

No.: 1005/2025/SMT-TB

Ho Chi Minh City, May 10, 2025

NOTICE OF INVITATION TO THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

To: The Valued Shareholders of Sametel Joint Stock Company.

The Board of Directors of Sametel Joint Stock Company (Sametel JSC) respectfully invites our esteemed shareholders to attend the 2025 Annual General Meeting of Shareholders with the following details:

1. **Time:** 08:30 AM, Sunday, June 1, 2025.
2. **Venue:** No. 31-33, Street No. 18, Ward 8, Go Vap District, Ho Chi Minh City.
3. **Participants:** All shareholders holding shares of Sametel JSC whose names are listed as of the record date of May 5, 2025, as provided by the Vietnam Securities Depository and Clearing Corporation.
4. **Main agenda of the Meeting:**
 - Report of the Board of Directors and Report of the Executive Board.
 - Report on activities of the Independent Board Member in the Audit Committee.
 - Approval of the following proposals:
 - Audited financial statements for 2024 and the 2024 profit distribution plan
 - Authorization for the Board of Directors to evaluate and select the audit firm for 2025 financial statements
 - Cancellation of the private placement plan
 - Remuneration for the Board of Directors, Supervisory Board, and Executive Board for 2025
 - Approval of the dismissal and additional election of one member of the Board of Directors for the 2024–2029 term
 - ...
 - Other matters under the authority of the General Meeting of Shareholders.
5. **Registration for attendance:** To ensure proper preparation, shareholders are kindly requested to confirm their attendance or authorize a proxy to attend the Meeting via mail, email, or phone no later than May 30, 2025.
6. **Required documents:**

Shareholders attending the Meeting must bring their original ID card or other valid photo identification.

In case of proxy attendance, the authorized person must bring:

- Original signed Power of Attorney
- A copy of the shareholder's ID card or passport
- Original ID card or valid photo identification of the authorized person
- If a shareholder cannot designate a representative, they may authorize a member of the Executive Board or the Board of Directors by sending the original signed Power of Attorney to the address below before May 30, 2025.

7. Contact information and support:

Ms. Vu Thi Phuong – 0366895679 or Email: cbtt@sametel.com.vn.

The Power of Attorney form, Voting Ballot, and all Meeting documents can be downloaded from the Company's website at: <https://sametel.com.vn/tai-lieu-dhcd.htm>.

This notice serves as an official invitation. We look forward to welcoming our valued shareholders to the 2025 Annual General Meeting of Sametel JSC.

Sincerely,

TM. HỘI ĐỒNG QUẢN TRỊ
CHỦ TỊCH



CÔNG TY
CỔ PHẦN
SAMETEL

VIỆT NAM
SAMETEL CORPORATION

Nguyễn Đông Hưng

LETTER OF AUTHORIZATION

(Re: Attending the 2025 Annual General Meeting of Shareholders)

1. AUTHORIZING PARTY:

Full name of individual/organization:
ID Card/Citizen ID/Passport/Enterprise Registration Certificate No.....
Date of issue: Issued by:
Shareholder code:
Address:
Phone: Email:
Number of shares held/represented: (In words: shares)

2. AUTHORIZED PARTY:

Full name:
ID Card/Citizen ID/Passport/Enterprise Registration Certificate No.:
Date of issue: Issued by:
Address:
Phone: Email:
Number of shares authorized: (In words: shares)

***Note:** In case the shareholder is unable to attend the Meeting in person or authorize another individual, please authorize one of the following members of the Board of Management or Board of Directors:*

No.	Full Name	Position	Select (✓)	No. of Shares Author
01	Mr Nguyen Dong Hung	Chairman of the BOD		
02	Mr Nguyen Ngoc Huy	Member of the BOD		
03	Ms Tran Thuy Linh	Member of the BOD		
04	Mr Do Tu Cuong	Member of the BOD		
05	Ms Vu Thi Phuong	General Director		

Instructions: Please place an (X) next to the name of the individual you wish to authorize to represent all of your shares.

3. SCOPE OF AUTHORIZATION:

- The Authorized Party is authorized to represent the Authorizing Party to attend the General Meeting and exercise all rights and obligations at the 2025 Annual General Meeting of Shareholders in accordance with the number of shares authorized.
- This Letter of Authorization is valid only during the time of the 2025 Annual General Meeting of Shareholders of SAMETEL Joint Stock Company.
- We accept full responsibility for this authorization and commit to strictly comply with the current laws and the Charter of SAMETEL Joint Stock Company.

