

No.: 01../2025/BCQT-TTH

Hanoi, January 22, 2025

**REPORT CORPORATE GOVERNANCE  
(Year 2024)**

**To:** - The State Securities Commission (SSC)  
- The Hanoi Stock Exchange (HNX)

- Name of Company: **Tien Thanh Service and Trading Joint Stock Company**
- Address of Headoffice: Viet Hung Ubarn area, Duc Giang Ward, Long Bien District, Hanoi City
- Telephone: 0963 893 958                      Fax:                      Email: info@tienthanhjsc.vn
- Charter capital: 373.748.460.000 VND
- Stock symbol: TTH
- Governance model:
  - + General Meeting of Shareholders, Board of Directors, General Directors and Audit Committee under the Board of Directors.
  - + The implementation of internal audit: Implemented.

**I. Activities of the General Meeting of Shareholders**

Information on meetings, resolutions and decisions of the General Meeting of Shareholders (including the resolutions of the General Meeting of Shareholders approved in the form of written comments):

No.	Resolutions No.	Date	Content
1	01/2024/NQ-ĐHĐCĐ	April 17, 2024	<ol style="list-style-type: none"><li>1. Approval of the Board of Directors' Report, which includes the 2024 business and production plan;</li><li>2. Approval the Independent Board Member's report in the Audit Committee ;</li><li>3. Approval of the 2023 Audit financial statements;</li><li>4. Approval of the Proposal on the 2023 After-tax Profit Distribution and the 2024 Plan;</li><li>5. Approval of the Proposal on the 2023 Board of Directors' remuneration and the 2024 remuneration plan;</li><li>6. Approval of the Proposal on the selection of the audit firm for the 2024 Financial statements of the Company;</li></ol>

			7. Approval of the Proposal on the Amendments to the Business Activities and the Revision of the Company's Charter.
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## II. Board of Directors

### 1. Information about the members of the Board of Directors:

No.	Board of Directors' members	Position	The date becoming/ceasing to be the member of the Board of Directors	
			Date of appointment	Date of dismissal
1	Mrs. Dao Vu Thinh Van	Chairwoman of the Board of Directors	June 1, 2022	
2	Mr. Nguyen Huu Truong	Non-executive member of the Board of Directors and member of the Audit Committee	April 26, 2021	
3	Mr. Nguyen Anh Tuan	Independent member of the Board of Directors and Chairman of the Audit Committee	April 26, 2021	
4	Mr. Phan Thanh Nam	Member of the Board of Directors and General Director	April 26, 2021	
5	Mrs. Nguyen Thi Hue	Member of the Board of Directors	June 1, 2022	

### 2. Meetings of the Board of Directors:

No.	Board of Directors' members	Number of meetings attended by Board of Directors	Attendance rate	Reasons for absence
1	Mrs. Dao Vu Thinh Van	5/5	100%	
2	Mr. Nguyen Huu Truong	5/5	100%	
3	Mr. Nguyen Anh Tuan	5/5	100%	
4	Mr. Phan Thanh Nam	5/5	100%	
5	Mrs. Nguyen Thi Hue	5/5	100%	

### 3. Supervising the Board of Management by the Board of Directors:

- The Board of Directors directs, supervises, and provides timely support to the Board of Management in managing the company's business operations and implementing the resolutions of the General Meeting of Shareholders and the Board of Directors;

- Monitor and supervise the implementation of the company's investments to ensure timely action plans, ensuring effective use of investment funds and minimizing risks;

- Monitor and supervise the compliance with and adherence to the company's Charter, internal governance regulations, and current laws;

- Timely resolve other issues within the authority of the Board of Directors, creating favorable conditions for the Board of Management in the management and operation of the company.

