



## SONG DA 11 JOINT STOCK COMPANY

Headquarters: 7th Floor, Song Da Ha Dong Mixed-Use Building  
131 Tran Phu Street, Ha Dong Ward, Hanoi  
: (024) 33 544 735 - Fax: (024) 33 542 280

Hanoi, January 05, 2026

### MEETING INVITATION Extraordinary General Meeting of Shareholders 2026

#### To: Shareholders of Song Da 11 Joint Stock Company

The Board of Directors of Song Da 11 Joint Stock Company respectfully announces to shareholders the following regarding the organization of the Extraordinary General Meeting of Shareholders in 2026:

1. Time: 8:30 AM, Wednesday, January 28, 2026
2. Location: Meeting hall on the 3rd floor, Building 25T2, Nguyen Thi Thap Street, Trung Hoa Ward, Cau Giay District, Hanoi (Address after merger: 3rd floor, Building 25T2, Nguyen Thi Thap Street, Yen Hoa Ward, Hanoi)
3. Agenda:
  - + Approval of nominations and recommendations from the BOD and BOS for the remainder of the term (2024 - 2029);
  - + Approval of the Proposal for the dismissal and election of additional members of the BOD and the BOS of Song Da 11 Joint Stock Company for the term (2024 – 2029);
4. Participants: Invited guests, members of the BOD, BOS, and shareholders and investors owning shares of SJE as of December 23, 2025 (the final date as announced by the Vietnam Securities Depository and Clearing Corporation).
5. Procedures for attending the Meeting:
  - Shareholders are requested to fill in all information on the Confirmation of Attendance/Authorization to attend the General Meeting attached to this notice and fax it to the Office of Song Da 11 Joint Stock Company at 02433.542.280 or send it to the following address: [vanthu.sd11@songda11.com.vn](mailto:vanthu.sd11@songda11.com.vn) before 3 PM today, January 27, 2026.
  - When attending the meeting, shareholders/authorized representatives are requested to bring their passports/citizen identification cards (in the case of attending the General Meeting on behalf of a shareholder, the authorized representative must also bring a copy of the authorizing shareholder's passport/citizen identification card) and the confirmation/authorization to attend the General Meeting (original, with complete information and signature as required) to register for attendance. (Note: Authorization to attend the General Meeting that does not bear the company's seal and/or is not prepared according to the prescribed form sent to shareholders will be considered invalid, except in cases where the authorization is certified by a state notary).
6. Documents to be used at the Meeting: Shareholders can obtain these at the Company's headquarters (during business hours) or download them from the website: <http://www.songda11.com.vn>

It is our great pleasure to welcome our esteemed shareholders./.

**Recipient:**

- As addressed to;
- Save the BOD and the Admin Department.

**On behalf of the General Meeting of**

**Shareholders**

**CHAIRPERSON**



Nguyễn Quang Luan

**Agenda extraordinary General Meeting of Shareholders 2026**  
(Time: 8:30 AM) Wednesday, January 28, 2026)

No.	Content	Time	Perform
1	Greeting shareholders; verifying shareholder eligibility and distributing documents.	8:30 - 9:00	Organizing Committee
2	Statement of purpose and introduction of delegates	9:00 - 9:10	Organizing Committee
3	<ul style="list-style-type: none"> <li>- Introduce and invite the Presidium to preside over the Meeting.</li> <li>- The Presidium requests the General Meeting of Shareholders to approve:           <ul style="list-style-type: none"> <li>+ Meeting Secretary</li> <li>+ Shareholder eligibility verification and vote counting committee</li> </ul> </li> </ul>	9:10 - 9:25	Organizing Committee; Presidium
4	<ul style="list-style-type: none"> <li>- Report to the General Meeting on the results of the shareholder eligibility verification.</li> <li>- Approval of the Rules of Procedure &amp; Program of the Meeting</li> </ul>	9:25 - 9:35	Shareholder Eligibility Verification Committee, Presidium
5	<ul style="list-style-type: none"> <li>Approval of:           <ul style="list-style-type: none"> <li>+ Agenda for the Shareholders' Meeting</li> <li>+ Rules of Procedure of the General Meeting of Shareholders</li> </ul> </li> </ul>		Presidium
<p><i>Agenda to be presented at the 2026 Extraordinary General Meeting of Shareholders</i></p>			
6	<p><i>Dismissal and Election of Additional Members of the Board of Directors/Supervisory Board for the term (2024-2029)</i></p> <ul style="list-style-type: none"> <li>- Proposal for the approval of the dismissal of members of the Board of Directors/Supervisory Board for the term (2024 – 2029)</li> <li>- Proposal to approve the list of nominees and candidates for additional members of the Board of Directors/Supervisory Board for the remainder of the term (2024-2029)</li> <li>- Regulations for electing members of the Board of Directors;</li> <li>- Conduct supplementary elections for Board of Directors/Supervisory Board members for the term (2024-2029)</li> </ul>	9:35 AM - 10:00 AM	Presidium; Vote Counting Committee
7	- Discussion & Voting	10:00 - 10:10	Presidium
8	Break time (Vote counting committee counts ballots)	10:10 - 10:25	
9	<ul style="list-style-type: none"> <li>- The vote counting committee reports the results of the vote count:           <ul style="list-style-type: none"> <li>+ Announcement of the results of the vote count for the supplementary election of Board of Directors members</li> </ul> </li> </ul>	10:25 - 10:35	Vote counting committee
10	- Statement by the Company Representative	11:05 - 11:15	Board of Directors Representative
<p><i>Summary of the Meeting</i></p>			
11	<ul style="list-style-type: none"> <li>- Approval of the Minutes and Resolutions of the Meeting</li> <li>- Closing statement of the Meeting</li> </ul>	11:15 - 11:30	Secretary; Organizing Committee



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## CERTIFICATE OF CONFIRMATION ATTENDANCE/AUTHORIZATION TO ATTEND ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

### 1. Shareholder Information

Shareholder's name:

Address:

Phone number:

ID Card/Passport/Business Registration Number: Date of Issue: Place of Issue:

The number of shares owned is included in the list of shareholders attending the General Meeting compiled by the Vietnam Securities Depository Center (the last registration date is December 23, 2025) ..... shares.

Based on the invitation to the meeting from the BOD of Song Da 11 Joint Stock Company, I hereby confirm my attendance at the Extraordinary General Meeting of Shareholders in 2026 as follows:

### 2. Direct participation

....., date..... month..... 2026  
**SHAREHOLDERS**

*(Signature, printed name)*



### 3. Authorize someone else to attend, details as follows:

Authorized person:

ID Card/Citizen Identification Number/Business Registration Number: ..... Date of Issue: ..... Place of Issue:

Number of shares authorized: shares (Shareholders who do not fill in this section will be considered to have authorized the entire number of shares they own as stated in section 1)

....., date..... month..... 2026  
**SHAREHOLDERS**  
*(Signature, printed name)*

**AUTHORIZED PERSON**  
*(Signature, printed name)*

Note:

- Shareholders attending the General Meeting in person are requested to fill in all missing information in Section 1 and sign Section 2 (Do not sign Section 3).
- Shareholders authorizing another person to attend the General Meeting must fill in all the information in Section 1 and the information of the authorized person in Section 3. Both the authorizing and authorized parties must sign Section 3 (do not sign Section 2).
- For institutional shareholders, the signatures in each section must be those of the legal representative, and the organization's seal must be affixed.
- Shareholders are requested to fax this confirmation to the Office of Song Da 11 Joint Stock Company at 02433.542.280 or email it to the following address: [vanthu@songda11.com.vn](mailto:vanthu@songda11.com.vn) to confirm attendance before the date January 27, 2026  
**When attending the meeting, shareholders/authorized representatives are requested to bring their passports/citizen identification cards and this confirmation document (original copies with complete information and signatures as required) to register for attendance (Note: In the case of attending the General Meeting on behalf of a shareholder, the authorized representative must also bring a copy of the passport/citizen identification card of the authorizing shareholder).**



*Hanoi, January 5, 2026*

**REPORT FROM THE COMPANY'S BOARD OF DIRECTORS**

Regarding the dismissal of a member of the Board of Directors/Supervisory Board of  
Song Da 11 Joint Stock Company for the term 2024-2029.

**To: The General Meeting of Shareholders of Song Da 11 Joint Stock Company**

**Base:**

- *Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;*
- *Charter of Organization and Operation of Song Da 11 Joint Stock Company;*
- *Mr. Vu Trong Vinh's resignation letter from the position of Member of the Board of Directors of Song Da 11 Joint Stock Company dated December 30, 2025;*
- *Mr. Doan Hai Trung's resignation letter from the position of Member of the Supervisory Board of Song Da 11 Joint Stock Company dated December 30, 2025.*

The Board of Directors of Song Da 11 Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval the dismissal of the following individuals from their positions as members of the Board of Directors and the Supervisory Board of Song Da 11 Joint Stock Company for the term 2024-2029:

1. Mr. Vu Trong Vinh - Member of the Board of Directors
2. Mr. Doan Hai Trung - Member of the Supervisory Board

Reason: Individuals have submitted resignation letters.

