

SONG DA CORPORATION - JSC
SONG DA CONSULTING JOINT
STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.: 18 /TTr-HDQT

Hanoi, April 21st, 2025

PROPOSAL

On the settlement of remuneration expenses for the Board of Directors and Board of Supervisors in 2024 and the plan for 2025

To: The 2025 Annual General Meeting of Shareholders
of Song Da Consulting Joint Stock Company

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

Pursuant to the Charter of Song Da Consulting Joint Stock Company;

Pursuant to Decree No. 53/2016/ND-CP of the Government dated June 13th, 2016 on labor, salaries, remuneration and bonuses for joint stock companies and controlling capital contributed by the State;

Pursuant to Decree No. 44/2025/ND-CP of the Government dated February 28th, 2025 on management of labor, salaries, remuneration and bonuses in State-owned enterprises;

Pursuant to Resolution No. 35/NQ/2024/DHDCD dated April 24th, 2024 of the 2024 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company;

Based on the business plan of Song Da Consulting Joint Stock Company for 2025.

The Board of Directors of the Company respectfully submits the settlement of remuneration expenses for the Board of Directors and Board of Supervisors in 2024 and the payment plan for 2025 to the General Meeting of Shareholders for approval, as follows:

I. Settlement of remuneration expenses for the Board of Directors and Board of Supervisors in 2024

According to Resolution No. 35/NQ/2024/DHDCD dated April 24th, 2024 of the 2024 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company, when the Company completes its business and profit plan, the maximum remuneration of the Board of Directors and the Board of Supervisors shall be as follows:

Unit: VND

No.	Title	Remuneration/month/ person	Notes
1	Member of the Board of Directors	5,000,000	04 members
2	Member of the Board of Supervisors	3,000,000	02 members

Pursuant to Articles 15 and 16 of Circular No. 28/2016/TT-BLĐTTBXH dated September 01st, 2016 of the Ministry of Labor, Invalids and Social Affairs and the audited financial statements for 2024, the remuneration expenses of the Board of Directors and the Board of Supervisors in 2024 are settled as follows:

Unit: VND

No.	Title	Remuneration/ month/ person according to the 2024 plan	Profit achievement rate in 2024	Remuneration/month/ person to be settled for 2024	Notes
1	Member of the Board of Directors	5,000,000	100%	5,000,000	
2	Member of the Board of Supervisors	3,000,000	100%	3,000,000	

The total remuneration expenses of the Board of Directors and the Board of Supervisors in 2024 are VND 312,000,000.

(Attached to details)

II. Plan for remuneration payment to the Board of Directors and the Board of Supervisors in 2025

When the Company completes its business plan and its actual profit is equal to the planned one, the maximum remuneration of the Board of Directors, the Board of Supervisors shall be as follows:

Unit: VND

No.	Title	Remuneration/month/ person	Notes
1	Member of the Board of Directors	5,000,000	04 members
2	Part-time Head of the Board of Supervisors	5,000,000	01 Head

3	Member of the Board of Supervisors	3,000,000	02 members
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The settlement of remuneration expenses complies with Decree 44/2025/ND-CP of the Government dated February 28th, 2025 on management of labor, salaries, remuneration and bonuses in State-owned enterprises.

The Board of Directors respectfully submits to the 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company for consideration and approval.

Best regards,

Recipients: ✓

- As above;
- Members of the Board of Directors and Board of Supervisors;
- Company's website;
- Archives: The Board of Directors, the Organization and Human Resource Department.

**ON BEHALF OF THE BOARD
OF DIRECTORS
CHAIRMAN**



Phạm Văn Mạnh



Song Da Consulting Joint Stock Company
Finance and Accounting Department

SETTLEMENT OF REMUNERATION FOR THE BOARD OF DIRECTORS AND BOARD OF SUPERVISORS

2024

No.	Name	Approved monthly salary and remuneration	Plan completion rate	Quyết toán năm 2024		
				Monthly settled salary and remuneration	Total salary and remuneration settled in 2024	Paid amount
1	Dinh Van Duan	5.000.000	100,0%	5.000.000	60.000.000	54.000.000
2	Nguyen Van Hoang	5.000.000	100,0%	5.000.000	60.000.000	54.000.000
3	Cu Van Vinh	5.000.000	100,0%	5.000.000	60.000.000	54.000.000
4	Pham Anh Duc	5.000.000	100,0%	5.000.000	60.000.000	54.000.000
6	Tran The Anh	3.000.000	100,0%	3.000.000	36.000.000	32.400.000
7	Nguyen Quynh Trang	3.000.000	100,0%	3.000.000	36.000.000	32.400.000
	Total			26.000.000	312.000.000	280.800.000
						31.200.000



No.: 19 /TTr-HDQT

Hanoi, April 21st, 2025

PROPOSAL

On the amendment and supplement to the Charter of Song Da Consulting Joint Stock Company

To: The 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company

Pursuant to the Law on Enterprises and documents guiding the implementation thereof;

Pursuant to the Charter of Song Da Consulting Joint Stock Company;

Pursuant to Resolution No. /NQ-HDQT dated / /2025 of the Board of Directors approving the contents to be submitted to the 2025 Annual General Meeting of Shareholders.

In 2021, Song Da Consulting Joint Stock Company amended and supplemented the Company's Charter in accordance with Law on Enterprises No. 59/2020/QH14 dated June 30th, 2020. However, after reviewing, the Company finds it necessary to change a number of contents in the Company's Charter to suit its actual situation for the following reasons:

- Change the address information to suit the new administrative boundaries.
- Add more business lines to suit the fields that the Company is expected to engage in the near future.

The Board of Directors respectfully requests the 2025 Annual General Meeting of Shareholders of the Company to:

1. Approve the amendment and supplement to a number of articles in the Charter of Song Da Consulting Joint Stock Company (*attached to detailed amendment and supplement*).
2. Assign the legal representative of the Company to sign and issue in accordance with regulations.
3. Apply the amendment and supplement from the date of approval by the 2025 Annual General Meeting of Shareholders.

The Board of Directors respectfully submits to the 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company for consideration and approval.

Best regards,

Recipients:

- As above;
- Website;
- Archives: The Board of Directors, the Organization and Human Resource Department.

**ON BEHALF OF THE BOARD
OF DIRECTORS
CHAIRMAN**



Pham Van Manh

CONTENT

OF AMENDMENTS AND SUPPLEMENTS TO THE CHARTER OF SONG DA CONSULTING JOINT STOCK COMPANY (Attached to Proposal No. 19/TTr-HDQT of the Company dated April 21st, 2025)

EXTRACT FROM THE CURRENT CHARTER		AMENDMENTS AND SUPPLEMENTS		
<p>Article 2. Name, form, head office, branch, representative office and activities of the Company</p> <p>Clause 3. The registered office of the Company is:</p> <p>- Head office address: No. 495, Nguyen Trai Street, Thanh Xuan Nam Ward, Thanh Xuan District, Hanoi</p> <p>- Email: tuvansongda@sdcc.com.vn</p>		<p>Article 2. Name, form, head office, branch, representative office and activities of the Company</p> <p>Clause 3. The registered office of the Company is:</p> <p>- Head office address: G9 Building, No. 495, Nguyen Trai Street, Thanh Xuan Bac Ward, Thanh Xuan District, Hanoi</p> <p>- Email: ktkh.sdcc@gmail.com</p>		
<p>Article 4. The Company's business objectives</p> <p>Clause 1. Business lines of the Company</p>		<p>Article 4. The Company's business objectives</p> <p>Clause 1. Business lines of the Company</p>		
No.	Name of business lines	No.	Name of business lines	Code
3	Architecture and related technical consulting activities Details: - Supervision of construction and installation of mechanical equipment in works, including: installation of construction equipment; - Supervision of construction and completion of transportation works; - Supervision of construction and completion of industrial works, underground works, and mining works; - Supervision of construction and completion of irrigation and hydropower works; - Supervision of construction and completion of civil, industrial, and technical infrastructure	3	Architecture and related technical consulting activities Details: - Supervision of construction and installation of mechanical equipment in works, including: installation of construction equipment; - Supervision of construction and completion of transportation works; - Supervision of construction and completion of industrial works, underground works, and mining works; - Supervision of construction and completion of irrigation and hydropower works; - Supervision of construction and completion of	7110 (main)

