



**COKYVINA**  
JOINT STOCK COMPANY

COKYVINA JOINT STOCK COMPANY

Số: 01/NQ-ĐHĐCĐ-CKV

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM  
Độc lập - Tự do - Hạnh phúc

Hanoi, 29 April, 2025

## RESOLUTION

### ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

#### COKYVINA JOINT STOCK COMPANY

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to the Company's Charter approved by the General Meeting of Shareholders;
- Pursuant to the Operational Regulations of the Board of Directors of Cokyvina Joint Stock Company;
- Pursuant to the minutes of the annual General Meeting of Shareholders held on April 29, 2025, of Cokyvina Joint Stock Company.

Attending the General Meeting are: 10 representatives who are shareholders or authorized representatives of shareholders. The attendees represent: 3,536,120 common shares with voting rights (including both shareholders who own shares and shareholders who are authorized to attend), accounting for: 88,14% of the total number of shares with voting rights.

The annual general meeting of shareholders of Cokyvina Joint Stock Company on April 29, 2025, discussed and voted on the following decisions:

## RESOLUTION

**Article 1.** Approval of the Board of Directors' report on the operational situation in 2024 and the direction and tasks for 2025.

**Article 2.** Approval of the report on the business performance results for 2024 and the production and business plan for 2025 with the following key indicators:

- Revenue for 2025: 178,153 million VND;
- Profit after tax for 2025: 3,000 million VND;
- Return on equity ratio: 6.1%;
- Dividend payout ratio for 2025: 6,27%.

**Article 3.** Approve the 2024 Supervisory Board's Report and the directions and tasks for 2025.

**Article 4.** Approval of the audited financial statements for the year 2024 of the Company.

**Article 5.** Approving the profit distribution plan and the establishment of the fund for the year 2024 of Cokyvina Joint Stock Company as approved at the General Meeting, in which the dividend payout ratio for the year 2024 is 5,8%, and authorizing the Board of Directors to decide on the appropriate time to pay the dividend for the year 2024, but no later than June 30, 2025.



**Article 6.** Approving the remuneration payment plan for the Board of Directors and the Supervisory Board for the year 2024 as follows:

Remuneration for the Board of Directors and the Supervisory Board in 2023:

- Board of Directors and Supervisory Board remuneration for 2023: 154,000,000 VND. Of which:

Remuneration for full-time members of the Board of Directors and Supervisory Board: 107,130,435 VND.

Remuneration for part-time members of the Board of Directors and Supervisory Board: 46,869,565 VND.

- The Board of Directors proposes the remuneration level for the Board of Directors and Supervisory Board for 2024 for both full-time and part-time members to be: 169,400,000 VND.

**Article 7.** Approval of the remuneration payment plan for the Board of Directors and the Supervisory Board for the fiscal year 2025:

In the case of achieving the after-tax profit target for 2025 (according to the delivery plan), the remuneration for the Board of Directors and the Supervisory Board is 183,201,362 VND.

- The remuneration for the Board of Directors and the Supervisory Board, in the case that the after-tax profit exceeds the planned target, will increase by a maximum of 2% for every 1% of after-tax profit that exceeds the plan. The total remuneration fund for the Board of Directors and the Supervisory Board shall not exceed 20% of the actual salary of the dedicated managers in 2025 (including dedicated members of the Board of Directors, the General Director, Deputy General Directors, Chief Accountant, and dedicated members of the Supervisory Board).

- The remuneration for the Board of Directors and Supervisory Board will be reduced by 1% for every 1% decrease in after-tax profit compared to the planned target if the actual after-tax profit is less than the target.

-In the case of the company making a loss: no compensation will be paid.

**Article 8.** Through the authorization of the Board of Directors of the Company to select a qualified auditing firm to audit the Company's financial statements for the year 2025.

**Article 9.** Approving the delegation to the Board of Directors of the Company to select the internal audit firm for the year 2025.

**Article 10.** Approving the election results of the members of the Board of Directors and the Supervisory Board of the Company for the term 2025 – 2029 as announced in the ballot counting minutes, specifically as follows:



**I. Election results for the Board of Directors members:**

ON	Full name	Number of votes	Voting rate (%) based on the total number of voting shares at the General Meeting
1	Mr Pham Viet Huy	4.622.740	130,73%
2	Mr Ly Chi Duc	5.315.140	150,31%
3	Mr Nong Van Hieu	2.884.050	81,56%
4	Mrs Nguyen Thi Mui	1.641.300	46,42%

**II. Election results for the Supervisory Board members:**

ON	Full name	Number of votes	Voting rate (%) based on the total number of voting shares at the General Meeting
1	Mr Ta Quang Hiep	3.443.750	97,39%
2	Mr Pham Le Chau	3.634.460	97,36%
3	Mrs Nguyen Thi Chien	3.442.650	102,78%

**Article 12.** This resolution was approved by the Annual General Meeting of Shareholders in 2025 and takes effect from the date of signing.

This resolution will be kept at the Company as required.

**ON BEHALF OF GENERAL  
MEETING OF SHAREHOLDERS  
CHAIRMAN  
(Signed and stamped)**

**Pham Viet Huy**









**COKYVINA**

JOINT STOCK COMPANY

COKYVINA JOINT STOCK COMPANY

Số: 01/BBH-ĐHĐCĐ-CKV

SOCIALIST REPUBLIC OF VIETNAM

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Hanoi, 29 April, 2025

## MINUTES OF THE MEETING ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025 COKYVINA JOINT STOCK COMPANY

The annual general meeting of shareholders in 2025 of COKYVINA Joint Stock Company has been opened with the participation of:

- The Board of Directors, the Supervisory Board, the Management Board of the Company, and all esteemed shareholders.
- Attending the General Meeting are: 10 shareholders representing: 3.536.120 voting common shares (including shareholders who own shares and shareholders who are authorized to attend), accounting for: 88,14 % of the total voting common shares of the Company.

At the Congress, it was unanimously decided to elect the Executive Presidium of the Congress; the Congress Secretariat, the Shareholder Eligibility Verification Committee, and the Ballot Counting Committee as follows: (100% of shareholders voted in favor):

- **The Presidium consists of:**

- Mr. Pham Viet Huy: Chairman of the Board of Directors – Chairperson.
- Mr. Ly Chi Duc: Board Member – General Director of COKYVINA Joint Stock Company;
- Mr. Nong Van Hieu: Board Member.

- **Congress Secretary:**

- Ms. Nguyen Thi Phuong Thao: Deputy Head of the General Legal Department – Company Secretary – Head of the Committee;
- Ms. Nguyen Thi Yen Ly: Specialist at the Import-Export Services Business Center - Member.

**Shareholder eligibility verification:**

- Mr Ta Quang Hiep – Deputy Director of the Value-Added Services Business Center- Head of the Committee.
- Ms. Vu Thi Kim Thoa – Deputy Head of the Financial Accounting Department - Member.
- Ms. Hoang Thi Lan Huong – Staff of the Business Transaction Department - Member.

**Ballot Box:**

- Mr. Phan Nhat Tan – Deputy Director of the Transportation Service Business Center - Head.
- Ms. Nguyen Thi Can Tho – Staff of the Financial Planning Department - Member.
- Mr. Do Xuan Hieu – Staff of the Value Added Tax Service Center - Member.



- **Vote to approve the working regulations of the Annual General Meeting of Shareholders for 2025.:**

The congress heard Mr. Nguyen Huu Phu from the Organizing Committee read the draft Working Regulations of the 2025 Annual General Meeting of Shareholders of Cokyvina Joint Stock Company.

- **Voting to approve the content at the Congress:**

- *Method of approval: Direct voting.*

- *Result:*

- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.

- Total number of dissenting votes:0 vote.

- Total number of ballots without opinion: 0 vote.

**MEETING CONTENT:**

The congress has heard reports with the following contents:

**I.REPORT OF THE BOARD OF DIRECTORS FOR 2024 AND THE DIRECTIONS AND TASKS FOR 2025**

The congress heard Mr. Pham Viet Huy – Chairman of the Board of Directors report on the activities of the Board of Directors in 2024 and the plan and direction for implementation in 2025. The specific content is as presented in the report submitted at the congress and is attached to the minutes of this General Meeting of Shareholders.

- **Voting to approve the content at the Congress:**

- *Method of approval: Direct voting.*

- *Result:*

- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.

- Total number of dissenting votes:0 vote.

- Total number of ballots without opinion: 0 vote.

**II. REPORT ON THE RESULTS OF BUSINESS OPERATIONS IN 2024 AND THE BUSINESS PLAN FOR 2025.**

The congress heard Mr. Ly Chi Duc – Member of the Board of Directors, General Director of the Company, report on the operational situation of the Company in 2024 and the plan and direction for implementation in 2025. The specific content is as presented in the report submitted to the congress and is attached to the minutes of this General Shareholders' Meeting.

- **Voting to approve the content at the Congress:**

- *Method of approval: Direct voting.*

- *Result:*

- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.

- Total number of dissenting votes:0 vote.

- Total number of ballots without opinion: 0 vote.



### III. REPORT OF THE SUPERVISORY BOARD

The congress heard Mr. Ta Quang Hiep – Head of the Supervisory Board report on the activities of the Company's Supervisory Board for 2024. The specific content is as presented in the report submitted to the congress and is attached to the minutes of this General Meeting of Shareholders.

- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*
- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

### IV. FINANCIAL REPORT FOR 2024 (audited)

The congress heard Mr. Ly Chi Duc – a member of the Board of Directors – report on the proposal to approve the audited financial statements of the company for the year 2024.

- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*
- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

### V.SUBMISSION OF THE PROPOSAL FOR THE SELECTION OF THE AUDIT UNIT FOR 2025

The congress heard Mr. Ly Chi Duc – a member of the Board of Directors, report on the proposal to authorize the Board of Directors of the company to select the auditing unit for the year 2025.

- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*
- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

### VI. PRESENTATION OF THE PROPOSAL FOR THE SELECTION OF THE INTERNAL AUDIT UNIT FOR 2024

The congress heard Mr. Nong Van Hieu – a member of the Board of Directors, report on the proposal to authorize the Board of Directors of the company to select the internal audit unit for 2025.

- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*





- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

**VII.PRESENT THE PROFIT DISTRIBUTION PLAN, FUND ALLOCATION, AND REMUNERATION FOR THE BOARD OF DIRECTORS AND THE SUPERVISORY BOARD OF THE COMPANY FOR 2024.**

The congress heard Mr. Nong Van Hieu – a member of the Board of Directors, report on the proposal for the profit distribution plan, fund allocation, and remuneration for the Board of Directors and Supervisory Board of the company for 2024.

- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*
- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

**VIII.VOTING TO ELECT MEMBERS OF THE BOARD OF DIRECTORS AND THE SUPERVISORY BOARD FOR THE TERM 2025 - 2029.**

The congress heard Mr. Nguyễn Hữu Phú from the Organizing Committee propose a vote to approve the Election Committee consisting of the following members:

- Mr. Phan Nhật Tân – Deputy Director of the Transportation Service Business Center - Head.
- Ms. Nguyễn Thị Cần Thơ – Staff of the Financial and Accounting Department - Member.
- Mr. Đỗ Xuân Hiếu – Staff of the Value Added Tax Service Center - Member.
- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*
- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

## **IX. VOTING THROUGH THE REGULATIONS ON NOMINATION, APPOINTMENT, AND ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS AND THE SUPERVISORY BOARD FOR THE TERM 2025-2029:**

The congress heard Mr. Phan Nhat Tan – Head of the Election Committee read the draft regulations on the nomination and election of members of the Board of Directors and the Supervisory Board for the term 2025-2029 of Cokyvina Joint Stock Company.

- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*
- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

## **X. THE CONFERENCE PROCEEDS TO ELECT MEMBERS OF THE BOARD OF DIRECTORS, MEMBERS OF THE SUPERVISORY BOARD FOR THE TERM 2025-2029, AND VOTE ON THE ELECTION RESULTS.**

1. The congress has approved the election results for the Board of Directors for the term 2025-2029, with details as stated in the published Voting Minutes.
2. The congress has approved the election results for the Supervisory Board for the term 2025-2029, with details as stated in the published Voting Minutes.

## **XI. VOTING THROUGH THE MINUTES OF THE MEETING AND RESOLUTIONS OF THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025.**

The conference heard Ms. Nguyen Thi Phuong Thao – Head of the Secretariat read the draft minutes and resolutions of the 2025 Annual General Meeting of Shareholders of Cokyvina Joint Stock Company.

- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*
- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

## **XII. SUMMARY OF DISCUSSIONS AT THE MEETING REGARDING THE CONTENT OF REPORTS AND PRESENTATIONS AT THE CONFERENCE:**

At the annual general meeting of shareholders in 2025, the Company heard several contributions and suggestions from shareholders regarding the proposal to develop





cloud computing IT services, which is currently a promising service area with room for growth; and about the need for the Company to consider implementing a fair and adequate salary policy for the employees of the Hanoi branch, to avoid disadvantages for the workers. (The Hanoi branch is currently facing difficulties in production and business and is reporting losses in its business results).

At the annual general meeting of shareholders in 2025, the Company heard several contributions and suggestions from shareholders regarding the proposal to develop cloud computing IT services, which is currently a promising service area with room for growth; and about the need for the Company to consider implementing a fair and adequate salary policy for the employees of the Hanoi branch, to avoid disadvantages for the workers. (The Hanoi branch is currently facing difficulties in production and business and is reporting losses in its business results).

### **XIII. VOTING THROUGH THE MINUTES OF THE MEETING AND RESOLUTIONS OF THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025.**

The congress heard Ms. Nguyen Thi Phuong Thao – Head of the Congress Secretariat read the minutes and resolutions of the annual general meeting of shareholders in 2025 of Cokyvina Joint Stock Company.

- **Voting to approve the content at the Congress:**
- *Method of approval: Direct voting.*
- *Result:*
- Total number of votes in favor: 3.536.120 votes. The total number of votes in favor represents a ratio of: 100% of the total number of votes cast by shareholders present at the.
- Total number of dissenting votes:0 vote.
- Total number of ballots without opinion: 0 vote.

Above is the entire content of the 2025 Annual General Meeting of Shareholders of Cokyvina Joint Stock Company.

Respectfully thank the Assembly./.

**On behalf of the Secretariat  
Head of the Committee**

**(Signed)**

**On behalf of the General  
Meeting of Shareholders  
Chairman  
(Signed and stamped)**

**Nguyen Thi Phuong Thao**

**Pham Viet Huy**





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**MINUTE OF SHAREHOLDER QUALITY EXAMINATION**  
**TO ATTEND THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**COKYVINA JOINT STOCK COMPANY**

Today, April 29, 2025, at the 2nd floor of Cokyvina Joint Stock Company's Head Office, No. 178 Trieu Viet Vuong, Nguyen Du Ward, Hai Ba Trung District, Hanoi City, the Shareholders' Qualification Inspection Committee includes:

- 1- Mr. Ta Quang Hiep - Head of the Committee
- 2- Ms. Vu Thi Kim Thoa - Member
- 3- Ms. Hoang Thi Lan Huong - Member

Together, conduct the shareholder qualification examination to attend the 2025 Annual General Meeting of Shareholders of Cokyvina Joint Stock Company Cokyvina (Stock code CKV), as follows:

- The total number of shareholders of the Company is 237 shareholders, representing 4.012.000 shares (*excluding treasury shares of 38.000 shares without voting rights*), accounting for 100% of the total number of shares with voting rights.
- The total number of shareholders and authorized representatives attending the General Meeting is 10 people, representing 3.536.120 shares with voting rights, accounting for 88,14% of the total number of shares with voting rights.

Based on the Law on Enterprises 2020 and the Company's Charter, the 2025 Annual General Meeting of Shareholders of Cokyvina Joint Stock Company is valid.

Therefore, the the Shareholders' Qualification Inspection Committee would like to report to the General Meeting.

Sincerely thank you!

**On behalf of the Committee**  
**Head of the Committee**  
**(Signed)**

**Ta Quang Hiep**



COKYVINA JOINT STOCK COMPANY

No. 178 Trieu Viet Vuong Street, Nguyen Du Ward, Hai Ba Trung District, Hanoi City

**LIST OF SHAREHOLDERS ATTENDING**

**THE MEETING ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025 (April 29, 2025)**

No.	Full name of shareholder		Number of shares owned	Number of authorized shares	Total number of voting shares	Note
	Shareholders register to attend	Authorized shareholders to attend				
<b>CAPITAL REPRESENTATIVE, BOD MEMBER</b>			<b>34.500</b>	<b>2.055.250</b>	<b>2.089.750</b>	
1	Pham Viet Huy		-	793.800	793.800	Chairman of the Board of Directors
2	Ly Chi Duc		34.500	666.100	700.600	Board Member, CEO
3	Nong Van Hieu		-	595.350	595.350	Board Member
<b>MAJOR SHAREHOLDER</b>			<b>-</b>	<b>1.266.600</b>	<b>1.266.600</b>	
4	Hoang Thi Thu Hien		-	472.200	472.200	
5	Nguyen Thi Mui		-	794.400	794.400	
<b>OTHER SHAREHOLDERS</b>			<b>169.670</b>	<b>10.100</b>	<b>179.770</b>	
6	Pham Ngoc Ninh		82.020	-	82.020	
7	Phan Thi Thanh Sam		29.000	10.100	39.100	
8	Do Van Huy		52.500		52.500	
9	Tran Thi Minh		4.650		4.650	
10	Nguyen Thi Chien		1.500		1.500	
						voting ratio
<b>Total</b>			<b>204.170</b>	<b>3.331.950</b>	<b>3.536.120</b>	<b>88,14%</b>

Hanoi, April 29, 2025

SHAREHOLDER QUALITY INSPECTION COMMITTEE

HEAD OF THE COMMITTEE

(Signed)

TA QUAN HIEP





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**MINUTE OF VOTE COUNTING**

**ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS AND  
SUPERVISORY BOARD**

**AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
COKYVINA JOINT STOCK COMPANY**



Today, at 10:15 a.m., April 29, 2025, at the Meeting Room on the 2nd Floor - COKYVINA Building, 178 Trieu Viet Vuong, Hanoi, we include:

a. Mr. Phan Nhat Tan - Deputy Director of Telecommunication Service Business Center - Head of the Board.

b. Ms. Nguyen Thi Can Tho - Financial Accounting Specialist - Member.

c. Mr. Do Xuan Hieu - Value Added Business Center Specialist - Member.

Elected by the 2025 Annual General Meeting of Shareholders to the Ballot Counting Committee to conduct the vote counting for the election of members of the Board of Directors (BOD) and the Board of Supervisors (BOS) for the 5-year term (2025 - 2029).

- Pursuant to the Law on Enterprises of Vietnam

- Pursuant to the Charter on Organization and Operation of COKYVINA Joint Stock Company

- Pursuant to the functions and tasks of the Ballot Counting Committee

The 2025 Annual General Meeting of Shareholders elected members of the Board of Directors and the Board of Supervisors of COKYVINA Company for the 2025 - 2029 term according to the principle of cumulative voting with the number of shares attending as follows:

- Total number of shares with voting rights: 4.012.000 shares.

- Total number of voting shares attending the meeting: 3.536.120 shares, accounting for 88,14% of voting shares.

**A/ LIST OF CANDIDATES UNUNACCURACY APPROVED BY THE GENERAL MEETING OF SHAREHOLDERS, INCLUDING:**

**I. List of candidates for the Board of Directors for the 2025-2029 term, including:**

1. Mr. Pham Viet Huy
2. Mr. Ly Chi Duc
3. Mr. Nong Van Hieu
4. Ms. Nguyen Thi Mui

**II. List of candidates for the Board of Supervisors for the 2025-2029 term, including:**

1. Mr. Ta Quang Hiep
2. Mr. Pham Le Chau
3. Ms. Nguyen Thi Chien



### III. Vote counting results:

No.	CONTENT	Board of Directors	Board of Supervisors
1	Number of ballots issued	10	10
2	Number of ballots collected	10	10
3	Number of valid ballots	10	10
4	Number of invalid ballots	0	0

## B/ ELECTION RESULTS

### I. Election results for members of the Board of Directors

No.	Full name	Number of votes cast	Voting rate (%) of total number of shares present at the meeting
1	Mr. Pham Viet Huy	4.622.740	130,73%
2	Mr. Ly Chi Duc	5.315.140	150,31%
3	Mr. Nong Van Hieu	2.884.050	81,56%
4	Ms. Nguyen Thi Mui	1.641.300	46,42%

### II. Results of the election of members of the Board of Supervisors

No.	Full name	Number of votes cast	Voting rate (%) of total number of shares present at the meeting
1	Mr. Ta Quang Hiep	3.443.750	97,39%
2	Ms. Nguyen Thi Chien	3.634.460	102,78%
3	Mr. Pham Le Chau	3.442.650	97,36%

## III. Results

Based on the provisions of current law, the election rules have been announced and the vote counting results. The vote counting committee would like to announce the election results and determine the members of the Board of Directors and the Board of Supervisors of COKYVINA Joint Stock Company for the term 2025 - 2029, as follows:

### 1. Members of the Board of Directors

No.	Full name	Number of votes cast	Voting rate (%) of total number of shares present at the meeting
1	Mr. Pham Viet Huy	4.622.740	130,73%
2	Mr. Ly Chi Duc	5.315.140	150,31%



3	Mr. Nong Van Hieu	2.884.050	81,56%
4	Ms. Nguyen Thi Mui	1.641.300	46,42%

## 2. Members of the Board of Supervisors

No.	Full name	Number of votes cast	Voting rate (%) of total number of shares present at the meeting
1	Mr. Ta Quang Hiep	3.443.750	97,39%
2	Ms. Nguyen Thi Chien	3.634.460	102,78%
3	Mr. Pham Le Chau	3.442.650	97,36%

The vote counting was completed at 10:45 am. on the same day. This record was prepared on-site and signed by all members of the Ballot Counting Committee.

