

MEETING MINUTES
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025
DONG DUONG TRADING AND CONSTRUCTION JOINT STOCK COMPANY

Organization name: Dong Duong Construction and Trading Joint Stock Company

Head office: Bac Van Dinh Industrial Cluster, Lien Bat Commune, Ung Hoa District, Hanoi City, Vietnam

Business Registration Certificate: 0101264009 was first issued by the Hanoi Department of Planning and Investment on July 3, 2002.

Today, April 04, 2025, at 8:30 a.m. at Bac Van Dinh Industrial Park, Lien Bat Commune, Ung Hoa District, Hanoi City. Annual General Meeting of Shareholders 2025 of Dong Duong Construction and Trading Joint Stock Company conducted with the following contents:

PART I: OPENING OF THE CONGRESS

1. Congress participants :

The total number of shareholders and shareholder representatives entitled to attend the 2025 Annual General Meeting of Shareholders is 317 people, owning and representing a total of 12,000,000 shares, equivalent to 100 % of the total number of voting shares of Dong Duong Construction and Trading Joint Stock Company.

The total number of actual shareholders and shareholder representatives attending the 2025 Annual General Meeting of Shareholders is shareholders owning and representing shares, equivalent to% of the total number of voting shares of Dong Duong Construction and Trading Joint Stock Company.

Pursuant to the provisions of the Enterprise Law and the Company Charter, the 2025 Annual General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company have met all the conditions to proceed. Shareholders and shareholders' representatives attending the meeting have the right to vote according to the number of shares they own or represent.

2. Opening of the Congress:

The congress conducted the following procedures:

- Statement of reasons for holding the Congress
- Introduce shareholders and guests
- Introduce the Presidium, Secretariat and propose the Vote Counting Committee for the Congress to select.

3. Chairman and supporting department Chairman:

The Congress approved a Presidium of 3 people:

- | | |
|-------------------------|--------------------------|
| - Mr. Nguyen Kim Truong | Chairman of the Congress |
| - Ms. Tran Bich Nhuan | Member of the Presidium |
| - Mr. Vu Hoang Thanh, | Member of the Presidium |

4. Congress Secretariat:

The Congress approved the Secretariat consisting of 01 person :

Mrs. Nguyen Thi Thien

5. Vote counting committee:

The Congress approved a Vote Counting Committee of 02 people:

- Mr.: Head of the Board

- Grandfather: Member

6. Congress Program and Congress Regulations :

The Congress listened to Mr. Nguyen Kim Truong, on behalf of the Presidium, read the 2025 Annual General Meeting of Shareholders' Program, Organizational Regulations, Voting Principles , Regulations on electing members of the Board of Directors, and regulations on electing members of the Supervisory Board.

The Congress unanimously approved 100 % of the contents of the Congress Agenda, Organization Regulations , Voting Principles, Regulations for electing Board of Directors members, and Regulations for electing Supervisory Board members applied at the Congress .

PART II : CONTENTS PRESENTED AT THE CONFERENCE

- a. report on business performance in 2024 and plan for 2025 ;
- b. Board of Directors' report 2024, plan and direction of operation 2025 ;
- c. Report of the Board of Supervisors on activities in 2024 and operation plan in 2025 ;
- d. Report on approval of audited financial statements for 2024 ;
- e. Proposal for selection of audit unit in 2025;
- f. Proposal for profit distribution plan for 2024 ;
- g. Report on remuneration plan for the Board of Directors and Board of Supervisors in 2025;
- h. Report on approval of the capital increase results report and capital usage situation of the Company in 2024;
- i. Proposal to continue implementing the plan to issue individual shares to strategic investors;

PART III : SHAREHOLDER DISCUSSION AT THE GENERAL MEETING

Shareholders have no comments to discuss.

PART IV : CONGRESS CONDUCTS VOTING

1. He - Head of the vote counting committee announced the vote counting results at the Congress.
2. Mr. Nguyen Kim Truong - Chairman of the General Meeting, based on the vote counting results conducted by the Vote Counting Committee, announced the issues voted and approved by the 2025 Annual General Meeting of Shareholders, including:

Problem 1: Approval of the Board of Directors' report on the implementation of the 2024 production and business plan and the 2025 operating orientation

(Unit: VND)

STT	Target	Plan 2025	Implementation in 2024
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1	Charter capital	180,000,000,000	120,000,000,000
2	Revenue	700,000,000,000	426,754,447,931
3	Profit after tax	15,000,000,000	4,353,848,409

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting.

Problem 2: Approval of the Board of Directors' report on production and business performance in 2024

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting..

Problem 3: Approval of the Board of Supervisors' report on the results of inspection and supervision in 2024 and the 2025 operation plan

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting..

Problem 4: Approval of audited financial statements for 2024

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting..

Problem 5: Approval of the selection of auditors for 2025

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting..

Problem 6: Approval of the 2024 profit distribution plan

STT	Content	Amount
1	Profit after tax in 2024	4,353,848,409
2	Fund provision	-
3	Undistributed profits from previous years	24,924,425,013
4	Total undistributed earnings as of December 31, 2024	29,278,273,422
5	Board of Directors & Supervisory Board Remuneration in 2024	288,000,000
6	Retained earnings 2024	28,990,273,422

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting..

