department – Deputy Chairperson;
3. Mrs. Tran Thi Thu Ha – Chief Accountant – Member;
4. Mr. Le Xuan Vi – Deputy General Director – Member;
5. Mrs. Nguyen Phuong Thuy – Head of Administrative Department – Member;
6. Mrs. Hoang Thi Minh Thanh – Director of Viet Duc Garment Branch – Member;

And other members according to the assigned tasks in the Board. Assign the Chairperson to assign tasks to each member of the Board.

**Article 2:** The Organizing Committee of the 2025 Annual General Meeting of Shareholders is responsible for:

1. Carry out the organization work for the 2025 Annual General Meeting of Shareholders of TNG Investment and Trading Joint Stock Company;
2. Resolve issues arising during the registration process for shareholders/ authorized persons to attend the meeting;

**Article 3:** The individuals named in Article 1 are responsible for implementing this decision.

This decision is effective from the date of signing.

**Recipient:**

- As per Article 3
- Filed at the Company's Office

**FOR AND ON BEHALF OF BOD  
CHAIRMAN**



**NGUYEN VAN THOI**

**DECISION**

*Regarding the establishment of the Shareholder Eligibility Checking Committee for the  
2025 Annual General Meeting of Shareholders*

**THE BOARD OF DIRECTORS  
TNG INVESTMENT AND TRADING JOINT STOCK COMPANY**

*Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020 of the National  
Assembly of the Socialist Republic of Vietnam;*

*Pursuant to the Charter of TNG Investment and Trading Joint Stock Company;*

*Pursuant to Resolution No. 125A/NQ-HĐQT dated March 25, 2025 of the Board of  
Directors on the work of approving the program and approving the content of documents  
serving the 2025 Annual General Meeting of Shareholders of TNG;*

**DECIDES**

**Article 1:** To establish the Shareholder Eligibility Checking Committee consisting of the following members:

1. Mrs. Ha Thi Tuyet – Member of the Board of Directors – Chairperson;
2. Mr. Dao Duc Thanh – Head of Internal Audit Department – Deputy Chairperson;
3. Mr. Le Xuan Vi – Deputy General Director – Member;
4. Mrs. Nguyen Thuy Ngan – Deputy Head of Internal Audit Department – Member;
5. Mrs. Nguyen Phuong Thuy – Head of Administrative Department – Member.

The Chairperson is tasked with assigning responsibilities to each member of the Committee.

**Article 2:** The Shareholder Eligibility Checking Committee is responsible for:

1. Verifying the status of shareholders and their representatives attending the meeting;
2. The Chairperson of the Committee shall report to the General Meeting of Shareholders on the number of shareholders attending. If the meeting has sufficient shareholders and authorized representatives representing more than 50% of the total voting shares present, the General Meeting of Shareholders will be considered valid and can proceed.

**Article 3:** The individuals named in Article 1 are responsible for implementing this decision.

This decision is effective from the date of signing.

**Receipts:**

- As per Article 3;
- Save in office.

**FOR AND ON BEHALF OF BOD  
CHAIRMAN**



**NGUYEN VAN THOI**

**NOTICE OF MEETING**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF TNG**

**Dear:** .....  
**Address:** .....  
**Phone:** ..... **Email:** .....  
**Registration Number:** ..... **Number of share:** ..... share  
(According to the list No. V234/2025-TNG/VSDC-ĐK dated 19/03/2025 from VSDC)

The Board of Directors (BOD) of TNG Investment and Trading Joint Stock Company respectfully announces and invites shareholders to attend the 2025 Annual General Meeting of Shareholders of TNG:

**1. Time – Location:**

- Time: 08:00 AM, April 20, 2025
- Location: Viet Duc Garment Branch, Son Cam Industrial Zone, Son Cam Commune, Thai Nguyen City, Thai Nguyen Province.

**2. Participants:**

All the shareholders who owns shares of TNG according to the list of shareholders closed by the end of March 17th 2025.

**3. Confirmation of Attendance/Authorization for Attendance:**

To facilitate the organization of the meeting, we kindly ask shareholders to send the Confirmation of Attendance/Proxy for Attendance/Questions for the Meeting before April 10, 2025 by one of the following methods:

- Via postal mail to the Company's address
- Via Email: info@tng.vn
- Via Website: www.tng.vn or by scanning the

attached QR code

**4. Meeting Agenda and Documents:**

The meeting agenda, discussion documents, voting documents, and sample of Confirmation, Proxy forms are available for shareholders to refer to on the website: <http://www.tng.vn> or by scanning the attached QR code.

**5. Documents to be Brought by Shareholders or Authorizing:**

- The invitation letter for the 2025 Annual General Meeting of Shareholders;
- ID card, citizen's identity card, or passport (original);
- Authorizing form (if attend).