AUTHORIZED PARTY
(Signature, Full Name)

Date:/...../2025
AUTHORIZING PARTY
(Signature, Full Name)

**DRAFT
ANNUAL GENERAL MEETING
DOCUMENTS
OF SHAREHOLDERS – 2025**

Ho Chi Minh City, June 1, 2025

CONTENT AND AGENDA OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

(Tentative Start Time: 08:30 AM, June 1, 2025)

Time	Agenda Item
Before 08:30	Registration of Delegates.
08:30 – 08:35	Opening of the Meeting: <ul style="list-style-type: none"> • Declaration of reasons for the meeting and introduction of delegates; • Chair introduces the Presidium and appoints the Secretary; • Chair introduces the Credentials Committee and appoints the Vote Counting Committee; • Report on the verification of delegate credentials; • Approval of the meeting agenda and program; • Approval of the meeting rules.
08:35 – 08:45	<ul style="list-style-type: none"> • Reports: <ul style="list-style-type: none"> • Report of the Board of Directors (BOD); • Report of the Independent Member of the Board of Directors in the Audit Committee (AC).
08:45 – 08:55	<ul style="list-style-type: none"> • Proposals to the Meeting: <ul style="list-style-type: none"> • Approval of the BOD reports and the report of the independent member of the BOD in the AC; • Approval of the audited financial report for 2024 and profit distribution plan for 2024; • Approval of the selection of the auditing firm for the 2025 financial year; • Approval of the 2025 business plan; • Approval of the BOD and Executive Board's remuneration report for 2024 and the 2025 budget allocation plan; • Approval of stopping the issuance of private shares; • Approval of continuing with the asset transfer plan related to land at Long Thanh Industrial Park.
08:55 – 09:00	<ul style="list-style-type: none"> • Voting Process: <ul style="list-style-type: none"> • Explanation of the voting process, followed by the vote.
09:00 – 09:10	<ul style="list-style-type: none"> • Discussion: <ul style="list-style-type: none"> • Open floor for discussion.
09:10 – 09:15	<ul style="list-style-type: none"> • Announcement of Voting Results: <ul style="list-style-type: none"> • Announcement of vote count and results..
09:15 – 09:20	<ul style="list-style-type: none"> • Reading of Draft Minutes and Resolutions: <ul style="list-style-type: none"> • The Secretariat reads the draft minutes and resolutions of the AGM; • The AGM votes on the approval of the minutes and resolutions.
09:20	<ul style="list-style-type: none"> • Closing of the Meeting.

Ho Chi Minh City, June 1, 2025

PROPOSAL

Re: Approval of the Report of the Board of Directors and the Report of the Independent Member of the Board of Directors in the Audit Committee.

To: The General Meeting of Shareholders of Sametel Joint Stock Company

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;*
- *Pursuant to the Charter of Sametel Joint Stock Company;*

The Board of Directors respectfully submits to the General Meeting of Shareholders for approval the following reports:

- Report of the Board of Directors;
- Report of the Independent Member of the Board of Directors in the Audit Committee.

Respectfully submitted.

**On behalf of the Board of Directors
Chairman of the Board of Directors**

Nguyen Dong Hung

Ho Chi Minh City, June 1, 2025

PROPOSAL

**Re: Approval of the Audited Financial Statements for 2024
and the Profit Distribution Plan for 2024**

To: The General Meeting of Shareholders of Sametel Joint Stock Company

- Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Pursuant to the Charter of Sametel Joint Stock Company;
- Based on the audited Financial Statements for 2024.

The Board of Directors respectfully submits to the Annual General Meeting of Shareholders 2025 for approval of the audited Financial Statements for 2024 of Sametel Joint Stock Company and the Profit Distribution Plan for 2024 as follows:

1. Approval of the audited Financial Statements for 2024:

Thông qua Báo cáo tài chính năm 2024 Công ty Cổ phần Sametel đã được kiểm toán bởi Công ty TNHH Kiểm toán và Tư vấn UHY.

2. Approval of the Profit Distribution Plan for 2024:

No.	Item	Amount (VNĐ)
1	Profit after tax	1.195.157.478
2	Profit distribution plan	
2.1	Allocation to funds	0
2.2	Dividend payment	0
2.3	Retained earnings (undistributed), for the purpose of increasing working capital for business operations.	1.195.157.478

Respectfully submitted.

**On behalf of the Board of Directors
Chairman of the Board of Directors**

Nguyen Dong Hung

Ho Chi Minh City, June 1, 2025

PROPOSAL

Re: Selection of the Auditing Company for the 2025 Financial Statements.

To: The General Meeting of Shareholders of Sametel Joint Stock Company

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020, effective from January 1, 2021;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26, 2019, effective from January 1, 2021;
- Pursuant to the Charter of Sametel Joint Stock Company.

The Board of Directors respectfully submits to the General Meeting of Shareholders for approval the authorization for the Board of Directors to evaluate and select the auditing company for the 2025 financial statements of Sametel Joint Stock Company as follows:

1. Criteria for selecting an independent auditing firm:

- The firm must operate legally in Vietnam;
- The firm must be on the list of auditing firms approved by the State Securities Commission of Vietnam to conduct audits in accordance with the regulations and laws on independent auditing;
- The firm must have experience in auditing public companies in Vietnam;
- The firm must have a good reputation for audit quality, with a team of auditors with high qualifications and significant experience;
- The firm must meet the requirements for audit scope and timeline;
- The firm must offer reasonable auditing fees that align with audit quality and scope.

2. Proposal for selecting the auditing company:

After review, the Board of Directors respectfully proposes that the General Meeting of Shareholders approve the selection of **Nam Viet Accounting, Financial Consulting, and Auditing Services Co., Ltd. (AASCN)** as the auditing company for the 2025 financial statements.