Problem 7: Approval of the remuneration plan for the Board of Directors and the Board of Supervisors in 2025

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting..

Problem 8: Approving the report on capital increase results and capital usage of the Company in 2024

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting..

Problem 9: Through the proposal to continue implementing the plan to issue individual shares to strategic investors

The meeting unanimously approved with ... votes, representing ... voting shares, reaching 100% of the total voting shares of shareholders attending the meeting..

PART V : PROCEDURES FOR CONCLUDING THE CONGRESS

- Mrs. Nguyen Thi Thien - The Secretary General read the draft Minutes and Resolution of the Congress .
- The Congress voted to approve the full text of the Minutes and Resolution of the 2025 Annual General Meeting of Shareholders .
- Chairman of the Congress - Mr. Nguyen Kim Truong declared the Congress closed.

This record was made at 10:30 on April 2025 at the 2025 Annual General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company.

**TM. SECRETARY
PREFECT**

**TM. GENERAL MEETING OF
SHAREHOLDERS
PRESIDE**

NGUYEN THI THIEN

NGUYEN KIM TRUONG

No: 01/2025/DDB/NQ-DHĐCĐ

Hanoi, April 18, 2025

RESOLUTION OF THE GENERAL MEETING OF SHAREHOLDERS

GENERAL MEETING OF SHAREHOLDERS DONG DUONG TRADING AND CONSTRUCTION JOINT STOCK COMPANY

- Pursuant to Law on Enterprises No. 68/QH13/2014 dated November 26, 2014;
- Pursuant to Securities Law No. 54/2019/QH14/ dated November 26, 2019;
- Pursuant to the Charter of Dong Duong Construction and Trading Joint Stock Company;
- Pursuant to the Minutes of the General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company dated April 20, 2025.

RESOLUTION

Article 1. Approval of the Board of Directors' report on the implementation of the 2024 production and business plan and the 2025 operating orientation

(Unit: VND)

STT	Target	Plan 2025	Implementation in 2024
1	Charter capital	180,000,000,000	120,000,000,000
2	Revenue	700,000,000,000	426,754,447,931
3	Profit after tax	15,000,000,000	4,353,848,409

The meeting unanimously approved with ... votes, representing voting shares, reaching 100% of the total number of voting shares of shareholders attending the meeting.

Article 2. Approval of the Board of Directors' report on production and business performance in 2024

The meeting unanimously approved with ... votes, representing voting shares, reaching 100% of the total number of voting shares of shareholders attending the meeting .

Article 3. Approval of the Board of Supervisors' report on the results of inspection and supervision in 2024 and the 2025 operation plan

The meeting unanimously approved with ... votes, representing voting shares, reaching 100% of the total number of voting shares of shareholders attending the meeting .

Article 4. Approval of audited financial statements for 2024

The meeting unanimously approved with ... votes, representing voting shares, reaching 100% of the total number of voting shares of shareholders attending the meeting .

Article 5. Approval of the selection of auditors for 2025

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2	Fund provision	-
3	Undistributed profits from previous years	24,924,425,013
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5	Board of Directors & Supervisory Board Remuneration in 2024	288,000,000
6	Retained earnings 2024	28,990,273,422

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The meeting unanimously approved with ... votes, representing voting shares, reaching 100% of the total number of voting shares of shareholders attending the meeting .

Article 8. Approving the report on capital increase results and capital usage of the Company in 2024

The meeting unanimously approved with ... votes, representing voting shares, reaching 100% of the total number of voting shares of shareholders attending the meeting .

Article 9: Through the proposal to continue implementing the plan to issue individual shares to strategic investors .

The meeting unanimously approved with ... votes, representing voting shares, reaching 100% of the total number of voting shares of shareholders attending the meeting .

Article 10: Implementation provisions

The Resolution was approved by the General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company. The General Meeting of Shareholders assigned the Board of Directors and the Board of Management to be responsible for implementing the contents of the Resolution in accordance with the provisions of the Company Charter and the provisions of the Law.

This Resolution takes effect from the date of signing.

Recipient :

- *Shareholders' Meeting;*
- *Board of Directors, Executive Board;*
- *Save VT.*
- *CBTT according to regulations*

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

NGUYEN KIM TRUONG

Hanoi, April 18, 2025

No: 01/2025/DDB/BC-DHĐCĐ

REPORT
SUMMARY OF PRODUCTION AND BUSINESS ACTIVITIES IN 2024
AND DIRECTIONS AND TASKS IN 2025

PART I
RESULTS OF PRODUCTION AND BUSINESS TASKS IN 2024

I. Report of the Board of Directors on the production and business situation in 2024

In 2024, the Board of Directors of the Company has made efforts to implement and deploy production and business activities, closely following the Company's policies under the close direction of the Board of Directors, in accordance with the orientation of the Resolution of the 2024 General Meeting of Shareholders.