**6. Contact Information:**

- |                         |              |                |
|-------------------------|--------------|----------------|
| 1. Mr Dao Duc Thanh     | 0902.036.234 | thanhdd@tng.vn |
| 2. Mrs Nguyen Thuy Ngan | 0943.912.888 | ngannt@tng.vn  |
- Trân trọng./.**



**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN OF BOD**



**NGUYEN VAN THOI**



## **GUIDE FOR PARTICIPATING PROXY AUTHORIZATION FOR THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025 TNG INVESTMENT AND TRADING JOINT STOCK COMPANY**

1. Shareholders or authorized representatives of organizational shareholders listed in the list of shareholders eligible to attend the 2025 Annual General Meeting of Shareholders (AGM) may either attend and vote directly at the meeting or authorize their representatives to attend and vote on all issues requiring a vote at the meeting. In case of multiple representatives being appointed, the number of shares and voting rights of each representative must be specified.

2. Proxy authorization to attend the AGM must be done in writing in one of the following forms:

(i) A paper document signed by the authorizing shareholder/representative of an organizational shareholder and stamped (if the shareholder is an organization).

(ii) Electronic data: via email, text message, Zalo message, or authorization through the website [www.tng.vn](http://www.tng.vn).

3. The proxy authorization can be made using the Company's proxy form/email template/authorization message template (attached to this guide) or created by the shareholder themselves. In the case of proxy authorization through the website [www.tng.vn](http://www.tng.vn), the information fields on the system must be followed. The proxy authorization document must clearly specify the name of the authorized person or organization and the number of shares being authorized.

4. The individual or organization authorized to attend the AGM must submit the proxy document to the Company no later than the time of the AGM opening. Proxy authorization can be submitted to the Company by one of the following methods:

(i) Direct delivery (handing over) or via postal mail/courier service.

(ii) Via email, text message, or Zalo message sent from the shareholder's registered email, phone number, or Zalo account (created from the phone number).

(iii) Through the proxy authorization system on the website [www.tng.vn](http://www.tng.vn) (confirmation via OTP code sent to the shareholder's registered phone number).

The shareholder's email and phone number are registered in the shareholder list provided by the Vietnam Securities Depository.

5. If an authorized representative of a shareholder or an authorized representative of an organizational shareholder is permitted to sub-authorize another person to attend the meeting, in addition to the sub-authorization document, the attendee must submit the initial proxy document from the shareholder/representative of the organizational shareholder (if not yet registered with the Company) no later than the time of the AGM opening.

6. Shareholders are responsible for registering and managing their email address and phone number as listed by the Vietnam Securities Depository to the Company.



**QR Registration for AGM Attendance/ Authorization**

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

....., dated ..... month ..... year 2025

**PROXY AUTHORIZATION FORM TO ATTEND  
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**To: TNG Investment and Trading Joint Stock Company**

**Authorizing Party:** .....  
ID Card/Passport/Business Registration No: .....  
Issued on: ..... At:.....  
Address: .....  
Phone: ..... Email: .....  
Number of shares currently owned/represented:..... shares  
In words: .....  
.....

**Authorized Party:** .....  
ID Card/Passport/Business Registration No: .....  
Issued on: ..... At:.....  
Address: .....  
Phone: .....

**Authorization Details:**

The authorized party will represent the proxy authorizing party to attend and vote on matters related to the 2025 Annual General Meeting of Shareholders of TNG Investment and Trading Joint Stock Company, in relation to ..... shares out of a total of ..... shares owned/represented by the proxy authorizing party.

**Commitment:**

The proxy authorizing party is fully responsible for this authorization and commits to strictly comply with the current laws and the Company’s Charter of TNG Investment and Trading Joint Stock Company. Furthermore, the proxy authorizing party agrees not to raise any complaints or lawsuits against the Company.

**Authorized Party**  
*(Signature and full name)*

**Authorizing Party**  
*(Signature and full name)*

**Sample Text Message/Zalo Format (From the Shareholder’s Registered Phone Number with the Vietnam Securities Depository to 0902.036.234):**

[Shareholder's Full Name][ID Card Number][Number of Shares Owned][**Authorized for**][Full Name of Authorized Person][Authorized Person's ID Card Number][Number of Shares Authorized]

**Sample Email Format (From the Shareholder’s Registered Email Address with the Vietnam Securities Depository to info@tng.vn):**

Dear TNG Investment and Trading Joint Stock Company,  
Authorizing Party: .....  
ID Card/Passport/Business Registration No: .....  
Number of shares currently owned/represented:.....shares  
Authorized for: .....  
ID Card/Passport/Business Registration No: .....  
Phone: ..... Email: .....