Duration: From January 28, 2026

Respectfully submitted to the General Meeting of Shareholders for approval./.

**Recipient:**

- Shareholders;
- Members of the BOD/ BOS
- Saved: BOD, Office.

**ON BEHALF OF BOARD OF DIRECTORS**

**CHAIRPERSON**



**Nguyen Quang Luan**

Hanoi, January 5, 2026

**REGULATIONS  
FOR THE ORGANIZATION OF THE EXTRAORDINARY GENERAL  
MEETING OF SHAREHOLDERS IN 2026  
SONG DA 11 JOINT STOCK COMPANY**

**Chapter I:**

**GENERAL REGULATIONS**

**Article 1. Scope of regulation and subjects of application**

1. This regulation applies to the organization of the 2026 Extraordinary General Meeting of Shareholders (hereinafter referred to as the Meeting) of Song Da 11 Joint Stock Company.

2. These regulations specify the conditions for holding the General Meeting, the rights and obligations of shareholders, shareholder representatives, and other parties participating in the General Meeting, and the voting procedures for matters within the General Meeting's authority.

3. Shareholders, shareholder representatives, and other parties participating in the 2026 Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company are responsible for complying with the regulations in this Statute.

**Chapter II:**

**RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE MEETING**

**Article 2. Shareholders attending the General Meeting of Shareholders**

1. Conditions for attending the Meeting:

All shareholders, whether individuals or their written representatives, or representatives of organizations holding shares in Song Da 11 Joint Stock Company, are authorized to attend the meeting (according to the list of shareholders of the Company as finalized by the Vietnam Securities Depository and Clearing Corporation on December 23, 2025).

2. Rights and obligations of eligible shareholders when attending the General Meeting:

a) Shareholders or their authorized representatives attending the General Meeting must bring the following documents:

- Meeting invitation;
- Identity card or passport;

- Authorization form as attached to the General Meeting invitation notice (in case of authorization to attend the General Meeting).

b) Register to attend the Meeting:

Shareholders or their authorized representatives must present the above documents to the Shareholder Eligibility Verification Committee and receive the General Meeting documents, one voting card (white) and one blue voting slip, in which:

- White voting card (Including the following information: Shareholder ID; Shareholder's full name; Citizen Identification Number/Passport Number/Business Registration Number; Total number of shares entitled to vote (Owned and/or authorized): When voting on an issue presented by the General Meeting, shareholders who agree to the resolution raise their voting cards. The vote counting committee will tally the number of votes cast by each shareholder. Similarly, following the instructions of the Chairman, shareholders who disagree or have other opinions will raise their voting cards in turn.

- The green ballot paper must be stamped with the company seal (including the following information: Shareholder ID; Shareholder's full name; Citizen Identification Number/Passport Number/Business Registration Number; Address; Number of shares entitled to vote (Owned and/or authorized); Issues to be voted on by marking an X in the corresponding box (Agree, Disagree, No opinion)).on the ballot. Ballots without a mark are invalid.

c) Shareholders may authorize a representative in writing to attend and vote on their behalf at the General Meeting of Shareholders. The authorized representative may not authorize another person to attend the meeting on their behalf.

d) Shareholders attending the Meeting who wish to express their opinions or participate in discussions must obtain the consent of the Chairperson of the Meeting, speak concisely, and focus on the key issues to be discussed in accordance with the agenda of the Meeting as approved. Issues that have already been addressed by previous speakers should not be repeated in order to avoid duplication. Shareholders attending the General Meeting may also write their questions on a question form and submit it to the General Meeting Secretariat.

d) To vote on all matters within the authority of the General Meeting of Shareholders in accordance with the provisions of the 2020 Enterprise Law.

e) At the General Meeting, shareholders and shareholder representatives attending the meeting, after hearing reports and presentations on the contents to be approved, will discuss and approve each item by raising voting cards or by casting ballots.

g) During the General Meeting, shareholders must follow the instructions of the Presidium, behave in a civilized and courteous manner, avoid causing disorder, dress appropriately, refrain from wearing hats, smoking, engaging in private conversations, and using mobile phones during the meeting. All mobile phones must be switched off or silenced.

h) Shareholders or their authorized representatives who arrive late to the General Meeting have the right to register to attend the meeting and immediately participate and vote at the meeting. However, the Chairman is not obligated to stop the meeting to allow the shareholder or their representative to register, and the validity of the votes already cast will not be affected.

i) Shareholders must adhere to the regulations regarding the use and safekeeping of documents, and must not copy, record, or provide them to anyone outside the General Meeting without the permission of the Presidium. Shareholders are responsible for their

own expenses to attend the General Meeting (such as transportation, food, and accommodation).

### **Article 3. Chairman of the meeting**

1. The Presidium of the General Meeting shall consist of no more than 3 members, including the Chairman of the Board of Directors and members of the Board of Directors/General Director; and the Head of the Company's Supervisory Board, whose function is to preside over the General Meeting. The Chairman of the Company's Board of Directors shall serve as the Chairman of the General Meeting.

#### **2. Rights and responsibilities of the Chairman of the Meeting:**

a) Preside over and manage the activities of the General Meeting according to the program approved by the Shareholders' General Meeting. Carry out the necessary tasks to ensure that the Shareholders' General Meeting is conducted in a formal and orderly manner, ensuring the completion of the agenda set forth by the General Meeting.

b) Appoint the Congress Secretariat.

c) The Chairman's decision on matters of procedure, formalities, or events arising outside the agenda of the Shareholders' Meeting shall be final and binding.

d) To guide shareholders/shareholder representatives in discussing and voting on issues within the agenda, and to decide on the procedures and any events arising outside the agenda of the General Meeting.

e) Present drafts and conclusions on necessary issues for the Meeting to vote on.

f) Respond to questions raised by shareholders/shareholder representatives.

g) At any time, the Chairperson has the right to postpone the General Meeting to another time and place (in accordance with the provisions of the Enterprise Law No. 59/2020/QH14 of 2020 and the Charter of Song Da 11 Joint Stock Company) without consulting the General Meeting if it finds that:

- The conduct of those present that hinders or is likely to hinder the orderly conduct of the meeting;

- The delay was necessary so that the work of the Congress could proceed properly.

The maximum postponement period shall not exceed three (03) days from the date the meeting was scheduled to commence.

### **Article 4. The Committee for Verifying Shareholder Eligibility to Attend the General Meeting**

The Committee for Verifying the Eligibility of Shareholders Attending the General Meeting (hereinafter referred to as the Committee for Verifying the Eligibility of Shareholders) consists of 3 members appointed by the Board of Directors of Song Da 11 Joint Stock Company. The Committee for Verifying the Eligibility of Shareholders is responsible for verifying the eligibility of shareholders or their authorized representatives attending the meeting based on the documents they present: checking Identity Cards, Passports, Meeting Invitations, Power of Attorney, and accompanying documents (if any); issuing voting cards, ballots, and other documents to shareholders or their authorized representatives; compiling the verification results and reporting to the General Meeting on the results of verifying the eligibility of shareholders attending the meeting; and being responsible for the results of verifying the eligibility of shareholders attending the General

Meeting before the meeting officially commences. If a person attending the meeting does not have the full eligibility to participate, the Shareholder Eligibility Verification Committee has the right to refuse that person's right to attend the meeting, refuse to issue a voting card, voting slip, and refuse to distribute meeting documents.

Meeting Credentials Committee Upon completion of the meeting, hand over all shareholder registration documents, proxies, and other related materials to the Chairperson..

#### **Article 5. Meeting Secretariat**

1. The Secretariat shall consist of one to two members appointed by the Chairman of the General Meeting. The Secretariat shall be accountable to the Chairman and the General Meeting of Shareholders for its duties and shall operate under the direction of the Chairman.

2. The Secretariat performs support tasks as assigned by the Chairperson, including:

a) Record fully and truthfully the entire proceedings of the General Meeting and any issues approved or noted by shareholders in the Minutes of the General Meeting of Shareholders.

b) Drafting minutes and resolutions on issues adopted at the Meeting.

c) Assist the Chairperson in announcing draft documents, conclusions, resolutions of the General Meeting, and announcements from the Chairperson to shareholders when requested.

d) Receive and review the shareholder's opinion registration forms, and forward them to the Chairman for decision.

c) Assist the Chairman of the General Meeting in verifying the eligibility of shareholders and shareholder representatives attending the meeting (when necessary).

d.Upon completion of the work, hand over all minutes, records, draft resolutions, resolutions, decisions, and other related documents to the Chairman of the Congress.

