

HCD INVESTPRO.,JSC

Số/No.: 04/CV-HCD

Hanoi, April 14th 2025

**DISCLOSURE OF INFORMATION ON THE STATE SECURITIES
COMMISSION'S PORTAL AND HOCHIMINH STOCK EXCHANGE'S
PORTAL**

To: - *The State Securities Commission*
 - *Hochiminh Stock Exchange*

- *Organization name:* **HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY**
- *Securities Symbol:* HCD
- *Address:* No.122B Quang Trung street, Quang Trung Ward, Hai Duong City, Hai Duong Province, Vietnam
- *Submitted by:* Tran Thi Anh Nguyet
- *Position:* Chief accountant

Information disclosure type: ☒ *Periodic* ☐ *Irregular* ☐ *24 hours* ☐ *On demand*

Content of Information disclosure (*):

HCD Investment, Production and Trading Joint Stock Company announces information and documents for the 2025 Annual General Meeting of Shareholders

This information was published on the company's website on April 14, 2025 at the link:

www.hcdgroup.com.vn

I declare that all information provided in this paper is true and accurate; I shall be legally responsible for any misrepresentation.

Organization representative

*Legal representative/Party authorized to disclose information
(Signature, full name, position, and seal)*



TỔNG GIÁM ĐỐC

Nguyễn Đức Dũng



SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, date 03 month 04 year 2025

INVITATION LETTER

2025 Annual General Shareholders Meeting

**Dear Shareholders : HCD INVESTMENT PRODUCING AND TRADING
JOINT STOCK COMPANY**

HCD Investment Producing and Trading JSC (Stock Code: HCD) respectfully invites you to attend the 2025 Annual General Shareholders Meeting (GSM) of the Company, as detailed below:

- 1. Time:** 8:30 a.m., April 29, 2025
- 2. Place:** HCD Factory, Lot III.1.2, Khai Son Industrial Park, Thuan Thanh Town, Bac Ninh Province.

3. Meeting Agenda:

Approval of matters under the authority of the General Meeting of Shareholders.

4. Meeting Eligibility: Shareholders who hold shares of the Company (or individuals legally authorized by such shareholders) as of March 31, 2025 (the record date as announced by the Vietnam Securities Depository and Clearing Corporation)

5. Shareholders Attending the Meeting: When attending the General Meeting, shareholders or their authorized representatives are kindly requested to bring the following documents for registration: Invitation Letter (original), ID card/citizen ID, and the Power of Attorney (if attending as an authorized representative)

6. Attached documents:

- Sample confirmation letter for attendance or authorization to attend the 2025 Annual General Meeting of Shareholders of HCD Investment Producing and Trading Joint Stock Company, scheduled for April 29, 2025.
- Other meeting documents: Kindly download these materials from the Company's website at <http://www.hcdgroup.com.vn> If you are unable to download or do not receive the documents, please contact the Company directly to obtain them.

7. Registration for the Meeting and Contact Information:

To ensure the best preparation for the Meeting, shareholders are kindly requested to confirm their attendance or authorize a representative by sending a letter or fax before **12:00 PM on April 25, 2025**, to the following address:

- HCD Investment Producing and Trading Joint Stock Company
- Address: Lots F6-F7, Ngo Thi Nham New Urban Area, Ha Cau Ward, Ha Dong District, Hanoi City.
- Telephone: 024 3351 8419 Hotline: 0965 067 772
- Email: info@hcdgroup.com.vn

We are honored to welcome our esteemed shareholders to the 2025 Annual General Meeting of Shareholders of HCD Investment Producing and Trading Joint Stock Company.

Respectfully yours,

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

(Signed)
PHÙNG CHÍ CÔNG



**CONFIRMATION OF ATTENDANCE /
AUTHORIZATION TO ATTEND**

**To: Organizing Committee of the 2025 Annual General Meeting of Shareholders
HCD Investment Producing and Trading Joint Stock Company (Stock code: HCD)**

Shareholder's Name:

ID/Passport/Business Registration Number:

Issued on: At:

Address/Headquarters:

Phone Number:

Legal Representative (for organizations):

Number of Shares Owned:shares

(In words:)

Code number:

Based on the Invitation to the 2025 Annual General Meeting of Shareholders of HCD Investment Producing and Trading Joint Stock Company, I hereby confirm my attendance at the Meeting as follows:

- Attending in person ☐
- Authorizing attendance (*for the individual* ☐
or organization named below)

Information of the individual or organization authorized to attend the Meeting:

No.	Full name of the authorized individual/ organization	Position in the Company (if any)	ID/Passport /Business Registration No.	Date of issue	Place of issue	Number of shares authorized
1	Phùng Chí Công	Chairman of the Board of Directors	024074018359	17/12/2021	PDAM of SO	
2	Nguyễn Đức Dũng	Member of the Board of Directors – General Director	027074002623	19/04/2021	PDAM of SO	
3	Other individuals/ organizations:					

- The authorized party shall represent the authorizing party to attend the 2025 Annual General Meeting of Shareholders of HCD Investment Producing and Trading Joint Stock Company and exercise all rights and obligations at the Meeting related to the number of shares authorized.

- The authorized party shall not further delegate this authorization to any third party.

- This Power of Attorney is valid only for the 2025 Annual General Meeting of Shareholders of HCD Investment Producing and Trading Joint Stock Company.

- I/we take full responsibility for this authorization and commit to strictly complying with the current laws and the Charter of HCD Investment Producing and Trading Joint Stock Company.

AUTHORIZED REPRESENTATIVE
(Sign and write full name)

....., date ...month ... year 2025
PRINCIPAL/ SHAREHOLDER
(Sign and write full name, affix seal if a legal entity)

ELECTION REGULATIONS

FOR MEMBERS OF THE BOD AT THE 2025 GENERAL SHAREHOLDERS' MEETING OF HCD INVESTMENT PRODUCING AND TRADING JSC

1. Objectives:

- Ensure compliance with the laws and regulations in Vietnam;
- Ensure transparency, democracy, and the legal rights of all shareholders;
- Ensure the concentration and stability of the organization during the inaugural General Shareholders' Meeting.

2. Principles for Electing Members of the Board of Directors:

- 2.1 The election of members to the Board of Directors (BOD) and the Supervisory Board shall be conducted by secret ballot using the cumulative voting method.
- 2.2 Each shareholder shall receive:
 - One BOD voting ballot, with the total number of votes equal to the number of shares they own or represent multiplied by the number of BOD members to be elected at the 2025 General Shareholders' Meeting
- 2.3 On each voting ballot, the shareholder may choose to vote for up to the number of BOD members to be elected at the meeting, or fewer, from among the BOD candidates.
- 2.4 Shareholders shall elect members of the BOD by allocating their total votes among the BOD candidates, ensuring that the total number of votes assigned on each ballot does not exceed the number of shares owned or represented multiplied by the number of BOD members to be elected.

3. Regulations on Voting Ballots:

- 3.1 A voting ballot shall be considered valid if it meets all of the following conditions:
 - Votes are cast only for candidates listed in the approved candidate list and within the number of BOD members to be elected as approved by the General Shareholders' Meeting prior to voting.
 - The total number of votes cast is less than or equal to ($\leq$) the number of votes the shareholder is entitled to (calculated as the number of voting shares owned multiplied by the number of BOD members to be elected).
 - The ballot does not fall under any of the cases specified in Clause 3.2 of this Section.
- 3.2. The following ballots shall be considered invalid:
 - Ballots that were not issued by the Election Committee; or

- Ballots without the official stamp of the Meeting's Organizing Committee; or
- Ballots that are altered, contain erasures, or include names of candidates not on the list approved by the General Shareholders' Meeting prior to voting; or
- Ballots with a total number of votes allocated exceeding the shareholder's allowed voting limit; or
- Ballots not signed and not clearly indicating the full name of the shareholder or authorized representative; or
- Ballots submitted to the Vote Counting Committee after the voting session has ended and the ballot box has been sealed; or
- Ballots that do not specify the number of votes allocated.