This record was approved by the 2025 Annual General Meeting of Shareholders on the same day.

The Ballot Counting Committee would like to return the Ballot Counting Record to the Presidium.

SIGNATURES OF THE MEMBERS OF THE BOLOT COUNTING COMMITTEE	
<b>Nguyen Thi Can Tho (Signed)</b>	<b>Do Xuan Hieu (Signed)</b>

<b>HEAD OF CHAIRMAN OF THE BOLOT COUNTING COMMITTEE</b>	On behalf of the 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS <b>THE PRESIDENTIAL COMMITTEE</b>
<b>(Signed)</b>	<b>(Signed and stamped)</b>
<b>Phan Nhat Tan</b>	<b>Pham Viet Huy</b>







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Hanoi, date.....month.....year 2025

## WORKING REGULATIONS

### 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

#### COKYVINA JOINT STOCK COMPANY

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020, effective from January 1, 2021;
- Pursuant to the Securities Law No. 54/2019/QH14 dated November 26, 2019, effective from January 1, 2021;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government detailing the implementation of certain provisions of the Securities Law;
- Pursuant to the Charter of Cokyvina Joint Stock Company approved by the Annual General Meeting of Shareholders in 2021.

In order to facilitate the preparation and organization of a successful Annual General Meeting of Shareholders, Cokyvina Joint Stock Company respectfully submits for approval the Working Regulations for the Annual General Meeting of Shareholders 2025, as follows:

#### ARTICLE I. Objectives:

- Ensure compliance with the provisions of the Law and the Company's Charter;
- Ensure the principles of transparency, democracy, and the legitimate rights of all shareholders;
- Ensure the concentration and stability of the organization of the Annual General Meeting of Shareholders.

#### **ARTICLE II. Rights and Obligations of Shareholders Attending the General Meeting:**

##### **1. Conditions for Attending the Meeting:**

- Shareholders who are legal entities, individuals, or authorized representatives, as well as groups of shareholders holding voting shares of the Company on the final registration date of March 31, 2025, are entitled to attend the annual general meeting of shareholders in 2025.

##### **2. Rights of Shareholders Attending the Meeting:**

- Each shareholder or authorized representative attending the meeting must bring their identification card or passport and the invitation letter to present to the representative verification committee.





- Shareholders and authorized representatives attending the general meeting must strictly comply with the working regulations of the General Shareholders' Meeting. If shareholders or authorized representatives violate these regulations, the Chairman will consider the specific level of the violation and take appropriate action as stipulated by the provisions of the Enterprise Law, or may ask them to leave the hall if they engage in behavior that disrupts the security and order of the meeting;
  - Shareholders and authorized representatives attending the meeting late (no more than 15 minutes) have the right to register immediately, and then have the right to participate and vote at the meeting; however, the Presidium is not responsible for pausing the meeting to allow them to register, and the validity of the votes already conducted will not be affected.
  - Shareholders and authorized representatives attending the general meeting will discuss and vote on each item after hearing the reports on the matters to be approved.
  - Shareholders may only exercise their rights in accordance with the law and the Company's Charter.

**3.Obligations of shareholders and authorized representatives when attending the meeting:**

- Participate or authorize participation in the General Shareholders' Meeting according to the Company's Charter.
- Comply with the regulations in this Working Regulation.
- Complete the registration procedures to attend the Meeting with the Organizing Committee and register to speak or discuss according to the format of the Working Regulation for the Secretariat of the Meeting.
- Strictly adhere to security, order, and regulations during the General Shareholders' Meeting, respecting the management of the Presidium and the outcomes of the Meeting.
- When speaking or discussing, prior registration of the content with the Presidium is required, and a civil and polite attitude must be maintained, avoiding any language that may offend individuals or groups.
- The Chairman of the Presidium may revoke the right to attend the Meeting for those who disrupt security and order or do not follow the discussion procedures outlined in the Working Regulation.

**ARTICLE III. Authorization to attend the General Meeting of Shareholders:**

1. Shareholders may authorize their representatives to participate in the Company's matters within the scope of their authority. The authorized person does not necessarily have to be a shareholder of the Company. The authorized person may exercise rights within the limits of the authorization in accordance with the provisions of the Law and the Company's Charter. The authorized person may not further delegate the authorization to a third party.

2. The appointment of representatives, authorization, changes in representatives, and authorized persons must be carried out in original written form in accordance with the following regulations:
- In the case of an individual shareholder, the original authorization document must be signed in person with the direct signature of the shareholder.
  - In the case of shareholders being legal entities/organizations, the original Power of Attorney document must be signed, sealed, and accompanied by documents proving that the signer has the authority to represent that legal entity/organization, in accordance with the laws of Vietnam. In the case of foreign legal entity/organization shareholders, the original Power of Attorney document must be signed, sealed, and certified by the representative office of the legal rights of the country of which the legal entity/organization holds citizenship in Vietnam (Embassy/Consulate...).

#### **ARTICLE IV. Voting on issues at the General Assembly:**

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

All issues on the agenda of the General Assembly are approved through a public voting process by all shareholders using ballots based on their owned and authorized shares. Issues requiring a vote at the General Assembly are approved when they receive more than 50% of the total voting shares present at the Assembly, unless otherwise stipulated by law.

##### **2. Voting procedure:**

- Shareholders or authorized representatives shall vote to agree, disagree, or express other opinions on an issue to be approved at the meeting by raising their voting cards.
- When voting, the front side of the voting card must be raised facing the Presidium.
- The results of the votes from shareholders and authorized representatives shall be recorded by the Vote Counting Committee and the Secretary's Office.

##### **3. Through the decision of the General Meeting of Shareholders:**

3.1 Issues that require a vote at the General Meeting are approved when the voting agreement rate exceeds 50% of the total shares with voting rights attending the meeting, including:

- a. The report of the Board of Directors for 2024 and the direction and tasks for 2025, along with the vote.
- b. The report on the results of production and business activities for 2024 and the production and business plan for 2025, along with the vote.
- c. The report of the Supervisory Board at the annual General Meeting of Shareholders for 2024, along with the vote.
- d. The audited condensed financial report for 2024.





e. The proposal for the profit distribution plan for 2024, the establishment of funds, and the remuneration for the Board of Directors and the Supervisory Board for 2024, along with the vote.

f. The proposal for selecting the auditing unit for 2025, along with the vote.

g. The proposal for selecting the internal auditing unit for 2025, along with the vote.

3.2 The congress will conduct the election of members of the Supervisory Board and members of the Board of Directors for the term 2025 - 2029 and vote on the results of the election of members of the Supervisory Board and members of the Board of Directors for the term 2025 - 2029.

3.3 Issues that require a vote at the General Meeting are approved when achieving a consent voting rate of 65% of the total voting shares attending the meeting, including:

h. Approval of documents related to the addition and amendment of business sectors, in accordance with legal regulations presented at the General Shareholders' Meeting, including: Resolutions, Minutes of the General Shareholders' Meeting specifically regarding this content, and voting.

#### **ARTICLE V. Speaking at the General Meeting:**

##### **1. Principles:**

Shareholders attending the meeting who wish to express their opinions must register their speaking points with the Presidium (through the Secretariat of the meeting and using the attached form) and receive approval from the Presidium.

##### **2. Method of speaking:**

Shareholders should speak briefly, civilly, politely, and respectfully, avoiding repetition and focusing on the key issues that need to be discussed, in accordance with the approved agenda of the meeting. The Presidium will arrange for shareholders to speak in the order of registration and will respond to shareholders' inquiries in writing after the time is no longer sufficient.

#### **ARTICLE VI. Responsibilities of the Presidium:**

- To manage the activities of the General Meeting of Shareholders according to the proposed agenda approved by the General Meeting of Shareholders.
- To guide delegates and shareholders in discussions according to the working regulations and maintain order.
- To present drafts and conclude necessary issues for the General Meeting of Shareholders to vote on.
- The Presidium operates on the principles of collective decision-making and democratic centralism, conducting the meeting in a valid manner, ensuring security and order at the General Meeting; the Chairperson of the Presidium has the authority to invite individuals or organizations that do not comply with these working regulations or disrupt security and order to leave the venue of the General Meeting.



**ARTICLE VII. Responsibilities of the General Meeting Secretary:**

The Secretary of the General Meeting, introduced by the Presidium at the meeting, is responsible for:

- Accurately recording the content and proceedings of the meeting, as well as the issues approved by the General Shareholders' Meeting or noted by the meeting.
- Assisting the Presidium in announcing the draft minutes and resolutions of the meeting.

The organizational regulations of the General Shareholders' Meeting of Cokyvina Joint Stock Company are presented at the meeting and approved by over 50% of the voting shareholders attending the meeting.

These regulations take effect from the moment they are approved by the Annual General Shareholders' Meeting of Cokyvina Joint Stock Company in 2025 and will cease to be effective after the conclusion of the meeting.

Respectfully submit for the Assembly's approval.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**Chairman**

**(Signed and stamped)**

**Pham Viet Huy**







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

Hanoi, date.....month.....year 2025

**REGULATIONS ON NOMINATION - ELECTION - CANDIDACY  
MEMBERS OF THE BOARD OF DIRECTORS, SUPERVISORY BOARD  
FOR THE TERM 2025 - 2029**

(ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025 OF COKYVINA JOINT  
STOCK COMPANY)

\*\*\*\*\*

*- Based on the Enterprise Law No. 59/2020/QH14 dated June 17, 2020, effective from January 1, 2021;*

*- Based on the Securities Law No. 54/2019/QH14 dated November 26, 2019, effective from January 1, 2021;*

*- Based on the Charter of COKYVINA Joint Stock Company approved by the Annual General Meeting of Shareholders in 2021.*

This regulation guides the conditions and procedures for nominating, standing for election, and electing members of the Board of Directors and members of the Supervisory Board for the term 2025 – 2029 of Cokyvina Joint Stock Company.