#### **Article 6. Rights and responsibilities of the Vote Counting Committee**

1. The Vote Counting Committee consists of one Chairman and members nominated by the Chairman of the General Meeting and approved by the General Meeting of Shareholders through a show of ballots at the meeting. Members of the Vote Counting Committee may not be individuals whose names are on the list of nominees or candidates for positions on the Board of Directors and the Supervisory Board.

2. The vote counting committee has the following duties:

a) Instruct shareholders attending the General Meeting on how to use voting cards and ballots; supervise the voting of shareholders or their representatives attending the General Meeting and accurately determine the voting results on each item to be voted on at the General Meeting;

b) Promptly consolidate the voting shares for each item so that the Chairperson can announce them to the Meeting;

c) Prepare ballot boxes, explain the voting procedure, and provide instructions on how to fill out the ballot;

d) Review and report to the Meeting any cases of violations of voting rules or complaints regarding voting results;

e) The vote counting committee must prepare a record of the vote counting results and announce it to the General Meeting; hand over the record and all ballots to the Chairman of the General Meeting and be accountable to the Chairman and the General Meeting of Shareholders for the performance of its duties.

## **Chapter III:**

### **PROCEDURE FOR CONDUCTING THE MEETING**

#### **Article 7. Conditions for holding the Congress**

The General Meeting of Shareholders is conducted when the number of shareholders present and those who authorize to attend represent more than 50% of the total voting shares according to the shareholder list of Song Da 11 Joint Stock Company.

#### **Article 8. Methods of discussion and voting**

##### **1. Principle**

- Discussions may only be conducted within the stipulated time and within the scope of the agenda items of the Shareholders' Meeting;

- Shareholders who wish to discuss their opinions should register their questions on the Question Form and submit it to the General Meeting secretary.

- The General Meeting Secretary will arrange the shareholder's question forms in the order of registration and forward them to the Chairperson;

Shareholders who wish to speak or debate should raise their hands; they may only speak if the Chairman agrees. Each shareholder should speak for no more than 5 minutes, and the content should be concise and avoid repetition.

**2. Voting Procedure:** The voting items on the Meeting agenda will be conducted according to the Chairman's decision, in a format appropriate to the proceedings of the Congress, specifically:

##### **a) Voting by ballot:**

- Voting on meeting agendas will be conducted by secret ballot. Shareholders/authorized representatives will vote on the items listed on the ballot by selecting an option (Approve, Disapprove, No Opinion) for each item requiring a vote (shareholders/authorized representatives must sign the ballot).

- Shareholders vote according to the following principles:

Voting begins at the signal of the meeting chairman or the head of the vote counting committee and ends when the last shareholder casts their vote into the ballot box or 30 minutes after the start of voting, whichever comes first. After the voting ends, the ballot box will be sealed and shareholders who did not participate in the voting will be considered as having no opinion.

Vote counting begins immediately after voting ends and the ballot box is sealed.

- Invalid ballots will not be counted, including:

+ The form does not conform to the template issued by the Organizing Committee

and does not bear the company's seal;

- + The form is torn, crossed out, erased, or altered;
- + If a ballot contains multiple differing opinions on the same voting topic, that vote is invalid.
- + No signature from the shareholder/authorized representative of the shareholder.

Voting on each item to be approved in the Voting Card is independent of each other, and the validity of the vote on one item does not affect the validity of the votes on other items.

- If a shareholder mistakenly fills out their voting card incorrectly and it is not yet placed in the ballot box, they have the right to directly meet with the Head of the Vote Counting Committee to request a replacement voting card in order to ensure their rights as a shareholder are protected.

b) Direct Voting: Direct voting applies to cases where the voting method specified in Clause 2, Section a, Article 8 above is not applicable. In the case of direct voting at the meeting, shareholders/authorized representatives of shareholders vote on the issue requiring a vote by raising their voting card or by other means as directed by the Chairman. The vote counting committee will record the number of votes (Approved, Disapproved, Absent) to announce the voting results to the General Meeting.

### 3. Voting rules:

The voting value of a Voting Slip or Voting Card is determined by the number of voting shares that the shareholder owns or is represented by an authorized representative at the General Meeting. Each share owned or represented corresponds to one voting unit.

a. Voting slips and voting cards, stamped with the Company's seal, are issued by the Shareholder Eligibility Verification Committee to shareholders or their authorized representatives attending the meeting. The voting slips and voting cards include the shareholder's code number, full name, signature, and other technical elements to ensure accurate and convenient vote counting.

b. Decisions of the General Meeting of Shareholders relating to the type of shares and the total number of shares of each type; changes in business lines, professions and business sectors; changes in organizational management structure; reorganization or dissolution of the Company; investment projects or sale of the Company's assets with a value of 35% or more of the total asset value recorded in the Company's most recent financial statement, shall only be approved when 65% or more of the total voting shares of shareholders with voting rights present in person or through authorized representatives at the General Meeting of Shareholders approve.

c. Except as provided in Point b, Clause 3 of this Article, all decisions of the General Meeting of Shareholders shall be adopted when more than 50% of the total votes of shareholders with voting rights present in person or through authorized representatives at the General Meeting of Shareholders approve them.

d. In cases not requiring a public tender offer as stipulated in point b, clause 2, Article 35 of the Securities Law, shareholders, investors who are the transferors, transferees, and related parties of these shareholders and investors do not have the right to vote on the transfer of shares or closed-end fund certificates. The decision of the General Meeting of Shareholders or the Meeting of Investors regarding the transfer of

shares or closed-end fund certificates is approved when the number of shareholders or investors holding more than 50% of the total voting shares of all remaining shareholders or investors with voting rights approve it.

#### **Article 9. Regulations governing vote counting for ballot voting**

- Vote counting procedure: The vote counting must be conducted by the Vote Counting Committee in a closed room immediately after the voting ends. The Vote Counting Committee must not cross out or make corrections on the ballot papers.

- Announcing the vote count results: After the vote counting process is completed, the Vote Counting Committee prepares a vote count report signed by all members of the Committee. The Head of the Vote Counting Committee, on behalf of the Committee, reads the vote count report to the Congress.

#### **Article 10. Approval of a Resolution of the General Meeting of Shareholders**

1. Except for matters referred to in Article 10.2, a resolution of the General Meeting of Shareholders shall be adopted when approved by shareholders representing more than 50% (fifty percent) of the total voting rights of all shareholders present at the meeting.

2. A resolution on the following matters shall be adopted if it is approved by shareholders representing 65% (sixty-five percent) or more of the total voting rights of all shareholders present at the meeting:

- a) The type of shares and the total number of shares of each type;
- b) Changes in industry, occupation, and business sector;
- c) Investment projects or asset sales with a value equal to or greater than 35% of the total asset value recorded in the Company's most recent financial statement.
- e) Changes to the company's organizational and management structure;
- f) Reorganize or dissolve the Company;

3. Resolutions passed by 100% of the total voting shares of the General Meeting of Shareholders are legal and effective even if the procedures for convening the meeting and passing the resolution violate the provisions of the Enterprise Law and the Company's Articles of Association.

#### **Article 11. Minutes and Resolutions of the Shareholders' General Meeting**

1. The minutes and resolutions of the General Meeting of Shareholders must be read and approved before the closing of the meeting.

2. Minutes and resolutions of the General Meeting of Shareholders must be kept by the Meeting Secretary at the Company.

### **Chapter IV:**

#### **ENFORCEMENT CLAUSES**

##### **Article 12. Enforcement Clause**

This regulation comprises 4 chapters and 12 articles and will take effect immediately upon its adoption at the 2026 extraordinary general meeting of shareholders of Song Da 11 Joint Stock Company.

Shareholders and their authorized representatives attending the General Meeting must strictly comply with the Rules of Procedure of the General Meeting of Shareholders. Shareholders who violate these Rules will be subject to disciplinary action by the Presiding Board, depending on the specific offense, in accordance with the Company's Charter and the 2020 Enterprise Law.

The General Meeting of Shareholders decides on the amendment and supplementation of these Regulations./. *huy*

**ON BEHALF OF BOARD OF DIRECTORS**

**CHAIRPERSON**



Nguyen Quang Luan

No. : 03/2026/TB-HĐQT

Hanoi, January 5. 2026

*Subject: Announcement of candidacy and personnel  
nominations  
"Election of additional members to the BOD/BOS for  
the remainder of term V (2024 - 2029)"*

**To: Shareholders of Song Da 11 Joint Stock Company**

**Base:**

- Law on Enterprises No. 59/2020/QH14 dated June 17, 2020 and guiding documents for its implementation.
- The Securities Law No. 54/2019/QH14 was passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019;
- Charter of Organization and Operation of Song Da 11 Joint Stock Company;
- Resignation letters from Mr. Vu Trong Vinh and Mr. Dao Viet Hung, members of the Board of Directors of Song Da 11 Joint Stock Company, dated December 31, 2025.
- Mr. Doan Hai Trung's resignation letter from the position of Member of the Supervisory Board of Song Da 11 Joint Stock Company dated December 31, 2025.