4. Principles for Selecting Elected Members of the Board of Directors:

- 4.1 The elected members of the Board of Directors shall be the candidates receiving the highest number of votes, ranked from highest to lowest.
- 4.2 In the event that the required number of BOD members cannot be determined due to a tie in votes among multiple candidates, a re-vote shall be conducted among those candidates to determine who receives more votes.
- 4.3 If the re-vote still does not yield a result, the General Shareholders' Meeting may vote to leave the position vacant and defer the election to the next annual General Shareholders' Meeting.

5. Effective Date:

- These election regulations have been publicly announced to the General Shareholders' Meeting and submitted for approval by all shareholders prior to the commencement of voting.
- Once approved by the General Shareholders' Meeting, these regulations shall become binding and enforceable for all shareholders.

**CHAIRMAN OF THE BOARD OF
DIRECTORS**

(Signed)

PHÙNG CHÍ CÔNG

REGULATIONS

ON THE NOMINATION AND SELF-NOMINATION OF CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY

Based on:

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 29, 2019;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020, detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to the Charter of HCD Investment Producing and Trading JSC.,

Objectives:

- Ensure the principles of transparency, fairness, and democracy;
- Facilitate the organization and smooth conduct of the annual General Shareholders' Meeting and maintain business stability;

To prepare for the 2025 Annual General Shareholders' Meeting of HCD Investment Producing and Trading Joint Stock Company, the Board of Directors would like to inform shareholders of specific regulations regarding the nomination and self-nomination of candidates for election to the Board of Directors, in accordance with the Articles of Organization and Operation of HCD Investment Producing and Trading Joint Stock Company as follows:

I. Number of Members of the Board of Directors to be Dismissed and Newly Elected for the 2021 – 2026 Term at the Meeting:

- Number of Board members to be dismissed: 01 member
- Number of Board members to be elected at the meeting: 01 member

II. Qualifications for Nominating Members of the Board of Directors / Supervisory Board:

1. Qualifications for Nominating Members of the Board of Directors:

1.1. Qualifications for Nominating Members of the Board of Directors:

- Must have full legal capacity and not fall under the prohibited categories for managing businesses as specified in Clause 2, Article 17 of the 2020 Enterprise Law.
- Must have professional qualifications and experience in business management, and it is not necessary to be a shareholder of the company.

- A member of the company's Board of Directors may also serve as a member of the Board of Directors of another company, but cannot serve as a member of the Board of Directors of more than five other companies simultaneously.

1.2. Qualifications for Nominating Independent Members of the Board of Directors:

An independent member of the Board of Directors must meet the qualifications for Board membership and fulfill the following conditions:

- Must be a non-executive member of the Board of Directors and not be affiliated with the CEO (General Director), Deputy CEO (Deputy General Director), Chief Accountant, or any other executive officers appointed by the Board of Directors;
- Must not be a member of the Board of Directors, CEO (General Director), Deputy CEO (Deputy General Director) of subsidiaries, affiliated companies, or companies controlled by the public company;
- Must not be a major shareholder, a representative of a major shareholder, or a related person of a major shareholder of the company;
- Must not have worked at organizations providing legal, auditing, or consulting services to the company within the last two (02) years;
- Must not be a partner or related party of a partner with whom the company has annual transactions amounting to 30% or more of the company's total revenue or total value of purchased goods and services in the past two (02) years..

(An executive member of the Board of Directors is a Board member who serves as CEO (General Director), Deputy CEO (Deputy General Director), Chief Accountant, or other executive officers appointed by the Board of Directors).

2. Qualifications for Nominating Members of the Supervisory Board:

- Must have full legal capacity and not fall under the prohibited categories for managing businesses as specified in Clause 2, Article 18 of the Enterprise Law.
- Must have professional qualifications and experience in business management, and it is not necessary to be a shareholder of the company.
- Must not be a spouse, biological parent, adoptive parent, biological child, adopted child, full sibling of a member of the Board of Directors, CEO, or other executive officers
- Must not be an employee in the accounting or financial department of the company and must not be a member or employee of the independent auditing firm conducting the company's financial audit.
- Preference will be given to candidates with certifications in auditing or accounting

III. Principles for Nominating Candidates for the Board of Directors and Supervisory Board

1. Board of Directors:

Shareholders holding voting shares continuously for at least six (06) months have the right to combine their voting rights to nominate candidates for the Board of Directors.

- Shareholders or groups of shareholders holding between 5% and under 10% of the shares may nominate up to 1 candidate.
- Shareholders or groups of shareholders holding between 10% and under 30% of the shares may nominate up to 2 candidates.
- Shareholders or groups of shareholders holding between 30% and under 40% of the shares may nominate up to 3 candidates.
- Shareholders or groups of shareholders holding between 40% and under 50% of the shares may nominate up to 4 candidates.
- Shareholders or groups of shareholders holding between 50% and under 60% of the shares may nominate up to 5 candidates.
- Shareholders or groups of shareholders holding between 60% and under 70% of the shares may nominate up to 6 candidates.
- Shareholders or groups of shareholders holding between 70% and under 80% of the shares may nominate up to 7 candidates.
- Shareholders or groups of shareholders holding between 80% and under 90% of the shares may nominate up to 8 candidates.
- In the event that the number of nominated candidates for the Board of Directors is insufficient to meet the required amount, the current Board of Directors may nominate additional suitable candidates, in accordance with regulations, and this must be approved by the General Shareholders' Meeting before proceeding with the election.

2. Supervisory Board

Shareholders holding voting shares continuously for at least six (06) months have the right to combine their voting rights to nominate candidates for the Supervisory Board:

- Shareholders or groups of shareholders holding between 5% and under 10% of the shares may nominate up to 1 candidate.
- Shareholders or groups of shareholders holding between 10% and under 30% of the shares may nominate up to 2 candidates.
- Shareholders or groups of shareholders holding between 30% and under 40% of the shares may nominate up to 3 candidates.
- Shareholders or groups of shareholders holding between 40% and under 50% of the shares may nominate up to 4 candidates.
- Shareholders or groups of shareholders holding between 50% and under 60% of the shares may nominate up to 5 candidates.
- Shareholders or groups of shareholders holding between 60% and under 70% of the shares may nominate up to 6 candidates.

- Shareholders or groups of shareholders holding between 70% and under 80% of the shares may nominate up to 7 candidates.
- Shareholders or groups of shareholders holding between 80% and under 90% of the shares may nominate up to 8 candidates.
- In the event that the number of nominated candidates for the Supervisory Board is insufficient to meet the required amount, the current Supervisory Board may nominate additional suitable candidates, in accordance with regulations, and this must be approved by the General Shareholders' Meeting before proceeding with the election.

IV. Documents for Nominating and Self-Nominating Candidates for the Board of Directors

The documents for nominating and self-nominating candidates for election to the Board of Directors include:

1. Application for candidacy or nomination to join the Board of Directors (according to the template);
2. Resume submitted by the candidate (according to the template);
3. Notarized copies of: National ID card, permanent residence registration (or long-term temporary residence registration), passport (for overseas Vietnamese or foreign nationals), and academic degrees, diplomas, and certificates certifying educational qualifications and professional skills;
4. Valid power of attorney for nomination (if the shareholder authorizes another person to nominate);
5. Confirmation of the number of shares owned by the shareholder or group of shareholders continuously for the past 06 months.