1. Personnel, remuneration and operating expenses of the Board of Directors

In 2024, the Company's Board of Directors will have no changes in personnel. The Company's Board of Directors during the year is as follows:

STT	Full name	Position
1	Mr. Vu Hoang	General Director

2. Business performance results in 2024

Implement the Company's production and business plan for 2024. The Company's Board of Directors reports to Shareholders the Company's business results as follows:

Unit: VND

TT	Target	Plan	Perform	Implementation rate compared to Plan (%)
1	Total revenue	700,000,000,000	426,754,447,931	60.96%
2	Charter capital	180,000,000,000	120,000,000,000	66.67%

3	Profit after tax	15,000,000,000	4,353,848,409	29.03%
4	Dividends	-	-	-

Audited financial report 2024)

II. Evaluate areas of activity

1. Main business activities

At the end of fiscal year 2024, the company's net revenue from sales and service provision reached VND 426,754,447,931, only 60.96% of the plan, down 30.15% over the same period in 2023. The company's after-tax profit was 4,353,848,409 VND, equal to 56.20% over the same period and 29.03% of the plan. In the context of the world economy facing great challenges, rapid fluctuations, unpredictability and high instability; inflation has increased to the highest level in decades, forcing countries to tighten monetary policies, 2024 is a difficult year for the company's production and business activities.

2. Financial accounting work

- Strictly comply with financial reporting standards and promptly disclose information in accordance with information disclosure regulations to create transparency for shareholders.
- Develop good management measures and effectively use capital in the production and business process.
- Restructuring personnel to proactively handle work related to finance, accounting and capital.

3. Information disclosure and content related to the stock market

- Conduct periodic and irregular information disclosure to provide timely and transparent information to shareholders in accordance with current legal regulations.
- Strictly comply with regulations for enterprises listed on the stock market.

PART II

BUSINESS PRODUCTION PLAN 2025

Based on the actual production and business situation, transitional work as well as the expected source of work to be contracted in 2025, the Company builds the 2025 plan targets and respectfully submits them to the General Meeting of Shareholders, specifically as follows:

I. KEY TASKS IN 2025

1. Main economic indicators:

TT	Target	Implementation 2024	Plan 2025
1	Total revenue	100,000,000,000	120,000,000,000
2	Charter capital	444,141,519,294	550,000,000,000
3	Profit after tax	7,164,843,015	8,500,000,000
4	Dividends	-	-

2. Key tasks:

2.1. *Business and investment activities:*

- *Continue to develop capital and asset scale, invest deeply in the main business areas of wood trading and construction sand trading.*
- *Take advantage of available resources to gradually expand production areas.*
- *Focus on exploiting and trading products with high profits and fast capital turnover.*
- *Training staff to improve capacity, especially in traditional and new business fields.*
- *Expand domestic and international sales markets.*

2.2. *Goals to strive for*

- *Build a sustainable company with effective production and business, modern management and technology, competitive in the market, ensuring the lives of employees, fully and promptly contributing to the obligations to the State.*

II. SOLUTIONS TO IMPLEMENT THE 2025 PRODUCTION AND BUSINESS PLAN

- *To achieve the above economic targets, the Company continues to maintain and develop its traditional business lines and gradually expand its production areas, taking this as a solution to stabilize the Company's revenue and income, while actively expanding to find new customer markets for sustainable development. Specific solutions are as follows:*

1. Business activities

Based on the Company's production and business plan for 2025, to achieve the highest completion rate, the company needs the following solutions:

- *Increase charter capital*
- *Borrow capital from banks, organizations and individuals with appropriate interest rates to serve production and business, using capital resources reasonably.*
- *Actively collect outstanding debts to quickly turn over capital;*
- *Choose imported goods with good quality and reasonable price*
- *Plan inventory properly to ensure adequate sales without tying up capital.*
- *Develop a plan to effectively manage, use and exploit all available resources;*
- *Develop and promulgate a system of regulations and rules and effectively implement regulations and rules;*
- *Assign tasks appropriate to the level of competence and high specialization to maximize the initiative and creativity of departments and individuals;*

2. Investment activities

- *Focused capital investment, using professional measures to increase capital turnover, regularly evaluating investments to come up with the best plan to restructure these investments.*

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

N received :

- *General Meeting of Shareholders;*
- *Board of Directors/General Director;*
- *Save VT.*

GENERAL DIRECTOR

VU HOANG

**REPORT OF THE BOARD OF DIRECTORS
ON THE STATE OF TASKS IMPLEMENTATION IN 2024
AND TASKS, TARGETS AND RECOMMENDATIONS IN 2025**

On behalf of the Board of Directors of Dong Duong Construction and Trading Joint Stock Company, I would like to report to the 2025 Annual General Meeting of Shareholders on the implementation of the Board of Directors' tasks in 2024.