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	works; - Preparation of environmental impact assessment reports for investment projects in civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A (limited to designs within the scope of registered business activities); - Design of bridge and road construction works; - Design of underground construction and mining exploitation; - Design of irrigation works; - Design of hydraulic and hydropower works; - Design of hydropower plants; - Design of master plans, interior and exterior architecture for civil, industrial, and urban technical infrastructure works; - Preparation and appraisal of investment projects for civil, industrial, transportation, irrigation, hydropower, and urban technical infrastructure works up to Group A; - Preparation of master and detailed plans for civil, industrial, and urban technical infrastructure works up to Group A; - Testing to determine physical and mechanical properties of soil, rock, foundations, and construction materials for construction works; - Topographic, geotechnical, and hydrogeological surveys for construction works; - Consulting and supervision of construction and equipment installation for civil, industrial, transportation, irrigation, hydropower, and urban technical infrastructure works up to Group A; - Consulting on the preparation of bidding documents for construction and equipment for civil, industrial, irrigation, hydropower,			civil, industrial, and technical infrastructure works; - Preparation of environmental impact assessment reports for investment projects in civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A (limited to designs within the scope of registered business activities); - Design of bridge and road construction works; - Design of underground construction and mining exploitation; - Design of irrigation works; - Design of hydraulic and hydropower works; - Design of hydropower plants; - Design of master plans, interior and exterior architecture for civil, industrial, and urban technical infrastructure works; - Preparation and appraisal of investment projects for civil, industrial, transportation, irrigation, hydropower, and urban technical infrastructure works up to Group A; - Preparation of master and detailed plans for civil, industrial, and urban technical infrastructure works up to Group A; - Testing to determine physical and mechanical properties of soil, rock, foundations, and construction materials for construction works; - Topographic, geotechnical, and hydrogeological surveys for construction works; - Consulting and supervision of construction and equipment installation for civil, industrial, transportation, irrigation, hydropower, and urban technical infrastructure works up to Group A;
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<p>transportation, and urban technical infrastructure works up to Group A;</p> <ul style="list-style-type: none"> - Preparation of total cost estimates for civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A; - Design of electrical systems for civil and industrial construction works; - Structural design for civil, industrial, and urban technical infrastructure works; - Mechanical-electrical design for works; - Design of water supply and drainage systems; - Design of civil, industrial, and urban technical infrastructure construction works; - Appraisal of designs and total cost estimates for civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A; - Project management for civil, industrial, transportation, irrigation, and urban technical infrastructure works; - Quality inspection of construction works; - Certification of structural safety and compliance with construction quality standards; - Consulting on bidding, evaluation of bidding documents, and selection of contractors for construction and equipment for construction works; - Cost management consulting (Level 2); - Design of fire prevention and firefighting systems; 	<ul style="list-style-type: none"> - Consulting on the preparation of bidding documents for construction and equipment for civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A; - Preparation of total cost estimates for civil, industrial, irrigation, and urban technical infrastructure works up to Group A; - Design of electrical systems for civil and industrial construction works; - Structural design for civil, industrial, and urban technical infrastructure works; - Mechanical-electrical design for works; - Design of water supply and drainage systems; - Design of civil, industrial, and urban technical infrastructure construction works; - Appraisal of designs and total cost estimates for civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A; - Project management for civil, industrial, transportation, irrigation, and urban technical infrastructure works; - Quality inspection of construction works; - Certification of structural safety and compliance with construction quality standards; - Consulting on bidding, evaluation of bidding documents, and selection of contractors for construction and equipment for construction works; - Cost management consulting (Level 2); - Design of fire prevention and firefighting systems; - Surveying and mapping activities;
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		<ul style="list-style-type: none"> - Geological and water resource exploration activities; - Design and design appraisal for civil and industrial construction works; - Design and design appraisal for mining and mineral processing industrial works; - Design and design appraisal for oil and gas industrial works; - Design and design appraisal for energy industrial works: thermal power, geothermal power, nuclear power, hydropower, wind power, solar power, and tidal power; - Design and design appraisal for transportation works: roads, railways, bridges, tunnels, inland waterways, and maritime; - Design and design appraisal for agriculture and rural development works; - Design and design appraisal for technical infrastructure works: water supply and drainage, waste treatment; - Design and design appraisal for specialized construction works (piles, foundation reinforcement and treatment, structures, pre-stressed structures, building envelopes, and facades); - Consulting on investment project management for construction. 	<p>Section 3.1; 3.2; 3.3; 3.4; 3.5; 3.6; 3.7; 3.8 and Section 4- Appendix VIII – Decree No. 175/2024/ND- CP</p>
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SONG DA CORPORATION - JSC
SONG DA CONSULTING JOINT
STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.: 20 /TTr-HDQT

Hanoi, April 21st, 2025

PROPOSAL

On election of members of the Board of Directors and Board of Supervisors for the 2025-2030 term

To: The 2025 Annual General Meeting of Shareholders
of Song Da Consulting Joint Stock Company

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

Pursuant to the Charter of Song Da Consulting Joint Stock Company;

Pursuant to Resolution No. 26/TCT-HDQT dated April 03rd, 2025, of the Board of Directors of Song Da Corporation – JSC on staffing matters;

Pursuant to Resolution No. /NQ-HDQT dated /2025 of the Board of Directors of Song Da Consulting Joint Stock Company on approval of the contents of documents submitted to the 2025 Annual General Meeting of Shareholders.

According to the Charter of Song Da Consulting Joint Stock Company, 2025 marks the end of the 2020-2025 term of the Board of Directors and Board of Supervisors. The 2025 Annual General Meeting of Shareholders will elect members of the Board of Directors and Board of Supervisors for the 2025-2030 term.

The Board of Directors and the Organizing Committee of the General Meeting have received five applications for candidacy to the Board of Directors and three applications for candidacy to the Board of Supervisors for the 2025-2030 term so far. The Board of Directors hereby reports the list of candidates nominated for the Board of Directors and Board of Supervisors for the 2025-2030 term, as follows:

I. Candidates nominated for the Board of Directors: 05 candidates

✓ Pursuant to **Clause 2, Article 25** of the Charter of Song Da Consulting Joint Stock Company, which stipulates: “A shareholder or group of shareholders holding 10% to 25% of the total voting shares may nominate one candidate for the Board of Directors; 26% to 45% may nominate two candidates; 46% to less than 60% may nominate up to three candidates; and over 60% may nominate five candidates for the Board of Directors.”

✓ The Board of Directors and the Organizing Committee of the General Meeting received Official Letter No. /TCT - HDQT dated /2025 from the

Board of Directors of Song Da Corporation – JSC regarding staffing matters of Song Da Consulting Joint Stock Company, along with three candidate applications, as follows:

1. Mr. **Pham Van Manh**, born on October 30th, 1965, Engineer in Mining and Underground Construction, Master of Engineering, Chairman of the Board of Directors for the 2020-2025 term, nominated for election as a Member of the Board of Directors for the 2025-2030 term, authorized to represent shares, equivalent to 23% of the charter capital of Song Da Consulting Joint Stock Company.

2. Mr. **Dinh Van Duan**, born on December 24th, 1974, Engineer in Hydropower Construction, Master of Engineering (specializing in Irrigation and Hydropower), Member of the Board of Directors and Chief Executive Officer for the 2020-2025 term, nominated for election as a Member of the Board of Directors for the 2025-2030 term, authorized to represent shares, equivalent to% of the charter capital of Song Da Consulting Joint Stock Company.

3. Mr. **Cu Van Vinh**, born on May 05th, 1979, Engineer in Hydrogeology and Engineering Geology, Master of Business Administration, Member of the Board of Directors for the 2020-2025 term, nominated for election as a Member of the Board of Directors for the 2025-2030 term, authorized to represent shares, equivalent to% of the charter capital of Song Da Consulting Joint Stock Company.

✓ The Board of Directors and the Organizing Committee of the General Meeting received one candidate application, as follows:

1. Mr. **Pham Anh Duc**, born on May 24th, 1970, Engineer in Information Technology, Member of the Board of Directors for the 2020-2025 term, applying for election as a Member of the Board of Directors for the 2025-2030 term, holding shares, equivalent to% of the charter capital of Song Da Consulting Joint Stock Company.

✓ The incumbent Board of Directors unanimously nominated one more candidate in accordance with the Law on Enterprises and Clause 3, Article 25 of the Charter of Song Da Consulting Joint Stock Company, stipulating: *"In case the number of candidates for the Board of Directors through nomination and candidacy is still insufficient, the incumbent Board of Directors may nominate additional candidates or organize nominations in accordance with the mechanisms stipulated in the Company's internal regulations on corporate governance."* The candidate information is as follows:

1. Mr. **Nguyen Van Hoang**, born on June 15th, 1975, Engineer in Hydropower Construction, Master of Engineering (specializing in Irrigation and Hydropower), Member of the Board of Directors for the 2020-2025 term and Vice Chief Executive Officer, nominated for election as a Member of the Board of Directors for the 2025-2030 term.



II. Candidates nominated for the Board of Supervisors: 03 candidates

Pursuant to **Clause 1, Article 36** of the Charter of Song Da Consulting Joint Stock Company, which stipulates: *"A shareholder or group of shareholders holding 10% to 30% of the total voting shares may nominate one candidate; 31% to 70% may nominate two candidates; and over 70% may nominate three candidates."*

✓ The Board of Directors and the Organizing Committee of the General Meeting received Official Letter No. /TCT - HDQT dated /2025 from the Board of Directors of Song Da Corporation – JSC regarding staffing matters of Song Da Consulting Joint Stock Company, along with two candidate applications, as follows:

1. Ms. **Trinh Thi Anh Dao**, born in 1981, Bachelor of Economics (specializing in Accounting), Specialist at the Finance and Accounting Department of Song Da Corporation, nominated for election as Head of the Board of Supervisors for the 2025-2030 term.

2. Mr. **Nguyen Khanh Tung**, born on April 25th, 1979, Engineer in Geology, currently Head of the Technical Economics Department of Song Da Consulting Joint Stock Company, nominated for election as a Member of the Board of Supervisors for the 2025-2030 term.

✓ The Board of Directors and the Organizing Committee of the General Meeting received one candidate application nominated by shareholder Pham Anh Duc, holding% of the charter capital, as follows:

1. Ms. **Nguyen Quynh Trang**, born on September 05th, 1982, Bachelor of Economics, Member of the Board of Supervisors of Song Da Consulting Joint Stock Company for the 2020-2025 term, nominated for election as a Member of the Board of Supervisors for the 2025-2030 term.