The Board of Directors of Song Da 11 Joint Stock Company (SJE) hereby informs all shareholders about the nomination and election of replacement members for the Board of Directors and the Supervisory Board of Song Da 11 Joint Stock Company for the remainder of the term (2024 – 2029) as follows:

**I. RIGHT TO NOMINATE AND APPLY FOR CANDIDATE:**

**1. Candidates for the Board of Directors:**

According to Clauses 1 and 2 of Article 24 of the Company's Charter, shareholders owning 5% or more of the total number of common shares have the right to nominate and elect candidates for the Board of Directors in accordance with the Law on Enterprises and the Company's Charter. Shareholders holding voting shares in Song Da 11 Joint Stock Company have the right to combine their individual voting rights to nominate candidates for the Board of Directors, specifically:

a) A shareholder or group of shareholders holding from 5% to less than 10% of the total voting shares may nominate one (01) candidate;

b) Shareholders or groups of shareholders holding from 10% to less than 30% of the total voting shares may nominate a maximum of two (02) candidates;

- c) Shareholders or groups of shareholders holding from 30% to less than 40% of the total voting shares may nominate a maximum of three (03) candidates;
- d) Shareholders or groups of shareholders holding from 40% to less than 50% of the total voting shares may nominate a maximum of four (04) candidates;
- d) Shareholders or groups of shareholders holding from 50% to less than 60% of the total voting shares may nominate a maximum of five (05) candidates;
- e) Shareholders or groups of shareholders holding from 60% to less than 70% of the total voting shares may nominate a maximum of six (06) candidates;
- f) Shareholders or groups of shareholders holding from 70% to less than 80% of the total voting shares may nominate a maximum of seven (07) candidates;
- i) Shareholders or groups of shareholders holding from 80% to less than 90% of the total voting shares may nominate a maximum of eight (08) candidates.

## **2. Candidates for the Supervisory Board:**

According to Clause 2, Article 34 of the Company's Charter, shareholders owning 5% or more of the total number of common shares have the right to nominate candidates for the Supervisory Board in accordance with the Law on Enterprises and the Company's Charter. Shareholders holding voting shares have the right to combine their individual voting rights to nominate candidates for the Supervisory Board, specifically:

- a) A shareholder or group of shareholders holding from 5% to less than 10% of the total voting shares may nominate one (01) candidate;
- b) Shareholders or groups of shareholders holding from 10% to less than 30% of the total voting shares may nominate a maximum of two (02) candidates;
- c) Shareholders or groups of shareholders holding from 30% to less than 40% of the total voting shares may nominate a maximum of three (03) candidates;
- d) Shareholders or groups of shareholders holding from 40% to less than 50% of the total voting shares may nominate a maximum of four (04) candidates;
- d) Shareholders or groups of shareholders holding from 50% to less than 60% of the total voting shares may nominate a maximum of five (05) candidates;
- e) Shareholders or groups of shareholders holding from 60% to less than 70% of the total voting shares may nominate a maximum of six (06) candidates;
- f) Shareholders or groups of shareholders holding from 70% to less than 80% of the total voting shares may nominate a maximum of seven (07) candidates;
- i) Shareholders or groups of shareholders holding from 80% to less than 90% of the total voting shares may nominate a maximum of eight (08) candidates.

## **II. STANDARDS AND CONDITIONS.**

### **1. Standards and conditions for Board Membership.**

Members of the Board of Directors must meet all the standards and conditions stipulated in Clauses 1 and 2 of Article 155 of the Enterprise Law and in the company's charter as follows:

- a. Not subject to the provisions of Clause 2, Article 17 of the Enterprise Law.

- b. Possess full legal capacity, professional qualifications, management skills, and experience in business management. The Chairman of the Board of Directors must have at least three years of experience managing and operating a business in the Company's main line of business;
- c. Possess good health, moral character, honesty, integrity, knowledge, and a sense of compliance with the law;
- d. Not subject to prohibitions from holding managerial or executive positions in businesses as stipulated by law;
- e. A member of the company's Board of Directors may simultaneously be a member of the Board of Directors of no more than 05 other companies;
- f. Other standards as prescribed by law.

## **2. Standards and qualifications for Supervisors;**

The inspector must meet the following standards and qualifications:

- a) Not subject to the provisions of Clause 2, Article 17 of the Enterprise Law;
- b) Having received training in one of the following majors: economics, finance, accounting, auditing, law, business administration, or a major relevant to the business activities of the enterprise;
- c) Not a family member of a member of the Board of Directors, Director or General Manager, or other manager;
- d) Not a company manager; not necessarily a shareholder or employee of the company, unless otherwise stipulated in the company's charter;
- d) Not working in the company's accounting or finance department;
- e) Not a member or employee of the independent auditing firm that audited the company's financial statements for the three consecutive years prior to the audit.
- h) Other standards and conditions as prescribed by relevant laws and the company's charter.

## **III. APPLICATION AND NOMINATION FILES:**

### ***1. Profiles of candidates expected to be elected to the Board of Directors and the Supervisory Board:***

- a) Letter of candidacy/nomination (Template attached);
- b) Minutes of the shareholders' meeting and list of nominated members (Attached template);
- c) Documents proving the shareholder's share ownership process state: (1) Shareholder's full name; (02) Citizen ID number; (30) Number of shares held by the shareholder with confirmation from the organization where the shareholder opens a custody account.
- d) Candidate's resume (Attached template);
- d) Notarized copy of Citizen Identity Card or passport;

## ***2. Deadline for receiving nomination and candidacy documents:***

To prepare a thorough list of candidates for the Board of Directors and the Supervisory Board, ensuring the quality of personnel, the Board of Directors requests that shareholders nominate or propose candidates for positions on the Board of Directors and submit their nominations to the Company in advance 4:30 PM, January 20, 2026. This allows the Organizing Committee time to compile a list and cross-check and verify the information according to the standards and conditions corresponding to the positions for which the candidates are applying.

## ***3. Where to submit applications:***

Please send your application documents to:

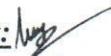
Recipient: Ms. Giang Thi Tuyet - Secretary of the Board of Directors, Song Da 11 Joint Stock Company

Address: Human Resources Department - Song Da 11 Joint Stock Company: 7th floor, Song Da Ha Dong mixed-use building, 131 Tran Phu Street, Ha Dong Ward, Hanoi.

Phone: 0942.520.867

In the event that no shareholder or group of shareholders responds to the nomination, the incumbent Board of Directors will nominate personnel in accordance with the Company's Charter and the 2020 Enterprise Law.

Best regards!

Recipient: 

- As addressed to;
- Members of the BOD;
- The BOS;
- Save: the BOD, the HR Department, and the Finance and Accounting Department.

**ON BEHALF OF BOARD  
OF DIRECTORS  
CHAIRPERSON**



Nguyen Quang Luan

SOCIALIST REPUBLIC OF VIETNAM

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**LETTER OF NOMINATION FOR ADDITIONAL MEMBERSHIP TO THE BOARD OF  
DIRECTORS/SUPERVISORY BOARD FOR THE TERM 2024 – 2029**

**To: ORGANIZING COMMITTEE OF THE 2026 EXTRAORDINARY GENERAL  
MEETING OF SHAREHOLDERS**

Shareholder's full name: .....

Citizen Identification Card/National Identity Card/Business Registration

Number: ..... Date of Issue: .....

Issuing authority: .....

Permanent address: .....

Currently owns: ..... Shares: (In words: ..... shares).

And the General Ownership: ..... Shares: (In words: ..... shares) of Song Da 11 Joint Stock Company.

After studying the regulations on shareholder rights and the conditions and standards for becoming a member of the Board of Directors and the Supervisory Board of the Company as stipulated in the Enterprise Law and the Company's Charter, I propose that the Organizing Committee of the General Meeting of Shareholders of Song Da 11 Joint Stock Company allow me to nominate myself as a candidate to participate in the supplementary election for the Board of Directors/Supervisory Board of Song Da 11 Joint Stock Company for the term (2024 – 2029).

If elected by the Shareholders' trust as a member of the Board of Directors/Supervisory Board, I pledge to dedicate all my energy and passion to contributing to the Company's development.

Thank you very much!

Date .... Month ..... 2026

Nominator

(Signature, seal, and full name)

**Candidate's profile attached:**

- Copies of Citizen Identification Card/National Id Card/Passport/Business Registration Certificate;
- Candidate's resume should follow the template for the BOD/BOS.