I. RESULTS OF PERFORMANCE OF TASKS IN WORK FIELDS

1. Evaluation of production and business performance in 2024:

Based on the 2024 production and business plan approved by the 2024 Annual General Meeting of Shareholders, the Board of Directors has assigned the plan to the Board of Directors and specialized departments, and directed the implementation, with the following results:

Unit: VND

TT	Target	Plan 2024	Implementation 2024	Implementation rate compared to Plan (%)
1	Total revenue	700,000,000,000	426,754,447,931	60.96%
2	Charter capital	180,000,000,000	120,000,000,000	66.67%
3	Profit after tax	12,000,000,000	4,353,848,409	29.03%
4	Expected Dividend	-	-	-

(Source: Audited financial report 2024)

II. ACTIVITIES OF THE BOARD OF DIRECTORS IN 2024

The Board of Directors operates in accordance with the spirit of the Charter, the Enterprise Law, the Securities Law and other relevant legal documents. The meetings of the Board of Directors are held regularly, in accordance with the Charter. The Board of Directors has closely followed the orientation of the Resolution of the General Meeting of Shareholders and the actual situation of the Company and directed, managed and supervised the Company's activities to implement the content of the Resolution agreed upon.

1. Human resources:

In 2024, the Company's Board of Directors will have no changes in personnel. The Company's Board of Directors during the year is as follows:

STT	Full name	Position
1	Nguyen Kim Truong	Chairman of the Board of Directors
2	Vu Hoang	Board Member
3	Tran Bich Nhuan	Board Member
4	Vu Hoang Tung	Independent Board Member
5	Nguyen Dang Thang	Independent Board Member

2. Management and supervision work of the Board of Directors in 2024:

In 2024, the Board of Directors managed and directed the Company in compliance with the provisions of the Enterprise Law, the Company's Charter of Organization and Operation, and organized the implementation of the Resolution of the General Meeting of Shareholders.

a. Organize regular and irregular meetings

- The Board of Directors meets monthly to evaluate the reports of the Board of Directors on the Company's management and business activities in order to have timely and appropriate directions for the Company's operations.
- In some cases, the Board of Directors holds extraordinary meetings to resolve issues, recommendations, and problems of the Board of Directors.

b. Company management and direction

- In 2024, the Board of Directors made decisions in managing and directing the Company's operations regarding:
- Continue to unify and assign tasks to each member according to specific fields and work areas to maximize the strengths of each individual and improve the organizational and management efficiency of the Board of Directors;
- Every week, the Board of Directors regularly sends representatives to attend all meetings with department heads to grasp the results of work handling of each department and management unit as well as directly give instructions and suggestions to promptly resolve any arising problems in the management and operation of the Board of Directors in order to operate the Company's daily activities in accordance with the orientation and goals set forth by the General Meeting of Shareholders;
- Quarterly, based on the assessment of the implementation results of the previous quarter's plan, identify the causes of problems to propose solutions and assign the business plan for the next quarter;
- Issue Resolutions to unify the Company's policies and guidelines in management, investment, service activities, etc. and Decisions on directing the implementation of business, management, and investment operations;
- Direct the completion of the development of the Company's Internal Regulations and issue regulations on the functions and tasks of departments. Guide and direct the supplementation and revision of the Company's Financial Operation Regulations in accordance with current laws;
- In conjunction with the Board of Supervisors, decide on the selection of an auditing company to audit the Company's financial statements;

- Together with the auditors of the auditing company, review the reasonableness, validity and other issues of the 2024 Financial Statements.
- Decide on the date, time and venue of the 2025 Annual General Meeting of Shareholders, and the contents to be submitted to the General Meeting of Shareholders for decision in accordance with the provisions of law and the Company's charter.

3. General assessment of the Board of Directors' performance:

- The Board of Directors has directed to amend and supplement the Management Regulations to comply with the provisions of law and the Company's reality.
- The Board of Directors has closely, promptly and regularly coordinated with the Board of Executive Directors and the Board of Supervisors in directing the implementation of the Resolutions of the General Meeting of Shareholders and the Board of Directors for the Company.
- All decisions of the Board of Directors are discussed and reported fully, promptly and in accordance with regulations to the Board of Supervisors and the Board of Executive Directors.
- The proposals of the Executive Board to the Board of Directors are all studied, discussed and given timely direction.
- The Company fully and promptly complies with the Resolutions of the General Meeting of Shareholders, the Board of Directors and State regulations.

4. Board of Directors' remuneration:

In 2024, due to the fact that the business results of the year did not meet the plan set by the 2024 General Meeting of Shareholders, the Board of Directors agreed not to receive Board of Directors' remuneration in 2024.

III. GOALS AND TASKS IN 2025

Inheriting and promoting the achievements, overcoming the remaining difficulties in 2024, the Board of Directors of the Company is determined to strive to build a stable and sustainable development Company, overcoming the common difficulties of the Vietnamese economy in 2025 with the following main measures:

- Regularly check and supervise the implementation of signed contracts and use capital effectively, ensuring the completion of the 2025 plan tasks.
- Maintain weekly exchange of information between the Chairman of the Board of Directors and non-executive members of the Board of Directors to create unity and promote initiatives and ideas of members for the activities of the Board of Directors and the Company.
- Maintain monthly Board of Directors meetings to propose timely and flexible policies and strategies, and resolve issues arising during the production and business operations.
- Drafting the Company's development strategy.
- The Board of Directors continues to direct and supervise the Company's Executive Board to complete and exceed the targets set for 2025 as follows:

Unit: VND

TT	Target	Implementation 2024	Plan 2025
1	Total revenue	426,754,447,931	700,000,000,000

2	Charter capital	120,000,000,000	180,000,000,000
3	Profit after tax	4,353,848,409	12,000,000,000
4	Expected Dividend	-	-

Above is the report of the Board of Directors of Dong Duong Trading and Construction Joint Stock Company summarizing the results of operations in 2024 and the direction of operations in the next term. We hope that our valued Shareholders will contribute practical ideas to help the Company's Board of Directors operate better and better and have the best strategy for the Company's stable and sustainable development.