V. Selection of Candidates

Based on the nomination forms from shareholders or groups of shareholders and the accompanying documents of the candidates, the Organizing Committee will compile a list of candidates who meet the eligibility requirements as specified for election to the Board of Directors.

We kindly request:

Shareholders or groups of shareholders wishing to nominate or self-nominate candidates for election to the Board of Directors must submit their nomination documents to the Organizing Committee by 10:00 AM on April 22, 2025, at the following address:

HCD Investment Producing and Trading Joint Stock Company

Contact Address: F6-F7 Ngo Thi Nham New Urban Area, Ha Cau Ward, Ha Dong District, Hanoi City

Phone: +84-24-2251 8419

Fax: +84-24-3351 8430

CHAIRMAN OF THE BOARD OF

DIRECTORS

(Signed)

PHÒNG CHÍ CÔNG

OPERATIONAL REGULATIONS

2025 ANNUAL GENERAL SHAREHOLDERS' MEETING

HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY

I. OBJECTIVES

- Ensure compliance with the laws and the Company's Charter.
- Ensure transparency, democracy, and the legal rights of all shareholders.
- Ensure focus and organizational stability during the Annual General Shareholders' Meeting.

The organizing committee of the 2025 Annual General Shareholders' Meeting of HCD Investment Producing and Trading Joint Stock Company hereby submits for approval the Working Regulations for the Meeting as follows:

II. RIGHTS AND OBLIGATIONS OF ATTENDING SHAREHOLDERS

1. Eligibility to Attend:

- Shareholders who are legal entities, individuals, or representatives of shareholders or shareholder groups holding voting shares of HCD Investment Producing and Trading Joint Stock Company as of the record date of **March 29, 2025** (the final registration date as announced by the Vietnam Securities Depository and Clearing Corporation) are eligible to attend the 2025 Annual General Shareholders' Meeting.

2. Rights and Obligations of Attending Shareholders:

- Each shareholder or shareholder representative attending the Meeting must bring personal identification documents (ID card/Citizen Identification Card or Passport) and the original invitation letter to submit to the Shareholder Eligibility Verification Committee.
- Shareholders or authorized representatives attending the Meeting must strictly comply with the Operational Regulations of the General Meeting. Shareholders who violate these Regulations shall, depending on the severity, be subject to review and disciplinary action by the Presidium in accordance with the provisions of the **2020 Law on Enterprises**.
- Late-arriving shareholders have the right to register upon arrival and thereafter participate and vote at the Meeting. The Chairperson is not obligated to pause the Meeting for such registrations, and the validity of voting sessions already conducted will not be affected.

III. AUTHORIZATION TO ATTEND THE GENERAL MEETING

1. Shareholders may authorize their representative to participate in company matters within the scope of their authority. The authorized person is not required to be a shareholder of the Company. The authorized person may exercise rights within the scope of authorization in accordance with the law and the Company's Charter. The authorized person may not re-authorize a third party.

2. The appointment of a representative, authorization, and any change in representative or authorized person must be made in writing in compliance with the following regulations:
 - If the shareholder is an individual, the power of attorney must be signed by the shareholder.
 - If the shareholder is a legal entity/organization, the power of attorney must be sealed and signed by the legal representative of that legal entity/organization.

IV. ORDER DURING THE GENERAL MEETING

- All shareholders attending the meeting must arrive on time and complete the registration procedures with the Shareholder Qualification Verification Committee and collect their voting cards.
- Shareholders must sit in the assigned seats or designated areas as arranged by the Organizing Committee. Full compliance with the Organizing Committee's seating arrangements is required. Polite and respectful behavior is expected.
- Smoking is strictly prohibited in the meeting room.
- Private conversations and mobile phone use are not allowed during the meeting. All mobile phones must be turned off or set to silent mode.
- Shareholders must strictly comply with the rules for using and protecting the meeting documents.

V. VOTING TO APPROVE ISSUES AT THE GENERAL MEETING

1. Principles:

- All issues on the agenda of the General Meeting must be approved by direct voting during the meeting.
- Each shareholder will be issued 1 Voting Card; 1 voting slip, and 1 ballot for the election of the Board of Directors/ Supervisory Board, with participation code, the name of the shareholder/authorized representative, the number of shares entitled to vote (both owned and by proxy), all stamped by HCD Investment Producing and Trading JSC.
- Shareholders who leave the meeting before the voting and do not inform the Chairman will be considered as approving all the resolutions passed by the General Meeting from the time they leave.

2. Conditions to Hold the General Meeting:

The meeting of the General Meeting will be valid if shareholders representing at least 51% of the total shares with voting rights attend the meeting.

3. Voting procedure to approve issues at the General Meeting:

- Approval of issues is done by raising the Voting Card: following the Chairman's instructions, shareholders raise their voting cards for the corresponding options: Agree; Disagree, or No opinion on each issue to be approved at the General Meeting.
- For reporting items and proposals presented during the meeting, shareholders will approve by marking the selected option on the Voting Slip and submitting it to the organizing

committee for compilation and announcement in the vote count minutes of the General Meeting.

4. Approval of the General Meeting's decisions:

Issues voted on at the General Meeting are approved when:

- Approved by shareholders representing at least 51% of the total votes of all shareholders attending the meeting.
- For decisions regarding the type of shares and total number of shares to be offered; changes in business sectors and fields; changes in the company's management structure; investment projects or the sale of assets valued at or above 35% of the total asset value as recorded in the company's most recent financial statement; or the restructuring and dissolution of the company, approval must be obtained by at least 65% of the total voting shares of all shareholders present.
- The election of members to the Board of Directors and the Supervisory Board will be conducted by cumulative voting, where each shareholder's total voting rights are equal to the number of shares they own multiplied by the number of members to be elected to the Board of Directors or Supervisory Board. Shareholders may allocate all or part of their total votes to one or more candidates. The members of the Board of Directors or Supervisory Board will be determined by the highest number of votes, starting with the candidate with the most votes until the required number of members is reached. If two or more candidates receive the same number of votes for the last available position on the Board or Supervisory Board, a re-vote will be held among those candidates with tied votes.

VI. STATEMENTS OF OPINION AT THE GENERAL MEETING

1. Principles

- Shareholders attending the General Assembly who wish to make a statement for discussion must register the content of their speech on a question form, which is then submitted to the support team for forwarding to the Presidium. The support team is responsible for consolidating the opinions and submitting them to the Presidium through the conference secretary team.

2. Method of Speaking

- Shareholders should keep their statements brief, avoid repetition, and focus on the key topics that need to be addressed, in line with the agenda of the General Meeting that has been approved. The Chairman of the Meeting will arrange for shareholders to speak in the order of their registration and will address any questions raised by the shareholders.

VII. RESPONSIBILITIES OF THE PRESIDIUM

The list of the Presidium is approved by the General Shareholders' Meeting through a vote. The responsibilities of the Presidium are as follows:

- To manage the activities of the Company's General Shareholders' Meeting according to the planned agenda that has been approved by the General Shareholders' Meeting.
- To guide delegates and the Meeting in the discussion.

- To present drafts and conclude on necessary issues for voting by the General Shareholders' Meeting.
- To answer questions or appoint responsible individuals to address issues raised by the Meeting.
- The Presidium works on the principle of collective responsibility, with democratic focus, ensuring the Meeting is conducted legally, orderly, and reflects the wishes of the majority of shareholders and delegates in attendance.

