

Ha Noi, 3rd April 2025

NOTICE OF MEETING

Annual General Meeting of Shareholders 2025 of Song Da Corporation - JSC

Dear Shareholders,

Song Da Corporation - JSC respectfully invites Shareholders to attend the Annual General Meeting of Shareholders 2025 of Song Da Corporation - JSC, with details as follows:

1. Time: 08:30 AM, 25 April 2025

2. Location: Song Da Building, No. 493 Nguyen Trai Street, Thanh Xuan Nam Ward, Thanh Xuan District, Hanoi City.

3. Attendees: All shareholders holding shares of Song Da Corporation – JSC as of 25 March 2025.

4. Agenda: The Annual General Meeting of Shareholders will consider and approve the following items:

- Report of the Board of Management of Song Da Corporation - JSC on the activities of the Board of Management in 2024, Results of business operations in 2024, and Business Plan for 2025;

- Report on the performance of the Supervisory Board in 2024 and operational plan for 2025;

- Audited Financial Statements for 2024;

- Plan for profit distribution in 2024;

- Finalization of remuneration for the Board of Management and salaries , remuneration for the Supervisory Board in 2024; Remuneration plan for the Board of Management and salaries, remuneration for the Supervisory Board in 2025;

- Selection of the auditing firm for the Financial Statements in 2025 (proposed by the Supervisory Board and recommended for approval by the General Meeting of Shareholders).

5. Shareholders or their authorized representatives attending the General Meeting are required to bring the following documents:

- Meeting invitation;

- Citizen Identification Card/Passport;

- In case a shareholder authorizes another person to attend the General Meeting, the authorized representative is required to bring their Citizen Identification Card/Passport, the Meeting invitation (original), and the Power of Attorney (original).

6. Proposals regarding the agenda of the General Meeting:

- Shareholders or their authorized representatives who have proposals regarding the agenda of the General Meeting are kindly requested to submit a written document to the Organizing Committee of the General Meeting no later than 5:00 PM on 24 April 2025;

- To ensure the successful organization of the General Meeting, Esteemed Shareholders are requested to send their Power of Attorney or confirmation of attendance to the Organizing Committee at the following address: Finance - Accounting Department of Song Da Corporation, Address: 5th Floor, Song Da Building, No. 493 Nguyen Trai Street, Thanh Xuan Nam Ward, Thanh Xuan District, Hanoi City; Phone: 024. 38541164, Fax: 024. 38541161 before 4:00 PM on 24 April 2025.

7. Documents enclosed with this notice:

- Form for confirmation of attendance/proxy for attendance at the General Meeting.

- Shareholders are requested to download the documents for the General Meeting from the website of Song Da Corporation - JSC at <http://www.songda.vn>; In case of inability to download, Shareholders are requested to contact the Corporation directly to receive the documents.

Sincerely announced!

ON BEHALF OF THE BOARD OF
MANAGEMENT
CHAIRMAN



Tran Van Tuan



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Ha Noi,

2025

CONFIRMATION LETTER
ATTENDANCE AT THE ANNUAL GENERAL MEETING OF
SHAREHOLDERS 2025 SONG DA CORPORATION – JSC

To: Organizing Committee of the Annual General Meeting of Shareholders 2025
Song Da Corporation - JSC

Shareholder's name:..... Shareholder code:
ID Card No/Bussiness Registration No.....
Isuse date.....at.....
Address:
Phone.....Fax.....Email.....
Total Shares Held.....
(In words:.....)

Confirmation of attendance at the Annual General Meeting of Shareholders 2025 of
Song Da Corporation - JSC to be held at 8:30 AM on 25 April, 2025 at the Headquarters
of Song Da Corporation - JSC, No. 493 Nguyen Trai Street, Thanh Xuan Nam Ward,
Thanh Xuan District, Hanoi.

SHAREHOLDER
(sign, write full name)

- For legal entity shareholders:

- (1) Authorized Representative to sign and affix seal;
- (2) In the event that a legal entity nominates a capital representative (authorized representative), the representative shall sign and attach the documents appointing the capital representative in accordance with regulations.

-Esteemed Shareholders are requested to confirm their attendance using this form or authorize a representative to attend by using the attached Power of Attorney form and return it to the Office of Song Da Corporation – Address: 1st Floor, Song Da Building, No. 493 Nguyen Trai Street, Thanh Xuan Nam Ward, Thanh Xuan District, Hanoi City before 4:00 PM on 24 April, 2025.



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POWER OF ATTORNEY

**ATTENDANCE AT THE ANNUAL GENERAL MEETING OF
SHAREHOLDERS 2025 SONG DA CORPORATION – JSC**

To: Organizing Committee of the Annual General Meeting of Shareholders
2025 Song Da Corporation - JSC

Shareholder's name:
ID Card No/Bussiness Registration No:
Issue date: at:
Address:
Phone: Fax: Email:
Total shares held: share.
(In words:)

Authorize to:

Mr (Mrs):
ID No: Issue date: at:
Address:
Number of shares authorized: share.
(In words:)

Is hereby authorized to represent me/the Company to attend the Annual General Meeting of Shareholders 2025 of Song Da Corporation - JSC to be held at 8:30 AM on 25 April 2025 and is entitled to exercise all rights and obligations at the General Meeting of Shareholders relating to the number of shares under proxy. This Power of Attorney is valid until the conclusion of the Annual General Meeting of Shareholders 2025 of Song Da Corporation - JSC.