After the Annual General Meeting of Shareholders approves the report contents, the Board of Directors will develop a specific roadmap and program in the spirit of innovation along with drastic and thorough directive measures to bring Dong Duong Construction and Trading Joint Stock Company to sustainable development.

On behalf of the Board of Directors, I would like to express my gratitude for the support and trust of all Shareholders over the past time.

Respectfully report to the General Meeting of Shareholders./.

**TM/BOARD OF
DIRECTORS CHAIRMAN**

NGUYEN KIM TRUONG

No: 03/2025/DDB/BC-DHĐCĐ

REPORT ON 2024 PERFORMANCE RESULTS AND 2025 PLAN OF THE SUPERVISORY BOARD

Dear: Annual General Meeting of Shareholders 2025
Dong Duong Trading and Construction Joint Stock Company

I. Organizational structure of the Board of Supervisors:

The Company's Board of Supervisors consists of 03 members. Of which:

- Mrs. Do Thi Hoai - Head of Control Board
- Mr. Ngo Trong Tu - Member
- Mr. Nguyen Tuan San - Member

II. Main activities of the Board of Supervisors

In 2024, the Company's Board of Supervisors carried out the following activities:

- Inspect and control the Company's operations on the basis of compliance with the Enterprise Law, Securities Law, Company Charter and the implementation of resolutions of the 2024 General Meeting of Shareholders ;
- Participate in Board of Directors meetings as a supervisor and provide feedback to the Board of Directors and the Company's Board of Management;
- Review and evaluate the implementation of production and business tasks and operations of investment projects based on reports on business activities and financial situation of the Company prepared by the Board of Directors ;
- Propose to the Board of Directors to select an auditing unit and review the report of the independent auditing organization.

III. Results of monitoring the company's operations and finances

- By the end of 2024, the Board of Supervisors has not detected any unusual problems in the operations of Dong Duong Construction and Trading Joint Stock Company;
- The operating procedures of the Company's Board of Directors have been carried out in compliance with the Enterprise Law and current regulations, and in compliance with the requirements of the governance system. The financial reports provided by the Board of Directors have honestly and reasonably reflected (in key aspects) the financial situation of the Company. The Board of Supervisors basically

agrees with the assessments of operations and finances in the reports of the Company and the Auditing Organization;

- In 2024, the Company's production and business results were quite good, the revenue target exceeded the plan, and the profit after tax target was approximately completed according to the Resolution of the 2024 Annual General Meeting of Shareholders.

IV. Report on the assessment of the coordination of activities between the Board of Supervisors, the Board of Directors, the General Director and shareholders

- In 2024, the Board of Supervisors was provided with full information on the decisions of the Board of Directors and the Board of General Directors as prescribed;
- The Board of Supervisors was invited to attend all meetings of the Board of Directors and the Board of Management and contributed many ideas to the management and operation of the Company. The provision and exchange of information between the Board of Directors and the Board of Management was continuous and any issues that arose were resolved promptly.

V. Board of Supervisors' Operation Plan for 2025:

1. Personnel structure of BKS 2025

According to the plan, the Company's Board of Supervisors' personnel structure in 2025 is expected to have changes in Board of Supervisors members compared to 2024. The change in Board of Supervisors personnel in 2025 will be submitted to the 2025 Annual General Meeting of Shareholders for approval.

2. Board of Supervisors' work plan for 2025

To complete the control task according to the Enterprise Law and the Company Charter, the Board of Supervisors submits to the Congress the 2025 work plan as follows:

- Continue the task of inspecting and supervising the operations and management activities of the Board of Directors and the Board of Management, inspecting the rationality, legality and honesty in the management and operation of production and business activities, capital, materials and assets of the Company;
- Board of Supervisors meets at least twice a year
- Review annual, semi-annual and quarterly financial reports before submitting to the Board of Directors for review and approval;

- Review the management letter of the independent auditor; Discuss any difficulties and problems discovered from the mid-term or final audit results as well as any issues that the independent auditor would like to discuss;
- Maintain close coordination in operations with the Board of Directors, the Board of Management and departments within the Company;
- Coordinate with the Company's Board of Directors and departments to successfully complete the planning targets and tasks approved by the General Meeting of Shareholders;
- Perform other tasks as required by the General Meeting of Shareholders.

VI. Recommendation of the Board of Supervisors to the General Meeting of Shareholders

- Approve the 2025 operating plan of the Board of Supervisors;
- Develop and improve internal management processes and strengthen the company's internal control;
- The Company needs to develop a specific and feasible operational plan for 2025 and the following years in accordance with the general economic situation of Vietnam and the Company's operations in particular to ensure the safe and sustainable development of the Company.
- The company needs to focus on recruiting and training personnel for positions to meet job requirements and further improve operational efficiency in the coming time;
- Continue to supplement and edit the Company's Governance Regulations to comply with current legal regulations.