VIII. RESPONSIBILITIES OF THE SHAREHOLDER ELIGIBILITY INSPECTION COMMITTEE

- The Shareholder Eligibility Inspection Committee is nominated by the Organizing Committee of the Meeting and approved at the Meeting. The committee is responsible for verifying the eligibility of delegates and reporting the results of the eligibility verification to the General Shareholders' Meeting.

IX. RESPONSIBILITIES OF THE MEETING SECRETARY

- The Meeting Secretary is introduced by the Presidium and approved by the Meeting.
- The Secretary is responsible for accurately and comprehensively recording all the proceedings of the Meeting, including issues approved or noted by the shareholders, in the Meeting Minutes, which must be approved before the Meeting is adjourned.
- Assisting the Presidium in announcing drafts of documents, conclusions, and resolutions of the Meeting.
- Receiving the question forms from shareholders through the support team of the Presidium.

X. RESPONSIBILITIES OF THE VOTING COMMITTEE

The Voting Committee is nominated by the Presidium and approved by the General Shareholders' Meeting through a vote. Members of the Voting Committee may be shareholders. The Voting Committee is responsible for:

- Explaining the rules and principles for conducting the vote.
- Collecting the ballots and conducting the vote counting.
- Announcing the results of the vote before the Meeting.
- Promptly notifying the Secretary's team of the voting results on the issues passed during the Meeting.
- Reviewing and reporting to the Meeting any violations of election rules or complaints regarding the voting process.

XI. MINUTES OF THE GENERAL SHAREHOLDERS' MEETING

All content discussed at the General Shareholders' Meeting must be recorded by the Meeting Secretary in the Meeting Minutes. The Minutes will be read and approved before the Meeting is adjourned and will be stored in the Company's minutes book.

The working regulations for the 2025 Annual General Shareholders' Meeting of HCD Investment, Manufacturing, and Trading Joint Stock Company are effective immediately upon approval by the General Shareholders' Meeting through a vote.

Recipients:

- *Shareholders;*
- *BOS, BOD, BOE members*
- *Archives.*

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN

(Signed)

PHÙNG CHÍ CÔNG

MEETING AGENDA

2025 ANNUAL GENERAL SHAREHOLDERS' MEETING

HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY

Time: 8:30 AM, April 29, 2025

Location: HCD Factory, Lot III.1.2, Khai Son Industrial Park, Thuan Thanh Town, Bac Ninh Province

Time	Agenda
8:30 – 9:00	Welcome delegates and shareholders
	Verify the eligibility of shareholders and distribute meeting materials
9:00 – 9:15	Report the results of the shareholder eligibility verification
	Declare the purpose of the meeting and introduce the participants
	Introduce and approve the Presidium, Secretary Team, and Voting Committee
9:15 – 9:30	Opening statement of the Meeting
	Approve the working regulations for the Meeting and the election regulations
	Approve the Meeting agenda
9:30 – 10:00	Present reports and proposals to the Meeting: + Report on the 2024 business operations and the 2025 business plan; + Report on the activities of the Board of Directors in 2024 and the 2025 operational plan; + Report on the activities of the Supervisory Board in 2024 and the 2025 operational plan; + Proposal for the 2024 audited financial statements; + Proposal for selecting the auditing firm for 2025; + Proposal for the remuneration plan for the BOD and BOS; + Proposal for changing the location of the head office; + Proposal for the profit distribution and dividend plan; + Proposal for transactions with related parties; + Proposal for the dismissal of Board of Directors members and election of replacements. + Other matters within the authority of the General Shareholders' Meeting (if any);
10:00 – 10:30	Discussion at the Meeting on the proposals
	Vote on the content of the reports and proposals
	Vote on the election regulations for the Board of Directors
	Elect additional members to the Board of Directors for the 2021-2026 term
10:30 – 11:00	Vote counting

	Break
11:00 – 11:10	Announce the results of the vote on the Meeting's matters Announce the results of the vote for the additional election of Board members for the 2021-2026 term
11:10 – 11:20	Approve the Meeting Minutes and Resolutions
	Adjourn the Meeting

No: .../2025/HCD/BC-ĐHĐCĐ

Bacninh, date ... month ... year 2025

REPORT OF THE BOARD OF GENERAL DIRECTORS
(On the results of business operations in 2024 and the plan for 2025)

Presented to: THE 2025 ANNUAL GENERAL SHAREHOLDERS' MEETING
HCD INVESTMENT PRODUCING AND TRADING JSC.,

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 29, 2019;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020, detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to the Charter of HCD Investment Producing and Trading JSC.,

The Board of Directors of HCD Investment Producing and Trading Joint Stock Company (hereinafter referred to as the "Company") respectfully presents to the 2025 Annual General Shareholders' Meeting the following detailed contents:

1. Business Operations of the Company in 2024:

The year 2024 continued to be a challenging and difficult period for businesses due to the adverse impacts of the global economy. Notable factors included military conflicts in the Middle East and Ukraine, along with policy adjustments in several major countries that are key partners of Vietnam. In addition, prolonged and widespread inflation, coupled with economic downturns in many countries worldwide. In that context, under the close direction of the Board of Directors, the leadership of the Board of General Directors, and the collective efforts of all Company employees, HCD achieved several financial targets as follows:

Key Financial Indicators of the Company in 2024:

Unit: Million VND

Indicator	Year 2023	Year 2024	
		Value	% Increase/Decrease Compared to 2023
Net Revenue	913,036	869,270	-4.79%
Profit Before Tax	63,325	37,749	-40.39%
Profit After Tax	51,863	30,199	-41.77%

2. Business Plan for 2025:

**** Business Operations:***

- Maintain the Company's position as one of the leading enterprises in plastic distribution. However, the 2025 business plan will reduce commercial sales activities and focus on investment, development, and increasing sales in the outdoor wood-plastic composite (WPC) manufacturing sector
- Improve the operational efficiency of machinery and equipment; reduce the rate of defective products in production;
- Diversify the product portfolio to keep up with market trends and consumer preferences.
- Enhance product quality, both in functionality and aesthetics; expand market reach both domestically and internationally;
- Optimize costs of raw material inputs.

**** Finance:***

- Strengthen measures to improve capital liquidity and ensure adequate working capital for the Company.
- Implement the recovery of working capital tied up in inventory.
- Optimize capital resources: accelerate inventory turnover, extend payment terms with suppliers; closely manage accounts receivable to minimize bad debt risks.

**** Management and Operations:***

- Organize the Company's operational structure toward a lean and efficient model.
- Ensure the well-being—both material and spiritual—of employees; continuously improve living standards and income for all Company staff; focus on vocational training. Foster a professional and friendly corporate culture to build a strong and united team.

Based on the 2025 business strategy—to reduce the proportion of revenue from commercial activities and focus on developing and increasing revenue from outdoor wood-plastic composite manufacturing—the Company has set the following business targets for 2025:

Business Plan Targets for 2025

Unit: Million VND

Indicator	Value		% Increase/Decrease of 2025 Compared to 2024
	Year 2024	Plan for 2025	
Net Revenue	869.270	880.000	1,23%
Profit Before Tax	37.749	47.500	25,83%
Profit After Tax	30.199	38.000	25,83%
Charter Capital	369.588	667.634	80,64%
Net Profit / Net Revenue Ratio (%)	3,47	4,32	24,30%
Net Profit / Charter Capital Ratio (%)	8,17	5,69	-30,34%
Dividend	12%	Not lower than 10% (*)	

Note: The figures in the table are calculated based on the 2025 corporate income tax rate of 20%.