The authorized party will represent the proxy authorizing party to attend and vote on matters related to the 2025 Annual General Meeting of Shareholders of TNG, in relation to all shares (or ..... shares out of a total of ..... shares) owned/represented by the proxy authorizing party.

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## **REGULATIONS ON VOTING AND ELECTION OF ADDITIONAL MEMBERS OF THE BOARD OF DIRECTORS FOR THE TERM 2025-2030**

*Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;*  
*Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26, 2019;*  
*Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the  
implementation of a number of articles of the Law on Securities;*  
*Pursuant to the Charter of TNG Investment and Trading Joint Stock Company.*

The Board of Directors (“BOD”) of TNG Investment and Trading Joint Stock Company (“Company”) issue the Regulations on the election of additional members of the Board of Directors for the 2025-2030 term to be applied at the 2025 Annual General Meeting of Shareholders (“General Meeting”) as follows:

### **Article 1. Purpose**

This Regulation is determined to specifically stipulate the principles and methods of voting and electing the contents and issues to be voted on in the agenda of the General Meeting according to the provisions of the Company Charter, Internal Regulations on Corporate Governance and Regulations on Organizing the General Meeting.

### **Article 2. Scope of application**

This regulation applies to voting on the contents of the General Meeting agenda and election of members of the Board of Directors for the 2025-2030 term at the 2025 Annual General Meeting of Shareholders.

### **Article 3. Interpretation of terms**

In this Charter, the following terms are construed as follows:

**3.1. Voting:** is when shareholders attending the meeting give their opinions (“Approve”, “Disapprove”, “No opinion”) on specific contents and issues under the decision-making authority of the General Meeting of Shareholders.

**3.2. Election:** Is when shareholders attending the meeting select (approve) one or several candidates to be members of the Board of Directors.

**3.3. Agenda:** Are the contents and issues in the General Meeting program for Shareholders/Shareholders' Representatives to vote on, excluding the contents of the meeting procedures.

### **Article 4. General rules on voting and elections**

1 -----  
*This document is disclosed simultaneously in both Vietnamese and English. In case of any discrepancies or differences in interpretation between the Vietnamese and English versions, the Vietnamese version will be applied.*

#### **4.1. Subjects of voting and election**

Shareholders owning shares with voting rights attending the General Meeting and authorized representatives of shareholders owning shares with voting rights attending the General Meeting (hereinafter referred to as "**Shareholders attending the meeting**").

#### **4.2. Vote Counting Committee:**

- The Vote Counting Committee is nominated by the Chairman and approved by the General Meeting of Shareholders;
- Members of the Vote Counting Committee must not be on the list of candidates for election to the Board of Directors.

#### **4.3. Principles of voting, election and vote counting:**

- The election shall only begin under the direction of the Meeting Presidium;
- The vote counting shall be conducted at the meeting after the voting and election have ended.
- For matters voted on by the Meeting by direct show of hands, the voting results shall be announced after each vote and recorded in the Minutes of the vote counting.
- The results of the vote counting shall be made in writing ("Minutes of the vote counting") and announced before the Meeting.

#### **4.4. Minutes of vote counting:**

The Vote Counting Committee organizes the counting of votes, the election and prepares the minutes of vote counting including the following main contents:

**a)** Regarding the voting results of the issues in the meeting agenda (except for the election of members of the Board of Directors):

- Number of shareholders attending the meeting with the total number of votes participated in the vote, the total number of votes for each issue, in which the number of valid votes and the number of invalid votes are distinguished;
- Total number of votes in favor, against and no opinion on each issue; corresponding percentage of the total number of votes of shareholders attending the meeting and participating in the vote;
- Issues approved and corresponding percentage of votes approved.

**b)** Regarding the election results of members of the Board of Directors:

- Number of shareholders attending the meeting with the total number of votes cast; total number of votes for each category of members of the Board of Directors that need to be elected, in which the number of valid votes and the number of invalid votes are distinguished;
- Number of votes for each candidate for members of the Board of Directors;

- List of candidates elected to the Board of Directors and the corresponding number of votes.

c) Full name and signature of the Head of the Vote Counting Committee.