Above is a summary report on the Board of Supervisors' performance in 2024 and the Board of Supervisors' main operating directions in 2025.

Respectfully submit to the General Meeting of Shareholders for consideration and approval.

Thank you very much./.

Recipient:

- As above;
- Chairman of the Board of Directors;
- Board of Directors;
- Save VT, BKS .

**TM. BOARD OF SUPERVISION
PREFECT**

DO THI HOAI

JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION

No: 04/2025/DDB/TT-ĐHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, April 18, 2025

SUBMISSION

Re: Approval of audited financial statements

Respectfully submit to : Annual General Meeting of Shareholders 2025

Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly on June 17, 2020;
- Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company;

Implement the Resolution of the Board of Directors on approving the selection of **International Auditing and Valuation Company Limited (IAV)** is the auditing company performing the audit of the 2024 financial statements . The Board of Directors of Dong Duong Trading and Construction Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval of the content of the 2024 Financial Statements audited by **International Auditing and Valuation Company Limited (IAV)**).

Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval./.

On behalf of the Board of Directors
CHAIRMAN

NGUYEN KIM TRUONG

**JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION**

No: 05/2025/DDB/TT-ĐHĐCĐ

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

Hanoi, April 18, 2025

SUBMISSION

Re: Selection of auditing unit in 2025

Dear : General Meeting of Shareholders 2025
Dong Duong Trading and Construction Joint Stock Company

- *Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly on June 17, 2020;*
- *Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company.*

The Company's Board of Supervisors proposes that the General Meeting of Shareholders select an auditing unit for the 2025 Financial Statements of Dong Duong Construction and Trading Joint Stock Company as follows:

1. Criteria for selecting an independent auditor:

The Board of Supervisors would like to propose the following criteria for selecting an independent auditor:

- Select an auditing unit operating in Vietnam and approved by the State Securities Commission to audit issuing and listed organizations.
- One of the leading auditing companies with reputation for audit quality, many years of experience auditing financial statements according to the regulations of accounting standards, Vietnamese accounting system (VAS) in general and for the Company in particular.
- A team of highly qualified and experienced auditors meets the Company's requirements on audit scope, progress and has reasonable audit fees.

2. List of proposed Auditing Units:

- + Deloitte Vietnam Company Limited (Deloitte)
- + Ernst & Young Vietnam Co., Ltd.
- + KPMG LLC (KPMG)
- + PWC Company Limited
- + Nam Viet Accounting and Auditing Financial Consulting Services Company Limited (AASCN)
- + PKF Vietnam Company Limited (PKF)
- + ASCO Auditing and Valuation Company Limited (AASCS)
- + ECOVIS AFA VIETNAM Auditing - Valuation and Consulting Company Limited
- + Nhan Tam Viet Auditing Company Limited (NVT)
- + International Auditing and Valuation Company Limited (IAV)

3. Board of Directors Authorization

The Board of Supervisors respectfully proposes to the General Meeting of Shareholders to authorize the Board of Directors to decide on the selection of one of the auditing companies as proposed by the Board of Supervisors or to select another suitable auditing unit that satisfies the above criteria and assigns the Company Director to sign an auditing service contract with the selected auditing company to review and audit the Company's 2025 Financial Statements.

Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval./.

**TM. BOARD OF SUPERVISION
PREFECT**

DO THI HOAI

**JOINT STOCK COMPANY
INDOCHINA TRADE AND
CONSTRUCTION**

No: 06/2025/DDB/TT-ĐHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Hanoi, April 18, 2025

SUBMISSION

Re: Profit distribution plan for 2024

Dear : General Meeting of Shareholders 2025

Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly on June 17, 2020 ;

- Pursuant to the Charter of organization and operation of Dong Duong Construction and Trading Joint Stock Company;

- Based on 2024 business results on audited financial statements.

To ensure long-term benefits for shareholders and facilitate the Company's operations in the following years, the Board of Directors respectfully submits to the General Meeting of Shareholders the 2024 profit distribution plan:

STT	Content	Amount
1	Profit after tax in 2024	4,353,848,409
2	Fund provision	-
3	Undistributed profits from previous years	24,924,425,013
4	Total undistributed earnings as of December 31, 2024	29,278,273,422
5	Board of Directors & Supervisory Board Remuneration in 2024	288,000,000
6	Retained earnings 2024	28,990,273,422

Profit distribution in 2024 : Authorize the Board of Directors to implement based on the profit distribution plan in 2024.

Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval./.