Respectfully submitted.

**On behalf of the Board of Directors
Chairman of the Board of Directors**

Nguyen Dong Hung

Ho Chi Minh City, June 1, 2025

PROPOSAL

Re: Approval of the 2025 Business Plan of Sametel Joint Stock Company

To: The General Meeting of Shareholders of Sametel Joint Stock Company

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020, effective from January 1, 2021;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26, 2019, effective from January 1, 2021;
- Pursuant to the Charter of Sametel Joint Stock Company,

The Board of Directors respectfully submits to the General Meeting of Shareholders for approval the 2025 business plan of the Company as follows:

No.	Item	Amount (VND billion)
1	Net revenue	120
2	Profit before tax	3
3	Dividends (cash and/or shares):): No dividend payment	0

Respectfully submitted.

**On behalf of the Board of Directors
Chairman of the Board of Directors**

Nguyen Dong Hung

Ho Chi Minh City, June 1, 2025

PROPOSAL

Re: Report on Remuneration and Salaries of the Board of Directors and Executive Board for 2024 and Budget Allocation Plan for the Board of Directors and Executive Board for 2025.

To: The General Meeting of Shareholders of Sametel Joint Stock Company

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Charter of Sametel Joint Stock Company;
- Pursuant to the business results of 2023 and the business plan for 2024 of Sametel Joint Stock Company.

The Board of Directors respectfully submits to the General Meeting of Shareholders for approval the report on the remuneration and salaries of the Board of Directors and Executive Board for 2024 and the budget allocation plan for the Board of Directors and Executive Board for 2025 as follows:

1. Report on the income of the Board of Directors and Executive Board in 2024:

Detailed by each member receiving income:

No.	Name	Title	Income (VND)	Note
1	Mr Nguyen Dong Hung	Chairman of the Board	0	
3	Mr Nguyen Ngoc Huy	Board Member (Non-executive)	0	
4	Ms Tran Thuy Linh	Board Member (Non-executive)	0	
5	Mr Do Tu Cuong	Independent Board Member	0	
6	Ms Vu Thi Phuong	CEO	279.572.103	
	Total		279.572.103	

2. Budget allocation plan for the Board of Directors and Executive Board for 2025:

The operational budget of the Board of Directors and Executive Board: a maximum of 5% of profit before tax and a minimum equal to the income of each member in 2024. The Board of Directors will implement the payment of remuneration and operating expenses in accordance with the regulations.

Bonuses: In the case of exceeding the profit target (after tax), the Board of Directors will present to the General Meeting of Shareholders for consideration the award for the

Board of Directors, the Audit Committee, and the Executive Board.

Respectfully submitted.

**On behalf of the Board of Directors
Chairman of the Board of Directors**

Nguyen Dong Hung

Ho Chi Minh City, June 1, 2025

PROPOSAL

Re: Suspension of the Private Placement of Shares.

To: The General Meeting of Shareholders of Sametel Joint Stock Company

- *Pursuant to the Law on Enterprises No. 59/2020/QH14;*
- *Pursuant to the Law on Securities No. 54/2019/QH14;*
- *Pursuant to Decree No. 155/2020/ND-CP detailing the implementation of several provisions of the Securities Law;*
- *Pursuant to Circular No. 118/2020/TT-BTC guiding certain matters on securities offerings, public offers, share buybacks, public company registration, and the revocation of public company status;*
- *Pursuant to the Charter of Sametel Joint Stock Company,*

The Board of Directors respectfully submits to the General Meeting of Shareholders for approval the suspension of the private placement of shares as detailed in Resolution No. 2104/2023/NQ-DHĐCĐ approved at the Annual General Meeting of Shareholders in 2023.

The General Meeting of Shareholders authorizes the Board of Directors to make amendments and additions related to the offering if required by regulatory authorities in accordance with the law.

Respectfully submitted.

**On behalf of the Board of Directors
Chairman of the Board of Directors**

Nguyen Dong Hung

Ho Chi Minh City, June 1, 2025

PROPOSAL

Re: Continuing the Plan for the Transfer of Assets Attached to Land at Long Thanh Industrial Park of Sametel Joint Stock Company.

To: The General Meeting of Shareholders of Sametel Joint Stock Company

In order to implement the investment expansion and business development plans of Sametel Joint Stock Company, based on Resolution No. 2104/2023/NQ-DHĐCĐ approved at the Annual General Meeting of Shareholders in 2023 regarding the plan for the transfer of assets attached to land at Long Thanh Industrial Park, the Board of Directors respectfully submits to the General Meeting of Shareholders for approval to continue with the plan as follows:

1. Transfer of all assets attached to the land and the land use rights at Long Thanh Industrial Park, Tam An Commune, Long Thanh District, Dong Nai Province, Vietnam, covering 12,709.6 square meters of land owned by the Company.
2. The General Meeting of Shareholders authorizes the Board of Directors to negotiate, decide the timing, and determine the transfer price of the assets, including factories, office buildings, and ancillary structures attached to the land, and to complete the transfer procedures.

Respectfully submitted.

**On behalf of the Board of Directors
Chairman of the Board of Directors**

Nguyen Dong Hung