

MINUTES OF BOARD OF DIRECTORS MEETINGS

TOP ONE ALLOT JOINT STOCK COMPANY

TOP ONE ALLOT JOINT STOCK COMPANY

Head office address: Group 19, Vi Xuyen commune, Tuyen Quang province.

Business code: 0106121967

Conducting a meeting of the Board of Directors convened and chaired by Mr. Nguyen Ngoc Duong – Chairman of the Board of Directors.

Meeting time: 8:30 a.m, February 9, 2026.

Meeting Location: T2. P2807 Park Kiara, Le Trong Tan Street, Duong Nghi Ward, Hanoi City

1. Participants:

Members of the Board of Directors (term 2023 - 2028) attending the meeting:

- Mr. Nguyen Ngoc Duong – Chairman of the Board of Directors
- Mr. Nguyen Van Binh - Member of the Board of Directors
- Mr. Tran Anh Tuan – Member of the Board of Directors
- Mr. Vu Van Thuan – Independent Member of the Board of Directors

Number of members of the Board of Directors attending the meeting: 04/04 members. Thus, the Board of Directors is eligible to conduct meetings in accordance with the provisions of the Company's Charter and the Law on Enterprises 2020.

How to attend the meeting: All members of the Board of Directors attending will vote directly at the meeting.

2. Chair and secretary of the meeting.

- **Chairman:** Mr. Nguyen Ngoc Duong – Chairman of the Board of Directors.
- **Secretary:** Mr. Nguyen Van Binh – Member of the Board of Directors

3. Purpose of the meeting:

- The Board of Directors meets to discuss and approve the agenda and content of the 2026 Annual General Meeting of Shareholders.

4. Contents and developments of the meeting.

4.1. The Board of Directors approved the contents and agenda of the Annual General Meeting of Shareholders in 2026, including:

- Proposal to approve the Regulation on organizing the General Meeting of Shareholders of the Company in 2026;
- Report on the results of the Company's production and business activities in 2025 and the plan for 2026;
- The Company's financial statements in 2025;
 - + Proposal for approval of the 2025 financial statements;



- Report on the performance of the Board of Directors in 2025 and the objectives and tasks in 2026;
- Report on the performance of the Audit Committee in 2025 and the objectives and tasks in 2026;
- Proposal to select the auditor for the financial statements for the years 2022, 2023, 2024, 2025, and the selection of the auditor for the financial statements in 2026;
- Approving the profit distribution plan in 2025 and the profit distribution plan in 2026;
- Proposal to approve the salary and remuneration of the Board of Directors and the Company's Audit Committee in 2025 and the salary and remuneration plan of the Board of Directors and the Company's Audit Committee in 2026;
- The report of the Board of Directors on the case that occurred at the Company;
- Proposal for opinions of the General Meeting of Shareholders on the handling of the Company's damages in the criminal case in which the Company has initiated a lawsuit against the former management from 2015 to 2022;
- And other matters under the jurisdiction of the General Meeting of Shareholders.

4.2 Finalize the venue for the 2026 Annual General Meeting of Shareholders.

- Last registration date to exercise the right to attend the 2026 Annual General Meeting of Shareholders: **02/03/2026**
 - Time of holding the General Meeting of Shareholders: 08:00, Sunday day **05 April 2026**.
 - Venue of the 2026 Annual General Meeting of Shareholders: Room 404, 4th Floor, Rainbow Building, Lane 110, 19/5 Street, Van Quan Urban Area, Ha Dong Ward, Hanoi City.

- Format: Face-to-face meeting

5. Voting to approve the decision of the Board of Directors:

5.1. Approving the contents and program of the 2026 Annual General Meeting of Shareholders, with the following rates:

- Total number of valid votes: 04 votes. Ratio of valid votes to total votes of members: 04/04 votes equivalent to 100% of the total votes of members of the Board of Directors attending the meeting.
- Total number of invalid votes: 0 votes. Ratio of invalid votes to total votes of members: 0/04 votes equivalent to 0% of the total votes of members of the Board of Directors attending the meeting.
- Total number of votes in favor: 04 votes (of members, Nguyen Ngoc Duong, Nguyen Van Binh, Tran Anh Tuan, Vu Van Thuan). Ratio of the number of votes in favor to the total number of votes of members: 04/04 votes equivalent to 100% of the total votes of members of the Board of Directors attending the meeting.
- Total votes against voting: 0 votes. Ratio of the number of votes against the total votes of the members: 0/04 votes equivalent to 0% of the total votes of the members of the Board of Directors attending the meeting.
- Total votes with no comments: 0 votes. Ratio of no votes to total votes of members attending the meeting: 0/04 votes equivalent to 0% of the total votes of members of the

Board of Directors attending the meeting.

5.2 Approved the finalization of the venue for the 2026 Annual General Meeting of Shareholders.

- Total number of valid votes: 04 votes. Ratio of valid votes to total votes of members: 04/04 votes equivalent to 100% of the total votes of members of the Board of Directors attending the meeting.
- Total number of invalid votes: 0 votes. Ratio of invalid votes to total votes of members: 0/04 votes equivalent to 0% of the total votes of members of the Board of Directors attending the meeting.
- Total number of votes in favor: 04 votes (of members, Nguyen Ngoc Duong, Nguyen Van Binh, Tran Anh Tuan, Vu Van Thuan). Ratio of the number of votes in favor to the total number of votes of members: 04/04 votes equivalent to 100% of the total votes of members of the Board of Directors attending the meeting.
- Total votes against voting: 0 votes. Ratio of the number of votes against the total votes of the members: 0/04 votes equivalent to 0% of the total votes of the members of the Board of Directors attending the meeting.
- Total votes with no comments: 0 votes. Ratio of no votes to total votes of members attending the meeting: 0/04 votes equivalent to 0% of the total votes of members of the Board of Directors attending the meeting.

6. The decisions are adopted and the voting rate passes accordingly.

The Board of Directors unanimously approved the following decisions:

6.1. Content and program of the 2026 Annual General Meeting of Shareholders: The percentage of votes to approve the proposal is 100%.

6.2. Finalizing the venue for the 2026 Annual General Meeting of Shareholders: The corresponding vote rate is 100%.

7. Conclusion :

The members of the Board of Directors unanimously approve 100% of the content of the meeting and assign the legal representative to direct, organize the implementation of the contents voted and approved by the Board of Directors. Members of the Board of Directors, their legal representatives and relevant departments, departments and individuals shall be responsible for the implementation of the above-mentioned decisions of the Board of Directors.

The minutes shall be made into 04 (*four*) originals in Vietnamese and archived at the company's headquarters, the copies have the same legal validity.

The meeting ended at 11:00 a.m. on February 9, 2026.

The chairperson and the secretary of the meeting are jointly responsible for the truthfulness and accuracy of the contents of the minutes of the meeting of the Board of Directors.

MEETING SECRETARY


Nguyen Van Binh

CHAIRMAN



MEMBERS OF THE BOARD OF DIRECTORS ATTENDING THE MEETING
SIGNED

Nguyen Ngoc Duong 

Tran Anh Tuan 

Nguyen Van Binh 

Vu Van Thuan 

TR. C. C. P. *