**TM. BOARD OF DIRECTORS
CHAIRMAN**

NGUYEN KIM TRUONG

Hanoi, April 18, 2025

No: 07/2025/DDB/TT-ĐHĐCĐ

SUBMISSION

Re: remuneration plan for the Board of Directors and Board of Supervisors in 2025

Dear :

General Meeting of Shareholders 2025

Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly on June 17, 2020;

- Pursuant to the Charter of organization and operation of Dong Duong Construction and Trading Joint Stock Company ;

The Board of Directors of Dong Duong Trading and Construction Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval of the remuneration payment plan for the Board of Directors and Board of Supervisors in 2025 as follows:

1. Report on salary and remuneration of the Board of Directors and Board of Supervisors in 2024:

Pursuant to Resolution No. 01/2024/DDC/NQ-ĐHĐCĐ dated April 20, 2024 of the 2024 Annual General Meeting of Shareholders, approving the remuneration level of the Board of Directors and the Board of Supervisors. The Company reports the remuneration payment situation of the Board of Directors and the Board of Supervisors in 2024 as follows:

- Total remuneration paid to the Board of Directors approved : **204,000,000 VND**

+ Chairman of the Board of Directors: 5,000,000 VND / month

+ Board of Directors (4 people): 3,000,000 VND / month

- Total remuneration paid to the Board of Directors approved : **84,000,000 VND**

+ Head of Supervisory Board: 3,000,000 VND / month

+ Board of Supervisors members (02 people): 2,000,000 VND / month

- Total actual salary paid to the Board of Directors: **0 VND**

- Total actual salary paid to the Board of Supervisors: **0 VND**

- Reason: In 2024, due to the fact that the business results of the year did not meet the plan set by the 2024 General Meeting of Shareholders, the Board of Directors agreed not to receive Board of Directors' remuneration in 2024.

2. Remuneration plan for the Board of Directors in 2025 :

- Total remuneration paid to the Board of Directors: **204,000,000 VND**
 - + Chairman of the Board of Directors: 5,000,000 VND / month
 - + Board of Directors (4 people): 3,000,000 VND / month
- Total remuneration paid to the Board of Supervisors: **84,000,000 VND**
 - + Head of BKS: 3,000,000 VND / month
 - + Board of Supervisors members (02 people): 2,000,000 VND/month
- Total remuneration of the Board of Directors and Board of Supervisors expected in 2025 is **288,000,000 VND**

Respectfully submit to the 2025 Annual General Meeting of Shareholders for approval./.

**TM. BOARD OF DIRECTORS
CHAIRMAN**

NGUYEN KIM TRUONG

Hanoi, April 20, 2025

No: 09/2025/DDB/TT-ĐHĐCĐ

SUBMISSION

(Regarding the Company's capital increase in 2024)

Respectfully submit to : Annual General Meeting of Shareholders 2024
Dong Duong Trading and Construction Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Pursuant to the Securities Law No. 54/2019/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on November 26, 2019;
- Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company .
- Pursuant to Resolution of the Annual General Meeting of Shareholders No. 01 / 2024/NQ-ĐHĐCĐ dated April 20, 2024

The Board of Directors respectfully reports to the General Meeting of Shareholders on the situation of increasing charter capital and using capital of the Company in 2024, specifically as follows:

1. Issuing shares to pay stock dividends

The Board of Directors reports to the General Meeting of Shareholders on the failure to implement the share issuance to pay dividends approved at the 2024 Annual General Meeting of Shareholders No. 01/2024/DDB/NQ-DHĐCĐ dated April 20, 2024 as follows:

Reason: The year 2024 was a difficult period for the Company's production and business activities. In order to ensure the Company's financial stability, the Board of Directors of the Company reports to the General Meeting of Shareholders to postpone the issuance of shares according to the plan set forth by the 2024 Annual General Meeting of Shareholders.

2. Issuing 6,000,000 private shares to strategic investors in 2024

The Board of Directors reports to the General Meeting of Shareholders on the failure to implement the private share issuance approved at the 2024 Annual General Meeting of Shareholders No. 01/2024/DDB/NQ-DHĐCĐ dated April 20, 2024 as follows:

Reason: Based on the business situation, capital needs and actual investment, the Board of Directors of the Company finds that the issuance of individual shares at the end of 2024 is not necessary and may cause waste of the Company's resources. Therefore, the Board of Directors of the Company reports to the General Meeting of Shareholders to postpone the planned issuance of shares, and will continue to implement the plan in 2025. Respectfully submit to the General Meeting of Shareholders for consideration and approval./

Recipient:

- *As above;*
- *Board of Directors;*
- *Archived.*

**TM. BOARD OF DIRECTORS
CHAIRMAN**

NGUYEN KIM TRUONG

Hanoi, date 18 months 04 2024

No: 9 /2024/DDB/TT-ĐHĐCĐBT

**SUBMISSION
ON THE PRIVATE SHARE ISSUANCE PLAN**

Dear : *General Meeting of Shareholders of Dong Duong Construction and Trading Joint Stock Company*

- Pursuant to Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to Securities Law No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government promulgating the Decree detailing the implementation of a number of articles of the Securities Law;
- Pursuant to Circular No. 118/2020/TT-BTC dated December 31, 2020 of the Ministry of Finance guiding a number of contents on offering, issuing securities, public offering, repurchasing shares, registering public companies and canceling public company status
- Pursuant to the Charter of Organization and Operation of Dong Duong Construction and Trading Joint Stock Company
- Pursuant to Resolution of the Extraordinary General Meeting of Shareholders No. 03.12/2023/DDB/NQ-ĐHĐCĐ dated December 3, 2023

The Board of Directors of Dong Duong Construction and Trading Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval to continue implementing the plan to issue individual shares to strategic investors as follows:

Private issuance to strategic investors :

- Stock name : Shares of Dong Duong Construction and Trading Joint Stock Company
- Number of shares offered : 6,000,000 shares (expected)
- Total offering value at par : 6 0,000,000,000 VND value (expected)
- Type of shares offered : Common stock
- Share price : 10,000 VND/share
- Issue price : 10,000 VND/share
- Release form : Private issuance to strategic investors
- Offered Object : Selection criteria:
 - ✓ As partners and investors with sufficient financial capacity;
 - ✓ Are investors who wish to contribute capital to the Company;
 - ✓ Priority is given to investors who commit to

accompany the Company long-term, and are capable of supporting the Company in management, technology, improving the Company's competitiveness and brand in the market.

