

**TOP ONE ALLOT JOINT
STOCK COMPANY**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No: 2402/2025/CBTT-TOP

Ha Giang , February 24, 2025

INFORMATION DISCLOSURE

To: - Sate Securities Commission
- Hanoi Stock Exchange (HNX)

1. TOP ONE Allot Joint Stock Company
2. Stock symbol: TOP
3. Head address: Civil group 1, Viet Lam Town, Vi Xuyen District, Ha Giang, Viet Nam
4. Contact address: Building T2, Room 2807, Park Kiara, Le Trong Tan Street, La Khe Ward, Ha Dong District, Hanoi.
5. Phone: 0967923532 – 0978559848 – 0983992828 - 0383836969.
6. People real presently labour dad information believe : Grandfather Nguyen Ngoc Duong - Owner Chairman of the Board
7. Type public: 24h 72h Requested unusually periodically
8. Contents of public information: Minutes of the Board of Directors meeting No.: 01/2025//BB-HĐQT/TOP dated February 24, 2025 and Board of Directors Resolution No. 01/2025/NQ-HĐQT/TOP dated February 24, 2025 "On: Organizing the 2025 Annual General Meeting of Shareholders".
9. Public content information is posted on February 24, 2025 the website according to: <http://toponejs.com>.

We would like to inform your agency and commit that the information published above is true and we are fully responsible before the law for the content of the published information.

Yours sincerely.

Send places:

- As to
- Company website

INFORMATION DISCLOSURE PERSON

LEGAL REPRESENTATIVE



CHỦ TỊCH HỘI ĐỒNG QUẢN TRỊ
Nguyễn Ngọc Dương

BOARD OF DIRECTORS MEETING MINUTES

TOP ONE ALLOT JOINT STOCK COMPANY

Head Office Address: Group 1, Viet Lam Town, Vi Xuyen District, Ha Giang Province.

Business Registration Number: 0106121967

The Board of Directors meeting was convened and chaired by Mr. Nguyễn Ngọc Dưỡng – Chairman of the Board.

Meeting Time: 14:30, February 24, 2025.

Meeting Venue: T2. P2807 Park Kiara, Le Trong Tan Street, La Khe Ward, Ha Dong District, Hanoi City.

1. Participants:

Members of the Board of Directors (term 2023 - 2028) in attendance:

- Mr. Nguyễn Ngọc Dưỡng – Chairman of the Board
- Mr. Nguyễn Văn Bình – Board Member
- Mr. Trần Anh Tuấn – Board Member
- Mr. Vũ Văn Thuận – Independent Board Member

Total Attending Members: 04/04.

Thus, the Board of Directors meeting met the quorum requirements as stipulated in the Company's Charter and the 2020 Enterprise Law.

Meeting Method: All Board members attended and voted directly at the meeting.

2. Chairman and Secretary of the Meeting:

- **Chairman:** Mr. Nguyễn Ngọc Dưỡng – Chairman of the Board
- **Secretary:** Mr. Nguyễn Văn Bình – Board Member

3. Purpose of the Meeting:

The Board of Directors convened to discuss and approve the agenda and contents of the 2025 Annual General Meeting of Shareholders (AGM).

4. Meeting Content and Proceedings:

4.1. The Board of Directors approved the agenda and contents of the 2025 AGM, including:

- Proposal to approve the AGM Regulations for 2025.
- Report on business performance in 2024 and business plan for 2025.
- Company's Financial Statements for 2024.
- Proposal to approve the 2024 Financial Statements.
- Report on the Board of Directors' performance in 2024 and objectives for 2025.
- Report on the Audit Committee's performance in 2024 and objectives for 2025.
- Proposal to select the audit firm for financial statements in the coming years.
- Approval of the 2024 profit distribution plan and the 2025 profit distribution plan.
- Proposal to approve salaries and remuneration for the Board of Directors and Audit Committee in 2024 and plan for 2025.
- Proposal to add new business sectors to the company's scope.
- Proposal to amend and supplement the Company's Charter.
- Other matters within the authority of the General Meeting of Shareholders.

4.2. Finalizing the Venue for the 2025 AGM:

- Last registration date for shareholder rights to attend the AGM: March 17, 2025.
- AGM Date: 08:00 AM, Sunday, April 20, 2025.
- AGM Venue: Room 404, 4th Floor, Rainbow Building, Alley 110, 19/5 Street, Van Quan Urban Area, Van Quan Ward, Ha Dong District, Hanoi City.
- Meeting Format: In-person.

5. Voting on the approval of the Board of Directors' decisions:

5.1. Approval of the contents and agenda of the 2025 Annual General Meeting of Shareholders, with the following voting ratio:

- Total number of valid votes: 04 votes. The ratio of valid votes to the total voting shares of the members: 04/04 votes, equivalent to 100% of the total voting shares of the Board of Directors members attending the meeting.
- Total number of invalid votes: 0 votes. The ratio of invalid votes to the total voting shares of the members: 0/04 votes, equivalent to 0% of the total voting shares of the Board of Directors members attending the meeting.
- Total number of votes in favor: 04 votes (from members Nguyen Ngoc Duong, Nguyen Van Binh, Tran Anh Tuan, Vu Van Thuan). The ratio of votes in favor to the total voting shares of the members: 04/04 votes, equivalent to 100% of the total voting shares of the Board of Directors members attending the meeting.