SOCIALIST REPUBLIC OF VIETNAM

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**NOMINATION FOR ADDITIONAL MEMBERS OF THE BOARD OF  
DIRECTORS/SUPERVISORY BOARD FOR THE TERM (2024 – 2029)**

**To: ORGANIZING COMMITTEE OF THE 2026 EXTRAORDINARY GENERAL  
MEETING OF SHAREHOLDERS**

Shareholder's full name:

Citizen Identification Card/National Identity Card/Business Registration

Number: ..... Date of Issue: .....

Issuing authority:

Legal representative (if any): .....

Currently owns: ..... Shares: (In words: ..... share).

After studying the regulations on shareholder rights and the conditions and standards for becoming a member of the Board of Directors/Supervisory Board of the Company as stipulated in the Enterprise Law and the Company's Charter, I/my Company/we request the Organizing Committee of the 2026 Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company to nominate the following:

Grandparents: .....

Citizen Identification Card/National Identity Card Number: ..... Date of Issue: .....

Issuing authority:

Permanent address: I am a candidate to participate in the by-election for additional members of the Board of Directors/Supervisory Board of Song Da 11 Joint Stock Company for the term 2024-2029 at the Extraordinary General Meeting of Shareholders in 2026 of Song Da 11 Joint Stock Company.

Thank you very much!

..... day .... month .... year 2026

Shareholders

*(Signature, seal, and full name if applicable)*

Candidate's profile attached:

- Copies of Citizen Identification Card/National Id Card/Passport/Business Registration Certificate;
- The candidate's resume should follow the template provided for the BOD/BOS.



## SOCIALIST REPUBLIC OF VIETNAM

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Y PHỐ RA  
**MINUTES OF THE MEETING OF THE GROUP NOMINATING  
CANDIDATES TO PARTICIPATE IN THE SUPPLEMENTARY  
ELECTION OF THE BOARD OF DIRECTORS/SUPERVISORY BOARD  
FOR THE TERM 2024-2029  
SONG DA 11 JOINT STOCK COMPANY**

Today,...2026, at ....., we, the shareholders of Song Da 11 Joint Stock Company, together hold ..... shares, representing .....% of the total voting shares of the Company, and our names are listed below:

Full name	ID Card/Business Registration Number	Address	Number of shares owned	Sign
<b>Total</b>				

unanimously nominated:

Mr/Ms: \_\_\_\_\_

ID Card No.: ....., Date of Issue: ..... Place of  
Issue: .....

Permanent address: \_\_\_\_\_

Educational background: \_\_\_\_\_ Major: \_\_\_\_\_

Currently owns: **shares** (In words: **)**

To be a candidate for the by-election of members of the Board of Directors

Board of Song Da 11 Joint Stock Company for the term (2024-2027)

Board of Song Da 11 Joint Stock Company for the term (2024-2029) at the Extraordinary General Meeting of Shareholders in 2026.

At the same time, we unanimously agreed to send:

Mr/Ms: .....

ID Card Number:

Date of Issue:

Place of Issue:.....

Permanent address:.....

Educational background:

Major:.....

Currently owns: ..... shares

(In words: .....)

To represent the group in carrying out the nomination procedures in accordance with the Regulations on participation in the nomination and candidacy for the Board of Directors/Supervisory Board of the Organizing Committee of the 2026 Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company.

This record was made at .... o'clock, ..... 2026 at .....

**The nominee**

*(Sign and print your full name)*

**Representative of the shareholder group**

*(Sign and clearly state your full name, affix  
your seal - if applicable)*

**Attached documents:**

- The resume must be completed by the applicant themselves (using the provided template);
- Copies of the applicant's Citizen Identification Card/National Identity Card/Business Registration Certificate and other diplomas, certificates, and qualifications certifying their educational and professional qualifications;
- Nominations and accompanying documents must be submitted to the Organizing Committee of the 2026 Annual General Meeting before 3 PM on January 20, 2026.

## SOCIALIST REPUBLIC OF VIETNAM

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....., date .....month.....year 2026

# CURRICULUM VITAE

*(For use by Board of Directors/Supervisory Board members and Chief Accountant)*

- 1 Full name: .....

2. Gender: Male/Female

3. Citizen Identification Card/National Identity Card/Passport Number: ..... Date of Issue: ..... Place of Issue: .....

4. Date of birth: ..... Place of birth: .....

5. Nationality: ..... Ethnicity: .....

6. Place of origin: .....

7. Permanent address: .....

8. Contact phone number at the office: .....

9. Educational level: .....

10. Professional qualifications: .....

Degree	Specialized	Training facility
.....	.....	.....

- ### 11. Work experience:

12. Current position: .....

13. Position currently held in other organizations: .....

14. Number of shares held: ..... shares, of which the individual owns: ..... shares and is authorized to own ..... shares.

15. Related parties include: (specify the relationship and the number of shares held by each person):

No.	Full name	Relationship with the declarant	ID Card Number/ Business Registratio n on Number	Date of issue/ Place of issue	Address	Securities account number	Number of SJE currently owns
<b>Related organizations (if any)</b>							
1							
2							
<b>Individuals involved</b>							
1	Biological father/mother						
	Foster parent						
2	Wife/Husband						
3	Biological child/Adopted child						
4	Siblings						
	Brother-in-law						
5	Sister-in-law (A person married to the applicant's brother/sister)						

16. Debts owed to the company:.....

17. Remuneration and other benefits: .....

18. Violation of the law: .....

I certify that the above statements are completely true. This is true; if it is false, I will accept responsibility before the law.

Company confirmation

Declarant  
(Signature and full name)

Hanoi, January 5, 2026

**REGULATIONS ON NOMINATION, CANDIDATE, AND SUPPLEMENTAL  
ELECTIONS  
MEMBERS OF THE BOARD OF DIRECTORS/SUPERVISORY BOARD FOR  
TERM V (2024-2029) AT THE 2026 EXTRAORDINARY GENERAL MEETING  
OF SHAREHOLDERS  
OF SONG DA 11 JOINT STOCK COMPANY**

**Base:**

- Law on Enterprises No. 59/2020/QH dated June 17, 2020; Law on Securities No. 54/2019/QH14 dated November 26, 2019;
- Decree No. 155/NĐ-CP dated December 31, 2020, providing detailed regulations for the implementation of several articles of the 2019 Securities Law;
- Charter of organization and operation of Song Da 11 Joint Stock Company;

In order to ensure that the supplementary election of additional members of the Board of Directors (BOD) and the Supervisory Board (BOS) of the Company for term V (2024-2029) to comply with the 2020 Enterprise Law, the Company Charter, and current laws, on the principles of fairness, transparency, democracy, and ensuring the legal rights of shareholders, we respectfully submit to the General Meeting for approval the "Regulations on nomination, candidacy, and by-election of additional members of the Board of Directors/Supervisory Board of the Company, term V (2024-2029) at the Extraordinary General Meeting of Shareholders in 2026" as follows:

**Chapter I:**

**GENERAL REGULATIONS**

**Article 1. Purpose, scope, and target audience**

1. This regulation shall be used for the nomination, candidacy, and election of additional members of the Board of Directors/Supervisory Board of Song Da 11 Joint Stock Company for the fifth term (2024 – 2029) at the Extraordinary General Meeting of Shareholders in 2026, ensuring compliance with the provisions of the 2020 Enterprise Law and other current legal regulations.
2. This regulation governs the nomination, candidacy, and election of members of the Board of Directors, including:
  - a) Regulations on the nomination and candidacy of members of the Board of Directors/Supervisory Board.
  - b) Regulations regarding the election of members of the Board of Directors/Supervisory Board.



3. The applicable subjects include shareholders owning voting shares and authorized representatives of shareholders owning voting shares (according to the shareholder list of Song Da 11 Joint Stock Company as finalized by the Vietnam Securities Depository and Clearing Corporation on December 23, 2025), and members of the Election Committee organizing the 2026 Extraordinary General Meeting of Shareholders.

## **Article 2. Rights and obligations of shareholders**

### **1. Rights of shareholders when attending the Meeting:**

Each shareholder or shareholder representative attending the General Meeting of Shareholders will receive one ballot for electing members of the Board of Directors and one ballot for electing members of the Supervisory Board. The ballot clearly states the number of shares held by the shareholder and the corresponding number of ballots the shareholder is entitled to use for voting.

### **2. Obligations of shareholders when attending the General Meeting:**

a) Comply with the conditions and procedures for elections as stipulated in these Regulations;

b) Shareholders and shareholder representatives attending the General Meeting must complete the registration procedures with the General Meeting Organizing Committee;

c) Shareholders and their representatives, upon receiving the ballot, must verify the number of shares recorded on the ballot. If there are any errors, they must immediately notify the Organizing Committee at the time of receiving the ballot.

d) Strictly comply with the Regulations on nomination, candidacy, and election at the General Meeting of Shareholders, and respect the voting results at the General Meeting.