() Dividend-paying shares may change in case the company changes its capital conditions to issue shares to the public to increase capital.*

The Board of General Directors of HCD Investment, Manufacturing, and Trading Joint Stock Company hereby reports to the General Shareholders' Meeting and respectfully submits for approval the business plan as presented above.

Respectfully./.

**ON BEHALF OF THE BOARD OF
GENERAL DIRECTORS
GENERAL DIRECTORS**

(Signed)

NGUYỄN ĐỨC DŨNG

No: .../2025/HCD/BC-ĐHĐCĐ

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Bacninh, date ...month ... year 2025

REPORT

ON THE ACTIVITIES OF THE BOARD OF DIRECTORS IN 2024 AND THE OPERATIONAL PLAN FOR 2025

Presented to: THE 2025 ANNUAL GENERAL SHAREHOLDER'S MEETING
HCD INVESTMENT PRODUCING AND TRADING JSC

In accordance with the rights and responsibilities of the Board of Directors (BOD) as prescribed by the Law on Enterprises and the Charter of HCD Investment Producing and Trading Joint Stock Company, the Board of Directors respectfully reports to the General Shareholders' Meeting the results of its activities in 2024 and its operational plan for 2025 as follows:

I. ACTIVITIES OF THE BOARD OF DIRECTORS IN 2024

The Board of Directors of HCD Investment Producing and Trading Joint Stock Company has a 5-year term, from 2021 to 2026, and consists of the following 5 members:

- | | |
|-----------------------|------------------------------------|
| - Mr. Phùng Chí Công | Chairman of the Board of Directors |
| - Mr. Vũ Nhân Tiến | Member of the Board of Directors |
| - Mr. Nguyễn Đức Dũng | Member of the Board of Directors |
| - Mr. Trần Ngọc Hữu | Member of the Board of Directors |
| - Mr. Phạm Duy Liêm | Member of the Board of Directors |

The Board of Directors has actively implemented activities in accordance with the company's Charter and the operational regulations of the Board of Directors, as detailed below:

1. Leadership and Oversight of Business Operations Implementation

The year 2024 was considered a challenging year for the Vietnamese economy as well as the global economy, with the world facing major challenges, rapid, unpredictable changes, and high levels of instability. Inflation reached its highest level in decades, forcing countries to tighten monetary policies. Strategic geopolitical competition among major countries, the military conflict between Russia and Ukraine, natural disasters, epidemics, climate change, storms, and droughts significantly increased risks to financial markets, currency stability, energy security, and global food security.

In the face of these difficulties, the Board of Directors directly oversaw and managed the Executive Board and departments in the company's operations, mobilizing capital management, maintaining and gradually improving service quality, and closely following the business plan

approved by the Annual General Shareholders' Meeting. The main activities of the Board of Directors in 2024 included:

- Throughout 2024, the Board held regular meetings and conducted surveys and votes on issues related to the company's operations. These meetings followed the required procedures as stipulated by the Enterprise Law and the Company's Charter.
- The Board developed a vision, mission, and core values for the Company and is currently implementing the next phase of the Company's development strategy.
- Business Operations: Continued development and maintaining the position as one of the leading companies in plastic distribution and outdoor wood-plastic composite manufacturing.
- Human Resources: The Company carried out training, recruited additional staff for vacant positions, especially management positions, and built a corporate culture system....

Some Key Indicators for 2024 Compared with 2023

Unit: Million VND

Indicator	Year 2023	Year 2024	% Increase/ Decrease of 2024 compared to 2023
Total Assets	778,467	812,015	4.31%
Shareholder Equity	451,654	481,853	6.69%
Net Revenue	913,036	869,270	-4.79%
Profit Before Tax	63,325	37,749	-40.39%
Profit After Tax	51,863	30,199	-41.77%

2. Activities of the Subcommittee under the Board of Directors

In 2024, the Internal Audit Committee operated in accordance with its defined scope of activities:

- Monitored and assessed governance processes, risk management, and internal control systems to assist the Company in achieving its strategic objectives.
- Provided in-depth analyses and recommendations based on data assessments and business processes.
- Offered independent and objective advice and recommendations related to governance processes, risk management, and internal controls.
- Conducted pre-audits, concurrent audits, and post-activity audits of the auditing unit.
- Advised the company on the selection and control of independent audit services to ensure cost-effectiveness and efficiency.

- Provided regular reports on the purpose, authority, responsibilities, and performance of the internal audit department in relation to its planned activities.

3. Implementation of the Resolutions of the 2024 Annual General Meeting of Shareholders

The Board of Directors and the Company's Executive Board have seriously and effectively implemented the contents of the resolutions from the 2024 Annual General Meeting of Shareholders. Key achievements include:

- Improving the productivity of the Factory
- Enhancing the organizational structure, management system, and strengthening high-quality personnel to lay the foundation for future development plans..
- The Company has executed actions such as: selecting the auditing unit for the financial statements, streamlining business sectors, amending the internal governance regulations, and issuing regulations in accordance with the resolutions approved at the 2024 AGMS.

Some items from the 2024 Annual General Meeting of Shareholders' resolutions have not yet been implemented. The BOD proposes to address these in the following years:

- Proposal for establishing a branch;
- Proposal for a private placement of shares;
- Proposal for profit distribution and dividend payout plans;

II PLAN OF ACTION FOR THE BOARD OF DIRECTORS IN 2025

1. Business Plan Indicators for 2025:

Unit: Milion VND

No	Indicator	Year 2024	Year 2025	Growth Rate Compared to 2022 (%)
		(Audit)	(Plan)	
1	Charter Capital	369.588	667.634	80,64%
2	Total Revenue	869.270	880.000	1,23%
3	Profit Before Tax	37.749	47.500	25,83%
4	Profit After Tax	30.199	38.000	25,83%

2. Plan of Action for the Board of Directors in 2025

The Board of Directors has outlined the following action plan for 2025:

- Continue to follow the guidance provided by the General Meeting of Shareholders;
- Explore investment solutions to enhance the productivity of the factory and expand the domestic and international market presence.
- Focus on building and developing the HCD high-quality outdoor wood-plastic production factory.
- Prioritize solutions that improve efficiency, reduce costs, and focus on investments in automation.

- Invest in human resource development, particularly in business, engineering, and marketing at high levels to meet the growth requirements for the upcoming year and the following years.
- Ensure sufficient financial capacity to support the Company's business and production activities.
- Expand business and production activities.

The above is the report on the management and operational activities for the year 2024, along with the development plan for 2025. The Board of Directors respectfully submits this report to the Annual General Meeting of Shareholders for review and feedback. This will help the Board of Directors improve its management responsibilities, enhance operational capabilities, and contribute to the development of the Company in line with the established direction and strategy. The Board of Directors also looks forward to continuing to receive the trust, commitment, and support from shareholders, investors, and partners, both domestic and international.

Sincerely./.

Recipients:

- *GMS;*
- *BOD, BOE, Audit Committee;*
- *Archived.*

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

(Signed)

PHÙNG CHÍ CÔNG

Bacninh, date ...month ... year 2025

APPENDIX
REPORT OF THE INDEPENDENT BOARD MEMBER'S
ASSESSMENT OF THE ACTIVITIES OF THE BOARD OF
DIRECTORS IN 2024

Evaluation of the Activities of the Board of Directors of the Company in 2024, the independent member of the Board of Directors provides the following general assessment:

- The Board of Directors (BOD) of the Company has worked with a sense of responsibility and transparency in corporate governance, strictly adhering to the regulations for public companies. The meetings of the BOD have been convened in a timely manner and carried out in accordance with the procedures outlined in the Articles of Association and the Internal Governance Regulations of the Company. The agenda of each meeting was thoroughly discussed and carefully evaluated by the BOD members in order to provide directions and solutions that bring the highest benefits to the Company.