## Article 5. Voting regulations

5.1. Voting is based on the principle that one common share has voting rights corresponding to one vote.

### 5.2. Voting method:

Including secret ballot and direct voting by raising hands at the General Meeting. Specifically:

a) For issues and contents in the meeting procedures that need to be approved by the General Meeting (such as the composition of the Vote Counting Committee, the meeting agenda, the General Meeting Organization Regulations, the full text of the draft Resolution and the Minutes of the General Meeting of Shareholders, etc.): Voting by raising hands. Shareholders attending the meeting raise their hands to express their agreement corresponding to their approval, disapproval, and no opinion on each specific content and issue.

b) For issues and contents on the Agenda that need to be approved by the General Meeting: Voting is by secret ballot. Each shareholder attending the meeting will be given 01 (one) Voting Form (issued by the Organizing Committee of the General Meeting) corresponding to the total number of common shares that the shareholder attending the meeting owns and represents. For each content and issue to be voted on the Voting Form, the shareholder attending the meeting will mark 01 (one) out of 03 (three) voting opinions: agree, disagree, no opinion. In case of incorrect recording, the shareholder attending the meeting shall request the Vote Counting Committee to change the Voting Form before the Vote Counting Committee collects the Voting Form and destroys the incorrect ballot;

### 5.3. Classification of voting ballots:

#### a) For the form of raising hands to vote:

##### (i) Valid voting ballots:

The number of voting ballots of shareholders participating in voting for each issue that satisfy the following conditions:

- Raising hands to vote according to the direction of the Presidium of the General Meeting.

- Raising only 01 (one) out of 03 (three) voting opinions: agree, disagree, no opinion on each issue.

##### (ii) Invalid voting ballots:

The number of voting ballots of shareholders participating in voting for each issue in the following cases:

- Raising hands to vote not according to the direction of the Presidium of the General Meeting.

- Raising hands more than 01 (one) time to select multiple voting opinions: agree, disagree, no opinion on 01 (one) issue.

(iii) *Blank voting ballots*: Is not raising hand to vote to choose the opinion of approval, disapproval, or no opinion on the issue when the Presidium of the Congress conducts.

**b) For secret voting:**

(i) *Valid voting ballots*:

The number of voting ballots of shareholders participating in the vote is shown on ballots that satisfy the following conditions:

- The ballot is issued by the Organizing Committee of the General Meeting at the General Meeting;

- When the General Meeting agrees to amend or supplement the content, write the correct content that needs to be supplemented, do not write other content except for the content required by the Organizing Committee of the General Meeting.

- Submit when the Vote Counting Committee collects the ballot;

- Not in the case of invalid voting ballots.

(ii) *Invalid voting ballots*:

The number of voting ballots of shareholders participating in the vote in the following cases:

- The ballot is not issued by the Organizing Committee of the General Meeting at the General Meeting;

- The ballot is crossed out, the printed content is corrected, and additional content is added that is not required by the Organizing Committee of the General Meeting;

- Selecting more than 01 (one) voting opinion: agree, disagree, no opinion.

However, the remaining valid voting contents are still counted in the vote counting results.

(iii) *Blank voting ballot*: Shareholders attending the meeting do not submit the ballot when the Vote Counting Committee collects the ballot or submits it but crosses out all voting opinions: agree, disagree, no opinion or does not select any voting opinion.

**5.4. Principles for determining voting results:**



a) Blank voting ballots are determined to be shareholders attending the meeting who did not participate in voting, and are not counted in the total number of votes for that voting issue.

b) Invalid voting ballots are counted in the total number of votes for each issue, and are not counted in the number of votes selected to approve, disapprove, or have no opinion on that issue.

c) Total number of votes for each voting issue = Number of valid votes + Number of invalid votes – Number of common shares without voting rights for that issue (if any in the number of votes voted).

d) Total number of votes in agree/disagree/no opinion from voting for each voting issue = Number of valid votes that have selected the opinion in in agree/disagree/no opinion from voting for that issue - Number of common shares without voting rights for that issue (if any in the number of votes voted).

đ) Ratio of votes in agree of each voting issue = Ratio of votes in agree to the total number of votes for each voting issue.

## **Article 6. Regulations on election of additional members of the Board of Directors**

### **6.1. Subjects eligible to run for election as candidates for the Board of Directors:**

Shareholders who are individuals who want to run for election as candidates for the Board of Directors must meet the following conditions:

a) Own 10% or more of the total number of common shares (except for shareholders running for independent members of the Board of Directors).

b) Maintain minimum ownership of shares at the above ratio throughout the period from the time of candidacy until the General Meeting votes to elect members of the Board of Directors.

c) Fully meet the standards and conditions for members of the Board of Directors as prescribed by law and the Company's Charter.

### **6.2. Subjects entitled to nominate candidates for the Board of Directors**

Individuals and organizations wishing to nominate candidates for the Board of Directors must meet the following conditions:

a) Be a shareholder or group of shareholders owning 10% or more of the total number of common shares.

b) Maintain a minimum ownership ratio of shares as stated above throughout the period from the time of nomination until the General Meeting votes to elect members of the Board of Directors.



c) Common shareholders forming a group to nominate candidates for the Board of Directors must notify the shareholders attending the meeting of the group meeting before the opening of the General Meeting.