III. Documents of candidates include:

Official Letters of introduction, nomination, and candidacy:

– Official Letter No. /TCT - HDQT dated /2025 of the Board of Directors of Song Da Corporation – JSC regarding staffing matters of Song Da Consulting Joint Stock Company.

– Application for nomination and candidacy from Mr. Pham Anh Duc and Ms. Nguyen Quynh Trang.

– Attached shortlist of the candidates for the Board of Directors and Board of Supervisors.

The candidates meet the eligibility and qualifications to participate in the Board of Directors and Board of Supervisors as stipulated by the Charter of Song Da Consulting Joint Stock Company.

Respectfully submitted to the General Meeting of Shareholders for consideration and approval.



Best regards,

Recipients:

- As above;
- Company's website;
- Archives: The Board of Directors, the Organization and Human Resource Department.

**ON BEHALF OF THE BOARD OF
DIRECTORS
CHAIRMAN**



Phạm Văn Mạnh





**SONG DA CONSULTING JOINT
STOCK COMPANY
2025 ANNUAL GENERAL
MEETING OF SHAREHOLDERS**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.: /2025/BB-DHDCD

Hanoi, April 21st 2025

**MINUTES OF
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF
SONG DA CONSULTING JOINT STOCK COMPANY**

**I. NAME, HEAD OFFICE, BUSINESS REGISTRATION
CERTIFICATE OF THE COMPANY**

1. Company name: Song Da Consulting Joint Stock Company.
2. Head office: G9 Building, No. 495 Nguyen Trai Street, Thanh Xuan Bac Ward, Thanh Xuan District, Hanoi, Vietnam.
3. Business registration license no.: 0100105454 issued by the Hanoi Authority for Planning and Investment for the first time dated February 23rd, 2025; Registration of the 17th change dated January 13th, 2025.

II. TIME AND VENUE OF THE GENERAL MEETING

1. Time: 08:30 AM , dated 2025.
2. Venue: Conference Hall, 5th Floor, Company Head Office, G9 Building, No. 495 Nguyen Trai Street, Thanh Xuan Bac Ward, Thanh Xuan District.

III. ATTENDEES INVITED TO THE GENERAL MEETING

1. Shareholders of Song Da Consulting Joint Stock Company listed in the shareholder register as of March 24th, 2025.
2. Invited Guests: Representatives of controlling shareholders, partners, members of the Board of Directors, Board of Supervisors, Chief Executive Officer, Directors of subordinate units, and Heads and Deputy Heads of functional departments of the Company.

PART A

OPENING OF THE GENERAL MEETING

I. Report on result of verification of attending shareholders' eligibility

In order to ensure that the General Meeting complies with regulations, Mr. Nguyen Luong, on behalf of the Shareholder Eligibility Verification Committee, announced the results of the verification of shareholders

attending the 2025 Annual General Meeting of Song Da Consulting Joint Stock Company as follows:

1. Total number of voting shares:...
2. The total number of shareholders and authorized representatives to attend the General Meeting is: ...representing ... shareholder(s) owning and representing ... voting shares, accounting for ...% of the total number of voting shares.
3. Pursuant to the Law on Enterprises and Clause 1, Article 19 of the Charter of Song Da Consulting Joint Stock Company, "The General Meeting of Shareholders shall proceed when attended by shareholders representing more than 65% of the total voting shares." With ...% of voting shares represented by shareholders and their authorized representatives, the 2025 Annual General Meeting of Song Da Consulting Joint Stock Company meets the conditions to proceed as stipulated.

II. Announcement of the reason for opening of the General Meeting and introduction of the Chairman

For the next proceedings of the General Meeting, Mr. Nguyen Luong, from the Organizing Committee, announced the reason for convening the General Meeting and introduced the attendees.

Chairman of the General Meeting: Pursuant to the 2020 Law on Enterprises and Clause 4, Article 20 of the Charter of Song Da Consulting Joint Stock Company, the incumbent Chairman of the Board of Directors shall act as the Chairman of the General Meeting of Shareholders as stipulated in the Company's Charter.

The Organizing Committee respectfully invited Mr. Pham Van Manh, Chairman of the Board of Directors of Song Da Consulting Joint Stock Company, to assume the role of Chairman and preside over the 2025 Annual General Meeting of Shareholders in accordance with regulations.

PART B

PROCEEDINGS OF THE GENERAL MEETING

I. Approval of the Organization regulations, agenda, and appointment of the Secretariat and Vote Counting Committee

1. Organization Regulations of the General Meeting

The General Meeting was presented with the "Regulations on organization of the 2025 Annual General Meeting of Shareholders" by Mr. Nguyen Van Hoang, from the Organizing Committee. No shareholders raised additional opinions or amendments to the proposed Organization regulations. The General Meeting voted to approve the regulations by raising voting cards.

The General Meeting unanimously approved when all attending shareholders voted for.

2. Agenda of the General Meeting

The Chairman presented the "Agenda of the 2025 Annual General Meeting," attached to the notice dated / /2025.

The General Meeting voted to approve the agenda by raising voting cards.

The General Meeting unanimously approved when all attending shareholders voted for.

3. Secretary of the General Meeting

To assist in recording the Minutes and proceedings of the General Meeting, the Chairman appointed the Secretary as follows:

- Number: 01 individual.

Ms. Hoang Thi Thanh Huyen, Deputy Head of the Organization and Human Resource Department and Company Secretary.

- No shareholders nominated, applied, or raised objections to the number or personnel of the Secretariat proposed by the Chairman. The General Meeting voted to approve by raising voting cards.

The General Meeting unanimously approved when all attending shareholders voted for.

4. Vote Counting Committee of the General Meeting

To assist in vote counting, supervising the vote counting process, preparing the vote counting minutes, and reporting the results, the Chairman nominated the Vote Counting Committee as follows:

- Number: 03 individuals.

- Specific structure:

+ Mr./Ms. - Head of the Committee.

+ Mr./Ms. - Deputy Head.

+ Ms./Ms. - Member.

No shareholders nominated, applied, or raised objections to the number or personnel of the Vote Counting Committee proposed by the Chairman. The General Meeting voted to approve by raising voting cards.

The General Meeting unanimously approved when all attending shareholders voted for.

II. Reports and proposals presented at the General Meeting

1. The General Meeting heard Mr. Dinh Van Duan, Member of the Board of Directors and Chief Executive Officer, presenting the "Report of the Board

of Management on the business performance in 2024 and the business plan for 2025.”

2. The General Meeting heard Mr. Le Minh Quyet, Chief Accountant, presenting:
 - Proposal of the Board of Directors on approval of the audited Financial statements for 2024; the Plan for profit distribution, fund allocations, and dividend payment for 2024.
 - Proposal of the Board of Directors on approval of the settlement of salary and remuneration expenses for the Board of Directors and Board of Supervisors in 2024 and the payment plan for 2025.
3. The General Meeting heard Mr. Pham Van Manh, Chairman of the Board of Directors, presenting the “Report of the Board of Directors on corporate governance and its performance in 2024; plan for 2025” and “Report of the Board of Directors on the results of the 5-year period (2020-2024) and orientations, tasks for the 5-year period (2025-2029)”.
4. The General Meeting heard Ms. Bui Thi Kim Khanh, Head of the Board of Supervisors, presenting:
 - Report of the Board of Supervisors on its performance in 2024 and plan for 2025.
 - Proposal of the Board of Supervisors on the selection of an independent auditing firm to audit the Financial statements for 2025.

III. Introduction of candidates for election to the Board of Directors and Board of Supervisors for the 2025–2030 term

1. The General Meeting heard Mr. Cu Van Vinh, Member of the Board of Directors, presenting:
Proposal on nomination, candidacy and election of members of the Board of Directors and Board of Supervisors for the 2025 - 2030 term.
2. Regulations on election of members of the Board of Directors and Board of Supervisors for the 2025–2030 term

The General Meeting heard Mr., Head of the Vote Counting Committee, presenting the “Election regulations for the General Meeting.” No shareholders raised additional opinions or amendments to the proposed Election regulations. The General Meeting voted to approve by raising voting cards.

The General Meeting unanimously approved when all attending shareholders voted for.

IV. Discussion

The Chairman of the General Meeting held detailed discussions in a democratic spirit, invited shareholders to provide opinions and contributions to the General Meeting.