- Issues related to business strategy, market expansion, technology investment, and the development of management systems have been regularly reviewed and evaluated by the Board of Directors during periodic meetings.

- The decisions made by the Board of Directors during these meetings were approved by the majority, and meeting minutes were duly recorded, signed by the attending members of the Board.

1. Organizational structure:

In 2024, the Board of Directors (BOD) consisted of 5 members, including 2 independent members. All BOD members actively and fully participated in planning activities, compliance monitoring, strategy review, and ensuring adherence to best corporate governance practices.

2. Operational Mechanism:

- The Board of Directors' meetings were convened and conducted according to a specific schedule, with complete preparation of documents, in compliance with the Company's Charter and applicable laws. The contents of the meetings were thoroughly discussed, debated, and carefully evaluated by the Board members to propose the best solutions and directions for the Company.

- Matters related to strategy, business plans, finance, corporate culture, and the development of management systems within the Company are thoroughly discussed and closely monitored between the Board of Directors and the Executive Board.

- Changes in investment plans and new strategies are independently studied, based on scientific grounds, and subject to critical review between the Board of Directors and the Executive Board.

3. Results of Governance and Supervision Activities:

- Overall, the Board of Directors has effectively fulfilled its role in implementing the plans, policies, and strategic directions set by the General Shareholders' Meeting.
- The Board of Directors has adhered to corporate governance regulations, convening regular and extraordinary meetings to promptly provide direction and issue decisions in line with the actual circumstances.
- The Board of Directors has fulfilled its role and responsibilities by directing, supporting, and overseeing the Executive Board's implementation of the content approved by the General Meeting of Shareholders and the Board of Directors. This ensures compliance with legal regulations while balancing the interests of the Company and its shareholders.
- Board members holding executive positions regularly attend both scheduled and ad-hoc meetings of the Executive Board. Important decisions made by the Executive Board are analyzed, challenged, and consulted with Board members/ the Chairman of the Board to ensure the best interests of the Company are upheld.
- Board members proactively recognize their role and responsibility in supporting the Executive Board, sharing their experience, and engaging in interactions and discussions with the Executive Board regarding the company's governance practices.

4. Conclusion:

- The Board of Directors has fully performed its role as the representative of shareholders by overseeing the company's operational activities, providing appropriate direction, and giving timely instructions to ensure the effective use of resources in achieving the targets set by the General Meeting of Shareholders, while complying with legal regulations and the company's Charter.
- In addition to fulfilling its management and oversight functions of the Executive Board's operations, the Board of Directors has worked closely with the Executive Board to find solutions to overcome challenges and drive business operations, resulting in impressive business outcomes that exceeded the set targets.

On behalf of the Independent members of the Board of Directors

(Signed)

VŨ NHÂN TIẾN

**HCD INVESTMENT PRODUCING
AND TRADING JOINT STOCK
COMPANY**

No.:.../2025/HCD/BC-ĐHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

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Bacninh, date ...month ... year 2025

REPORT

ACTIVITIES OF THE SUPERVISORY BOARD 2024 REPORT AND

2025 ACTIVITY PLAN

To: ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

**HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK
COMPANY**

Based on the Enterprise Law, Securities Law:

- Based on the circulars and decrees issued and applied to public companies.
- Based on the Articles of Association of HCD Investment Production and Trading Joint Stock Company.

The Annual General Meeting of Shareholders 2025 report on the performance of the duties and powers entrusted to the Board of Supervisors in 2024 and the plan for 2025 is as follows:

1. Activities of the Board of Supervisors in 2024:

- Monitoring the implementation of the resolutions of the 2024 General Shareholders' Meeting by the Board of Directors and the Executive Board;
- Monitoring the business activities and financial situation in 2024;
- Inspecting the legality, rationality, and integrity of the management and operation of business activities; overseeing the organization of accounting work and the preparation of the 2024 financial statements;
- Advising and supporting the Board of Directors and the Executive Board on various issues related to business management and operation.

2. Results of the Supervisory Board's Monitoring Activities in 2024:

2.1. Results of Monitoring the Board of Directors and Executive Board of the Company in 2024:

- The resolutions issued by the Board of Directors comply with the provisions of the Enterprise Law and relevant legal documents, adhere to the Company's Charter, and are in line with the functions and responsibilities assigned.
- The Board of Directors held regular and extraordinary meetings as required to implement supervision tasks and provide guidance on the Company's business activities.

- The Board of Supervisors has been provided with all resolutions and minutes of the Board of Directors' meetings.
- The Board of Directors has closely supervised the Executive Board's activities in business operations and monitored the implementation of resolutions approved by the Board of Directors.
- The Executive Board has effectively implemented the resolutions of the Board of Directors.
- The Board of Supervisors appreciates the efforts of the Executive Board in organizing and implementing business activities.
- In 2024, the Board of Supervisors did not receive any complaints or petitions related to the Board of Directors or the Executive Board, nor did it find any irregularities in the governance and operations of the Company.
- The Board of Supervisors did not detect any violations of the law by the Board of Directors or the Executive Board of the Company.

2.2. Results of Supervising Accounting Operations:

- The accounting work has fully complied with all relevant regulations, ensuring principles of honesty, caution, and reasonableness, and the financial statements have been prepared based on full adherence to current regulations.
- The accounting work has accurately and promptly reflected information, enabling the Board of Directors and the Executive Board to make timely and appropriate decisions regarding business operations.
- The Supervisory Board did not identify any violations in financial or accounting practices during the period.

2.3. Results of the 2024 Financial Statement Audit:

- The Supervisory Board conducted the review of the annual and semi-annual business performance reports and financial statements of the Company.
- The Supervisory Board assessed that the reports adhered to high compliance standards with current regulations regarding the content and timing of the reports.
- The Supervisory Board agrees with the contents of the 2024 Financial Statements audited by TTP Audit Firm. Accordingly, the Company's operations are clear and transparent, with no material errors identified.

2.4. Receiving and Responding to Shareholder Feedback:

In 2024, the Supervisory Board did not receive any contributions, complaints, or allegations from shareholders regarding violations by the Board of Directors, Executive Board, or Supervisory Board in the course of carrying out their assigned duties.

3. Plan of the Supervisory Board for 2025:

- The Supervisory Board will continue to fulfill its duties on behalf of the shareholders by regularly monitoring all business activities, governance, and management of the Company; conducting inspections, analyses, and evaluations of the Company's operations through the Financial Statements, while also reviewing the activities of the Board of Directors, the Executive Board, and is responsible for reporting to the General Meeting of Shareholders.
- Inspecting and supervising the issuance and implementation of the Resolutions and Decisions of the Board of Directors in accordance with the Company's Charter and applicable laws.

The above is the Report on the activities in 2024 and the plan for 2025 of the Supervisory Board presented for approval by the General Meeting of Shareholders.

Wishing distinguished delegates and all shareholders good health and success.
We sincerely thank you!

ON BEHALF OF THE SUPERVISORY BOARD,

(Signed)

VŨ THỊ NHƯ NGỌC

No: .../2025/HCD/TT-ĐHĐCĐ

Bacninh, date ... month ... year 2025

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PROPOSAL

(V/v: Adoption of the 2024 Audited Financial Statements)

Presented to: THE 2025 ANNUAL GENERAL SHAREHOLDERS' MEETING

HCD INVESTMENT PRODUCING AND TRADING JSC.,

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated 17/06/2020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated 29/11/2019;
- Pursuant to Decree No. 155/2020/ND-CP dated 31/12/2020 detailing the implementation of several provisions of the Securities Law;
- Pursuant to the audited financial statements for the year 2024, audited by the International Auditing and Valuation Company Limited.