4. Activities of the Board of Directors' subcommittees: Activities of the Audit Committee (Details in Part III)

5. Resolutions/Decisions of the Board of Directors:

No.	Resolutions/ Decisions No.	Date	Content	Approval rate
1	01/2024/NQ-HĐQT	February 21, 2024	Approval of plan for organizing the 2024 Annual General Meeting of Shareholders	100%
2	02/2024/NQ-HĐQT	April 23, 2024	Selection of the auditing firm for the 2024 financial statements	100%
3	03/2024/NQ-HĐQT	August 9, 2024	Some of the company's activities in the last 5 months of the year	100%
4	04/2024/NQ-HĐQT	November 12, 2024	Reappointment of the General Director	100%
5	05/2024/NQ-HĐQT	December 15, 2024	Amendment of the Information Disclosure Process	100%

### III. Audit Committee

1. Information about members of Audit Committee:

No.	Members of Audit Committee	Position	The date becoming/ceasing to be the member of the Audit Committee	Qualification
1	Mr. Nguyen Anh Tuan	Chairman of the Audit Committee (Independent member of Board of Directors)	June 30, 2021	Bachelor of Economics
2	Mr. Nguyen Huu Truong	Member of the Audit Committee (Non-executive member of the Board of Directors)	June 30, 2021	Bachelor of Business Administration

2. Meetings of the Audit Committee:

No.	Members of Audit Committee	Number of meetings attended	Attendance rate	Voting rate	Reason for absence
1	Mr. Nguyen Anh Tuan	2/2	100%	100%	

2	Mr. Nguyen Huu Truong	2/2	100%	100%	
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3. Supervising Board of Directors, Board of Management and shareholders by Audit Committee:

- Supervising the implementation of the Resolutions of General Meeting of Shareholders, the Board of Directors' resolutions, and the activities of the Management Board in managing and operating the Company.

- Conducting internal audit to prevent fraud and control financial risks of the company; monitor and evaluate the effectiveness of the company's investment capital.

- Conducting reviews of the company's financial statements.

- Supervising the implementation of information disclosure in accordance with regulations.

- Through the process of inspection and supervision, the Audit Committee has found that the BOD and the Board of Management have implemented and complied with legal regulations in a serious manner. The Audit Committee has not identified any irregularities in the activities of the Board of Directors, the Board of Management, and other management personnel of the Company

4. The coordination among the Audit Committee, the Board of Management, Board of Directors and other managers:

- The Audit Committee works closely with the Board of Directors and the Board of Management while maintaining its independence. The Audit Committee has attended the Board meetings to stay informed about the company's operations, participate in discussions, and assess the appropriateness of the Board's decisions.

- The Board of Directors and the Board of Management have also provided the Audit Committee with complete and timely documents and materials, facilitating the Audit Committee's oversight and control activities.

5. Other activities of the Audit Committee (if any): None

#### IV. Board of Management

No.	Members of the Board of Management	Date of birth	Qualification	Date of appointment/ dismissal of members of the Board of Management
1	Mr. Phan Thanh Nam	June 3, 1978	Bachelor's degree in application programming	Appointed on April 23, 2019
2	Mr. Pham Quang Chien	May 25, 1986	Civil Engineer	Appointed on October 26, 2020

#### V. Chief Accountant

Name	Date of birth	Qualification	Date of appointment/ dismissal
Mrs. Nguyen Thi Hue	December 4, 1984	Bachelor of Accounting	Appointed on April 19, 2022

VI. Training courses on corporate governance: None

**VII. The list of affiliated persons of the public company and transactions of affiliated persons of the Company**

1. The list of affiliated persons of the Company:

No.	Name of organization/ individual	Securities trading account (if any)	Position at the Company	NSH No., date of issue, place of issue	Address	Time of starting to be affiliated person	Time of ending to be affiliated person	Reason	Relationship with the Company
1	Mrs. Dao Vu Thinh Van		Chairwoman of the Board of Directors			June 1, 2022			
2	Mr. Nguyen Anh Tuan		Independent member of the Board of Directors and Chairman of the Audit Committee			April 26, 2021			
3	Mr. Nguyen Huu Truong		Non-executive member of the Board of Directors and member of the Audit Committee			April 26, 2021			
4	Mrs. Nguyen Thi Hue		Member of the Board of Directors and Chief Accountant			April 19, 2022			
5	Mr. Phan Thanh Nam		Member of the Board of Directors and General Director and Legal representative			November 12, 2019			
6	Mr. Pham Quang Chien		Deputy general director			October 26, 2020			
7	Mrs. Do Thi Hoan		Person in charge of corporate governance and Company Secretary			June 15, 2023			