## **Chapter II:**

### **REGULATIONS ON NOMINATION AND CANDIDATE APPLICATION MEMBER OF THE BOARD OF DIRECTORS.**

#### **Article 3. Standards and conditions for members of the Board of Directors**

Members of the Board of Directors must meet all the standards and conditions stipulated in Clauses 1 and 2 of Article 155 of the Enterprise Law and in the company's charter as follows:

- a. Not subject to the provisions of Clause 2, Article 17 of the Enterprise Law.
- b. Possess full legal capacity, professional qualifications, management skills, and experience in business management. The Chairman of the Board of Directors must have at least three years of experience managing and operating a business in the Company's main line of business;
- c. Possess good health, moral character, honesty, integrity, knowledge, and a sense of compliance with the law;
- d. Not subject to prohibitions from holding managerial or executive positions in businesses as stipulated by law;

- e. A member of the company's Board of Directors may simultaneously be a member of the Board of Directors of no more than 05 other companies;
- f. Other standards as prescribed by law.

#### **Article 4. Nominations and candidacies for election to the Board of Directors.**

Shareholders or groups of shareholders owning 5% or more of the total number of common shares have the right to nominate and elect candidates for the Board of Directors in accordance with the provisions of the 2020 Enterprise Law and the company's charter.

Shareholders holding voting shares have the right to combine their individual voting rights to nominate candidates for the Board of Directors. A shareholder or group of shareholders holding from 5% to less than 10% of the total voting shares may nominate one (01) candidate; from 10% to less than 30% may nominate a maximum of two (02) candidates; from 30% to less than 40% may nominate a maximum of three (03) candidates; from 40% to less than 50% may nominate a maximum of four (04) candidates; from 50% to less than 60% may nominate a maximum of five (05) candidates; from 60% to less than 70% may nominate a maximum of six (06) candidates; from 70% to less than 80% may nominate a maximum of seven (07) candidates; from 80% to less than 90% may nominate a maximum of eight (08) candidates.

#### **Article 5. Nomination and candidacy of members of the Supervisory Board.**

##### ***1. Standards and conditions for the Supervisory Board;***

The Supervisory Board must meet the following standards and conditions:

- a) Not subject to the provisions of Clause 2, Article 17 of the Enterprise Law;
- b) Having received training in one of the following majors: economics, finance, accounting, auditing, law, business administration, or a major relevant to the business activities of the enterprise;
- c) Not a family member of a member of the Board of Directors, Director or General Manager, or other manager;
- d) Not a company manager; not necessarily a shareholder or employee of the company, unless otherwise stipulated in the company's charter;
- D) Not working in the company's accounting or finance department;
- e) Not a member or employee of the independent auditing firm that audited the company's financial statements for the three consecutive years prior to the audit.
- h) Other standards and conditions as prescribed by relevant laws and the company's charter.

##### ***2. Nominations and candidates for election to the Supervisory Board:***

According to Clause 2, Article 34 of the Company's Charter, shareholders owning 5% or more of the total number of common shares have the right to nominate candidates for the Supervisory Board in accordance with the Law on Enterprises and the Company's Charter. Shareholders holding voting shares have the right to combine their individual voting rights to nominate candidates for the Supervisory Board, specifically:

- a) Shareholders or groups of shareholders holding from 5% to less than 10% of the total voting shares may nominate one (01) candidate; Shareholders or groups of shareholders holding from 10% to less than 30% of the total voting shares may nominate

a maximum of two (02) candidates; Shareholders or groups of shareholders holding from 30% to less than 40% of the total voting shares may nominate a maximum of three (03) candidates; Shareholders or groups of shareholders holding from 40% to less than 50% of the total voting shares may nominate a maximum of four (04) candidates; Shareholders or groups of shareholders holding from 50% to less than 60% of the total voting shares may nominate a maximum of five (05) candidates; Shareholders or groups of shareholders holding from 60% to less than 70% of the total voting shares may nominate a maximum of six (06) candidates; Shareholders or groups of shareholders holding from 70% to less than 80% of the total voting shares may nominate a maximum of seven (07) candidates; Shareholders or groups of shareholders holding from 80% to less than 90% of the total voting shares may nominate a maximum of eight (08) candidates.

**Article 6. Documents for participating in and nominating candidates for election to the Board of Directors/Supervisory Board.**

1. Nomination/candidate application form for positions on the Board of Directors/Supervisory Board (01 original copy) using the template posted on the website [www.songda11.vn](http://www.songda11.vn);
2. Candidate's personal resume (or equivalent document) (1 original copy) using the template posted on the website [www.songda11.vn](http://www.songda11.vn);
3. Other documents proving that the candidate meets the eligibility requirements and standards as prescribed by law (01 original or certified copy).

**Article 7. Selection of Candidates**

Based on the applications and nominations submitted by shareholders/groups of shareholders nominating candidates for membership in the Board of Directors/Supervisory Board of Song Da 11 Joint Stock Company, the General Meeting Organizing Committee will compile a list of candidates who meet the required conditions to be included in the list of candidates for election to the Board of Directors/Supervisory Board and approve the list at the General Meeting.

**Article 8. Information for submitting documents**

Nomination and application documents should be submitted to Song Da 11 Joint Stock Company before 4:00 PM on January .... 2026 at the following address:

Organizing Committee for the 2026 Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company

Address: 7th Floor, Song Da Ha Dong Mixed-Use Building, 131 Tran Phu Street, Ha Dong Ward, Hanoi City.

Phone:024 3354 5735 Fax: 024 33542 280

**Chapter III:**

**ELECTION FOR ADDITIONAL MEMBERS OF THE BOARD OF DIRECTORS**

**AND THE BOARD OF SUPERVISORS**

## **Article 9. Ballots and ballot recording**

### **1. Ballot:**

- The ballot papers for electing members of the Board of Directors and the Supervisory Board are printed and distributed by the General Meeting Organizing Committee (Blue ballots are for electing members of the Board of Directors, pink ballots are for electing members of the Supervisory Board and bear the seal of Song Da 11 Joint Stock Company);

- The ballot clearly states the list of candidates arranged in alphabetical order; the name of the shareholder or authorized representative, the number of shares, and the total number of votes.

- Shareholders or authorized representatives present at the Company's 2026 Extraordinary General Meeting of Shareholders will simultaneously receive one ballot for a member of the Board of Directors and one ballot for a member of the Supervisory Board.

### **2. Fill out the ballot:**

a) Shareholders or authorized representatives must personally write the number of votes for each candidate in the corresponding blank space on the ballot. In the case of valid authorization (with a power of attorney), the authorized person has full voting rights.

b) In case of an error in filling out the ballot, the shareholder may request the Organizing Committee to replace it with another ballot;

c) Sign to confirm the election has taken place.

### **3. Cases of invalid ballots:**

a) The form does not conform to the company's prescribed template and lacks the company's seal;

b) Ballots that are crossed out, altered, have additions made, or contain incorrect names, or names that are not on the list of candidates unanimously approved by the General Meeting of Shareholders before the voting takes place;

c) The total number of votes cast for a shareholder's candidates exceeds the total number of voting rights held by that shareholder (including ownership and proxy rights);

d) Ballots that do not vote for anyone or vote for more people than the number specified.

## **Article 10. Election methods**

1. The election of Board of Directors members is conducted by secret ballot and cumulative voting.

2. The total number of votes of each shareholder corresponds to the total number of voting shares (including shares owned by the individual and shares represented by proxy) multiplied by the number of elected members of the Board of Directors or the number of elected members of the Supervisory Board.

### **3. Election method:**

- Shareholders have the right to:

+ Cast all your votes for one person, or

+ The votes may be divided equally among all candidates on the list of nominees approved at the Congress, or according to different voting ratios.

+ It is possible to divide the votes among fewer people than the number on the list approved at the Congress, according to different voting ratios.

- Shareholders must ensure that the total number of votes on each ballot for electing members of the Board of Directors or the Supervisory Board does not exceed the total number of votes as stipulated.

- Shareholders who do not vote for a particular candidate should leave the box containing that candidate's shareholding number blank.