- Total number of votes: 0 votes. The ratio of votes to the total voting shares of the members: 0/04 votes, equivalent to 0% of the total voting shares of the Board of Directors members attending the meeting.
- Total number of abstentions: 0 votes. The ratio of abstentions to the total voting shares of the members attending the meeting: 0/04 votes, equivalent to 0% of the total voting shares of the Board of Directors members attending the meeting.

5.2. Approval of the finalized venue for the 2025 Annual General Meeting of Shareholders:

- Total number of valid votes: 04 votes. The ratio of valid votes to the total voting shares of the members: 04/04 votes, equivalent to 100% of the total voting shares of the Board of Directors members attending the meeting.
- Total number of invalid votes: 0 votes. The ratio of invalid votes to the total voting shares of the members: 0/04 votes, equivalent to 0% of the total voting shares of the Board of Directors members attending the meeting.
- Total number of votes in favor: 04 votes (from members Nguyen Ngoc Duong, Nguyen Van Binh, Tran Anh Tuan, Vu Van Thuan). The ratio of votes in favor to the total voting shares of the members: 04/04 votes, equivalent to 100% of the total voting shares of the Board of Directors members attending the meeting.
- Total number of votes against: 0 votes. The ratio of votes against to the total voting shares of the members: 0/04 votes, equivalent to 0% of the total voting shares of the Board of Directors members attending the meeting.
- Total number of abstentions: 0 votes. The ratio of abstentions to the total voting shares of the members attending the meeting: 0/04 votes, equivalent to 0% of the total voting shares of the Board of Directors members attending the meeting.

6. Decisions approved and corresponding voting ratios:

The Board of Directors unanimously approved the following decisions:

6.1. Contents and agenda of the 2025 Annual General Meeting of Shareholders: The approval voting ratio is 100%.

6.2. Finalized venue for the 2025 Annual General Meeting of Shareholders: The approval voting ratio is 100%.

7. Conclusion:

The members of the Board of Directors unanimously approved 100% of the meeting's contents and assigned the legal representative to direct and organize the implementation of the decisions approved by the Board of Directors. The members of the Board of Directors, the legal representative, and relevant departments, units, and individuals are responsible for executing the above decisions of the Board of Directors.

The minutes were prepared in 04 (four) original copies in Vietnamese, stored at the company's headquarters, with all copies holding equal legal value. The meeting concluded at 5:00 PM on the same day.



The chairperson and secretary of the meeting are jointly responsible for the truthfulness and accuracy of the contents of the Board of Directors' meeting minutes.

MEETING SECRETARY



Nguyễn Văn Bình



CHAIRMAN

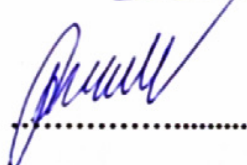
CHỦ TỊCH HỘI ĐỒNG QUẢN TRỊ


Nguyễn Ngọc Dương

BOARD MEMBERS IN ATTENDANCE (SIGNED)

Nguyễn Ngọc Dương 

Trần Anh Tuấn 

Nguyễn Văn Bình 

Vũ Văn Thuận 



Ha Giang , February 24, 2025

**RESOLUTION OF THE BOARD OF DIRECTORS
TOP ONE ALLOT JOINT STOCK COMPANY**

BOARD OF DIRECTORS

- 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 Organization and Operation of TOP ONE Distribution Joint Stock Company;
- Pursuant to the Minutes of the Board of Directors No. 01/2025/BB-HĐQT/TOP dated February 24, 2025, of TOP ONE Distribution Joint Stock Company;
- Based on the operational situation and actual needs of TOP ONE Distribution Joint Stock Company.

RESOLVED:

Article 1: Approval of the time and venue for holding the 2025 Annual General Meeting of Shareholders (AGM) of TOP ONE Distribution Joint Stock Company, as follows:

- **Final registration date for shareholder rights to attend the 2025 AGM:** March 17, 2025.
- **Time of the AGM:** 08:00 AM, Sunday, April 20, 2025.
- **Venue of the 2025 AGM:** Room 404, 4th Floor, Rainbow Building, Alley 110, 19/5 Street, Van Quan Urban Area, Van Quan Ward, Ha Dong District, Hanoi City.
- **Meeting format:** In-person.

Article 2: Approval of the draft proposal for the 2025 Annual General Meeting of Shareholders.

Article 3: The Board of Directors unanimously approves the authorization for the Chairman of the Board to draft, supplement, and amend (if necessary) the proposal to be submitted to the 2025 Annual General Meeting of Shareholders for approval in accordance with legal regulations.

Article 4: Effectiveness and Implementation:

- This resolution takes effect from the date of signing.
- The Board of Directors, Executive Board, and relevant departments of TOP ONE Distribution Joint Stock Company are responsible for implementing this resolution.

Recipients:

- State Securities Commission (SSC), Hanoi Stock Exchange (HNX);
- As per Article 4;
- Company archives.

**ON BEHALF OF THE BOARD OF
DIRECTORS
CHAIRMAN**



**CHỦ TỊCH HỘI ĐỒNG QUẢN TRỊ
Nguyễn Ngọc Dương**