Shareholders participating in the nomination and election of members of the Board of Directors and the Supervisory Board for the term 2025 – 2029 are responsible for complying with the provisions of this regulation.

The content of this regulation includes the following provisions:

**A- Regulations on Nominating/Proposing Members of the Board of Directors and Supervisory Board:**

**ARTICLE 1: Number, Conditions, and Standards for Members of the Board of Directors:**

**I. Number of Members of the Board of Directors:**

The number of members of the Board of Directors is: 5 members, including: 1 independent member of the Board of Directors.

**II. Conditions and Standards for Members of the Board of Directors:**

1. Not belonging to the subjects specified in Clause 2, Article 17 of the Enterprise Law;
2. Having professional qualifications and experience in business management or in the field, industry, or business sector of the company and does not necessarily have to be a shareholder of the company, unless otherwise provided in the company's charter;
3. Members of the Board of Directors of the company may simultaneously be members of the Board of Directors of another company;
4. Independent members of the Board of Directors must meet the following standards and conditions:



- a) They must not be currently employed by the company, the parent company, or any subsidiary of the company; they must not have worked for the company, the parent company, or any subsidiary of the company for at least the last 3 consecutive years;
- b) They must not be receiving a salary or remuneration from the company, except for allowances that Board members are entitled to according to regulations;
- c) They must not have a spouse, biological father, adoptive father, biological mother, adoptive mother, biological child, adoptive child, brother, sister, or sibling who is a major shareholder of the company; or who is a manager of the company or its subsidiaries;
- d) They must not directly or indirectly own at least 1% of the total voting shares of the company;
- d) They must not have been a member of the Board of Directors or the Supervisory Board of the company for at least the last 5 consecutive years, except in cases of continuous appointment for 2 terms.

### **III. Nomination and candidacy for members of the Board of Directors:**

- a) Shareholders or groups of shareholders holding a total number of common shares corresponding to the following percentages have the right to nominate candidates for the Board of Directors, specifically:
  - Holding from 5% to under 10% can nominate one (01) candidate;
  - Holding from 10% to under 30% can nominate two (02) candidates;
  - Holding from 30% to under 40% can nominate a maximum of four (04) candidates;
  - Holding from 50% to under 60% can nominate a maximum of five (05) candidates;
  - Holding from 60% to under 70% can nominate a maximum of six (06) candidates;
  - Holding from 70% to 80% can nominate a maximum of seven (07) candidates;
  - Holding from 80% to under 90% can nominate a maximum of eight (08) candidates.
- b) In case that the number of candidates for the Board of Directors through nomination and candidacy is still insufficient, the current Board of Directors may nominate additional candidates, which must be approved by the General Meeting of Shareholders before proceeding with the election.

### **ARTICLE 2: Number, conditions, and standards for members of the Supervisory Board:**

#### 1. Number of members of the Supervisory Board:

The number of members of the Supervisory Board is: 3 members.

#### 2. Conditions and standards for members of the Supervisory Board:

- a) Not falling under the subjects specified in Clause 2, Article 17 of the Enterprise Law;
- b) Trained in one of the fields of economics, finance, accounting, auditing, law, business administration, or a field relevant to the business activities of the enterprise;
- c) Not a family member of a member of the Board of Directors, the Director, or the General Director and other managers;
- d) Not a company manager; not necessarily a shareholder or employee of the company, unless otherwise provided in the company's charter;

#### 3. Nomination and candidacy for members of the Supervisory Board:

- a) Shareholders or groups of shareholders holding a total number of common shares corresponding to the following percentages have the right to nominate candidates for the Board of Directors, specifically:

- Holding from 5% to under 10% can nominate one (01) candidate;
- Holding from 10% to under 30% can nominate two (02) candidates;
- Holding from 30% to under 40% can nominate a maximum of four (04) candidates;
- Holding from 50% to under 60% can nominate a maximum of five (05) candidates;
- Holding from 60% to under 70% can nominate a maximum of six (06) candidates;
- Holding from 70% to 80% can nominate a maximum of seven (07) candidates;
- Holding from 80% to under 90% can nominate a maximum of eight (08) candidates.

b) In case that the number of candidates for the Supervisory Board through nomination and candidacy is still insufficient, the current Supervisory Board may nominate additional candidates, which must be approved by the General Meeting of Shareholders before proceeding with the election.

**ARTICLE 3: Application documents for nomination and candidacy for election to the Board of Directors and Supervisory Board:**

1. Document components:

The components of the nomination and candidacy documents include:

- Original application for nomination and candidacy to the Board of Directors and Supervisory Board.
- Original resume of the candidate certified by the unit or local authority where they reside.
- Notarized copy: valid ID card/ citizen identification; diploma and certificates confirming the candidate's qualifications.
- Health check certificate from the last 03 months: original.
- Power of attorney, meeting minutes if the candidate is nominated by a group of shareholders: original.

2. Application deadline:

- Nomination and application documents must be submitted to Cokyvina Joint Stock Company no later than 3:00 PM on April 24, 2025.
- Address for receiving documents: Ms. Nguyen Thi Phuong Thao – Deputy Head of Legal Department - General Affairs - Cokyvina Joint Stock Company - No. 178 Trieu Viet Vuong Street - Nguyen Du Ward - Hai Ba Trung District - Hanoi. Mobile: 0888 011277.

**B- Election of members of the Board of Directors and the Supervisory Board:**

**ARTICLE 4: Principles and subjects of the election:**

1. Principles:

- Ensure compliance with the law, the Company's Charter ("Charter"), and in accordance with this Regulation.
- Ensure the principles of transparency, democracy, and the legitimate rights of all shareholders.

2. Subjects of the election:

Shareholders and authorized representatives (hereinafter referred to as "shareholders") who have voting rights (according to the consolidated list of securities holders as of the final registration date of March 31, 2025, prepared by the Vietnam Securities Depository and Clearing Corporation).





## **ARTICLE 5: Election Committee, Voting Principles, and Vote Counting:**

### 1. Election Committee:

#### a. Number and List of Election Committee:

- The Election Committee consists of 03 members, including 01 Chairperson and 02 members.
- The list of the Election Committee is proposed by the Chair and must be approved by the General Meeting of Shareholders.
- Members of the Election Committee must not be individuals listed as candidates and/or nominated for the Board of Directors and the Supervisory Board.

#### b. Responsibilities of the Election Committee:

- Propose the General Meeting of Shareholders to approve the election regulations;
- Guide the election regulations; organize the voting and vote counting;
- Prepare the vote counting minutes and announce them before the General Meeting of Shareholders.
- Be responsible to the General Meeting of Shareholders and the law in case of violations.
- Ensure honesty, accuracy, objectivity, and confidentiality.

### 2. Voting and ballot counting principles:

- Voting will be conducted through a direct secret ballot at the General Meeting;
- The voting method will be cumulative voting;
- The Election Committee will check the ballot box in the presence of the General Meeting of Shareholders;
- After the General Meeting of Shareholders approves the list of candidates for the Board of Directors and the Supervisory Board, the Election Committee will distribute 02 ballots to each shareholder, 01 ballot for the Board of Directors and 01 ballot for the Supervisory Board;
- Shareholders are responsible for checking the information on the ballot; if any errors are found, they must report them immediately to the Election Committee;
- After the voting concludes, the ballot box will be sealed by the Election Committee in the presence of the shareholders.
- The ballot counting must be conducted immediately after the voting ends.

## **ARTICLE 6: Principles for the election of members of the Board of Directors and the Supervisory Board:**

- The number of elected members of the Board of Directors and the Supervisory Board is determined by the votes received, starting from the candidate with the highest number of votes down to the point where the required number of members as stipulated in this regulation is reached.
- In the event that two or more candidates receive the same number of votes for the last member, a re-election will be held for the candidates with equal votes.

## **ARTICLE 7: Prepare and announce the ballot counting minutes:**

- After counting the votes, the Election Committee must prepare the ballot counting minutes.
- The content of the ballot counting minutes includes: the total number of shareholders participating in the meeting, the total number of shareholders voting, the voting rights ratio of shareholders participating in the vote compared to the total 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 for the Board of Directors and the Supervisory Board;

- The results of the vote counting must be documented in writing, signed by the members of the Election Committee, and announced by the Head of the Election Committee before the General Meeting.

**ARTICLE 8: Resolving complaints regarding the election and vote counting:**

- In the event that a shareholder raises a complaint or requests a recount of the election results, the Election Committee will directly verify and report the results to the General Meeting of Shareholders.

- Complaints regarding the election and vote counting will be resolved by the chairperson of the General Meeting of Shareholders and recorded in the minutes of the General Meeting of Shareholders.

**ARTICLE 9: Effectiveness:**

The regulations take effect immediately after being approved by the General Meeting of Shareholders and apply only to the nomination, election, and voting for the Board of Directors and the Supervisory Board of Cokyvina Joint Stock Company for the term 2025-2029.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN**

**(Signed and stamped)**

**PHAM VIET HUY**



## APPENDIX 1

### GUIDELINES FOR CUMULATIVE VOTING

#### I- Voting Method:

1- Method and form of voting:

- The election of members of the Board of Directors and the Supervisory Board is conducted through direct secret ballot at the General Meeting using the cumulative voting method;
- Each shareholder or authorized representative attending the meeting (referred to as a shareholder) has a "total number of votes" corresponding to the total number of voting shares multiplied by the number of members to be elected to the Board of Directors or the Supervisory Board;

2- Ballot and how to fill out the ballot:

2.1. Type of ballot:

- Each shareholder/authorized representative (referred to as shareholder) will be issued two ballots:
  - \* Ballot for the Board of Directors member (blue)
  - \* Ballot for the Supervisory Board member (pink)
- These two ballots are referred to as "Ballots," which include the shareholder's name and the total number of votes (voting rights). When shareholders receive their ballots, they are requested to verify the information on the ballot; if there are any errors, they must immediately notify the organizing committee.

