



Số: 01/BB-ĐHĐCĐ

Hanoi, June 26, 2025

DRAFT

**MINUTES
OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
INTERNATIONAL INVESTMENT TRADE AND SERVICE JOINT STOCK
COMPANY**

- Organization Name: International Investment Trade and Service Joint Stock Company

- Head Office: No. 17 Pham Hung, My Dinh 2 Ward, Nam Tu Liem District, Hanoi City.

- Enterprise Registration Certificate No.: 0100110052 issued by the Department of Planning and Investment of Hanoi City for the first time on February 20, 2006, 15th amendment on December 01, 2021.

I. Time and Location:

Today, at 8:00 AM on June 26, 2025, at the Meeting Room of International Investment Trade and Service Joint Stock Company, No. 17 Pham Hung Street, My Dinh 2 Ward, Nam Tu Liem District, Hanoi City, the General Meeting of Shareholders (GMS) of International Investment Trade and Service Joint Stock Company commenced its 2025 Annual General Meeting of Shareholders, pursuant to Invitation Letter No.: .../TM-ILS dated June 03, 2025, issued by the Company's Board of Directors (BOD)

II. Attendees:

- Shareholders of International Investment Trade and Service Joint Stock Company as per the list finalized by Vietnam Securities Depository and Clearing Corporation (VSDC) as of June 16, 2025.

- The Board of Directors, Supervisory Board, Board of Management, and units/individuals assigned tasks by the Organizing Committee of the 2025 Annual General Meeting of Shareholders..

III. Meeting Agenda:

PART 1: OPENING THE MEETING

1. Opening Ceremony:

Mr./Ms. on behalf of the Organizing Committee carried out the following procedures:

- Stated the reasons for organizing the Meeting.
- Introduced the attendees of the Meeting.

2. Report on Shareholder Eligibility Verification Results:

Pursuant to Decision No. 06/QĐ-HĐQT dated May 07, 2025, of the Company's Board of Directors, the Shareholder Eligibility Verification Committee consisted of 03 members as follows:

- Mr. Thach Van Huyen, Executive of Finance and Accounting Department - Head of Committee
- Mr. Hoang Van Phuong, Head of IT Department of Administration Department - Member
- Ms. Cao Thanh Hien, Executive of Finance and Accounting Department - Member

Mr. Thach Van Huyen - Head of the Shareholder Eligibility Verification Committee reported to the Meeting the results of verifying the eligibility of shareholders attending the Meeting as follows:

- Total number of shareholders entitled to attend the 2025 Annual General Meeting of Shareholders of International Investment Trade and Service Joint Stock Company is ... shareholders (based on the shareholder list provided by VSDC finalized as of June 16, 2025), representing 36,000,000 shares, accounting for 100% of the total voting shares of the Company.
- Total number of shareholders and authorized representatives attending the Meeting present as of 8:30 AM on June 26, 2025, is shareholders, representing shares, accounting for ...% of the total voting shares of the Company.

Pursuant to Enterprise Law No. 59/2020/QH14 dated June 17, 2020, and the Charter of International Investment Trade and Service Joint Stock Company, the 2025 Annual General Meeting of Shareholders is eligible to proceed.

3. Approval of the Voting Rules and Procedures at the Meeting:

Mr./Ms. on behalf of the Organizing Committee presented to the Meeting the Voting Rules and Procedures at the 2025 Annual General Meeting of Shareholders of International Investment Trade and Service Joint Stock Company.

The Meeting voted to approve the Principles and Procedures for Voting at the 2025 Annual General Meeting of Shareholders by raising voting cards. The results are as follows:

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the Voting rules and Procedures at the 2025 Annual General Meeting of Shareholders were approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

4. Introduction of the Presidium and Secretariat of the Meeting:

Mr./Ms., on behalf of the Organizing Committee, introduced the members of the Presidium and Secretariat to carry out and record the meeting content:

a. The Presidium consisted of 03 members:

- Mr. Phung Tien Toan - Chairman of the Board of Directors - Chairman of the Meeting
- Mr. Vu Hoang Thao - General Director
- Mr. Trieu Van Bang - Member of the Board of Directors

The Meeting voted to approve the number and composition of the Presidium by raising voting cards. The results are as follows::

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the number and composition of the Presidium were approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

b. The Secretariat consisted of 02 members:

- Ms. Do Thi Huong - Head of Secretariat
- Mr. Nguyen Minh Duc - Member

The Meeting voted to approve the number and composition of the Secretariat by raising voting cards. The results are as follows:

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the number and composition of the Secretariat were approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

5. Approval of the Vote Counting Committee::

The Organizing Committee introduced the Vote Counting Committee consisting of 03 members:

- Mr. Thach Van Huyen, Executive of Finance and Accounting Department - Head of Committee;
- Mr. Hoang Van Phuong, Head of IT Department of Administration Department - Member;
- Ms. Cao Thanh Hien, Executive of Finance and Accounting Department - Member.

The Meeting voted to approve the number and composition of the Vote Counting Committee by raising voting cards. The results are as follows:

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the number and composition of the Vote Counting Committee were approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

6. Approval of the Meeting Rules:

Mr./Ms., on behalf of the Presidium, presented to the Meeting the Rules of Organization for the 2025 Annual General Meeting of Shareholders of International Investment Trade and Service Joint Stock Company.

The Meeting voted to approve the Rules of Organization for the 2025 Annual General Meeting of Shareholders by raising voting cards. The results are as follows:

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the Rules of Organization for the 2025 Annual General Meeting of Shareholders were approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

7. Approval of the Meeting Agenda:

Mr./Ms., on behalf of the Presidium, presented to the Meeting the agenda of the 2025 Annual General Meeting of Shareholders.

The Meeting voted to approve the agenda of the 2025 Annual General Meeting of Shareholders by raising voting cards. The results are as follows:

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the agenda of the 2025 Annual General Meeting of Shareholders was approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

PART 2: THE MEETING HEARS REPORTS AND SUBMISSIONS

Based on the assignment of the Chairman of General Meeting of Shareholders, the members of the Presidium and individuals designated by the Presidium presented the reports and proposals to the Meeting, specifically as follows:

1. Report of the Board of Directors

The Meeting heard Mr. Trieu Van Bang – Member of the Board of Directors present Report No. 01/BC-HĐQT dated April 28, 2025, of the Board of Directors.

2. Report of the Supervisory Board

The Meeting heard Ms. Ngo Thi Hoang Yen – Head of the Supervisory Board present Report No. 01/BC-BKS dated April 28, 2025, of the Supervisory Board..

3. Proposal for Approval the 2024 audited Financial Statements and the 2025 Plan

The Meeting heard Mr. Vu Hoang Thao – General Director present Proposal No. 01/TTr-HĐQT dated April 28, 2025, on approving the 2024 audited Financial Statements and the Company's 2025 Plan.

4. Proposal for Amending and supplementing the Company Charter

The Meeting heard Mr. Vu Hoang Thao – General Director present Proposal No. 02/TTr-HĐQT dated April 28, 2025, on amending and supplementing the Company Charter.

5. Proposal for the remuneration payment for the Board of Directors and Supervisory Board in 2025

The Meeting heard Mr. Vu Hoang Thao – General Director present Proposal No. 03/TTr-HĐQT dated April 28, 2025, on the remuneration payment for the Board of Directors and Supervisory Board in 2025.

6. Proposal for the plan to increase the Company's charter capital

The Meeting heard Mr. Vu Hoang Thao – General Director present Proposal No. 04/TTr-HĐQT dated April 28, 2025, on the plan to increase the Company's charter capital.

7. Proposal for the selection of an audit firm for the 2025 Financial Statements

The Meeting heard Ms. Ngo Thi Hoang Yen – Head of the Supervisory Board present Proposal No. 05/TTr-BKS dated April 28, 2025, on the selection of an audit firm for the 2025 Financial Statements.

PART 3: MEETING DISCUSSIONS

The Presidium and the Meeting listened to the opinions of the shareholders and proceeded to discuss the contents of the Reports and Proposals presented at the Meeting.

The Meeting unanimously agreed on the responses at the Meeting, had no other opinions, and agreed to move to the voting section for related contents.

Contents of exchange and discussion (Details in Appendix 01 attached to this Minute).