The opinions focused on the following matters:

V. Matters approved by the General Meeting by voting

After review and discussion of shareholders' opinions, the General Meeting proceeded to vote on the reports and proposals presented by the Board of Directors and Board of Supervisors. Based on the Vote counting minutes prepared by the Vote Counting Committee, the 2025 Annual General Meeting of Song Da Consulting Joint Stock Company approved the following matters:

1. Business performance for 2024

No.	Items	Unit	Annual plan	Annual performance	Percentage of completing the plan
I	Total production and business value	VND 10 ³	56,300,000	67,368,710	119.7%
II	Financial plan				
1	Total revenue	VND 10 ³	53,776,107	72,205,016	134.3%
2	Payment to the budget	VND 10 ³	6,633,933	5,693,529	85.8%
3	Profit before tax	VND 10 ³	2,515,000	2,546,774	101.3%
4	Profit after tax	VND 10 ³	2,012,000	1,955,458	97.2%
5	Profit margin				
-	Profit before tax-to-revenue ratio	%	4.7%	3.5%	
-	Profit after tax-to-charter capital ratio	%	7.7%	7.5%	
-	Profit after tax-to-equity ratio	%	4.0%	3.9%	
6	Charter capital	VND 10 ³	26,097,100	26,097,100	100.0%
7	Equity	VND 10 ³	50,089,000	50,151,623	100.1%
8	Expected dividend payout ratio	%	5	5	

* Voting results:

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			

2	Total shares of shareholders attending the General Meeting in person or by proxy			
3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			
8	Total abstain votes			
9	Total invalid votes			

2. Business plan for 2025:

Key economic indicators of the business plan for 2025 are as follows:

No.	Items	Unit	Plan for 2025
1	Total production and business value	VND 10 ³	72,800,000
2	Revenue	VND 10 ³	67,407,407
3	Profit		
-	<i>Profit before tax</i>	VND 10 ³	2,750,516
-	<i>Profit after tax</i>	VND 10 ³	2,200,413
4	Payment to the State budget	VND 10 ³	5,942,696
5	Charter capital	VND 10 ³	26,097,100
6	Equity	VND 10 ³	50,198,754
7	Dividends	%	5

* Voting results:

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			

2	Total shares of shareholders attending the General Meeting in person or by proxy			
3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			
8	Total abstain votes			
9	Total invalid votes			

3. Audited 2024 financial statements

Approve the 2024 financial statements of Song Da Consulting Joint Stock Company audited by UHY Auditing and Consulting Co., Ltd., including the following main indicators:

Unit: VND 10³

No.	Items	Results for 2024
I	Assets	80,465,433
A	Current assets	61,849,797
1	Cash and cash equivalents	8,136,597
2	Short-term financial investments	5,039,656
3	Short-term receivables	37,860,286
4	Inventory	10,639,534
5	Other current assets	173,724
B	Non-current assets	18,615,635
1	Long-term receivables	11,993,862
2	Fixed assets	4,230,544
3	Long-term financial investments	992,422
4	Other non-current assets	1,398,807
II	Capital resources	80,465,433
A	Liabilities	30,313,809
1	Current liabilities	25,222,777

No.	Items	Results for 2024
2	Non-current liabilities	5,091,032
B	Owner's equity	50,151,623
III	Business results	
A	Revenue	72,205,017
1	Net revenue from goods sales and service provision	71,918,563
2	Financial revenue	285,898
3	Other income	556
B	Total costs	69,658,242
1	Cost of goods sold	58,656,607
2	Financial expenses	563,732
3	Overhead expenses	10,428,098
4	Other expenses	9,805
C	Profit before tax	2,546,774
D	Corporate income tax	591,316
E	Profit after tax	1,955,459

(More details can be found in the 2024 financial statements audited by UHY Auditing and Consulting Co., Ltd.)

*** Voting results:**

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			
2	Total shares of shareholders attending the General Meeting in person or by proxy			
3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			

8	Total abstain votes			
9	Total invalid votes			

4. Plan for profit distribution, fund allocations, and dividend payment for 2024

The General Meeting approved the Company's profit distribution plan for 2024 as follows:

Unit: VND

No.	Items	Amount
1	Profit before corporate income tax	2,546,774,428
2	Payable corporate income tax	591,315,603
3	Profit after corporate income tax	1,955,458,825
4	Profit carried forward from the previous year	109,607,609
5	Distributed profit during this period	2,065,066,434
6	Fund allocations	600,000,000
-	<i>Commendation and welfare fund</i>	<i>600,000,000</i>
7	Bonus for the Management and Executive Board	100,000,000
8	Profit for dividend payment	1,304,824,000
9	Charter capital	26,097,100,000
10	Number of outstanding shares	2,609,648
11	Cash dividend payout ratio (%)	5

*** Voting results:**

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			
2	Total shares of shareholders attending the General Meeting in person or by proxy			

3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			
8	Total abstain votes			
9	Total invalid votes			

5. Report on the activities of the Board of Directors of the Company

Approve the Report of the Board of Directors on corporate governance and its performance in 2024; plan for 2025 and Report of the Board of Directors on the results of the 5-year period (2020-2024) and orientations, tasks for the 5-year period (2025-2029) as presented at the General Meeting.

* Voting results:

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			
2	Total shares of shareholders attending the General Meeting in person or by proxy			
3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			
8	Total abstain votes			
9	Total invalid votes			

6. Report on the activities of the Board of Supervisors of the Company

Approve the Report of the Board of Supervisors on its performance in 2024 and plan for 2025 as presented at the General Meeting.

* Voting results:

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			
2	Total shares of shareholders attending the General Meeting in person or by proxy			
3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			
8	Total abstain votes			
9	Total invalid votes			

7. Selection of the auditing firm to audit the 2025 financial statements

Approve and authorize the Board of Directors of the Company to select one of the following auditing firms to audit the 2025 Financial statements:

- UHY Auditing and Consulting Co., Ltd.
- A&C Auditing and Consulting Co., Ltd.
- International Auditing and Valuation Co., Ltd.

* Voting results:

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			
2	Total shares of shareholders attending the General Meeting in person or by			

	proxy			
3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			
8	Total abstain votes			
9	Total invalid votes			

8. Plan for payment of remuneration of the Board of Directors and the Board of Supervisors of the Company

8.1 Settlement of remuneration expenses for 2024

Approve the settlement of remuneration expenses for 2024 of the Board of Directors and Board of Supervisors of the Company as follows:

Unit: VND

No.	Title	Remuneration/ month/ person according to the 2024 plan	Profit achievement rate in 2024	Remuneration/month/ person to be settled for 2024	Notes
1	Member of the Board of Directors	5,000,000	100%	5,000,000	
2	Member of the Board of Supervisors	3,000,000	100%	3,000,000	

The total remuneration expenses of the Board of Directors and the Board of Supervisors in 2024 are VND 312,000,000.

8.2 Plan for payment of remuneration of the Board of Directors and the Board of Supervisors for 2025

Approve the plan for payment of remuneration of the Board of Directors and the Board of Supervisors of the Company for 2025 when the Company completes its business plan and its actual profit is equal to the planned one, the maximum remuneration of the Board of Directors, the Board of Supervisors shall be as follows:

Unit: VND

No.	Title	Remuneration/month/ person	Notes
1	Member of the Board of Directors	5,000,000	04 members
2	Part-time Head of the Board of Supervisors	5,000,000	01 Head
3	Member of the Board of Supervisors	3,000,000	02 members

* Voting results:

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			
2	Total shares of shareholders attending the General Meeting in person or by proxy			
3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			
8	Total abstain votes			
9	Total invalid votes			

9. Amendment and supplement to the Charter of Song Da Consulting Joint Stock Company

a) Approve the amendment and supplement to the "Charter of Song Da Consulting Joint Stock Company" (attached to detailed amendment and supplement to the Charter).

b) This amended and supplemented Charter takes effect from the date of approval by the 2025 Annual General Meeting of Shareholders.

* Voting results:

No.	Voting items	Number (votes)	Corresponding shares (shares)	Percentage of total voting shares (%)
1	Total voting shares of the Company			
2	Total shares of shareholders attending the General Meeting in person or by proxy			
3	Total votes issued			
4	Total votes collected			
5	Total valid votes			
6	Total votes for			
7	Total votes against			
8	Total abstain votes			
9	Total invalid votes			

10. Election of Members of the Board of Directors and Board of Supervisors for the 2025-2030 term

10.1. Election of Members of the Board of Directors

* Election results (according to the Vote counting minutes of the General Meeting):

- Total votes issued : votes
- Total votes collected : votes
- Total valid votes : votes
- Total invalid votes : votes
- Total corresponding shares : shares
- Total corresponding voting rights : rights

In details:

No.	Full name	Total voting rights	Percentage
1			
2			
3			
4			
5			

*** List of elected members:**

Based on the Election regulations approved by the General Meeting and the election results, the list of elected members of the Board of Directors of Song Da Consulting Joint Stock Company for the 2025 - 2030 term includes the following individuals:

1. Mr.: ;
2. Mr.: ;
3. Mr.: ;
4. Mr.: ;
5. Mr.: .

10.2. Election of Members of the Board of Supervisors:

* Election results (according to the Vote counting minutes of the General Meeting):

- Total votes issued : votes
- Total votes collected : votes
- Total valid votes : votes
- Total invalid votes : votes
- Total corresponding shares : shares
- Total corresponding voting rights : rights

In details:

No.	Full name	Total voting rights	Percentage
1			
2			
3			
4			
5			

*** List of elected members:**

Based on the Election regulations approved by the General Meeting and the election results, the list of elected members of the Board of Supervisors of Song Da Consulting Joint Stock Company for the 2025 - 2030 term includes the following individuals:

1. Mr./Ms.: ;
2. Mr./Ms.: ;
3. Mr./Ms.: ;

PART C**APPROVAL OF THE MINUTES, RESOLUTIONS AND CLOSING OF
THE GENERAL MEETING**

1. Based on the contents presented at the General Meeting and the opinions of shareholders, the proceedings of the General Meeting were recorded by the Secretary in the Minutes of the General Meeting.
2. Ms. Hoang Thi Thanh Huyen, Secretary of the General Meeting, presented the draft Minutes and Resolution of the 2025 Annual General Meeting of Shareholders. No shareholders raised additional opinions or objections to the draft Minutes and Resolution.
3. The General Meeting unanimously approved the full text of the Minutes and Resolution of the 2025 Annual General Meeting of Song Da Consulting Joint Stock Company. The Chairman and Secretary of the General Meeting signed the Minutes and are responsible for the accuracy and truthfulness of its content.

The General Meeting voted to approve by raising voting cards.

The General Meeting unanimously approved when all attending shareholders voted for.