"Based on the data from the auditing firm and the proposal of the Supervisory Board regarding the accuracy and fairness of the audited financial statements for the year 2024, the Board of Directors of HCD Investment Producing and Trading Joint Stock Company respectfully submits the 2024 financial statements for approval by the General Meeting of Shareholders as detailed below:

The audited financial statements for the year 2024 have been fully published on the Company's website at www.hcdgroup.com.vn on March 28, 2025.

- The key financial indicators on the company's 2024 financial statements, audited by the International Auditing and Valuation Company Limited, are as follows:

No.	Target	Value (Million Dong)
1	Total assets	812.015
2	Liabilities	330.161
3	Equity	481.854
4	Total revenue from sales of goods and provision of services	869.270
5	Profit before tax	37.749
6	Profit after tax	30.199

Respectfully submitted to the General Meeting of Shareholders of HCD Investment Producing and Trading Joint Stock Company for consideration, feedback, and approval./.

THE BOARD OF DIRECTORS

CHAIRMAN

(Đã ký)

Recipients:

- As above;
- Filed: Board of Director, Archives.

PHÙNG CHÍ CÔNG

No: .../2025/HCD/TT-ĐHĐCĐ

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Bacninh, date ... month ... year 2025

DRAFT

PROPOSAL

(V/v: Selecting a financial reporting unit in 2025)

**Presented to: THE 2025 ANNUAL GENERAL SHAREHOLDERS' MEETING
HCD INVESTMENT PRODUCING AND TRADING JSC.,**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated 17/06/2020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated 29/11/2019;
- Pursuant to Decree No. 155/2020/ND-CP dated 31/12/2020, detailing the implementation of several provisions of the Securities Law.;
- Pursuant to the Charter of HCD Investment Producing And Trading Joint Stock Company HCD

The Board of Directors of HCD Investment, Production, and Trading Joint Stock Company respectfully submits to the General Meeting of Shareholders the proposal for selecting the auditing firm to audit the financial statements for the year 2025 and review the Company's periodic financial statements as follows:

1. Criteria for selecting the auditing firm:

- An auditing firm approved by the State Securities Commission to audit issuers, listed entities, and securities trading organizations in 2025;
- Has experience auditing large companies and conglomerates in the fields of tourism, finance, manufacturing, and construction investment.
- Has a team of qualified and experienced auditors;
- Has a reputation for high-quality auditing services;
- Can meet the Company's requirements in terms of audit scope and timeline;
- Offers reasonable auditing fees, in line with the quality of services, based on the review of audit fee proposals and audit scope.

2. Authorize the Board of Directors:

Authorize the Board of Directors to evaluate and select the auditing firm to audit the financial statements for the year 2025 and review the Company's periodic financial statements, based on meeting the established selection criteria and ensuring maximum benefits for the Company.

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

Recipients:

- As above;
- Filed: Board of Directors,
Archives.

BOARD OF DIRECTORS

CHAIRMAN

(SIGNED)

PHÙNG CHÍ CÔNG

No: .../2025/HCD/TT-ĐHĐCĐ

Bacninh, date ... month ... year 2025

DRAFT

PROPOSAL

(V/v: Approval of remuneration plan for the Board of Directors and the Board of Supervisors)

Presented to: THE 2025 ANNUAL GENERAL SHAREHOLDERS' MEETING
HCD INVESTMENT PRODUCING AND TRADING JSC.,

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated 17/062020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated 29/112019;
- Pursuant to Decree No. 155/2020/ND-CP dated 31/122020, detailing the implementation of several provisions of the Securities Law.;
- Pursuant to the Charter of HCD Investment Producing And Trading Joint Stock Company HCD

The Board of Directors of HCD Investment, Production, and Trading Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval the settlement of the Board of Directors and Supervisory Board's remuneration for 2024 and the plan for 2025 as follows:

- Remuneration of the Board of Directors and the Supervisory Board for the year 2024:

No.	Target	Number of people	Annual remuneration settlement
1	Remuneration of the Board of Directors	5	295.000.000
2	Remuneration of the Supervisory Board	3	151.000.000
	Total	8	446.000.000

- Remuneration plan for the Board of Directors and the Supervisory Board for the year 2025:

No.	Target	Number of people	Remuneration plan for 2025 (VND/person/month)	Annual remuneration plan (VND)
A	Remuneration of the Board of Directors			360.000.000
1	Chairman of the Board of Directors	1	10.000.000	120.000.000
2	Member of the Board of Directors	4	5.000.000	240.000.000
B	Remuneration of the Supervisory Board			216.000.000
1	Head of the Supervisory Board	1	8.000.000	96.000.000
2	Member of the Supervisory Board	2	5.000.000	120.000.000
C	Total	8		576.000.000

Respectfully submitted to the General Meeting of Shareholders of HCD Investment, Production and Trading Joint Stock Company for consideration, comments, and approval./.

Recipients:

- As above;
- Filed: Board of Directors, Archives.

BOARD OF DIRECTORS

CHAIRMAN

(SIGNED)

PHÙNG CHÍ CÔNG

No: .../2025/HCD/TT-ĐHĐCĐ

Bac Ninh, date month year 2025

PROPOSAL

(Re: Change of head office address)

**Presented to: THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
HCD INVESTMENT PRODUCING AND TRADING JSC.,**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 29, 2019;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020, detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to the Charter of HCD Investment Producing and Trading JSC.,
- Pursuant to the Company's operational status

The Board of Directors of HCD Investment Producing and Trading Joint Stock Company respectfully submits to the General Meeting of Shareholders for consideration and approval of the following matters:

1. Change of the Company's head office address.
2. Authorization for the Board of Directors to select a suitable new business registration address and to direct the execution of all necessary procedures related to the change of business registration, in accordance with applicable laws and the Company's Charter.

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

Recipients:

- As above;
- Filed at HR & Admin, Office of the BOD.

**ON BEHALF OF THE BOD
CHAIRMAN**

PHÙNG CHÍ CÔNG

No: .../2025/HCD/TT-ĐHĐCĐ

Bacninh, date ... month ... year 2025

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PROPOSAL

(V/v: Through profit distribution and dividend plan)

Presented to: THE 2025 ANNUAL GENERAL SHAREHOLDERS' MEETING
HCD INVESTMENT PRODUCING AND TRADING JSC.,

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated 17/06/2020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated 29/11/2019;
- Pursuant to Decree No. 155/2020/ND-CP dated 31/12/2020, detailing the implementation of several provisions of the Securities Law.;
- Pursuant to the Charter of HCD Investment Producing And Trading Joint Stock Company HCD
- Based on the audited financial statements for the year 2024

Based on the audited figures and the Company's business performance results, the Board of Directors of HCD Investment, Production and Trading Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval the 2024 profit distribution plan, as detailed below

Unit: million VND

No.	Target	Value
I	Undistributed profit for the year 2024	108.283
1	Retained earnings from previous years	78.084
2	Profit for the year 2024	30.199
II	Profit distribution plan for the year 2024	92.397
1	Dividend distribution for the year 2023 (13% of charter capital) (*)	48.046
2	Dividend distribution for the year 2024 (12% of charter capital) (**)	44.351
III	Retained profit	15.886

(*) Dividend distribution for the year 2023 in the form of stock at 13% of charter capital (VDL).

(*) Dividend distribution for the year 2024 in the form of stock at 12% of charter capital (VDL).