### **6.3. Principles of candidacy and nomination of candidates for the Board of Directors**

a) Shareholders who have self-nominated cannot simultaneously exercise the right to nominate or group other candidates for the Board of Directors and vice versa, shareholders who have exercised the right to nominate or group other candidates for the Board of Directors cannot simultaneously nominate themselves for the Board of Directors.

b) In case a shareholder exercises the right to nominate or group other candidates for the Board of Directors, that shareholder must use all of the common shares owned by him/her to nominate or nominate a single candidate. He/she is not allowed to divide the proportion of shares owned to nominate or nominate multiple candidates.

### **6.4. Introducing candidates for the Board of Directors**

Based on the number of candidates (meeting the conditions and standards) through nomination and candidacy of shareholders or groups of shareholders, the current Board of Directors has the right to introduce additional candidates with a total number of candidates equal to or greater than the number of members of the Board of Directors to be elected. The introduction of additional candidates by the current Board of Directors must be clearly announced before the General Meeting votes to elect members of the Board of Directors.

### **6.5. List of candidates for election of additional members of the Board of Directors**

a) The current Board of Directors shall review and evaluate the validity of the candidate profiles obtained through candidacy, nomination and introduction of additional candidates (if necessary) to unify the list of candidates for election of additional members of the Board of Directors (term 2025-2030) to send to shareholders according to regulations.

b) The list of candidates for election of additional members of the Board of Directors (term 2025-2030) is publicly announced and classified as follows:

- List of candidates for election of additional independent members of the Board of Directors to replace members whose term has expired;
- List of candidates for election of additional members of the Board of Directors to replace members who have been dismissed.

In each classification, the list of candidates is arranged in the following order:

(i) Self-nominated candidates;

- (ii) Candidates nominated by shareholders/groups of shareholders;
- (iii) Candidates recommended by the current Board of Directors (if any).

#### **6.6. Election method**

##### **a) Election method:**

The General Meeting of Shareholders shall vote to elect members of the Board of Directors for each list of candidates according to the classification of Board of Directors members who need to be elected for the 2025-2030 term as follows:

- Elect additional independent members of the Board of Directors to replace members whose term has expired
- Elect additional regular members of the Board of Directors to replace dismissed members.

##### **b) Election method:**

- The election of additional members of the Board of Directors for the 2025-2030 term is carried out by cumulative voting by secret ballot. Each shareholder attending the meeting will be given 01 (one) ballot (issued by the Organizing Committee of the General Meeting) and the shareholder will mark or write the corresponding number of votes for each selected candidate out of the total number of votes. In case of incorrect entries, the shareholder attending the meeting shall request the Vote Counting Committee to change another ballot before the Vote Counting Committee collects the ballot and destroys the ballot with the incorrect entries.

- For each list of candidates divided according to the classification of members of the Board of Directors that need to be elected:

+ Each shareholder attending the meeting has a total number of votes corresponding to the total number of shares owned multiplied by the number of elected members of the category of Board members that need to be elected.

+ Shareholders attending the meeting have the right to concentrate all or part of their total votes on one or several candidates in the list of this category.

#### **6.7. Classification of voting ballots:**

##### **a) Valid voting ballots:**

The number of voting ballots expressing the approval of shareholders participating in voting for candidates to elect additional members of the Board of Directors under the following conditions:

- The ballot is issued by the Organizing Committee of the General Meeting at the General Meeting;
- Submitted when the Ballot is collected by the Vote Counting Committee;

- Not in the case of invalid voting ballots.

**b) Invalid voting ballots:**

The number of votes of shareholders participating in the election falls into the following cases:

- The voting ballot is not issued by the Organizing Committee of the General Meeting at the General Meeting;

- The voting ballot is crossed out, corrected, added or has an incorrect name, not on the list of candidates approved before the voting;

- The voting ballot has a total number of votes for the candidates selected by the attending shareholders exceeding the total number of votes that the attending shareholders have.

- The voting ballot has a number of elected candidates greater than the number of members of the Board of Directors to be elected.

However, valid votes for the remaining categories of Board of Directors members (if any) will still be counted in the election results of the corresponding categories of Board of Directors members.

**c) Blank voting ballots:** Shareholders attending the meeting do not submit the ballot when the Vote Counting Committee collects the ballot or submits it but crosses out the names of all candidates or does not mark the selection/vote for any member.

**6.8. Principles for determining election results:**

a) Blank voting ballots are determined to be shareholders attending the meeting who do not participate in the election for the corresponding classification of Board of Directors members.

b) Number of votes of each candidate = Number of valid votes that elected (approved) that candidate as a member of the Board of Directors.