2.2. How to fill out the ballot:

- Shareholders write the number of votes they wish to cast in the "Voting Rights" column next to the name of the candidate they intend to vote for.
- If not voting for any candidate, shareholders mark (X) in the "Number of Votes" column next to the name of the candidate they do not intend to vote for.
- Shareholders may allocate all their votes to one candidate or distribute their votes among the selected candidates.
- Shareholders may vote for a maximum of 5 candidates for the Board of Directors and 3 candidates for the Supervisory Board.
- In case a shareholder makes a mistake on the ballot but has not yet voted, they are advised to contact the Election Committee to exchange the ballot.

2.3 Voting:

- The Organizing Committee will prepare 02 types of ballots and distribute them to shareholders present at the meeting to elect the Board of Directors and the Supervisory Board.

- Shareholders, when filling out the ballots, should place both the ballots for the Board of Directors and the Supervisory Board into the ballot box that has been checked by the General Meeting.

- Voting ends when the last shareholder present at the meeting completes their vote.

### 3. Validity of the Ballot:

#### 3.1. A valid ballot is:

- A ballot issued by the Organizing Committee according to the template with the round seal of COKYVINA Joint Stock Company;

- Voting for candidates for the Board of Directors or the Supervisory Board listed in the nomination and candidacy list, and within the number of members to be elected approved by the General Meeting;

- The total number of ballots is less than or equal to the number of votes of the shareholders.

- The ballot is not erased or altered.

#### 3.2. Invalid ballots are:

- Ballots not issued by the organizing committee of the congress;

- Ballots not stamped with the official seal of COKYVINA Joint Stock Company;

- Ballots that are torn, crossed out, erased, corrected, or contain additional content not in accordance with regulations (in case of an error, a new ballot must be issued);

- Ballots with a total number of votes exceeding the total number of votes of shareholders;

- Ballots voting for individuals not on the list approved by the general meeting of shareholders;

- Ballots casting votes exceeding the number of members of the Board of Directors and the Supervisory Board that need to be elected.

## II- Cumulative voting method:

Below is an example of how to cast a vote for the Board of Directors:

Suppose the shareholders' meeting votes to elect 5 members of the Board of Directors. Shareholder Nguyen Van A holds 1,000 voting shares (including ownership and proxy shares). Therefore, the total number of votes for shareholder Nguyen Van A is:  $(1,000 \times 5) = 5,000$  votes.

Shareholder Nguyen Van A can exercise cumulative voting in the following cases:

### 1. Case 1.

Shareholder Nguyen Van A evenly distributes his votes among the 5 candidates he has chosen (each candidate receives 1000 votes).

NO	Full name	VOTING BALLOT NUMBER
1.	Candidate 1	1.000
2.	Candidate 2	1.000
3.	Candidate 3	1.000
4.	Candidate 4	1.000





5.	<b>Candidate 5</b>	<b>1.000</b>
6.	<b>Candidate 6</b>	<b>X</b>

**2. Case 2.**

Shareholder Nguyen Van A casts all of his votes for one candidate (for candidate 4).

<b>NO</b>	<b>Full name</b>	<b>VOTING BALLOT NUMBER</b>
1.	<b>Candidate 1</b>	<b>X</b>
2.	<b>Candidate 2</b>	<b>X</b>
3.	<b>Candidate 3</b>	<b>X</b>
4.	<b>Candidate 4</b>	<b>5.000</b>
5.	<b>Candidate 5</b>	<b>X</b>
6.	<b>Candidate 6</b>	<b>X</b>

**3. Case 3.**

Shareholder Nguyen Van A shares his votes with several candidates (in this case, sharing with candidate 2 and candidate 5).

<b>SỐ TT</b>	<b>Full name</b>	<b>VOTING BALLOT NUMBER</b>
1.	<b>Candidate 1</b>	<b>X</b>
2.	<b>Candidate 2</b>	<b>2.000</b>
3.	<b>Candidate 3</b>	<b>X</b>
4.	<b>Candidate 4</b>	<b>X</b>
5.	<b>Candidate 5</b>	<b>3.000</b>
6.	<b>Candidate 6</b>	<b>X</b>

**Note: The election of the Board of Supervisors is conducted similarly to the election of the Board of Directors, differing only in the number of members.**



No. 01/Report-CKV- Board of Directors

Hanoi, date.....month.....year 2025

## REPORT OF THE BOARD OF DIRECTORS FOR 2024 AND THE DIRECTION AND TASKS FOR 2025

**Dear: GENERAL MEETING OF SHAREHOLDERS**

In 2024, the Board of Directors (BOD) of Cokyvina Joint Stock Company has carried out its functions and duties in accordance with the provisions of the law and the company's charter. The BOD has managed, directed business strategies, and supervised the executive operations of the General Director. The BOD has organized the annual general meeting of shareholders for 2025 and would like to report to all shareholders on the activities of the BOD in 2024. The specific content is as follows:

### A. BUSINESS PRODUCTION RESULTS ACHIEVED IN THE 5-YEAR PERIOD 2020-2024 AND BUSINESS PRODUCTION PLAN FOR THE 5-YEAR PERIOD 2025-2029

#### I. Summary of business production and trading results for the 5-year period from 2020 to 2024:

*Unit of measurement: million VND./.*

ON	Indicator	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Total
1	Total Revenue	433.688	482.091	555.279	810.343	909.725	3.191.126
2	Net profit after tax	450	4.486	2.156	2.472	2.773	12.337
3	Dividend payout ratio	10 %	11%	11%	11%	5,8%	
4	Return on equity	0,92%	9,13%	4,39%	5,03%	5,64%	

*Note: The equity is determined by the charter capital + development investment fund, which amounts to 49.142 million VND.*

### B. ACTIVITIES OF THE BOARD OF DIRECTORS IN 2024

#### I. Results of business production activities in 2024

Cokyvina Joint Stock Company has achieved and exceeded the set targets for 2024, with all business indicators reaching 100% or more, demonstrating that the Company has had an effective year of operation despite many challenges in the market. Total revenue exceeded the plan by 5.8%, and net profit after tax exceeded the plan by 2%,

resulting from an effective sales strategy, good utilization of opportunities, and market expansion, confirming that the Company has implemented quite good policies for controlling production costs, financial costs, and operating expenses.

**The data on the business operation results of the company for the year 2024:**

*Unit of measurement: million VND./.*

ON	Indicator	The plan assigned for 2024	Implement in 2024	Completion rate
1	Total revenue (Sales revenue, Financial revenue, Other income)	860.000	909.725	105,8%
2	Net profit after tax	2.720	2.773	102%
4	Return on equity	5,53%	5,64%	102%
5	Dividend payout ratio	5%	5,8%	116%

*Note: - The equity is determined by the charter capital + development investment fund, which amounts to 49.142 million VND.*

## **II. The situation of the Board of Directors' activities**

In 2024, the members of the Board of Directors have actively coordinated their efforts in the management of business operations. The Board successfully organized the annual general meeting of shareholders for 2024, outlining the direction, operational plans, and instructing the General Director to carry out the management of business operations. The tasks to be accomplished in 2024 include:

1. In 2024, following the correct policies and directions of the Board of Directors, the company has overcome all difficulties, resolved many obstacles encountered in the production and business process, and has achieved the set targets and plans.
2. The Board of Directors organizes regular meetings; frequently solicits the opinions of Board members in writing, and issues resolutions to decide on important matters related to business operations, finance, and organizational structure... within its authority. The management reports, annual reports, and other periodic reports of the Company are prepared and disclosed annually in full compliance with the regulations of the State Securities Commission, the Hanoi Stock Exchange, and relevant state agencies.
3. The Board of Directors monitors and closely oversees the management and overall operations of the Company to identify existing limitations and



shortcomings, while also proposing specific corrective measures for the General Director to implement.

4. Direct the General Director's Office to always focus on financial management, cost savings, and debt collection for the entire Company.
5. Direct the General Director's Board to focus on developing a human resource development plan that ensures quality and consistency, laying the foundation for the strong and sustainable growth of the Company.

### **III. Coordinate activities with the Board of Directors and the Supervisory Board.**

1. The Board of Directors always closely monitors and provides timely, necessary, and effective guidance to the General Director and management staff in carrying out the assigned tasks and objectives, offering sound direction to help the General Director operate the Company's activities effectively.
2. Through supervision and inspection, the Board of Directors highly appreciates the efforts made to correctly implement the directives of the General Director regarding the tasks and directions of the Board of Directors, in accordance with the Company's regulations and legal provisions.
3. The proposals from the General Director to the Board of Directors are thoroughly studied, discussed, and receive timely and effective guidance.

## **C. Directions, tasks, and solutions for implementation in 2025.**

### **I. The targets and projected business plan for 2025 of the Company are as follows::**

*Unit of measurement: million VND./.*

<b>TT</b>	<b>Chỉ tiêu</b>	<b>Đơn vị tính</b>	<b>Kế hoạch năm 2025</b>
1	Tổng doanh thu	Triệu đồng	178.153
2	Lợi nhuận sau thuế	Triệu đồng	3.000
3	Tỷ suất LNST/VCSH	%	6,1
4	Tỷ lệ chi trả cổ tức	%	6,27

### **II. The operational direction of the Board of Directors for 2025 is as follows:**

The Board of Directors of the company has proposed the plan and direction for operations in 2025 as follows:

1. Organize quarterly regular meetings. At these meetings, the Board of Directors will hear reports, operational directions, and recommendations from the General Director, discuss and approve reports, and provide operational directions to address the existing difficulties of the company.
2. Organize extraordinary meetings to address any arising tasks within the authority of the Board of Directors, if necessary.
3. Leverage existing business strengths and seize every opportunity to seek and develop new markets to enhance the economic efficiency of the Company's production and business activities.
4. Supervise and direct the Company to operate in compliance with state legal regulations, fully fulfill tax obligations to the state budget as required, ensure the complete payment of health insurance, social insurance, and unemployment insurance for employees as stipulated, and ensure that employees' income and jobs are consistently stable and gradually increasing, creating trust and peace of mind for employees when working at the Company.

The Board of Directors, with its functions and responsibilities, represents the shareholders in determining strategic directions and developing a comprehensive plan. It commits to continuing its efforts to comprehensively and closely oversee all business operations of the Company to ensure capital preservation, return on equity, dividends, shareholder rights, and all business plan targets for the year 2025 that have been approved.

On behalf of the Board of Directors of Cokyvina Joint Stock Company, I would like to sincerely thank the distinguished delegates for their attendance and the trust that the shareholders have placed in the Board of Directors.

Wishing good health to our esteemed shareholders and sincere thanks./.