Offering object: The General Meeting of Shareholders authorizes the Board of Directors to decide on the selection of investors to offer shares, the number of shares offered to each investor in this private issuance on the basis of ensuring maximum benefits for the Company's shareholders.

- Number of investors offering : Less than 50 investors excluding professional securities investors;
- Transfer of stock purchase rights : The strategic investor allocated the purchase right in this case is not allowed to transfer the purchase right to another entity.
- Transfer restrictions : Shares offered privately to investors will be restricted from transferring 100% of the number of shares purchased within 03 years for strategic investors and 01 year for professional securities investors from the date of completion of the offering.
- Plan for handling undistributed shares : In case the issued shares are not fully purchased by investors, the General Meeting of Shareholders authorizes the Board of Directors to distribute to other entities. The offering price to these entities shall not be lower than the offering price to investors.
- Register to buy shares : Investors who satisfy the Investor criteria approved by the General Meeting of Shareholders or the Board of Directors (if the General Meeting of Shareholders authorizes the Board of Directors to select) shall register to buy shares and pay money at the Company according to the notice.
- Distribution period : The private offering of shares will be conducted within 90 days from the date the competent authority approves the private offering.
- Time of execution : Expected late 2024 to early 2025
- Solution in case the offering does not collect the minimum amount as expected : The Company does not set a minimum successful offering rate. In case the Company fails to sell all registered shares at the end of the prescribed offering period, and the proceeds from the issuance are not sufficient as expected, depending on the actual situation, the General Meeting of Shareholders authorizes the Board of Directors to implement the following solutions:
 - Request to extend the offering period to continue offering the remaining shares;
 - Adjust capital usage plan to suit actual business situation
 - Supplement the missing capital through bank loans under credit contracts and/or issuing corporate bonds.
- Capital usage plan :

STT	Purpose	Amount (VND)
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1	Invest in Xuan Truong Construction - Trading Joint Stock Company (Business registration certificate No. 0500573626 first issued on December 6, 2007)	40,000,000,000
2	Supplement working capital , expand business lines : Pay for goods, raw materials and services for the company's production and business activities; pay debts to banks and suppliers.	20,000,000,000
Total		60,000,000,000

❖ **Approving the amendment of the Charter for the additional capital after the issuance:** The General Meeting of Shareholders approved the amendment of the provisions related to the charter capital, the number of shares in the Charter of the Company's organization and operation, in accordance with the actual changes after the issuance, and the provisions of the law. The Board of Directors respectfully proposes that the General Meeting of Shareholders authorize the Board of Directors to amend the provisions related to the charter capital, the number of shares in the Charter of the Company's organization and operation after completing the share issuance according to the actual results of the issuance. Authorizing the Board of Directors and the Legal Representative to decide on matters related to the amendment of the Charter in accordance with the provisions of the Law.

❖ **Carry out procedures for changing business registration contents:** The General Meeting of Shareholders approves the change of the Company's business registration contents, related to the actual changes caused by the issuances. The Board of Directors respectfully proposes that the General Meeting of Shareholders approve the authorization for the Board of Directors and the Legal Representative to carry out the work related to changing the charter capital contents in the business registration, according to the actual results of the issuances, with the competent state agency.

❖ **Through authorization to the Board of Directors:** The Board of Directors respectfully proposes that the General Meeting of Shareholders approve the authorization to the Board of Directors to implement the Issuance Plan, including but not limited to the following tasks:

- Choose the appropriate time to finalize the exercise date and the time to implement the issuance;
- Complete and specify the stock issuance plan in detail and amend and supplement the issuance plan when necessary or at the request of the competent authority or stock market conditions to ensure the successful issuance;
- Decide on the criteria for selecting new investors, decide on the list and number of other investors to offer shares, the volume of shares offered to each investor in this private issuance on the basis of ensuring maximum benefits for the Company's shareholders in case the above-mentioned strategic investor changes its decision and refuses to participate in purchasing shares during the implementation of the issuance;
- Supplement, edit or change the capital use plan and decide on the detailed capital use plan so that the proceeds from the issuance are used most effectively;
- Carry out the signing of relevant contracts;
- Carry out tasks and procedures related to stock issuance in accordance with the provisions of the Company Charter and the provisions of the Law.
- Carry out additional stock transactions and deposit all successfully issued additional shares.

Board of Directors respectfully submits to the General Meeting of Shareholders for approval.

**BOARD OF DIRECTORS
CHAIRMAN**

NGUYEN KIM TRUONG