2. Transactions between the Company and its affiliated persons or between the Company and its major shareholders, internal persons and affiliated persons: None

3. Transactions between internal persons of the Company, affiliated persons of internal persons and the Company's subsidiaries in which the Company takes controlling power: None

4. Transactions between the Company and other objects

4.1. Transactions between the Company and the company that its members of the Board of Directors, the Board of Supervisors, Director (General Director) have been founding members or

members of Board of Directors, or CEO in three lastest years (calculated at the time of reporting):  
None

4.2. Transactions between the Company and the company that its affiliated persons with members of Board of Directors , Board of Supervisors, Director (General Directors) and other managers as a member of Board of Directors, Director (General Director or CEO): None

4.3. Other transactions of the Company (if any) may bring material or non-material benefits for members of Board of Directors, Board of Supervisors, Director (General Director) and other managers: None

**VIII. Transactions in shares of internal persons and their affiliated persons**

1. The list of internal persons and their affiliated persons: Provided in Appendix No.1 attached
2. Transactions of internal persons and affiliated persons with shares of the Company: None

**IX. Other significant issues**

***Recipients:***

- SSC;
- HNX;
- Archived in the document department

**CHAIRMAN OF THE BOARD OF  
DIRECTORS**



**DAO VU THINH VAN**

## Appendix 01: THE LIST INTERNAL PERSONS AND THEIR AFFILIATED PERSONS

*Reporting period: December 31, 2024*

No.	Name	Securities trading account (if any)	Positions at the Company (if any)	NSH No., date of issue, place of issue	Address	Number of shares owned at the end of the period	Percentage of share ownership at the end of the period	Note
<b>1</b>	<b>Mrs. Dao Vu Thinh Van</b>		<b>Chairwoman of the Board of Directors</b>			<b>0</b>	<b>0%</b>	
1.1	Nguyen Nam Hai					0	0%	Husband
1.2	Nguyen Vu Bao Chau					0	0%	Daughter
1.3	Nguyen Vu Dieu Ngan					0	0%	Daughter
1.4	Dao Manh Hung					0	0%	Older brother
1.5	Nguyen Van Hien					0	0%	Father-in-law
1.6	Doan Thi Thuy					0	0%	(Lost, not reissued yet)
								Mother-in-law
<b>2</b>	<b>Mr. Nguyen Anh Tuan</b>		<b>Independent member of the Board of Directors and Chairman of the Audit Committee</b>			<b>9.717</b>	<b>0,03%</b>	
2.1	Nguyen Van Xuan					0	0%	Father
2.2	Mrs. Nguyen Thi Dung					0	0%	Mother
2.3	Mrs. Dang Thi Huong					0	0%	Wife
2.4	Nguyen Bao Long					0	0%	Son
2.5	Nguyen Anh Toan					0	0%	Younger brother
2.6	Vietnam Machinery and Mineral Equipment Jsc					0	0%	Deputy Director
<b>3</b>	<b>Mr. Nguyen Huu Truong</b>		<b>Non-executive member of the Board of Directors</b>			<b>0</b>	<b>0%</b>	