**ON BEHALF OF THE BOARD OF DIRECTORS  
CHAIRMAN  
(Signed and stamped)**

**Pham Viet Huy**



COKYVINA JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

-----\*\*\*-----

No:...../BC-CKV-TGD

Hanoi, date.....month.....year 2025

**REPORT OF THE ANNUAL GENERAL MEETING OF SHAREHOLDERS ON  
THE RESULTS OF BUSINESS OPERATIONS IN 2024  
AND THE BUSINESS PLAN FOR 2025**

**Dear Shareholders,**

In 2024, despite the telecommunications and IT market facing significant challenges and increasingly fierce competition, Cokyvina Joint Stock Company had a successful year with consistent growth in both revenue and profit. The company maintained its production and business activities, stabilized employment, and increased income for its employees, ensuring a dividend payout ratio and exceeding the targets set for 2024 by the General Meeting of Shareholders. This achievement is attributed to the high determination to overcome all difficulties, along with the collective effort and unity of the leadership team and all employees.

On behalf of the Board of Directors, I would like to report to the General Meeting of Shareholders the results of business operations for the year 2024 and the plans and tasks for 2025 as follows:

**A- BUSINESS PRODUCTION ACTIVITIES:**

**I. The business performance results of the company in 2024:**

*Unit of measurement: million VND./.*

ON	Indicator	The plan assigned for 2024	Implement in 2024	Completion rate
1	Total revenue (Sales revenue, Financial revenue, Other income)	860.000	909.725	105,8%
2	Net profit after tax	2.720	2.773	102%
4	Return on equity	5,53%	5,64%	102%
5	Dividend payout ratio	5%	5,8%	116%

*Note: - The equity is determined by the charter capital + development investment fund, which amounts to 49.142 million VND.*



## II. Summary of revenue within and outside the VNPT Group for the period 2023-2024

Unit of measurement: VND./.

Indicator	2023	2024
<b>Revenue in VNPT</b>	800.130.144.723	839.027.623.441
Proportion of revenue in VNPT/Total revenue (%)	98,7	92,4
<b>Revenue outside of VNPT</b>	10.213.768.356	69.218.007.679
Proportion of revenue outside of VNPT/Total revenue (%)	1,3	7,6
In that, IT service revenue	8.243.266.000	17.405.984.219
Proportion of IT Service Revenue/Total Revenue (%)	1,02	1,92
<b>Total Revenue</b>	<b>810.343.913.079</b>	<b>908.245.631.120</b>

### III. Evaluation of the results of activities in 2024:

#### 1. Business Operations:

Cokyvina Joint Stock Company has achieved and exceeded the set targets for 2024, with all business indicators reaching 100% or more, demonstrating that the Company has had an effective year of operation despite many challenges in the market. Total revenue exceeded the plan by 5.8%, and net profit after tax exceeded the plan by 2%, resulting from an effective sales strategy, good utilization of opportunities, and market expansion, confirming that the Company has implemented quite good policies for controlling production costs, financial costs, and operating expenses.

Specifically, each area of the Company's operations is as follows:

#### a. Business field of import agency services:

- The business field of import agency services in 2024 has completed the assigned plan positively with revenue reaching 3,045,322,677 VND (a growth of 170.7% compared to 2023). The assigned net profit is 1,989,000,000 VND, and the actual profit is 1,996,544,227 VND (achieving 100.4% of the assigned plan and a growth of 382% compared to 2023).
- In 2024, this field faces some difficulties such as:
  - A highly competitive market, requiring price reductions and/or the provision of free services, leading to a significant decrease in profit margins.
  - The implementation time for these contracts is long, requiring considerable time and personnel.

- The decrees, circulars, and regulations from the government and regulatory agencies are constantly changing, with more types of licenses being required. Recently, the merging of various management ministries has resulted in longer processing times for obtaining permits and completing related legal procedures. This is also a reason for the increased pressure on delivery timelines from investors and the higher risk of incurring storage costs related to ongoing contracts.

- The room for developing the export-import trust sector is limited; therefore, to increase revenue in the export-import field, the company needs to transition to other forms such as direct import and sales, representing foreign suppliers in domestic tenders, etc.

**b. The field of logistics service business:**

- In 2024, the company continued to provide rental services for 54 vehicles of various types: 5-seater, 7-seater, and 16-seater. Revenue delivered: 8,450,000,000 VND, actual revenue achieved: 8,867,789,271 VND (completing 105% compared to the delivered plan and growing 115.4% compared to the same period in 2023). Gross profit for 2024: 3,033,149,512 VND (growing 117.5% compared to 2023). In 2025, this sector faced many challenges due to the restructuring policy and cost-saving measures of investors; however, the company still expanded its market, secured many new contracts, and met the set targets.
- Regarding warehouse business operations, the company is committed to a systematic and professional investment approach, ready to meet all rental and transportation needs of partners, and always strives to explore and seek new customers. The results achieved in 2024 show that most of the area at Yen Vien warehouse, Gia Lam, Hanoi has been leased, with a total leased area of 3,355m<sup>2</sup> (covering 99% of the total available warehouse area) and revenue of 2,441,829,310 VND (achieving 98.4% of the plan and growing 108.2% compared to 2023), with a vacancy rate upon return of 1% per year and 100% of contracts signed for a duration of one year or more.

**c. The field of value-added service business:**

In 2024, the value-added services and IT sector of the company is performing well with projected revenue of 40,000,000,000 VND and actual revenue reaching 111,334,593,463 VND (achieving 278% of the plan and experiencing strong growth at a rate of 1,468.7% compared to 2023). The gross profit projected is 2,500,000,000 VND, with actual profit reaching 3,478,447,079 VND (achieving 139% of the plan and growing by 189.3% compared to 2023). Among this, IT service revenue reached 17,405,984,219 VND, accounting for 1.92% of total



revenue. The proportion of IT service revenue to total revenue increased from 8,243,266,000 VND (accounting for 1.02% in 2023) to 17,405,984,219 VND (accounting for 1.92% in 2024). Although revenue from IT services still represents a small proportion of total revenue, the impressive growth indicates that the company is investing in and promoting this sector, which has good development potential in the future.

- In this field, the Company has implemented several important new projects and services, including:
  - Chip-embedded CCCD card authentication service in collaboration with the C06 Department of the Ministry of Public Security;
  - Fixed landline telecommunications services including: data transmission service, leased line service, Internet connection service, Virtual Private Network service, video conferencing service, email service, and broadband Internet access service with download speeds of 256 kb/s or higher.
  - The HN212 device provides a terminal for reading information on chip-embedded CCCD cards to become a full-service provider for chip-embedded CCCD card authentication services in Vietnam.
  - Collaborating with Vinaphone to implement projects for providing transmission channels.
  - Completing the chip-embedded citizen identification authentication system with higher processing capabilities and security compared to the old system. At the same time, continuing to develop the chip-embedded CCCD card authentication service, aiming for an output of approximately 3 million requests in 2024, equivalent to nearly 10 billion VND in revenue.
  - Provide the citizen ID card reading product MF360 to HB Bank and HN212 to VNPT in various provinces.
  - Research, implement, and supply the Telescopic retractable conveyor product for Vnpost along with automation of the production line.
  - Implement the facial recognition system, license plate recognition, access control/security monitoring for the Hanoi City Police Headquarters.
  - Collaborate with Media and Vinaphone to implement the Vinacloud personal storage service project.



#### **d. Establishing a Technical Center:**

On October 7, 2024, the Company established the Technical Center with the aim of enhancing technical capabilities, playing a crucial role in implementing, monitoring, and supporting the business units within the Company in the fields of technology and IT, particularly in services related to chip-embedded CCCD verification, software business, security, data storage, and the business of specialized postal, telecommunications, and IT equipment. The Technical Center will also focus on researching new products and services, especially in the IT sector.

#### **e. Labor leasing service business center:**

- In 2024, the revenue allocated to the Center is 430,000,000,000 VND, with an actual achievement of 476,125,484,025 VND (111% of the plan completed, a growth of 89.1% compared to 2023). The gross profit allocated is 13,000,000,000 VND, with an actual achievement of 13,324,137,448 VND (102.5% of the plan completed, reaching 85.6% of 2023). In 2024, the Company signed contracts with units that have significantly lower labor leasing volumes compared to 2023; however, over the years, with the support of the Group's leadership, the Company has increasingly expanded its market and increased labor leasing volumes, thereby still completing and exceeding the set plan.
- The company consistently stays in close contact with the contracting units, ensuring competitive bidding and proposals are submitted on time, and that policies related to insurance and wages are implemented promptly for employees.
- In 2024, the company will implement the digitization of the labor leasing business, developing its own software to carry out operations, contributing to the internal digital transformation of the company to increase productivity and minimize errors.

#### **f. Telecommunications service business sector:**

- Planned revenue: 45,000,000,000 VND, actual: 38,907,157,893 VND (86% of the plan completed). Planned net profit: 3,500,000,000 VND, actual: 3,723,998,470 VND (106% of the plan completed). Although revenue only reached 86% of the plan, net profit still exceeded the plan, indicating improved business performance.
- The company continues to strive to maintain good communication with the provincial/city business transaction offices. We will coordinate and provide remote support as quickly as possible to ensure the best implementation of business operations at the authorized telecommunications service points and VNPT service points managed by Cokyvina.

- At the same time, continue to work with the VNPT Media Corporation and 32 provincial/city business units that are actively implementing the Mobile Money service contract – VNPT Pay. Once stabilized and operational, this service will be a stable source of revenue for the Company.
- Collaborate with provincial/city business units to deploy Information Technology (IT) services through IT Points, authorized telecommunications service provision points, and VNPT service provision points belonging to the telecommunications service branches in the provinces/cities.
- The company has signed contracts to invest in small generators of 8.5 KVA for Vinaphone BTS stations at Lang Son Telecommunications; 12 KVA generators for Vinaphone BTS stations at Quang Ninh Telecommunications; 2,500 KVA generators for VNPT Net 2, and a contract to supply materials for the maintenance of a 600 KVA generator for the Air Traffic Control Center under the Vietnam Air Traffic Management Corporation. The total value of the generator contracts is: 31,701,290,320 VND.

**g. The business operations of the branches under the company.**

- **Hanoi branch:**

In the current context, the business of the Hanoi Branch is facing many difficulties. Although the company's leadership and employees of the branch have made every effort, revenue and profit have not improved; the revenue for 2024 only reached 302,697,009 VND, and the net profit recorded a negative result of (281,746,057) VND. The business strategy has not been proactive as it still heavily depends on partners, both for inputs and outputs, and the market is increasingly shrinking. Therefore, in 2025, the company is considering restructuring the Hanoi Branch to ensure effective production and business operations.