4. The Minutes and Resolution of the General Meeting shall be published on the Company's website within 24 hours from the conclusion of the General Meeting.
5. The Organizing Committee of the General Meeting declared the closure: The 2025 Annual General Meeting of Song Da Consulting Joint Stock Company concluded at on the same day.

**SECRETARY OF THE GENERAL
MEETING**

**ON BEHALF OF THE GENERAL
MEETING OF SHAREHOLDERS
CHAIRMAN**

Hoang Thi Thanh Huyen

Pham Van Manh



**SONG DA CONSULTING JOINT
STOCK COMPANY
2025 ANNUAL GENERAL
MEETING OF SHAREHOLDERS**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No. /2025/NQ-DHDCD

Hanoi, April 21st 2025

**RESOLUTION OF
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF
SONG DA CONSULTING JOINT STOCK COMPANY**

GENERAL MEETING OF SHAREHOLDERS

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

Pursuant to Law on Securities No. 54/2019/QH14 dated November 26th, 2019 of the National Assembly of the Socialist Republic of Vietnam;

Pursuant to the Charter of Song Da Consulting Joint Stock Company;

Pursuant to Minutes No. /2025/BB-DHDCD dated / /2025 of the 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company.

HEREBY RESOLVES:

Article 1. The General Meeting of Shareholders of Song Da Consulting Joint Stock Company approved a number of matters as follows:

1. Business performance for 2024

No.	Items	Unit	Annual plan	Annual performance	Percentage of completing the plan
I	Total production and business value	VND 10 ³	56,300,000	67,368,710	119.7%
II	Financial plan				
1	Total revenue	VND 10 ³	53,776,107	72,205,016	134.3%
2	Payment to the budget	VND 10 ³	6,633,933	5,693,529	85.8%
3	Profit before tax	VND 10 ³	2,515,000	2,546,774	101.3%
4	Profit after tax	VND 10 ³	2,012,000	1,955,458	97.2%
5	Profit margin				
-	Profit before tax-to-revenue ratio	%	4.7%	3.5%	

No.	Items	Unit	Annual plan	Annual performance	Percentage of completing the plan
-	<i>Profit after tax-to-charter capital ratio</i>	%	7.7%	7.5%	
-	<i>Profit after tax-to-equity ratio</i>	%	4.0%	3.9%	
6	Charter capital	VND 10 ³	26,097,100	26,097,100	100.0%
7	Equity	VND 10 ³	50,089,000	50,151,623	100.1%
8	Expected dividend payout ratio	%	5	5	

2. Business plan for 2025

Key economic indicators of the business plan for 2025 are as follows:

No.	Items	Unit	Plan for 2025
1	Total production and business value	VND 10 ³	72,800,000
2	Revenue	VND 10 ³	67,407,407
3	Profit		
-	<i>Profit before tax</i>	VND 10 ³	2,750,516
-	<i>Profit after tax</i>	VND 10 ³	2,200,413
4	Payment to the State budget	VND 10 ³	5,942,696
5	Charter capital	VND 10 ³	26,097,100
6	Equity	VND 10 ³	50,198,754
7	Dividends	%	5

3. Audited 2024 financial statements

Approve the 2024 financial statements of Song Da Consulting Joint Stock Company audited by UHY Auditing and Consulting Co., Ltd., including the following main indicators:

Unit: VND 10³

No.	Items	Results for 2024
I	Assets	80,465,433
A	Current assets	61,849,797
1	Cash and cash equivalents	8,136,597
2	Short-term financial investments	5,039,656
3	Short-term receivables	37,860,286
4	Inventory	10,639,534

No.	Items	Results for 2024
5	Other current assets	173,724
B	Non-current assets	18,615,635
1	Long-term receivables	11,993,862
2	Fixed assets	4,230,544
3	Long-term financial investments	992,422
4	Other non-current assets	1,398,807
II	Capital resources	80,465,433
A	Liabilities	30,313,809
1	Current liabilities	25,222,777
2	Non-current liabilities	5,091,032
B	Owner's equity	50,151,623
III	Business results	
A	Revenue	72,205,017
1	Net revenue from goods sales and service provision	71,918,563
2	Financial revenue	285,898
3	Other income	556
B	Total costs	69,658,242
1	Cost of goods sold	58,656,607
2	Financial expenses	563,732
3	Overhead expenses	10,428,098
4	Other expenses	9,805
C	Profit before tax	2,546,774
D	Corporate income tax	591,316
E	Profit after tax	1,955,459

(More details can be found in the 2024 financial statements audited by UHY Auditing and Consulting Co., Ltd.)

4. Plan for profit distribution, fund allocations, and dividend payment for 2024

The General Meeting approved the Company's profit distribution plan for 2024 as follows:

Unit: VND

No.	Items	Amount
1	Profit before corporate income tax	2,546,774,428
2	Payable corporate income tax	591,315,603
3	Profit after corporate income tax	1,955,458,825
4	Profit carried forward from the previous year	109,607,609
5	Distributed profit during this period	2,065,066,434
6	Fund allocations	600,000,000
-	<i>Commendation and welfare fund</i>	<i>600,000,000</i>
7	Bonus for the Management and Executive Board	100,000,000
8	Profit for dividend payment	1,304,824,000
9	Charter capital	26,097,100,000
10	Number of outstanding shares	2,609,648
11	Cash dividend payout ratio (%)	5

5. Report on the activities of the Board of Directors of the Company

Approve the Report of the Board of Directors on corporate governance and its performance in 2024; plan for 2025 and Report of the Board of Directors on the results of the 5-year period (2020-2024) and orientations, tasks for the 5-year period (2025-2029) as presented at the General Meeting.

6. Report on the activities of the Board of Supervisors of the Company

Approve the Report of the Board of Supervisors on its performance in 2024 and plan for 2025 as presented at the General Meeting.

7. Selection of the auditing firm to audit the 2025 financial statements

Approve and authorize the Board of Directors of the Company to select one of the following auditing firms to audit the 2025 Financial statements:

- UHY Auditing and Consulting Co., Ltd.
- A&C Auditing and Consulting Co., Ltd.
- International Auditing and Valuation Co., Ltd.

8. Plan for payment of remuneration of the Board of Directors and the Board of Supervisors of the Company

8.1 Settlement of remuneration expenses for 2024

Approve the settlement of remuneration expenses for 2024 of the Board of Directors and Board of Supervisors of the Company as follows:

Unit: VND

No.	Title	Remuneration/ month/ person according to the 2024 plan	Profit achievement rate in 2024	Remuneration/month/ person to be settled for 2024	Notes
1	Member of the Board of Directors	5,000,000	100%	5,000,000	
2	Member of the Board of Supervisors	3,000,000	100%	3,000,000	

The total remuneration expenses of the Board of Directors and the Board of Supervisors in 2024 are VND 312,000,000.

8.2 Plan for payment of remuneration of the Board of Directors and the Board of Supervisors for 2025

Approve the plan for payment of remuneration of the Board of Directors and the Board of Supervisors of the Company for 2025 when the Company completes its business plan and its actual profit is equal to the planned one, the maximum remuneration of the Board of Directors, the Board of Supervisors shall be as follows:

Unit: VND

No.	Title	Remuneration/month/ person	Notes
1	Member of the Board of Directors	5,000,000	04 members
2	Part-time Head of the Board of Supervisors	5,000,000	01 Head
3	Member of the Board of Supervisors	3,000,000	02 members

9. Amendment and supplement to the Charter of Song Da Consulting Joint Stock Company

a) Approve the amendment and supplement to the "Charter of Song Da Consulting Joint Stock Company" (*attached to detailed amendment and supplement to the Charter*).

b) This amended and supplemented Charter takes effect from the date of approval by the 2025 Annual General Meeting of Shareholders.

10. Election of Members of the Board of Directors and Board of Supervisors for the 2025-2030 term

10.1. Election of members of the Board of Directors of the Company for the 2025-2030 term

Approve the election results and the list of elected members of the Board of Directors as follows:

1. Mr.: ;
2. Mr.: ;
3. Mr.: ;
4. Mr.: ;
5. Mr.: .

10.2. Election of members of the Board of Supervisors for the 2025-2030 term

Approve the election results and the list of elected members of the Board of Supervisors as follows:

1. Ms.: ;
2. Mr.: ;
3. Ms.: .

Article 2. The General Meeting of Shareholders of Song Da Consulting Joint Stock Company assigns the Board of Directors of the Company to implement the Resolution of this General Meeting based on the above contents in accordance with the applicable laws and regulations of the Company.

Article 3. This Resolution takes effect from the date of signing. Shareholders, members of the Board of Directors, members of the Board of Supervisors, Chief Executive Officer, Vice Chief Executive Officers, Representatives of the Company's capital share in other enterprises and relevant individuals shall implement this Resolution.

Recipients:

- As in Article 3;
- The State Securities Commission;
- Hanoi Stock Exchange;
- Company's website;
- Archives: The Board of Directors, the Organization and Human Resource Department.