**6.9. Principles of election:**

a) Determined according to each classification of Board members that need to be elected.

b) Determined according to the number of votes of each candidate from high to low, starting from the candidate with the highest number of votes until the number of members proposed for each classification of Board members that need to be elected. The candidate elected as a member of the Board of Directors must have at least 01 (one) vote.

c) If the first election result does not select enough members of the Board of Directors to be elected, the General Meeting of Shareholders will conduct a second by-election for the candidates who did not pass the first election under the direction of the

Presidium. If after two elections, the number of members of the Board of Directors is still not selected, the Board of Directors will only include the members who were elected in the two elections mentioned above. In case the ratio and structure of the Board of Directors are not ensured according to the provisions of law and the Company's Charter, the Board of Directors will carry out the necessary procedures for the General Meeting of Shareholders to elect additional members of the Board of Directors who are lacking.

**Article 7. Implementation provisions**

7.1. Complaints regarding voting and election of additional members of the Board of Directors for the 2025-2030 term will be resolved by the Presidium of the General Meeting.

7.2. These regulations take effect from the date of promulgation by the Board of Directors and are applied to the 2025 Annual General Meeting of Shareholders of TNG Investment and Trading Joint Stock Company.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN**



**NGUYEN VAN THOI**



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## GUIDELINES FOR VOTING AND ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

### I. General principles

- Voting to approve the contents and issues to be approved in the agenda of the General Meeting and election of members of the Board of Directors ("BOD") shall be conducted directly at the General Meeting under the management of the Presiding Board of the General Meeting and only using the method and form of voting/voting and the ballot sheet. Ballot papers issued by the Organizing Committee of the Congress.

- Voting in agree, disagree and no opinion on the contents and issues to be approved in the agenda of the General Meeting except for the election of members of the Board of Directors.

- The election of members of the Board of Directors shall be carried out by the method of accumulating votes.

### II. Methods of voting in agree, disagree and no opinion

Voting in agree, disagree and no opinion shall be carried out in 02 forms: (i) Raising hands to vote and (ii) Voting by secret ballot.

#### 1. For a show of hands to vote:

- For each content and issue that needs to be voted on, the Presidium of the General Meeting will consult the shareholders/authorized representatives present at the General Meeting in the order of "agree", "disagree" and "have no opinion".

- Shareholders/authorized representatives present at the General Meeting will raise their hands in response to their "agree", "disagree" or "no opinion" opinions.

- Shareholders/authorized representatives present at the General Meeting are only allowed to raise their hands to choose 01 out of 03 opinions: "agree", "disagree" or "have no opinion".

#### 2. For secret ballots by ballot papers:

- For each voting content stated in the Voting Sheet, corresponding to his/her opinion, the shareholder/authorized representative present at the General Meeting shall mark (X) or (√) in 01 of 03 boxes: agree, or Disagree, or No opinion.

- Shareholders/authorized representatives present at the General Meeting are not allowed to tick more than 01 opinion box for a voting content.

- In case of incorrect recording of the ballot paper, the shareholder/authorized representative present at the General Meeting shall request the Vote Counting Committee



to replace the ballot paper with another ballot before the Vote Counting Committee retracts the ballot paper and tears up the erroneously written ballot.

### III. Forms of accumulating votes by ballot papers to elect members of the Board of Directors

Suppose the General Meeting of Shareholders elects 02 additional types of members of the Board of Directors who are independent members of the Board of Directors to replace members who expire their term of office and ordinary members of the Board of Directors to replace members who are exempt from office. The General Meeting of Shareholders shall elect members of the Board of Directors according to each list of candidates divided according to the type of additional members of the Board of Directors to be elected. **This guidance applies the same to each list of 02 classifications mentioned above.**

The election for each classification of members of the Board of Directors that needs to be additionally elected is as follows:

Suppose, the General Meeting of Shareholders needs to elect 01 independent member of the Board of Directors and the list of independent candidates for the Board of Directors consists of 02 people who are Candidate 1 and Candidate 2:

STT	Candidates	Vote count
1	Candidate 1	
2	Candidate 2	

Authorized shareholder/representative Nguyen Van A owns (and represents) 1,000,000 voting shares.

The total number of votes for this list of Nguyen Van A is:

**(1,000,000 x 1) = 1,000,000 votes.**

Nguyen Van A chooses:

1. Accumulating all 1,000,000 votes or voting with a specific number of votes (not exceeding 1,000,000 votes) for 01 of 02 candidates on the list. Nguyen Van A writes the specific number of votes corresponding to the candidate he votes for (approves) on his ballot paper.

In case the number of votes for Nguyen Van A's candidate exceeds 1,000,000 votes or the number of candidates elected by Nguyen Van A is greater than 01 person, all of those 1,000,000 votes shall be considered invalid.