3.1	Nguyen Thi Thu Trang									0	0%	0%	Wife
3.2	Nguyen Nhat Minh									0	0%	0%	Son
3.3	Nguyen Nhat Nam									0	0%	0%	Son
3.4	Nguyen Nha Cat Tien									0	0%	0%	Daughter (still a child)
3.5	Nguyen Thanh Chung									0	0%	0%	Father
3.6	Luu Thi Huyen									0	0%	0%	Mother
3.7	Nguyen Quoc Mic									0	0%	0%	Father-in-law
3.8	Nguyen Thi Lo									0	0%	0%	Mother-in-law
3.9	Nguyen Thi Lan									0	0%	0%	Younger sister
3.10	Nguyen Huu Tu									0	0%	0%	Younger brother
3.11	Southern Dong Thien Phu Joint Stock Company									0	0%	0%	Chairman of the Board of Directors and Director
4	Mrs. Nguyen Thi Hue									0	0%	0%	
4.1	Le Duc Trinh									0	0%	0%	Husband
4.2	Le Duc Anh									0	0%	0%	Son
4.3	Le Khanh An									0	0%	0%	Daughter
4.4	Le Van Son									0	0%	0%	Father-in-law
4.5	Nguyen Thi Quyen									0	0%	0%	Mother-in-law
4.6	Nguyen Xuan Hao									0	0%	0%	Father
4.7	Le Thi Kim									0	0%	0%	Mother
4.8	Nguyen Thi Thu Anh									0	0%	0%	Older sister
4.9	Nguyen Thi Huong									0	0%	0%	Older sister
4.10	Nguyen Thi Thuy Trang									0	0%	0%	Younger sister
5	Mr. Phan Thanh Nam									0	0%	0%	



					General Director, Legal representative							
5.1	Phan Van Ky								0	0%	Father	
5.2	Do Thi Len								0	0%	Mother	
5.3	Nguyen Thanh Binh								0	0%	Father-in-law	
5.4	Pham Thi Lai								0	0%	Mother-in-law	
5.5	Nguyen Thi Thoa								0	0%	Wife	
5.6	Phan Lam Son								0	0%	Son	
5.7	Phan Nguyễn Bao								0	0%	Son	
5.8	Phan Thi Bích Lien								0	0%	Older sister	
5.9	Nguyen Ba Hien								0	0%	Brother-in-law	
5.10	Phan Thi Thu Phuong								0	0%	Younger sister	
5.11	Tran Doan Bien								0	0%	Brother-in-law	
5.12	Phan Thi Hong Thuy								0	0%	Younger sister	
6	<b>Mr. Pham Quang Chien</b>								0	0%		
6.1	Pham Quang Quyen								0	0%	Father	
6.2	Nguyen Thi Luan								0	0%	Mother	
6.3	Hoang Dung								0	0%	Father-in-law	
6.4	Vu Thi Sang								0	0%	Mother-in-law	
6.5	Hoang Thi Thanh Dung								0	0%	Wife	
6.6	Pham Hoang Thanh Mai								0	0%	Daughter (still a child)	
6.7	Phạm Thanh Thuy								0	0%	Daughter (still a child)	
6.8	Pham Thi Thu Hiền								0	0%	Younger sister	
6.9	Tran Van Dien								0	0%	Brother-in-law	
6.10	Phuong Dong Hoa Binh Investment Joint Stock Company								0	0%	General Director	
6.11	Seika International Trade Investment Joint Stock Company								0	0%	Director	

	Mrs. Do Thi Hoan			Person in charge of corporate governance and Company Secretary						
7	Mrs. Do Thi Hoan							0	0%	
7.1	Duong Van Hung							0	0%	Husband
7.2	Duong Bao Nam							0	0%	Son (still a child)
7.3	Duong Thao Linh							0	0%	Daughter (still a child)
7.4	Duong Bao Long							0	0%	Son (still a child)
7.5	Do Xuan Diu							0	0%	Father
7.6	Bui Thi Du							0	0%	Mother
7.7	Mac Thi Luon							0	0%	Mother-in-law
7.8	Duong Van Ngu							-	-	Father-in-law (Lost contact, no information)
7.9	Do Thi Ha							0	0%	Younger sister
7.10	Nguyen Khac Hung							0	0%	Brother-in-law
7.11	Do Van Quyet							0	0%	Younger brother