**ON BEHALF OF THE GENERAL
MEETING OF SHAREHOLDERS
CHAIRMAN**

Pham Van Manh

SOCIALIST REPUBLIC OF VIETNAM
INDEPENDENCE – FREEDOM – HAPPINESS

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APPENDIX

**ON AMENDMENTS AND SUPPLEMENTS TO THE CHARTER OF
SONG DA CONSULTING JOINT STOCK COMPANY**

*Attached to the Resolution of the 2025 Annual General Meeting of Shareholders
of Song Da Consulting Joint Stock Company*

(No. /2025/NQ-DHDCCD dated May , 2025)

Hanoi, May 2025

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APPENDIX
ON AMENDMENTS AND SUPPLEMENTS TO THE CHARTER OF
SONG DA CONSULTING JOINT STOCK COMPANY

*Attached to the Resolution of the 2025 Annual General Meeting of
Shareholders of Song Da Consulting Joint Stock Company*

(No. /2025/NQ-DHDCD dated May , 2025)

Article 2. Name, form, head office, branch, representative office and activities of the Company

Amend Clause 3. The registered office of the Company is:

- Head office address: G9 Building, No. 495, Nguyen Trai Street, Thanh Xuan Bac Ward, Thanh Xuan District, Hanoi City
- Email: ktkh.sdcc@gmail.com

Article 4. The Company's business objectives

Amend and supplement Clause 1. Business lines of the Company

No.	Name of business lines	Code
3	<p>Architecture and related technical consulting activities</p> <p>Details: - Supervision of construction and installation of mechanical equipment in works, including: installation of construction equipment;</p> <p>- Supervision of construction and completion of transportation works;</p> <p>- Supervision of construction and completion of industrial works, underground works, and mining works;</p> <p>- Supervision of construction and completion of irrigation and hydropower works;</p> <p>- Supervision of construction and completion of civil, industrial, and technical infrastructure works;</p> <p>- Preparation of environmental impact assessment reports for investment projects in civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A (limited to designs within the scope of registered business activities);</p> <p>- Design of bridge and road construction works;</p>	<p>7110</p> <p>(main)</p>

<ul style="list-style-type: none"> - Design of underground construction and mining exploitation; - Design of irrigation works; - Design of hydraulic and hydropower works; - Design of hydropower plants; - Design of master plans, interior and exterior architecture for civil, industrial, and urban technical infrastructure works; - Preparation and appraisal of investment projects for civil, industrial, transportation, irrigation, hydropower, and urban technical infrastructure works up to Group A; - Preparation of master and detailed plans for civil, industrial, and urban technical infrastructure works up to Group A; - Testing to determine physical and mechanical properties of soil, rock, foundations, and construction materials for construction works; - Topographic, geotechnical, and hydrogeological surveys for construction works; - Consulting and supervision of construction and equipment installation for civil, industrial, transportation, irrigation, hydropower, and urban technical infrastructure works up to Group A; - Consulting on the preparation of bidding documents for construction and equipment for civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A; - Preparation of total cost estimates for civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A; - Design of electrical systems for civil and industrial construction works; - Structural design for civil, industrial, and urban technical infrastructure works; - Mechanical-electrical design for works; - Design of water supply and drainage systems; - Design of civil, industrial, and urban technical infrastructure construction works; - Appraisal of designs and total cost estimates for civil, industrial, irrigation, hydropower, transportation, and urban technical infrastructure works up to Group A; - Project management for civil, industrial, transportation, irrigation, and urban technical infrastructure works; - Quality inspection of construction works; - Certification of structural safety and compliance with construction quality standards; 	
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	<ul style="list-style-type: none"> - Consulting on bidding, evaluation of bidding documents, and selection of contractors for construction and equipment for construction works; - Cost management consulting (Level 2); - Design of fire prevention and firefighting systems; - Surveying and mapping activities; - Geological and water resource exploration activities; - Design and design appraisal for civil and industrial construction works; - Design and design appraisal for mining and mineral processing industrial works; - Design and design appraisal for oil and gas industrial works; - Design and design appraisal for energy industrial works: thermal power, geothermal power, nuclear power, hydropower, wind power, solar power, and tidal power; - Design and design appraisal for transportation works: roads, railways, bridges, tunnels, inland waterways, and maritime; - Design and design appraisal for agriculture and rural development works; - Design and design appraisal for technical infrastructure works: water supply and drainage, waste treatment; - Design and design appraisal for specialized construction works (piles, foundation reinforcement and treatment, structures, pre-stressed structures, building envelopes, and facades); - Consulting on investment project management for construction. 	
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Hanoi, May 12th, 2025

CHIEF EXECUTIVE OFFICER

Dinh Van Duan



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SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

CONFIRMATION

**Of in-person or authorized attendance at the 2025 Annual General Meeting
of Shareholders**

(Applicable to individuals or organizations)

Name of shareholder/Authorizing party:.....

Citizen identity card/Identity card/Passport/Business registration license no.:
..... issued on.....by.....

Address:.....

The number of shares owned as of the date on which the list of shareholders attending the 2025 Annual General Meeting of Shareholders (March 24th, 2025) is finalized is:..... shares.

(In words:)

Hereby confirm (please tick X or ✓ in the selected box):

1. ☐ Agree to attend the General Meeting in person:
2. ☐ Agree to authorize:

2.1 The individual/organization

Full name of the authorized individual/organization:
.....

Citizen identity card/Identity card/Passport/Business registration license no.:
..... issued on.....by.....

Address:.....

Number of authorized shares:..... shares.

(In words:)

2.2. In case the shareholder does not authorize any individual/organization, he/she may authorize one of the following members of the Board of Directors and the Board of Supervisors of the Company:

- ☐ Mr. Pham Van Manh - Chairman of the Board of Directors
- ☐ Mr. Dinh Van Duan - Member of the Board of Directors
- ☐ Mr. Nguyen Van Hoang - Member of the Board of Directors



- ☐ Mr. Cu Van Vinh - Member of the Board of Directors
- ☐ Mr. Pham Anh Duc - Member of the Board of Directors
- ☐ Ms. Bui Thi Kim Khanh - Head of the Board of Supervisors
- ☐ Mr. Tran The Anh - Member of the Board of Supervisors
- ☐ Ms. Nguyen Quynh Trang- Member of the Board of Supervisors

3. Authorization contents:

The authorized party may attend the 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company on/..../2025 and fulfill all rights and obligations at the General Meeting in proportion to the number of authorized shares, on behalf of the authorizing party.

4. Commitments and responsibilities of the parties:

- The authorizing party commits that at the time of preparing this Confirmation, all of the above-mentioned shares are lawfully owned by the authorizing party and there is no dispute related to the number of shares lawfully owned by the authorizing party. The authorizing party undertakes to file no complaints regarding the voting results and assumes sole responsibility for this authorization.
- The authorized party undertakes to fully perform the authorized items and is not allowed to re-authorize a third party to perform the works stated in this Confirmation.
- The authorizing party and the authorized party voluntarily confirm the preparation of this Power of attorney.
- If necessary, as the case may be, Song Da Consulting Joint Stock Company may examine and request additional documents related to the authorizing party and the authorized party or the competent authorities' certification of this authorization.

5. Authorization period:

This Confirmation takes effect from the date of signing until the conclusion of the 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company dated/.../2025.

....., dated 2025

Authorized party

(Sign, specify full name and seal, in case of an organization)

Shareholder/Authorizing party

(Sign, specify full name and seal, in case of an organization)





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Independence – Freedom – Happiness

POWER OF ATTORNEY

For attending the 2025 Annual General Meeting of Shareholders

(Applicable to groups of shareholders)

1. Authorizing party:

We including shareholders of Song Da Consulting Joint Stock Company who jointly hold shares, equivalent to% of the Company's charter capital, are named below:

Full name	Citizen identity card/Identity card/Passport/ Business registration license no.	Address	The number of shares owned as of the date on which the list of shareholders attending the 2025 Annual General Meeting of Shareholders (March 24 th , 2025) is finalized	Signature
1.				
2.				
3.				
4.				
...				

2. Authorized party:

Name of individual/organization:

Citizen identity card/Identity card/Passport/Business registration license no.:
..... issued on.....by.....

Address:.....

Number of authorized shares:..... shares.

(In words:)

3. Authorization contents:

The authorized party may attend the 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company on/...../2025 and fulfill all rights and obligations at the General Meeting in proportion to the number of authorized shares, on behalf of the authorizing party.

4. Commitments and responsibilities of the parties:

- The authorizing party commits that at the time of preparing this Power of attorney, all of the above-mentioned shares are lawfully owned by the

authorizing party and there is no dispute related to the number of shares lawfully owned by the authorizing party. The authorizing party undertakes to file no complaints regarding the voting results and assumes sole responsibility for this authorization.

- The authorized party undertakes to fully perform the authorized items and is not allowed to re-authorize a third party to perform the works stated in this Power of attorney.
- The authorizing party and the authorized party voluntarily confirm the preparation of this Power of attorney.
- If necessary, as the case may be, Song Da Consulting Joint Stock Company may examine and request additional documents related to the authorizing party and the authorized party or the competent authorities' certification of this authorization.

5. Authorization period:

This Power of attorney takes effect from the date of signing until the conclusion of the 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company dated/.../2025.

....., dated 2025

Authorized party

(Sign, specify full name and seal, in case of an organization)

Representative of the Authorizing party

(Sign, specify full name and seal, in case of an organization)





SOCIALIST REPUBLIC OF VIETNAM

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**REQUEST FOR SUPPLEMENT TO THE AGENDA OF THE 2025
ANNUAL GENERAL MEETING OF SHAREHOLDERS**

(Applicable to individual shareholders/groups of shareholders holding 5% of the
total common shares or more)

To: The Board of Directors of Song Da Consulting Joint Stock Company

Name of individual shareholder/representative of group of shareholders:
.....

Citizen identity card/Identity card/Passport/Business registration license no.:
..... issued on.....by.....

Address:.....

Number of owned shares:..... shares.