2. If you do not vote for any candidate, cross out [X] or write "No" on the number of votes of that candidate.

In this case, it is considered that Nguyen Van A did not participate in the election of an independent member of the Board of Directors in this list.

3. In case of incorrect recording of the ballot paper, Nguyen Van A shall request the Vote Counting Committee to replace another ballot paper before the Vote Counting Committee retracts the ballot paper and tears the erroneously written ballot.

**FOR AND ON BEHALD OF ORGANIZING COMMITTEE OF  
ANNUAL GENERAL MEETING OF SHAREHOLDER IN 2025  
CHAIRMAN OF THE BOD**



**NGUYEN VAN THOI**

CÔNG TY CỔ PHẦN ĐẦU TƯ VÀ THƯƠNG MẠI TNG/TNG INVESTMENT AND TRADING JOINT STOCK COMPANY  
Số 434/1, Đường Bắc Kạn, Phường Hoàng Văn Thụ Thành phố Thái Nguyên, Tỉnh Thái Nguyên  
No. 434/1, Bac Kan Street, Hoang Van Thu Ward Thai Nguyen City, Thai Nguyen Province  
MSDN/EC:4600305723 | Website: www.tng.vn | Email: info@tng.vn



**PHIẾU BIỂU QUYẾT ĐẠI HỘI ĐỒNG CỔ ĐÔNG THƯỜNG NIÊN NĂM 2025**  
**VOTING BALLOT ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**

Họ và tên cổ đông/Đại diện theo ủy quyền (nếu có) /Full name of shareholder/Authorized representative (if any):

Số ĐKSH/Registration number: .....

Số cổ phần sở hữu và đại diện/Number of shares owned and represented: .....

Đối với từng nội dung biểu quyết, đánh dấu (x) hoặc (v) vào 01 trong 03: Tán thành, hoặc Không tán thành, hoặc Không có ý kiến

For each voting content, mark (x) or (v) on 01 of 03: Agree, or Disagree, or No opinion:

TT No	Nội dung biểu quyết Voting content	Tờ trình số Proposal	Tán thành Agree	Không tán thành Disagree	Không có ý kiến No opinion
1	Phê duyệt báo cáo kết quả sản xuất kinh doanh năm 2024/Approval of 2024 business performance report	01/TTr-TNG-ĐHĐCĐ2025			
2	Phê duyệt báo cáo của HĐQT, Ban tổng giám đốc, Ủy ban kiểm toán/Approval reports of the Board of Directors, Board of Management, Audit Committee				
3	Phê duyệt phương án phân phối lợi nhuận năm 2024/Approval of 2024 profit distribution plan				
4	Phê duyệt phương án chi trả cổ tức năm 2024/Approval of dividend payment plan for 2024				
5	Phê duyệt chi trả thù lao HĐQT năm 2024/Approval of Board of Directors remuneration payment in 2024				
6	Phê duyệt kế hoạch sản xuất kinh doanh năm 2025/Approval of 2025 production and business plan				



TT No	Nội dung biểu quyết Voting content	Tờ trình số Proposal	Tán thành Agree	Không tán thành Disagree	Không có ý kiến No opinion
7	Phê duyệt kế hoạch chi trả cổ tức năm 2025/Approval of dividend payment plan for 2025				
8	Phê duyệt kế hoạch chi trả thù lao HĐQT năm 2025/Approval of the Board of Directors' remuneration payment plan for 2025				
9	Phê duyệt kế hoạch phương án phát hành cổ phiếu tăng vốn điều lệ và niêm yết trái phiếu của Công ty/Approval of the plan for issuing shares to increase the charter capital and listing bonds offered to the public	02/TTr-TNG-ĐHĐCĐ2025			
10	Phê duyệt danh sách công ty kiểm toán độc lập và ủy quyền cho Hội đồng quản trị quyết định công ty kiểm toán độc lập thực hiện kiểm tra hoạt động của công ty/Approve the list of independent auditing companies and authorize the Board of Directors to decide on the independent auditing company to conduct an audit of the company's operations	03/TTr-TNG-ĐHĐCĐ2025			
11	Phê duyệt thay đổi ngành nghề kinh doanh/Approval of change of business line				
12	Phê duyệt sửa đổi, bổ sung Điều lệ Công ty/Approval of amendments and supplements to the Company Charter	04/TTr-TNG-ĐHĐCĐ2025			
13	Phê duyệt Quy chế nội bộ về quản trị công ty (được sửa đổi, bổ sung năm 2025)/Approval of the Internal Regulations on Corporate Governance (amended and supplemented in 2025)				
14	Phê duyệt tờ trình về việc thông qua và ủy quyền cho Hội đồng quản trị thông qua các hợp đồng, giao dịch với các bên liên quan và tổ chức tín dụng/Approve the proposal for approval and authorization for the Board of Directors to approve contracts and transactions with related parties and credit institutions	05/TTr-TNG-ĐHĐCĐ2025			
15	Phê duyệt về việc miễn nhiệm thành viên Hội đồng quản trị và bầu bổ sung thành viên Hội đồng quản trị nhiệm kỳ 2025-2030/Approval of the dismissal of members of the Board of Directors and the election of additional members of the Board of Directors for the 2025-2030 term	06/TTr-TNG-ĐHĐCĐ2025			