**For example,** Shareholder X, representing 2,000 shares (including 1,000 shares owned and 1,000 shares authorized by proxy) at the General Meeting, has the right to vote. When participating in the election of additional members to the Board of Directors, the number of votes cast by this shareholder is:  $2,000 \times 1 \text{ person} = 2,000 \text{ votes}$  (The list of nominees approved by the General Meeting includes 2 candidates). Shareholder X can cast cumulative votes using the following methods:

+ Case 1: Shareholder X casts all 2,000 votes for one candidate to elect additional members to the Board of Directors (in the case below, all votes are cast for Candidate No. 1):

No.	Candidate's full name	Number of votes
1	Candidate 1	2000
2	Candidate 2	
3	Candidate 3	
4	Candidate 4	
	<b>Total votes (Not more than 2,000 votes)</b>	<b>2,000</b>

+ Case 2: Shareholder X divides the proceeds equally among the candidates for the by-election to fill the vacant position on the Board of Directors as follows:

No.	Candidate's full name	Number of votes
1	Candidate 1	1,000
2	Candidate 2	1,000
3		
4		
	<b>Total votes (Not more than 2,000 votes)</b>	<b>1,000</b>

Case 3: Shareholder X divides their votes among several candidates according to different vote ratios as follows:

No.	Candidate's full name	Number of votes
1	Candidate 1	1,500
2	Candidate 2	500

3	
4	Candidate 4
<b>Total votes</b> (Not more than 2,000 votes)	<b>2,000</b>

**For example,** Shareholder X represents 10,000 voting shares at the General Meeting. When participating in the election to add a member to the Supervisory Board, the number of votes cast by this shareholder is:  $10,000 \times 1 \text{ person} = 10,000 \text{ votes}$  (The list of nominees approved by the General Meeting includes 2 candidates). Shareholder X can cast cumulative votes using the following methods:

+ Case 1: Shareholder X casts all 10,000 votes for one candidate to elect additional members to the Supervisory Board (in the case below, all votes are cast for Candidate 1):

No.	Candidate's full name	Number of votes
1	Candidate 1	10,000
2	Candidate 2	
<b>Total votes</b> (Not more than 10,000 votes)		<b>10,000</b>

+ Case 2: Shareholder X divides the proceeds equally among the candidates for the by-election to fill the Supervisory Board positions as follows:

No.	Candidate's full name	Number of votes
1	Candidate 1	5,000
2	Candidate 2	5,000
<b>Total votes</b> (Not more than 10,000 votes)		<b>10,000</b>

Case 3: Shareholder X divides their votes among several candidates according to different vote ratios as follows:

No.	Candidate's full name	Number of votes
1	Candidate 1	8,000
2	Candidate 2	2,000
<b>Total votes</b> (Not more than 10,000 votes)		<b>10,000</b>

**Note:**

- Shareholders who do not vote for a particular candidate should leave the box containing that candidate's shareholding number blank.
- Shareholders must ensure that the total number of votes cast for candidates to become additional members of the Board of Directors or Supervisory Board does not exceed the total number of votes entitled to that shareholder.

**Article 11.**Election and vote counting committee, voting and vote counting principles

***1. Election and Vote Counting Committee:***

a) The Election and Vote Counting Committee consists of 3 members nominated by the Chairman and approved by the General Meeting of Shareholders. Members of the Election and Vote Counting Committee may not be on the list of nominees or candidates for the Board of Directors or the Supervisory Board;

b) The Election and Vote Counting Committee is responsible for carrying out the necessary procedures for voting to elect members of the Board of Directors and the Supervisory Board, including: preparing ballot boxes, disseminating the Election Regulations, the list of candidates for the Board of Directors and the Supervisory Board, the voting procedure; guiding the filling out of ballots; supervising the voting process and conducting the vote counting, and announcing the election results before the General Meeting.

***2. Principles of voting and vote counting:***

a) The Election and Vote Counting Committee conducts an inspection of the ballot box in the presence of the shareholders;

b) Voting begins when the distribution of ballots is complete and ends when the last shareholder casts their vote into the ballot box.

c)The vote counting must be conducted by the Election and Vote Counting Committee in the vote counting room immediately after the voting ends; the Vote Counting Committee must compile statistics and prepare a vote counting report in accordance with the company's charter and the 2020 Enterprise Law. The Vote Counting Committee is not allowed to cross out or make corrections on the ballots.

d) The results of the vote count shall be documented and announced by the Head of the Vote Counting Committee to the Congress.

**Article 12. Principles for determining the election of members of the Board of Directors/Supervisory Board**

1. The two candidates with the highest number of votes will be elected to the Board of Directors.

2. The candidate elected to the Supervisory Board is the one candidate with the highest number of votes;

3. In the event that it is not possible to select the required number of members for the Board of Directors or the Supervisory Board due to multiple candidates receiving an equal number of votes, a separate election will be held to select the candidate with the higher number of votes.

**Article 13. Preparation and publication of the vote-counting record.**

1. After counting the votes, the Election and Vote Counting Committee must prepare a vote-counting report. The report shall include: the total number of shareholders attending the meeting, the total number of shareholders participating in the vote, the percentage of voting rights of shareholders participating in the vote compared to the total number of voting rights of shareholders attending the meeting (according to the cumulative voting method), the number and percentage of valid votes, invalid votes, and blank votes; the number and percentage of voting rights for each candidate elected to the

Board of Directors and the Supervisory Board; and the list of elected members of the Board of Directors and the Supervisory Board, arranged in descending order of the number of votes received.

2. The full text of the vote count report must be published before the meeting.

**Article 14.** Any complaints regarding the election and vote counting will be resolved by the Chairman of the General Meeting and recorded in the Minutes of the Shareholders' General Meeting.

**Article 15.** This regulation comprises 15 articles and takes effect the day after its approval by the 2026 Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company. It applies only to the nomination, election, and supplementary election of members of the Board of Directors and the Supervisory Board of the Company for the term at the 2026 Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company.

On behalf of the General Meeting of  
Shareholders

**CHAIRPERSON**



Nguyen Quang Luan

**SONG DA 11 JOINT STOCK  
COMPANY**

No.: /NQ-DHĐCĐ

**DRAFT**

**SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness**

*Hanoi, January 28, 2026*

**RESOLUTION**

**Extraordinary General Meeting of Shareholders 2026**

Base:

- Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Law on Securities No. 54/2019/QH14 dated November 26, 2019;
- Charter of Organization and Operation of Song Da 11 Joint Stock Company;
- Minutes of the Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company, 2026, dated March 26, 2025.

**RESOLUTION:**

**Article 1.** Approval of the dismissal of the following individuals from their positions as members of the Board of Directors and the Supervisory Board of Song Da 11 Joint Stock Company for the term (2024 – 2029):

1. Mr. Vu Trong Vinh - Member of the Board of Directors
2. Mr. Doan Hai Trung - Member of the Supervisory Board

Reason: Individuals have submitted resignation letters.

Duration: From January 28, 2026

*(Details of Report No. /2026/TTr-HĐQT dated January 5, 2026 are attached)*

**Article 2.** Approval of the list of candidates, additional nominations for members of the Board of Directors and Supervisory Board of Song Da 11 Joint Stock Company for term V (2024-2029) are hereby announced:

The list of qualified candidates nominated by shareholders for election as additional members of the Board of Directors/Supervisory Board of the Company for the remainder of the term (2024 – 2029) is as follows:

No.	Full name	Date of birth	Current residence
I	<b>List of candidates for election to the Board of Directors</b>		
1			
2			
...			

II	<b>List of candidates for election to the Supervisory Board</b>		
1.			
2			
...			

*(Details of Report No.:...../2026/TTr-HDQT dated January 20, 2026 are attached)*

**Article 3.** Approval of the results of the by-election for additional members of the Board of Directors and Supervisory Board of the Company for the term (2024 - 2029) are as follows:

No.	Full name	Number of votes	Percentage (%)	Result
I	Board Member			
1				
II	Member of the Supervisory Board			
1				

**Article 4.** Enforcement Clause:

The Board of Directors and the General Director of the Company are responsible for implementing the Resolution of the Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company in 2026 and reporting on the results of implementation at the next annual General Meeting of Shareholders.

This resolution was fully approved by the General Meeting of Shareholders of Song Da 11 Joint Stock Company at the Extraordinary General Meeting of Shareholders in 2026 and takes effect from January 28, 2026.

**Recipient:**

- Shareholders;
- Board of Directors & Supervisory Board;
- Board of Directors;
- Information disclosure as required;
- Save the BOD and the HR Department.

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

**Nguyen Quang Luan**

Hanoi, January 28, 2026

## REPORT

### Extraordinary General Meeting of Shareholders 2026

**Organization name:** SONG DA 11 JOINT STOCK COMPANY

**Headquarters:** 7th Floor, Song Da Ha Dong Mixed-Use Building, 131 Tran Phu Street, Ha Dong Ward, Hanoi.

**Phone:** 024 3354 5735 **Fax:** 024 33542 280

**Business Registration Certificate No.:** License number 0500313811 issued by the Department of Planning and Investment of Hanoi City on October 14, 2025 (23rd amendment).

**Date and time:** From 9:00 AM to ...:00 PM on January 28, 2026

**Venue:** .....Ha Dong, Hanoi

## I. PARTICIPANTS

Shareholders/authorized representatives of shareholders (hereinafter collectively referred to as "Representatives") have voting rights, and the list of securities holders will be finalized by the Vietnam Securities Depository and Clearing Corporation on December 23, 2025.