Number of authorized shares:..... shares. (Attached to power of attorney)

Total number of voting shares:..... shares corresponding to% of charter
capital

Contents of the request to be included in the meeting agenda:

-
-
-
-

Note:

- The Board of Directors of Song Da Consulting Joint Stock Company has the right to reject the request if it falls into one of the following cases:
 - + The request is not sent on time or contains improper contents;
 - + The requested matters do not fall under the decision-making authority of the General Meeting of Shareholders;
- The request shall be officially added to the agenda and proceedings of the meeting if it is approved by the General Meeting of Shareholders.

....., dated 2025

**Individual shareholder/ Representative of group
of shareholders**

(Sign, specify full name and seal, in case of an organization)



**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
SONG DA CONSULTING JOINT STOCK COMPANY**



VOTING CARD

Shareholder name :
Authorized person :
Number of shares owned :
Number of authorized shares :
Total number of voting rights :

Hanoi, dated 2025



VOTING BALLOT
REGARDING MATTERS OF THE 2025 ANNUAL GENERAL MEETING OF
SHAREHOLDERS OF
SONG DA CONSULTING JOINT STOCK COMPANY

Shareholder name (individual/organization):

Name of the authorized person (if authorized):

The number of shares owned as of the date on which the list of shareholders attending the 2025 Annual General Meeting of Shareholders (March 24th, 2025) is finalized: shares

The number of authorized shares is: shares

Total number of votes equivalent to total number of shares owned and/or authorized shares is: shares

After reviewing the contents of the reports and proposals of the Board of Directors regarding matters to be voted, I/we vote as follows:

NO.	MATTERS TO BE VOTED	TYPES OF VOTE		
		Vote for	Vote against	Abstain vote
1	Report of the Board of Management on the business performance in 2024 and the business plan for 2025			
2	Audited 2024 financial statements of the Company			
3	Plan for profit distribution, fund allocations, and dividend payment for 2024			
4	Report of the Board of Directors on corporate governance and its performance in 2024; plan for 2025			
5	Report of the Board of Directors on the results of the 5-year period (2020-2024) and orientations, tasks for the 5-year period (2025-2029)			
6	Report of the Board of Supervisors on its performance in 2024 and plan for 2025			
7	Proposal of the Board of Supervisors on the selection of an independent auditing firm to audit the Financial statements for 2025			
8	Proposal of the Board of Directors on approval of the settlement of remuneration expenses for the Board of Directors and Board of Supervisors in 2024 and the plan for 2025			
9	Proposal on amendment and supplement to the Charter of Song Da Consulting Joint Stock Company			

Note:

- Shareholders select and tick **X** or \sqrt in the blank column for each matter to be voted.
- A voting ballot shall be considered invalid when:
 - + The ballot fails to comply with the form issued by the Organizing Committee and does not bear the seal of Song Da Consulting Joint Stock Company;
 - + The ballot is torn, crossed out, erased or corrected;
 - + If the ballot contains many different opinions on the same matter to be voted, such vote shall be invalid.
 - + The ballot bears no signature of the shareholder/authorized representative of the shareholder.

Votes on each matter to be voted in the Voting ballot are independent and the validity of a vote on a matter to be voted does not affect the validity of other votes.

Hanoi, dated 2025

Shareholder/Authorized representative
(Sign and specify full name)





17.3

**VOTING BALLOT SENT TO THE GENERAL MEETING BY MAIL
REGARDING THE MATTERS OF THE 2025 ANNUAL GENERAL
MEETING OF SHAREHOLDERS OF SONG DA CONSULTING JOINT
STOCK COMPANY**

**(Applicable to shareholders who do not attend in person and do not authorize
other individuals/organizations to attend the 2025 Annual General Meeting of
Shareholders)**

Shareholder name (individual/organization):

Citizen identity card/Identity card/Passport/Business registration license no.:
..... issued on.....by.....

Address:.....

Phone number:

The number of shares owned as of the date on which the list of shareholders
attending the 2025 Annual General Meeting of Shareholders (March 24th, 2025)
is finalized:..... shares.

The number of votes equivalent to the number of shares owned:
..... shares.

After reviewing the Notice of invitation to the 2025 Annual General Meeting of
Shareholders dated/...../2025, the contents of the reports, proposals of the
Board of Directors on matters to be voted on and the Draft Resolution of the
2025 Annual General Meeting of Shareholders posted on the Company's website
at: www.sdcc.com.vn, I/we vote in writing (remote voting) as follows:

NO.	MATTERS TO BE VOTED	TYPES OF VOTE		
		Vote for	Vote against	Abstain vote
1	Report of the Board of Management on the business performance in 2024 and the business plan for 2025			
2	Audited 2024 financial statements of the Company			
3	Plan for profit distribution, fund allocations, and dividend payment for 2024			
4	Report of the Board of Directors on corporate governance and its performance in 2024; plan for 2025			
5	Report of the Board of Directors on the results of the 5-year period (2020-2024) and orientations, tasks for the 5-year period (2025-2029)			
6	Report of the Board of Supervisors on its performance in 2024 and plan for 2025			
7	Proposal of the Board of Supervisors on the selection of an independent auditing firm to audit the Financial statements for 2025			

8	Proposal of the Board of Directors on approval of the settlement of remuneration expenses for the Board of Directors and Board of Supervisors in 2024 and the plan for 2025			
9	Proposal on amendment and supplement to the Charter of Song Da Consulting Joint Stock Company			

Note:

- Shareholders select and tick X or √ in the blank column for each matter to be voted.
- A voting ballot sent to the General Meeting shall be considered invalid when:
 - + The ballot fails to comply with the form issued by the Organizing Committee and does not bear the seal of Song Da Consulting Joint Stock Company;
 - + The ballot is torn, crossed out, erased or corrected;
 - + If the ballot contains many different opinions on the same matter to be voted, such vote shall be invalid.
 - + The ballot bears no signature and/or seal (in case of institutional shareholders) of shareholders.

Votes on each matter to be voted in the Voting ballot are independent and the validity of a vote on a matter to be voted does not affect the validity of other votes.

....., dated..... 2025

Shareholders

(Sign, specify full name and seal, in case of an organization)





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VOTING BALLOT
FOR MEMBERS OF THE BOARD OF SUPERVISORS FOR THE 2025 – 2030 TERM OF SONG DA CONSULTING JOINT STOCK COMPANY

1. Information of shareholders participating in the election:

- Name of shareholder/authorized representative :
- Number of shares owned : shares
- Number of authorized shares (if any) : shares
- Total number of shares owned and authorized shares : shares
- Number of Members of the Board of Supervisors to be elected: **03 members**
- Total voting rights : rights
(The number of shares owned and authorized shares, if any, multiplied by 3)

2. Election:

No.	Full name of nominated candidates	Number of voting rights	Notes
1			
2			
3			
	Total voting rights		

3. Instructions:

- Shareholders may distribute the total voting rights equally among the 03 candidates.
- Alternatively, shareholders may allocate all voting rights to a single candidate.
- Or, shareholders may use only a portion of the total voting rights to vote for certain candidates based on their level of trust.
- The total voting rights allocated to candidates **must not exceed** the total voting rights specified in the shareholder information section.

Hanoi, dated 2025

Shareholder/authorized representative
(Sign and specify full name)



VOTING BALLOT
FOR MEMBERS OF THE BOARD OF DIRECTORS FOR THE 2025 – 2030
TERM OF SONG DA CONSULTING JOINT STOCK COMPANY

1. Information of shareholders participating in the election:

- Name of shareholder/authorized representative :
- Number of shares owned : shares
- Number of authorized shares (if any) : shares
- Total number of shares owned and authorized shares : shares
- Number of Members of the Board of Directors to be elected: **05 members**
- Total voting rights : rights
(The number of shares owned and authorized shares, if any, multiplied by 5)

2. Election:

No.	Full name of candidates	Number of voting rights	Notes
1			
2			
3			
4			
5			
	Total voting rights		

3. Instructions:

- Shareholders may distribute the total voting rights equally among the 05 candidates.
- Alternatively, shareholders may allocate all voting rights to a single candidate.
- Or, shareholders may use only a portion of the total voting rights to vote for certain candidates based on their level of trust.
- The total voting rights allocated to candidates **must not exceed** the total voting rights specified in the shareholder information section.

Hanoi, dated 2025

Shareholder/authorized representative
(Sign and specify full name)

Hanoi, April 21st, 2025

No.: 21/TB-HDQT

ANNOUNCEMENT

Regarding the nomination and candidacy for members of the Board of Directors and Board of Supervisors for 2025-2030 term

To: Valued Shareholders of Song Da Consulting Joint Stock Company

Pursuant to the provisions of Law on Enterprises No. 59/2020/QH14 dated June 17th, 2020, and the Charter of Song Da Consulting Joint Stock Company, the term of the Board of Directors and Board of Supervisors for the 2020–2025 term has expired.

The 2025 Annual General Meeting of Shareholders will conduct the election of the Board of Directors and Board of Supervisors for the 2025–2030 term. To ensure thorough preparation of staffing works in accordance with legal provisions and the Company's Charter, the Board of Directors hereby informs the valued shareholders about the nomination and candidacy process as follows:

I. RIGHTS TO NOMINATE AND APPLY FOR CANDIDACY:

1. Candidates for the Board of Directors:

According to Clause 2, Article 25 of the Company's Charter, shareholders holding ordinary shares may combine their voting rights to nominate candidates for the Board of Directors. A shareholder or group of shareholders holding from 10% to 25% of the total voting shares may nominate one (01) candidate; from 26% to 45% may nominate up to two (02) candidates; from 46% to under 60% may nominate up to three (03) candidates; over 60% may nominate five (05) members of the Board of Directors, in accordance with the Law on Enterprises and the Company's Charter.