KÝ VÀ GHI RÕ HỌ TÊN/SIGNATURE AND FULL NAME

NGUYỄN VĂN A

CÔNG TY CỔ PHẦN ĐẦU TƯ VÀ THƯƠNG MẠI TNG/TNG INVESTMENT AND TRADING  
JOINT STOCK COMPANY

Số 434/1, Đường Bắc Kạn, Phường Hoàng Văn Thụ Thành phố Thái Nguyên, Tỉnh Thái Nguyên

No. 434/1, Bac Kan Street, Hoang Van Thu Ward Thai Nguyen City, Thai Nguyen Province  
MSDN/EC:4600305723 | Website: www.tng.vn | Email: info@tng.vn



**ĐẠI HỘI ĐỒNG CỔ ĐÔNG THƯỜNG NIÊN 2025**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**

**PHIẾU BẦU CỬ THÀNH VIÊN HỘI ĐỒNG QUẢN TRỊ**  
**VOTING BALLOT MEMBER OF BOARD OF DIRECTOR**

Họ tên cổ đông/Đại diện theo ủy quyền (nếu có)/Full name of shareholder /Authorized representative (if any): .....

Số ĐKSH/Regisnation code: .....

Số cổ phần sở hữu và đại diện/Number of shares owned and represented:  
.....

1. Bầu thành viên HĐQT độc lập thay thế thành viên hết nhiệm kỳ/Bầu thành viên HĐQT độc lập thay thế thành viên hết nhiệm kỳ:

STT/No	Ứng cử viên/Candidate	Số phiếu bầu/Number of votes(*)

(\*) Tổng số phiếu bầu cho ứng cử viên trong danh sách này tối đa bằng số cổ phần sở hữu và đại diện/The total number of votes for candidates on this list is equal to the number of shares owned and represented.

2. Bầu thành viên HĐQT thông thường để thay thế thành viên miễn nhiệm/Elect ordinary board members to replace dismissed members

STT/No	Ứng cử viên/Candidate	Số phiếu bầu/Number of votes(*)

(\*) Tổng số phiếu bầu cho ứng cử viên trong danh sách này tối đa bằng số cổ phần sở hữu và đại diện/The total number of votes for candidates on this list is equal to the number of shares owned and represented.

**Phần chữ ký xác nhận của cổ đông(Hoặc người đại diện theo ủy quyền)**  
**Shareholder signature confirmation section(Or authorized representative)**

(Ký, ghi rõ họ tên)  
(Signature and Full name)

## PROPOSAL

*Election of the Vote Counting Committee Members for the Annual General Meeting of Shareholders in 2025*

**Dear: Annual General Meeting of Shareholders 2025 of TNG Investment and Trading Joint Stock Company**

- Pursuant to the Enterprise Law No. 59/2020/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Pursuant to the current Charter of TNG Investment and Trading Joint Stock Company;
- Pursuant to Resolution No. 46/NQ-HĐQT dated February 17, 2025, of the Board of Directors of the Company.

The Chairman of the Annual General Meeting of Shareholders in 2025 ("AGM") respectfully submits for the AGM's approval the composition of the Vote Counting Committee for the AGM, as follows:

1. Mrs Tran Thi Thu Ha – Chief Accountant, Head of the Committee;
2. Mr Le Xuan Vi – Deputy CEO, Member
3. Mrs Ha Thi Tuyet – BOD Member / Member of the Audit Committee, Member
4. Mrs Nguyen Thuy Ngan - Deputy Head of Internal Audit Department, Member
5. Mrs Nguyen Phuong Thuy - Head of the Administrative Department, Member
6. Mr Nguyen Xuan Tung - Deputy Head of the Administrative Department, Member
7. Mr Nguyen Xuan Bao - Deputy Head of Sales and Production Planning Department, Member
8. Mr Pham Quang An – Team Lead of the Administrative Department, Member
9. Mrs Chu Thi Van Ngoc - Shareholder without an official position in the Company, Member

Respectfully submitted for the Annual General Meeting of Shareholders to consider and approve.

**Receipts:**

- As above;
- BOD;
- Save in office.

**FOR AND ON BEHALF OF BOD  
CHAIRMAN**



**NGUYEN VAN THOI**