Delegate to the Board of Directors for implementation:

- Dividend distribution period;

- Dividend payout ratio: The Board of Directors will determine the dividend payout ratio based on the actual number of outstanding shares at the time of dividend distribution. The dividend ratio may change if the company changes its charter capital by issuing shares to the public to raise capital during the period between the Annual General Meeting of Shareholders in 2025 and the dividend distribution date..
- Carry out the procedures related to dividend distribution to shareholders in accordance with the legal regulations.

Respectfully submitted to the General Meeting of Shareholders of HCD Investment, Production and Trading Joint Stock Company for consideration, comments, and approval./.

Recipients:

- As above;
- Filed: Board of Directors, Archives.

BOARD OF DIRECTORS

CHAIRMAN

(SIGNED)

PHÙNG CHÍ CÔNG

No: .../2025/HCD/TT-ĐHĐCĐ

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Bacninh, date ... month ... year 2025

DRAFT

PROPOSAL

(V/v: Approving the dismissal of members of the Board of Directors and the Supervisory Board and electing additional members of the Board of Directors for the 2021 - 2026 term)

Presented to: THE 2025 ANNUAL GENERAL SHAREHOLDERS' MEETING
HCD INVESTMENT PRODUCING AND TRADING JSC.,

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated 17/06/2020;
- Pursuant to the Securities Law No. 54/2019/QH14 dated 29/11/2019;
- Pursuant to Decree 155/2020/ND-CP dated 31/12/2020 detailing the implementation of certain provisions of the Securities Law
- Pursuant to the term of office of the Board of Directors for the period 2021 – 2026
- Pursuant to the Charter of HCD Investment Producing And Trading Joint Stock Company HCD
- Based on the resignation letter of the individual.

The Board of Directors respectfully submits to the General Meeting of Shareholders for approval the dismissal of a member of the Board of Directors for the term 2021-2026, and simultaneously, to conduct the election of additional members of the Board of Directors for the term 2021-2026 at the Annual General Meeting of Shareholders in 2025 as follows.:

1. Approve the dismissal of a member of the Board of Directors for the term 2021-2026 and elect an additional member to replace them.:

Dismissal of a member of the Board of Directors: Mr. Pham Duy Liem, due to his resignation letter based on personal reasons. Simultaneously, elect an additional member to the Board of Directors for the term 2021-2026 to replace Mr. Pham Duy Liem at the Annual General Meeting of Shareholders in 2025.

2. Shareholders are invited to nominate and propose additional candidates for the Board of Directors in accordance with regulations, to be submitted to the Organizing Committee of the General Meeting by 10:00 AM on April 20, 2025. After finalizing the list of candidates, the General Meeting will proceed with the election procedure for additional members of the Board of Directors in accordance with regulations.
3. Approve the Election Regulations, Nomination and Proposal Regulations for the Board of Directors at the Annual General Meeting of Shareholders in 2025 (attached with the General Meeting documents);

We respectfully submit to the shareholders of HCD Investment, Manufacturing, and Trading Joint Stock Company for consideration, feedback, and approval./.

Recipients:

- As above;
- Filed: Board of Directors,
Archives.

BOARD OF DIRECTORS

CHAIRMAN

(SIGNED)

PHÙNG CHÍ CÔNG

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

APPLICATION FORM

FOR THE POSITION OF MEMBER OF THE BOARD OF DIRECTORS

HCD INVESTMENT PRODUCING AND TRADING JSC.,

Term: 2021 – 2026

Based on:

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 29, 2019;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020, detailing the implementation of a number of articles of the Law on Securities;
- Pursuant to the Charter of HCD Investment Producing and Trading JSC.,

Presented to: THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
HCD INVESTMENT PRODUCING AND TRADING JSC.,

My name is:.....

Date of birth: Place of birth:

Permanent Address:

Phone:..... Email:.....

ID/Passport number: Date of issue: At:.....

Education: Major:.....

Currently holding: shares, equivalent to: % of the Company's charter capital.

After reviewing and determining that I meet the requirements stipulated by the current law and the Charter of HCD Investment Producing and Trading JSC, I hereby submit this application to nominate myself as a candidate for the Board of Directors of HCD Investment Producing and Trading JSC for the 2021-2026 term. The attached documents include:

1. A curriculum vitae certified by the competent authority.
2. A certified copy of ID card/Passport
3. A certificate of educational qualification and professional credentials

I commit to taking full responsibility for the accuracy and truthfulness of the personal information provided. If elected as a member of the Board of Directors by the shareholders, I pledge to carry out my duties with honesty, diligence, and in the best interest of the Company, always adhering strictly to the laws and the Company's Charter.

Sincerely!

CANDIDATE

(Signature, full name, and seal (if any))

**HCD INVESTMENT PRODUCING AND
TRADING JOINT STOCK COMPANY**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

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

NOMINATION LETTER
FOR MEMBER OF THE BOARD OF DIRECTORS
HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY
Term: 2021 – 2026

Based on:

- Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Law on Securities No. 54/2019/QH14 dated November 29, 2019;
- Decree No. 155/2020/ND-CP dated December 31, 2020 detailing the implementation of certain articles of the Law on Securities;
- The Charter of HCD Investment Producing and Trading Joint Stock Company.

To: ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY

I (We) are shareholders of HCD Investment Producing And Trading Joint Stock Company, representing shares (In words:) of HCD Investment Producing And Trading Joint Stock Company, corresponding to% of the voting shares listed below:

No.	Name	Số CMND/CCCD/ Passport, Date of Issue, Place of Issue	Address	The number of shares owned

After reviewing the Draft Election Regulations, Nomination Regulations, and Regulations for the Replacement of Board Members of HCD Investment, Manufacturing, and Trading Joint Stock Company at the 2025 Annual General Meeting of Shareholders, I/We agree to nominate Mr./Ms. listed below to stand for election as a member of the Board of Directors for the 2021-2026 term:

No.	Name	Số CMND/CCCD/ Passport, Date of Issue, Place of Issue	Address	Educational qualifications	The number of shares owned

I commit to taking full responsibility for the accuracy and truthfulness of the personal information disclosed. If entrusted by the shareholders to be elected as a member of the Board of Directors (BOD), I commit to performing my duties with integrity, diligence, and in the best interests of the Company, always strictly adhering to the regulations of the law and the Company's Charter.

Sincerely thank you!

CANDIDATE

(Signature, full name, and stamp (if applicable))

Bacninh, date ... month ... year 2025

VOTING FORM

FOR MEMBER OF THE BOARD OF DIRECTORS

HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY

I. SHAREHOLDER INFORMATION

1. Shareholder/Authorized Representative Name:
2. Total number of shares held/authorized: shares
Of which: *Owned shares: shares*
 Authorized shares: shares
3. Total number of voting forms held: forms
4. Code:

II. RESULTS OF SUPPLEMENTARY ELECTION OF BOARD OF DIRECTORS MEMBER TERM 2021 - 2026

No.	Candidate	Number of votes received
1		
2		
3		
4		
5		

Shareholder or Authorized Representative
(Signature and full name)

Note:

1. This ballot for electing a member of the Board of Directors is valid only for the 2025 Annual General Meeting of Shareholders of HCD investment producing and trading joint stock company.
2. A valid ballot must meet the following conditions:
 - The ballot must be issued by HCD investment producing and trading joint stock company and bear the Company's seal.
 - The total number of votes allocated to the candidates must not exceed the number of votes held as stated in Section I.3.
 - The ballot must be signed and clearly state the full name of the shareholder or the authorized representative.
3. Upon receiving the ballot, shareholders should verify the shareholder information in Section I. In case of any errors, please contact the Organizing Committee for a replacement.