- **Danang branch:**

- The revenue of the Da Nang branch in 2024 is: 132,956,708,858 VND (a growth of 134.2% compared to 2023). Planned net profit: 1,141,239,830 VND, actual: 1,442,802,110 VND (achieved 100.1%, a growth of 119.1% compared to 2023).
- The branch continues to sign contracts for labor leasing with provincial telecommunications, VNPT business centers in the Central and Central Highlands regions assigned by the company, as well as authorized points and partnerships for providing telecommunications services.

- In addition, the branch continues to provide agency services for introducing the development of digital government software, digital health software, and other services to generate additional revenue and stable, effective profits.
  - The branch is striving to overcome difficulties, making efforts to stabilize production and business, maintain the market, and continue to enhance the marketing of goods both within and outside the industry (focusing on Hospital 199 of the Ministry of Public Security in Da Nang, the Traditional Medicine Hospital of the Ministry of Public Security in Hanoi, Hospital 30-4 of the Ministry of Public Security in Ho Chi Minh City, the General Department of Customs, etc.).
- **Ho Chi Minh Branch:**

The revenue for 2024 of the Ho Chi Minh Branch is: 120,806,585,951 VND (a growth of 157% compared to 2023). Profit: 814,100,376 VND (achieving 100% of the assigned plan, a growth of 103.9% compared to 2023), demonstrating that the branch has a steadily increasing level of development and is one of the key units representing the company in the southern region of the country. The revenue in 2024 primarily comes from labor leasing activities and telecommunications services. Additionally, the branch has also begun to develop IT product supply services in the VNPT provinces, generating revenue of 7,062,086,343 VND, accounting for 5.8% of the branch's total revenue. Furthermore, the branch is closely monitoring several customers outside the industry that provide gearbox motor equipment to expand the market and increase revenue.
  - **Hung Yen Branch:**
    - The revenue of the Hung Yen Branch in 2024 is: 11,731,356,317 VND (a growth of 2,070.4% compared to 2023), Profit: 200,610,525 VND (achieving 57% of the plan) but showing strong growth compared to the same period in 2023, as the branch was newly established in 2023 and had not yet made a profit, even recording a loss.
    - The Hung Yen branch is currently tasked with researching and implementing various new business fields:
      - + Act as a general distributor of service products, including special format SIM cards and mobile service scratch cards from the Telecommunications Service Corporation (Vinaphone).
      - + Continue to expand the field of providing smart public address speaker equipment to the provinces.



- + Developing an AI Camera solution with the brand name: Vinasmartcam for the market.
- + List the names of new collaborative products such as Kiosk, GPS positioning, BTS station management...

**2. The work of building the organizational structure and operational apparatus:**

- The company has always focused on the goal of selecting and training personnel, building a team of qualified management staff with management experience, along with a young, dynamic team that meets the required standards to gradually enhance the quality of human resources, contributing to the company's solid development in the present and future.
- The company always prioritizes the well-being of its employees, ensuring that all staff members have a stable income, a good working environment, and fostering a strong corporate culture to create a sustainable bond between the company and its workers.
- Units are assigned plans linked to specific targets, using KPI and BSC methods to evaluate the level of completion of assigned tasks. The units are established based on their functions and responsibilities, or clearly defined territorial divisions, maximizing local advantages as well as the unique strengths of each unit.

**3. Đánh giá về thu nhập bình quân của và phúc lợi người lao động:**

- In 2024, the average income of workers will experience the strongest growth, rising from 13,737,174 VND/month to 16,277,372 VND/month, with a growth rate of 18.5%. This indicates that the company has shown special attention to increasing workers' income as production and business targets achieve good results.
- The average income of employees in the company has steadily increased over the years, with no period of decline, despite the company facing numerous challenges from the Covid-19 pandemic, disadvantages, and strong competitive factors from both the domestic and external markets. The achievements are due to the leadership's continuous efforts to implement policies that ensure job stability and gradually improve the income and living standards of employees.

**Summary of the average income of employee for the period 2023-2024.**

ON	Year	Average income (VND/month)	Growth rate compared to the previous year (%)
1	2023	13.737.174	-
2	2024	16.277.372	18,5

- Every year, the company organizes periodic sightseeing and vacation activities for all employees associated with dates such as March 8, October 20, August 15, etc. The company ensures that all employee benefits related to illness, maternity, and more are in accordance with and exceed the regulations of the Labor Law.

#### **4. The task of financial accounting:**

- The company remains committed to closely monitoring and actively recovering accounts receivable generated during the business period in accordance with the deadlines. The accounts payable to suppliers, aside from those that correspond to the amounts the company is to collect from buyers before payment is made, currently do not include any long-standing or delayed accounts payable to suppliers during the business operation period.
- The Accounting Department of the Company strives to enhance its professional skills and expertise. The Company also continues to focus on investing in and updating the latest financial management software to ensure that the implementation of financial accounting tasks is professional, effective, compliant with the law, and in accordance with the Company's policies and regulations, thereby avoiding unnecessary risks and errors.
- The company has successfully completed the tax finalization for the years 2020, 2021, 2022, and 2023, receiving very positive evaluations from the state management authorities.

#### **5. The task of completing the legal documents related to land use rights:**

After many years of working with the authorities, on January 7, 2025, the People's Committee of Hanoi issued Decision No. 78/QĐ-UBND agreeing in principle to sign a land lease contract and grant a land use rights certificate to COKYVINA for a land area of 9,545.3 m<sup>2</sup> in Yen Vien, Gia Lam, Hanoi. This is a very important decision by the People's Committee of Hanoi to serve as a basis for granting the land use rights certificate for the last piece of land under the management and use of COKYVINA.

#### **6. Community programs**

The Trade Union and the Youth Union of the Company have consistently maintained a positive spirit in participating in activities initiated by the Vietnam Postal Trade Union, the Youth Union of BCVTVN Group, and local authorities throughout their operational history. These activities include humanitarian blood donation programs, charitable programs in local areas, regular support and donations to social organizations in the region, and adopting several mothers of fallen soldiers and Vietnamese heroic mothers.



## 7. Remaining aspects:

- The operational regulations for business production activities have many shortcomings, failing to keep pace with reality, and many provisions are still overlapping and outdated.
- The sources of product business are still limited, and there are not many specialized business products for internal units to sell.
- The salary mechanism is not yet linked to the effectiveness of the business production activities of the units and individual employees.
- Business production and sales marketing activities still heavily depend on the company's leadership, and the business mechanism has not stimulated individual employees to directly sell.
- The internal digital transformation is still slow, not widely and uniformly applied across the entire system.

## B- DIRECTION, BUSINESS PLAN FOR 2025

### I. Proposed business production plan for the year 2025:

Based on the business production results of 2024 and the market for business services in 2025, COKYVINA Joint Stock Company presents to the General Meeting of Shareholders the proposal, tasks, and production and business plan for 2025 as follows:

*Unit of measurement: million VND./.*

ON	Indicator	Unit of measurement	Plan for 2025
1	Total Revenue	Million VND	178.153
2	Net profit after tax	Million VND	3.000
3	Return on equity	%	6,1
4	Dividend payout ratio	%	6,27

*Note: The registered revenue for 2025 has decreased due to changes in the invoicing policy for labor leasing services. Previously, the invoiced revenue included: wages, social insurance, union funds, and management fees. Currently, the invoiced revenue only includes management fees.*

### II. Directions, strategies, and implementation plans for 2025 and the coming years:



COKYVINA has established strategic directions, focusing on enhancing business efficiency and expanding the market. Below are some key highlights in the company's development orientation:

1. **Market development:** COKYVINA aims to place greater emphasis on market research both within and outside the industry, particularly in external markets, in order to achieve revenue growth (targeting 15% per year), expand business operations, and become one of the top 5 trading and service companies in the joint-stock sector.
2. **Labor structure and personnel quality:** COKYVINA continues to invest in high-quality human resources (especially increasing the proportion of business and technical personnel in the IT sector) with over 90% of employees holding a university degree or higher, focusing on in-depth training for the staff.
3. **Adjust the salary mechanism:** Set income targets for each employee, linked to business production efficiency and maximizing employee motivation.
4. **Business development orientation:** The company aims to develop during the period of 2025 - 2029 with a model focused on maximizing the development of services (especially those related to digital transformation) for both domestic and international markets of VNPT:
  - Maintain, continue to develop, and aim to be a leading unit in established service business areas such as: import-export agency services, labor leasing services; telecommunications service agency, VNPT service provision points, logistics services: car rental, warehousing, office...
  - Strengthen and expand service products in the field of digital transformation, closely collaborate with VNPT to provide IT services to customers outside the industry; stabilize and develop products: CCCD authentication service, smart broadcasting solution, integrated camera solutions in various fields, voice brand name, Vinacloud products, etc. Strive for the year 2030 for the proportion of business from digital transformation and IT service products to account for 40% of COKYVINA's total revenue.
  - Develop agents to promote the products of VNPT (VNPT-Igate, Ioffice, Ecabinet, Portal, IOC), digital health software (His, Hira, Lis).
  - Sales representative for suppliers of postal, telecommunications, and IT equipment in Vietnam to provide to network operators such as: VNPT, Viettel, Mobifone, Gtel, Vnpost, Viettel post.
  - Complete the development of the small generator product under the COKYVINA brand for the stations.



5. ***Expanding cooperation and investment:*** In the context of a fluctuating economy, especially with the trend of digital transformation, COKYVINA will enhance its search for cooperation opportunities with reputable product and service providers to expand its operational scale.
6. ***Enhance internal digital transformation:*** digital office, digitization of labor leasing operations, financial accounting, import and export, ...

Above is the complete report on the production and business activities for the year 2024 and the direction and business plan for 2025 of Cokyvina Joint Stock Company presented to the General Assembly. The General Director, the Executive Board, and all employees hope that Cokyvina Joint Stock Company, with a spirit of solidarity, high effort, and determination in facing challenges, along with flexibility in finding new directions, will have a more positive year in 2025 and will successfully achieve the goals and plans set forth.

Respectfully thank the Assembly./.

**GENERAL DIRECTOR**

**(Signed and stamped)**

**LY CHI DUC**



**COKYVINA**  
JOINT STOCK COMPANY

COKYVINA JOINT STOCK COMPANY

Board of Supervisors

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Số:...../BC-CKV-BKS

Hanoi, April....., 2025

## Report of the Board of Supervisors at the annual general meeting of Shareholders 2025

Pursuant to the functions and duties of the Board of Supervisors as prescribed in the Enterprise law and the Company Charter of COKYVINA Joint Stock Company;

Based on the 2024 Financial Statements audited by CPA VIETNAM Auditing Company Limited.