## II. MEETING PROGRAM AND CONTENT

### 1. The following report concerns the registration of shareholders/authorized representatives to attend the 2026 Extraordinary General Meeting:

- Mr. Bui Quang Chung- On behalf of the General Meeting Organizing Committee, I announce the attendance rate of delegates at the meeting as follows:

- The total number of shareholders of the company as of December 23, 2025 is: .....shareholders (according to the consolidated list of securities holders provided by the Vietnam Securities Depository and Clearing Corporation).

- As of ... hours ... minutes, there have been.....Delegates (attending the meeting in person and through proxies) representing ..... shares out of the total number 40,000,000 voting shares, representing ..... %.

- Based on the provisions of the 2020 Enterprise Law and the Company's Charter, the General Meeting of Shareholders was legal, valid, and permitted to proceed.

### 2. Approval of the Presidium, the Secretariat, and the Ballot Counting Committee:

- Presidium:

- Mr. Nguyen Quang Luan - Chairman of the Board - Chairman of the Meeting

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Mr. Le Anh Trinh</li> <li>• Meeting Secretary:</li> <li>• Vote counting committee:</li> <li>• Ms. Giang Thi Tuyet</li> <li>• Mr. Nguyen Van Dien</li> <li>• Ms. Pham Thi Dung</li> <li>• Ms. Bui Thi Hoa</li> </ul> | <ul style="list-style-type: none"> <li>- Board Member/CEO</li> <li>- Company Secretary</li> <li>- Head of Department</li> <li>- Member</li> <li>- Member</li> </ul> | <ul style="list-style-type: none"> <li>- Member</li> </ul> |
|--|---|--|
- ② Voting results: .....% of delegates present at the Meeting voted in favor of approving the list of the Presidium, Secretariat, and Vote Counting Committee as planned by the Organizing Committee.

Under the direction of the Presidium, the 2026 Extraordinary General Meeting of Shareholders of Song Da 11 Joint Stock Company proceeded with its agenda.

### **III. PROGRESS OF THE MEETING**

- 1. Mr. Nguyen Quang Luan – Chairman of the General Meeting – presented the agenda for the 2026 Extraordinary General Meeting of Shareholders, which includes the following contents:**

- Approval of the working regulations of the Meeting.
- Approval of the Proposal to dismiss the positions of Members of the Board of Directors and the Supervisory Board of the Company for the term (2024 – 2029);
- Approval of the regulations on candidacy, nomination, and supplementary election of members of the Board of Directors/Supervisory Board for the term (2024 - 2029)
- Approval of the list of nominees, candidates will be elected to supplement the Board of Directors/Supervisory Board for the term (2024-2029);
- By-election for additional members of the Board of Directors/Supervisory Board for the term (2024-2029)

- Elector;
- Break time: 15 minutes
- Announcement of voting results; Election results;
- Approval of the minutes, resolutions, and closing of the meeting.

- ② The meeting voted, with .....% unanimous approval, to adopt the meeting agenda..

- 2. Mr. Le Anh Trinh, on behalf of the Presidium, presented the Rules of Procedure for the 2026 Extraordinary General Meeting of Shareholders.**

*(Details of the Meeting's Rules of Procedure are attached)*

- ② The general meeting voted, with .....% unanimous approval, to adopt the Working Regulations of the Meeting..
- 3. Mr. Nguyen Quang Luan – Chairman of the Meeting, presented:** Proposal for the dismissal of members of the Company's Board of Directors and Supervisory Board for the term (2024 – 2029):

The Board of Directors of Song Da 11 Joint Stock Company approved the dismissal of the following individuals from their positions as members of the Board of Directors and the Supervisory Board of Song Da 11 Joint Stock Company for the term 2024-2029:

1. Mr. Vu Trong Vinh - Member of the Board of Directors
2. Mr. Doan Hai Trung - Member of the Supervisory Board

Reason: Individuals have submitted resignation letters.

Duration: From January 28, 2026

*(Details of Report No. ..../2026/TTr-HDQT dated January 5, 2026 are attached)*

4. **Mr. Nguyen Van Dien - Head of the Election Committee, presented the information;**

Regulations on candidacy, nomination, and by-election of additional members of the Board of Directors/Supervisory Board for the term (2024-2029)

- ② The General Meeting approved, with ...% of the total valid voting shares in favor, the Regulations on nomination, self-nomination and the additional election of members of the Board of Directors for the 2024-2029 term..

5. **Mr. Bui Quang Chung – Head of the Supervisory Board, on behalf of the Presidium, presented:** Proposal to approve the list of candidates for the by-election of Board of Directors members for the term (2024 - 2029)

The list of qualified candidates nominated by shareholders for election as additional members of the Board of Directors/Supervisory Board of the Company for the remainder of the 2024-2029 term is as follows:

No.	Full name	Date of birth	Current residence
I	<b>List of candidates for election to the Board of Directors</b>		
1			
2			
...			
II	<b>List of candidates for election to the Supervisory Board</b>		
1.			
2			
...			

*(Details of Report No. ..../2026/TTr-HDQT dated January 20, 2026 are attached)*

The General Meeting approved, with ....% of the total valid voting shares in favor, the above list of candidates for election to the Board of Directors / the Board of Supervisors for the 2024-2029 term.

**6. By-election for additional members of the Board of Directors/Supervisory Board for the term 2024 – 2029:**

Mr. Nguyen Van Dien – Head of the Vote Counting Committee, provides guidance on the election.

- Shareholders conduct by-election members of Board of Directors/Supervisory Board term (2024 – 2029) according to the regulations approved by the General Meeting of Shareholders

**IV. VOTING TO APPROVE THE AGENDA OF THE CONFERENCE**

As of now, there are ..... delegates (attending the meeting in person and through proxies) representing ..... shares out of the total number of ..... Voting shares, representing .....% of the total voting shares of the Company.

Mr. Nguyen Van Dien, Head of the Vote Counting Committee, guided the shareholders in voting on the contents of the General Meeting.

Shareholders proceed to vote.

The voting and election results of the Meeting are recorded in detail in the Vote Counting Minutes prepared by the Meeting's Vote Counting Committee and read aloud to the entire Meeting.

**V. ANNOUNCING THE ELECTION RESULTS:**

The vote counting committee announces the results as follows:

- 1) Approval of the Proposal to dismiss members of the Board of Directors and the Supervisory Board for the term 2024 – 2029.

The results of the vote by raising ballots are as follows:

Shareholders approved ..... Obtain: .....%

Shareholders disagree ..... Obtain: ..... %

Shareholders have a different opinion ..... Obtain: ..... %

- 2) Approval of the list of candidates, nominees are being considered for the by-election of Board of Directors and Supervisory Board members for the 2024-2029 term.

- 3) The results of the vote by raising ballots are as follows:

Shareholders approved ..... Obtain: .....%

Shareholders disagree ..... Obtain: ..... %

Shareholders have a different opinion ..... Obtain: ..... %

- 4) The results of the by-election for additional members of the Board of Directors and Supervisory Board of the Company for the term (2024 - 2029) are as follows:

No.	Full name	Number of votes	Percentage (%)	Result
I	Board Member			
1				
II	Member of the BOS			
1				

## VI. THE FOLLOWING AGENCY WAS APPROVED BY THE GENERAL SHAREHOLDER MEETING:

1. Approval of the dismissal of one member of the Board of Directors and one member of the Supervisory Board of the Company for the term (2024 – 2029).
2. Approval of the list of candidates, nominations for members of the Board of Directors and Supervisory Board of Song Da 11 Joint Stock Company for the term (2024-2029) have been made.
3. Approval of the results of the by-election for additional members of the BOD and Supervisory Board of the Company for the term (2024 - 2029) are as follows:

No.	Full name	Number of votes	Percentage (%)	Result
I	Board Member			
1				
II	Member of the BOS			
1				

## VII. APPROVED MINUTES AND RESOLUTIONS OF THE MEETING.

Ms. Giang Thi Tuyet - Secretary of the General Meeting, read the Minutes of the Shareholders' General Meeting and the Draft Resolution of the Extraordinary Shareholders' General Meeting in 2026.

The General Meeting unanimously approved the entire text of the Minutes of the 2026 Extraordinary General Meeting of Shareholders with an approval rate of ...% of the total votes of shareholders present. All shareholders attending the meeting had no complaints or suggestions regarding the contents approved at the General Meeting.

Shareholders' Meeting The unusual event in 2026 at Song Da 11 Joint Stock Company ended at ... hours ... minutes on the same day.

**MEETING SECRETARY**

**On behalf of the General Meeting of Shareholders**

**CHAIRMAN OF THE MEETING**

**Giang Thi Tuyet**

**Nguyen Quang Luan**

**Recipient:**

- The shareholders;
- State Securities Commission/Hanoi Stock Exchange;
- Member of BOD, General Management Board, BOS;
- Save the Board of Directors.