PART 4: APPROVAL OF THE CONTENTS OF REPORTS AND SUBMISSIONS

Before the Meeting proceeded to vote on the contents of the Reports and Proposals, Mr. Thach Van Huyen - Head of the Shareholder Eligibility Verification Committee updated the Meeting on the results of verifying the eligibility of shareholders attending the Meeting as of 10:00 AM as follows:

- Total number of shareholders and authorized representatives attending the meeting is persons, representing shares, accounting for% of the Company's total voting shares.

Mr./Ms., on behalf of the Presidium, proceeded to take votes from the Meeting for each item on the agenda..

Mr./Ms., on behalf of the Vote Counting Committee, presented the Vote Counting Report on the voting results for the contents at the Meeting.

The voting results are as follows:

1. Approval of Report No. 01/BC-HĐQT dated April 28, 2025, of the Board of Directors

The Meeting voted to approve the Report of the Board of Directors by raising voting cards.

Voting results:.

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the Report of the Board of Directors was approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

2. Approval of Report No. 01/BC-BKS dated April 28, 2025, of the Supervisory Board

Meeting voted to approve the Report of the Supervisory Board by raising voting cards.
Voting results:.

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the Report of the Supervisory Board was approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

3. Approval of the 2024 audited Financial Statements and the 2025 Plan as per Proposal No. 01/TTr-HĐQT dated April 28, 2025

The Meeting voted to approve Proposal No. 01/TTr-HĐQT dated April 28, 2025, by raising voting cards.

Voting results:.

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, Proposal No. 01/TTr-HĐQT dated April 28, 2025, was approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

4. Approval of Proposal No. 02/TTr-HĐQT dated April 28, 2025, on amending and supplementing the Company Charter

The Meeting voted to approve Proposal No. 02/TTr-HĐQT dated April 28, 2025, by raising voting cards.

Voting results.

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%

For		%
Against		%
Abstain		%

Thus, Proposal No. 02/TTr-HĐQT dated April 28, 2025, was approved with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

5. Approval of Proposal No. 03/TTr-HĐQT dated April 28, 2025, on the remuneration payment for the Board of Directors and Supervisory Board in 2025

The Meeting voted to approve Proposal No. 03/TTr-HĐQT dated April 28, 2025, by raising voting cards.

Voting results:

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, Proposal No. 03/TTr-HĐQT dated April 28, 2025, was approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

6. Approval of Proposal No. 04/TTr-HĐQT dated April 28, 2025, on the plan to increase the Company's charter capital

The Meeting voted to approve Proposal No. 04/TTr-HĐQT dated April 28, 2025, by raising voting cards.

Voting results.

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, Proposal No. 04/TTr-HĐQT dated April 28, 2025, was approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

7. Approval of Proposal No. 05/TTr-BKS dated April 28, 2025, on the selection of an audit firm for the 2025 Financial Statements

The Meeting voted to approve Proposal No. 05/TTr-BKS dated April 28, 2025, by raising voting cards.

Voting results.

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, Proposal No. 05/TTr-BKS dated April 28, 2025, was approved by the Meeting with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

PART 5: APPROVAL OF MEETING MINUTES AND RESOLUTION

Ms. Do Thi Huong - Head of Secretariat presented the Draft Meeting Minutes and Resolution of the 2025 Annual General Meeting of Shareholders to the Meeting.

The Meeting voted to approve the Meeting Minutes and Resolution of the 2025 Annual General Meeting of Shareholders by raising voting cards.

The voting results are as follows:

1. Approval of the Meeting Minutes of the 2025 Annual General Meeting of Shareholders

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%
Against		%
Abstain		%

Thus, the Meeting unanimously approved the draft Minutes of the 2025 Annual General Meeting of Shareholders with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

2. Approval of the Resolution of the 2025 Annual General Meeting of Shareholders

Voting Card	Number of votes	Ratio / total votes of attending shareholders
Valid		%
Invalid		%
For		%

Against		%
Abstain		%

Thus, the Meeting unanimously approved the draft Resolution of the 2025 Annual General Meeting of Shareholders with [number] votes in favor, accounting for [percentage]% of the total votes of shareholders attending and voting at the meeting.

PART 6: CLOSING PROCEDURES OF THE MEETING

These Minutes, comprising pages, have been fully and accurately recorded by the Meeting Secretary, read before the Meeting, and unanimously approved by the attending shareholder representatives.

The Meeting concluded at [hour] hour [minute] minute on the same day.

HEAD OF SECRETARIAT

CHAIRMAN OF THE MEETING