The Board of Supervisors reports to the General Meeting of Shareholders the results of inspection and supervision of all activities in 2024 of Cokyvina Joint Stock Company as follows:

### I. ACTIVITIES OF THE SUPERVISORY BOARD IN 2024:

#### 1. Results of the Board of Supervisors' activities in 2024:

- In 2024, the Board of Supervisors has fully performed the duties and tasks assigned by the General Meeting of Shareholders honestly, carefully, and in the best interests of the Company and shareholders. The Board of Supervisors sent representatives to fully attend all meetings of the Company's Board of Directors.
- The Board of Supervisors maintains regular contact with the Board of Directors and the Board of General Directors in production and business activities, supervising activities to ensure the Company develops in the right direction and in accordance with the law.
- Conduct checks on the legality, reasonableness, honesty and level of prudence in operations, financial management, investment and information reporting regimes.





- Check, analyze and evaluate the Company's financial situation, compliance with financial management principles and regimes, accounting and statistical regimes of the State.
- Control compliance with the Company's information disclosure regulations in accordance with the provisions of the Law.

## 2. Evaluation of production and business performance in 2024:

*Unit: Million VND*

No	Criteria	Plan assigned in 2024	Implementation in 2024	Completion rate
1	Total revenue (sales revenue, financial revenue, other income)	860.000	909.725	105,8 %
2	Profit after tax	2.720	2.774	102 %
4	Profit after tax / Equity	5,53 %	3,6 %	65,1 %
5	Dividend Payout Ratio	5%	5,8 %	116%

- Revenue reached 105.8% of the assigned plan.

- Profit reached 102% of the delivery plan.

- To achieve the above revenue results is also thanks to the efforts of the Company's Board of Directors, the Leaders of the Branches, Centers and all employees. However, according to the data in the business results report in the post-audit data, sales costs and business management costs are still high. Propose the General Director to strengthen measures to reduce cost of goods sold, sales expenses, and business management expenses.

## 3. Evaluation of the Board of Supervisors on the management and operation of the Board of Directors and the Board of General Directors:

- Management work is carried out in accordance with the law, regulations on the operations of listed companies, the Company's Charter of Organization and Operation and Resolutions of the General Meeting of Shareholders.
- Management and operation activities ensure transparency, focus on production and business strategies and aim for efficiency.

- The Board of Directors holds regular meetings in accordance with regulations. All meetings have specific content, are recorded in minutes and resolutions are issued for implementation.
- The Board of Directors and the Management Board have fully performed their functions and duties in managing the Company.
- The Board of Directors has seriously implemented the Resolutions of the General Meeting of Shareholders; Well implemented the recommendations of shareholders in the General Meeting of Shareholders, well implemented the resolutions of the Board of Directors; The Company's financial statements have been completed within the time limit prescribed by the State and have been audited and confirmed by CPA VIETNAM Auditing Company Limited to be in accordance with Vietnamese enterprise accounting standards and regimes and current regulations.
- In 2024, the Board of Directors and the Board of Management have managed the Company's production and business activities with good results, the expected dividend payout ratio is 5,8%. Effectively use and promote the Company's capital, assets and labor resources, fully fulfill obligations to the State, shareholders and take care of the lives of officers, employees, and workers. Employees' salaries have also increased compared to 2023. Fully comply with regulations on information disclosure.

## **II. ORIENTATION PLAN OF THE BOARD OF SUPERVISORS IN 2025:**

- Continue to carry out inspection and supervision work according to the functions and tasks of the Board of Supervisors as prescribed in the Enterprise law and the Company Charter of COKYVINA Joint Stock Company.
- Focus on conducting inspections and controls related to the Company's operations.
- Monitor the implementation status and results of the 2025 Shareholders' Meeting Resolution of the Board of Directors and the Board of General Directors of the Company.
- Perform other tasks according to the functions and tasks of the Board of supervision.

## **III. BOARD OF SUPERVISORS' RECOMMENDATIONS:**

To improve the Company's production and business performance in 2025, the Board of Supervisors recommends the following:



1. Develop a plan (with a deadline) and organize early implementation of the collection of long-overdue payables and receivables. Propose to set aside provisions for inventory price reduction according to regulations.
2. Review internal regulations that are no longer appropriate to amend and supplement to ensure compliance with regulations, procedures and disclosure according to board of directors resolutions.
3. It is necessary to promote the search for new business markets and business items.
4. Check and strictly control the business management and operation situation. Manage and monitor revenue, strictly control sales costs, management costs, and cost of goods sold of commercial services for departments, centers, and branches in the Company to improve business efficiency.
5. Analyze, evaluate, and propose business plans for projects to bring profits to shareholders and the business.
6. Review and adjust the work of inefficient (loss-making) business units to affect shareholders, the Company and employees.
7. Assigning plans to departments, branches, and centers must have rewards and penalties for units that achieve and fail to achieve assigned plans. Only then can production and business develop.
8. Check and implement the assigned planning decisions on revenue and profit for each center and branch in 2024.

Above is the 2024 Board of Supervisors' report of COKYVINA Joint Stock Company. The Board of Supervisors sincerely thanks the shareholders, members of the Board of Directors, the Executive Board, the Accounting Department Leaders and the Leaders of the centers and branches in the Company for their cooperation and creating conditions for the Board of Supervisors to complete the tasks assigned by the General Meeting of Shareholders in accordance with the provisions of law and the Company Charter of COKYVINA Joint Stock Company.

Best regards./.

**For the Board of Supervisors**  
**HEAD OF THE BOARD**  
**( SIGNED)**

**TA QUANG HIEP**





COKYVINA JOINT STOCK COMPANY

No. .... / Proposal-Board of Directors-  
Financial Department

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Hanoi, date ..... month ..... year 2025

## PROPOSAL

### Regarding: Profit distribution, fund allocation and remuneration for the Board of Directors and the Supervisory Board in 2024

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to the Company's Charter of Organization and Operation approved by the General Meeting of Shareholders;
- Pursuant to the Operating Regulations of the Board of Directors of Cokyvina Joint Stock Company;
- Pursuant to the 2024 Financial Statements audited by CPA Vietnam Auditing Company Limited;

The Board of Directors respectfully submits to the General Meeting of Shareholders the plan for profit distribution, fund allocation and remuneration plan for the Board of Directors and the Supervisory Board of the Company in 2024 as follows:

#### I. Report on profit distribution and fund allocation.

(Unit: VND)

TT	Target	Implementation in 2024
1	Total accounting profit before tax	3.626.409.908
2	Corporate income tax	852.413.069
3	Profit after corporate income tax (3) = (1) – (2)	2.773.996.839
4	Bonus and welfare fund allocation in 2024	446.036.176
5	Undistributed profit after tax	5.203.539.363
6	Dividend payment: 5,8%	2.326.960.000
7	Dividend payment time: Authorize the Company's Board of Directors to decide the appropriate time to pay dividends in 2024 but not later than June 30, 2025	

#### II. Board of Directors and Board of Supervisors.

##### 1. Remuneration of the Board of Directors and Board of Supervisors in 2024:

- Remuneration of the Board of Directors and Board of Supervisors in 2023: VND 154.000.000. Of which:

Remuneration of the Board of Directors and Board of Supervisors for full-time members: VND 107.130.435.

Remuneration of the Board of Directors and Board of Supervisors for part-time members: VND 46.869.565.

• The Board of Directors proposes the remuneration of the Board of Directors and Board of Supervisors in 2024 for full-time and part-time members to be VND 169.400.000.

**2. Remuneration plan of the Board of Directors and Board of Supervisors for the fiscal year 2025:**

- In case of completing (equal to the assigned plan) the target of after-tax profit in 2025, the remuneration of the Board of Directors and Board of Supervisors will be VND 183.201.362.

- Remuneration of the Board of Directors & Supervisory Board in case the actual after-tax profit is greater than the assigned plan, for every 1% of after-tax profit exceeding the plan, it will be increased by a maximum of 02%.; The total remuneration fund implemented by the Board of Directors & Supervisory Board must not exceed 20% of the salary of the full-time Manager in 2025 (including full-time members of the Board of Directors, General Director, Deputy General Director, Chief Accountant, full-time members of the Supervisory Board).

- Remuneration of the Board of Directors & Supervisory Board in case the actual after-tax profit is less than the assigned plan, for every 1% of after-tax profit decreasing compared to the plan, it will be reduced by 01% compared to the plan completion level.

- In case the Company makes a loss: no remuneration will be paid.

Regards, the General Meeting of Shareholders is requested to consider and approve./.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN**

**(Signed)**

**PHAM VIET HUY**



**COKYVINA JOINT STOCK COMPANY**

No: ...../Proposal-Board of Directors-  
Financial Department

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence - Freedom - Happiness**

*Hanoi, date.....month.....year 2025*

## **PROPOSAL**

On the selection of an Auditing Company for the 2025 Financial Statements

Respectfully submitted to: GENERAL MEETING OF SHAREHOLDERS

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to the Company's Charter of Organization and Operation approved by the General Meeting of Shareholders;
- Pursuant to the Operating Regulations of the Board of Directors of Cokyvina Joint Stock Company;
- Pursuant to the list of independent auditing companies approved by the State Securities Commission to audit listed companies.

The Board of Directors of Cokyvina Joint Stock Company respectfully submits to the General Meeting of Shareholders to authorize the Board of Directors of Cokyvina Joint Stock Company to select an Auditor for the 2025 financial statements in accordance with the provisions of current Law.

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

Sincerely thank you./.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN**

**(Signed)**

**PHAM VIET HUY**







COKYVINA JOINT STOCK COMPANY

No: ...../Proposal-Board of Directors-  
Financial Department

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Hanoi, date.....month.....year 2025

## PROPOSAL

On the selection of an Internal Audit Company in 2025

Respectfully submitted to: GENERAL MEETING OF SHAREHOLDERS

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to the Charter of the Company's operations approved by the General Meeting of Shareholders;
- Pursuant to the Operating Regulations of the Board of Directors of Cokyvina Joint Stock Company;

The Board of Directors of Cokyvina Joint Stock Company respectfully submits to the General Meeting of Shareholders to authorize the Board of Directors of Cokyvina Joint Stock Company to select an Internal Audit unit in 2025 in accordance with the provisions of current Law.

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

Sincerely thank you./.

**ON BEHALF OF THE BOARD OF DIRECTORS  
CHAIRMAN  
(Signed)**

**PHAM VIET HUY**