2. Candidates for the Board of Supervisors:

According to Clause 1, Article 36 of the Company's Charter, the nomination and candidacy for members of the Board of Supervisors shall follow the provisions of Clause 1, Article 25 of the Charter. Shareholders holding ordinary shares may combine their voting rights to nominate candidates for the Board of Supervisors. A shareholder or group of shareholders holding from 10% to 30% of the total voting shares may nominate one (01) candidate; from 31% to 70% may nominate two (02) candidates; over 70% may nominate three (03) candidates.

II. STANDARDS AND CONDITIONS.

1. Standards and conditions for members of the Board of Directors.

Members of the Board of Directors must meet the standards and conditions stipulated in Clauses 1 and 2, Article 155 of the Law on Enterprises and the Company's Charter, as follows:



- a. Possess full civil act capacity and not be subject to the restrictions specified in Clause 2, Article 17 of the Law on Enterprises;
- b. Have professional qualifications, management capabilities, and experience in business management or in the Company's field of operation, and not necessarily be a shareholder of the Company;
- c. Have good health, moral character, integrity, honesty, legal awareness, and compliance with the law;
- d. Not be prohibited from holding management or executive positions under legal provisions;
- e. A member of the Board of Directors may concurrently serve on the Board of Directors of no more than five other companies;
- f. A member of the Board of Directors must not be a relative of the Director, General Director, or other managers of the Company, or of the managers or persons authorized to appoint managers of the parent company;
- g. Other standards as prescribed by the laws.

2. Standards and conditions for members of the Board of Supervisors:

Members of the Board of Supervisors must meet the standards and conditions stipulated in Article 169 of the Law on Enterprises and the Company's Charter, as follows:

- a) Not be subject to the restrictions specified in Clause 2, Article 17 of the Law on Enterprises;
- b) Get training in one of the following fields: economics, finance, accounting, auditing, law, business administration, or a field relevant to the Company's business activities;
- c) Not be a relative of members of the Board of Directors, Director, General Director, or other managers;
- d) Not be a manager of the Company; not necessarily be a shareholder or employee of the Company, unless otherwise stipulated in the Company's Charter;
- dd) Not work in the Company's accounting or finance department;
- e) Not be a member or employee of an independent auditing firm that audited the Company's financial statements in the three preceding years;
- f) Other standards and conditions as prescribed by relevant laws and the Company's Charter.

III. NOMINATION AND CANDIDACY DOCUMENTS:

Documents for nomination/candidacy for the Board of Directors and Board of Supervisors:

- | | |
|-----------------------------------|-----------------|
| a. Application form for candidacy | (Form 01) |
| b. Nomination form | (Form 02) |
| c. Curriculum vitae | (as prescribed) |



- d. Certified copies (authenticated by a competent state authority within the last six months) of diplomas and professional certificates of the candidate as required.

Note for valued shareholders: Candidates nominated or applying for membership in the Board of Directors are responsible before the laws and the General Meeting of Shareholders of Song Da Consulting Joint Stock Company for the accuracy and truthfulness of their nomination or candidacy documents.

2. Deadline for submission of nomination/candidacy documents:

To ensure thorough preparation of the candidate list for the Board of Directors and Board of Supervisors for the 2025–2030 term, and to guarantee the quality of personnel, the Board of Directors requests shareholders to either apply for candidacy themselves or form groups to nominate representatives for candidacy as members of the Board of Directors or Board of Supervisors. Candidacy documents must be submitted to the Company before 04:30 PM on **May 08th, 2025**, to allow the Organizing Committee to compile the list and verify information in accordance with the standards and conditions for the respective positions.

3. Submission address:

Please submit candidacy documents to:

- Office of Song Da Consulting Joint Stock Company
- Address: G9 Building, No. 495 Nguyen Trai, Thanh Xuan Bac Ward, Thanh Xuan District, Hanoi
- Telephone no.: (+84-24) 38542209
- Email: ktkh.sdcc@gmail.com

In the event that no shareholder or group of shareholders submits a response regarding nomination or candidacy, the incumbent Board of Directors shall nominate personnel in accordance with the Company's Charter and the 2020 Law on Enterprises.

Recipients:

- As above;
- Members of the Board of Directors;
- The Board of Supervisors of the Company;
- Archives: The Board of Directors, the Administration and Human Resource Department.

**ON BEHALF OF THE BOARD
OF DIRECTORS
CHAIRMAN**



Phạm Văn Mạnh



SOCIALIST REPUBLIC OF VIETNAM
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Hanoi, dated 2025

APPLICATION FORM
FOR CANDIDACY TO THE BOARD OF DIRECTORS/BOARD OF
SUPERVISORS OF SONG DA CONSULTING JOINT STOCK
COMPANY FOR 2025–2030 TERM

To: ORGANIZING COMMITTEE OF THE 2025 ANNUAL GENERAL
MEETING OF SHAREHOLDERS OF SONG DA CONSULTING JOINT
STOCK COMPANY

Shareholder's name:
Citizen identity card/Passport/Business registration certificate no.:issued
on: by: ...
Representative (for organizations): position:
Address:
Phone no.: Fax:
Educational background: Major:
Total number of shares owned (Represented shares):
In figures: In words:
(In case an individual represents a group of shareholders, a power of attorney from the
group is required).
Equivalent to% of the charter capital of Song Da Consulting Joint
Stock Company.

After reviewing the standards and conditions stipulated in the Company's
Organization and Operation Charter, I confirm that I fully meet the requirements to
serve as a Member of the Board of Directors/Board of Supervisors of the Company. I
hereby apply for candidacy as a Member of the Board of Directors/Board of
Supervisors for the 2025–2030 term. If elected and trusted by the General Meeting, I
pledge to devote my full capacity and responsibility to serve the Company and
contribute to its continuous growth and development.

Best regards,

Shareholder

(Sign, specify full name and seal, if any)

*The application, nomination, and related documents must be submitted to the
Organizing Committee of the Annual General Meeting of Shareholders before 02:00
PM on / /2025.*



20.2

SOCIALIST REPUBLIC OF VIETNAM
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Hanoi, dated 2025

NOMINATION FORM
FOR CANDIDACY TO THE BOARD OF DIRECTORS/BOARD OF
SUPERVISORS OF SONG DA CONSULTING JOINT STOCK
COMPANY FOR 2025–2030 TERM

To: ORGANIZING COMMITTEE OF THE 2025 ANNUAL GENERAL
MEETING OF SHAREHOLDERS OF SONG DA CONSULTING JOINT
STOCK COMPANY

Shareholder's name:
Citizen identity card/Passport/Business registration certificate no.:issued
on: by: ...
Representative (for organizations): position:
Address:
Phone no.: Fax:
Educational background: Major:
Total number of shares owned (Represented shares):
In figures: In words:
(In case an individual represents a group of shareholders, a power of attorney from the
group is required).

*I respectfully request that the Organizing Committee of the 2025 Annual General
Meeting of Shareholders of Song Da Consulting Joint Stock Company allow me to
nominate:*

Mr. (Ms.):
Citizen identity card/Passport/Business registration certificate no.:issued
on: by: ...
Address:
Phone no.: Fax:
Educational background: Major:
Total number of shares owned:
In figures: In words:
Equivalent to% of the charter capital of Song Da Consulting Joint
Stock Company.

As a candidate for the Member of the Board of Directors/Board of Supervisors of
Song Da Consulting Joint Stock Company for the 2025–2030 term at the 2025 Annual
General Meeting of Shareholders.

Best regards,

Nominee
(Sign and specify full name)

Shareholder
(Sign, specify full name and seal, if any)



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MINUTES OF THE GROUP MEETING
NOMINATION OF CANDIDATES FOR THE BOARD OF
DIRECTORS/BOARD OF SUPERVISORS OF SONG DA CONSULTING
JOINT STOCK COMPANY FOR 2025–2030 TERM

Today, dated / /2025, at, we, the shareholders of Song Da Consulting Joint Stock Company, collectively holding shares, equivalent to% of the total voting shares of the Company, as listed below:

Shareholders	Citizen identity card/Business registration certificate no.	Address	Number of shares owned	Signature
		Total		

Hereby unanimously nominate:

Mr. (Ms.):

Citizen identity card no.: Date of issue: Place of issue:

Permanent residence:

Educational background: Major:

Current shareholding: shares (*In words:*)

As a candidate for the Board of Directors/Board of Supervisors of Song Da Consulting Joint Stock Company for the 2025–2030 term at the 2025 Annual General Meeting of Shareholders.

Additionally, we unanimously appoint:

Mr. (Ms.):

Citizen identity card no.: Date of issue: Place of issue:

Permanent residence:

Educational background: Major:

Current shareholding: shares (*In words:*)

As the representative of the group to carry out the nomination procedures in accordance with the Regulations on nomination and candidacy for the Board of Directors/Board of Supervisors of the Organizing Committee of the 2025 Annual General Meeting of Shareholders of Song Da Consulting Joint Stock Company.

This minutes is made at, dated / /2025 in

Nominee

(*Sign and specify full name*)

Representative of the group of shareholders

(*Sign, specify full name and seal, if any*)

The application, nomination, and related documents must be submitted to the Organizing Committee of the Annual General Meeting of Shareholders before 02:00 PM on / /2025.