We take full responsibility for this authorization and commit to strictly comply with the current legal regulations.

AUTHORIZED REPRESENTATIVE

(sign, write full name)

AUTHORIZING SHAREHOLDER

(sign, write full name)

- For legal entity shareholders:

- (1) The Legal Representative shall sign and affix the seal;
- (2) In the event that a legal entity nominates a capital representative (authorized representative), the authorized representative shall sign and attach the documents appointing the capital representative in accordance with regulations..

- Esteemed Shareholders are requested to confirm their attendance using this form or authorize a representative to attend by using the attached Power of Attorney form and return it to the Office of Song Da Corporation – Address: 1st Floor, Song Da Building, No. 493 Nguyen Trai Street, Thanh Xuan Nam Ward, Thanh Xuan District, Hanoi City before 4:00 PM on 24 April, 2025.



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POWER OF ATTORNEY (BY GROUP)
ATTENDANCE AT THE ANNUAL GENERAL MEETING OF
SHAREHOLDERS 2025 SONG DA CORPORATION – JSC

To: Organizing Committee of the Annual General Meeting of Shareholders 2025
Song Da Corporation - JSC

Today, date....., at.....,
We are a group of shareholders of Song Da Corporation - JSC whose names are on
the attached list, and we unanimously agree to authorize:

Mr (Mrs):.....

ID Card No/Bussiness Registration No:.....

Issue Date:.....at:.....

Address:.....

Is hereby authorized to represent me/the Company to attend the Annual
General Meeting of Shareholders 2025 of Song Da Corporation - JSC to be held at
8:30 AM on 25 April 2025 and is entitled to exercise all rights and obligations at
the General Meeting of Shareholders relating to the number of shares under proxy.
This Power of Attorney is valid until the conclusion of the Annual General Meeting
of Shareholders 2025 of Song Da Corporation - JSC.

We take full responsibility for this authorization and commit to strictly
comply with the current legal regulations.

AUTHORIZED REPRESENTATIVE

(sign, write full name)

AUTHORIZING SHAREHOLDER

(Sign in the attached list)

- For legal entity shareholders:

(1) *The Legal Representative shall sign and affix the seal;*

(2) *In the event that a legal entity nominates a capital representative (authorized representative), the authorized representative shall sign and attach the documents appointing the capital representative in accordance with regulations..*

- Esteemed Shareholders are requested to confirm their attendance using this form or authorize a representative to attend by using the attached Power of Attorney form and return it to the Office of Song Da Corporation – Address: 1st Floor, Song Da Building, No. 493 Nguyen Trai Street, Thanh Xuan Nam Ward, Thanh Xuan District, Hanoi City before 4:00 PM on 24 April, 2025.



Sequence

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**SONG DA
CORPORATION JSC**

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Hanoi, April 2025

**AGENDA FOR THE 2025 ANNUAL GENERAL MEETING OF
SHAREHOLDERS OF SONG DA CORPORATION – JSC**

Location: Song Da Building, No. 493 Nguyen Trai Street, Thanh Xuan Nam Ward,
Thanh Xuan District, Hanoi

Time: 08:30 AM on 25 April 2025

No	Timeline	Content
1	08:30 09:00	- Reception of delegates and shareholders.
		- Verification of shareholder eligibility.
		- Distribution of materials and voting cards to shareholders.
2	09:00	- Organize and prepare for the General Meeting
		Introduction of delegates attending the meeting.
		- Opening of the General Meeting.
		- Report on the results of verifying shareholder eligibility and the conditions for holding the meeting according to legal regulations.
3		- Introduction and approval of the Presidium.
		- Introduction of the General Meeting's Secretariat.
		- Election of the vote counting committee.
4		- Approval of:
		+ The agenda of the General Meeting of Shareholders.
		+ The working regulations of the General Meeting of Shareholders.
5		Approval of Reports and Proposals presented to the General Meeting of Shareholders.
		- Report of the Board of Management on its activities in 2024, the results of business production and operations in 2024, and the business plan for 2025.
		- Report on the activities of Board of Supervisors in 2024 and the operational plan for 2025.
		- Proposal for the approval of the audited financial statements for the year ended 31 December 2024.



No	Timeline	Content
		<ul style="list-style-type: none"> - Proposal for the approval of the profit distribution plan for 2024. - Proposal for the approval of the settlement of Board of Management's remuneration and the salary and remuneration of the Supervisory Board for 2024; remuneration plan for the Board of Management and salary, remuneration for the Supervisory Board for 2025. - Proposal for the approval of the selection of an auditing firm for the financial statements for 2025
6		- Speech by the leadership of State Capital Investment Corporation
7		<p style="text-align: center;">Discussion & Voting</p> <ul style="list-style-type: none"> - Discussion of the contents in the Reports and Proposals mentioned above. - Proposal to vote on the contents in the Reports and Proposals.
8		- Break.
9		- Presentation of the voting results for the approval of the Reports and Proposals presented to the General Meeting of Shareholders; voting results for the dismissal and election of additional members to the Board of Management.
10	11:40	<p style="text-align: center;">Closing of the General Meeting</p> <ul style="list-style-type: none"> - Approval of the Minutes and Resolutions of the Meeting. - Closing of the General Meeting.

