



SOCIALIST REPUBLIC OF VIETNAM  
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Hanoi, March 27, 2026

## INVITATION LETTER

### 2026 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 2026 Annual General Shareholders Meeting (GSM) of the Company, as detailed below:

- 1. Time:** 8:30 a.m., April 25, 2026
- 2. Place:** HCD factory is located at Lot III.1.2, Thuan Thanh 3 Industrial Park, Tri Qua Ward, 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 24, 2026 (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 2026 Annual General Meeting of Shareholders of HCD Investment Producing and Trading Joint Stock Company, scheduled for April 25, 2026.
- 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 20, 2026**, to the following address:

- HCD Investment Producing and Trading Joint Stock Company
- Address: Lots F6-F7, Ngo Thi Nham New Urban Area, Ha Dong Ward, 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 2026 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 2026 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 2026 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 2026 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 2026 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 2026  
**PRINCIPAL/ SHAREHOLDER**  
(Sign and write full name, affix seal if a legal entity)

## ELECTION REGULATIONS

### FOR MEMBERS OF THE BOD/ THE SUPERVISORY BOARD AT THE 2026 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/Supervisory Board:

- 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:
  - A ballot for the Board of Directors with the total number of votes equal to the number of shares owned and represented multiplied by the number of Board members elected at the 2026 Annual General Meeting.
  - A ballot for the Supervisory Board with the total number of votes equal to the number of shares owned and represented multiplied by the number of Supervisory Board members elected at the 2026 Annual General Meeting.
- 2.3 On each voting ballot, the shareholder may choose to vote for up to the number of BOD/ Supervisory Board members to be elected at the meeting, or fewer, from among the BOD/ Supervisory Board candidates.
- 2.4 Shareholders shall elect members of the BOD by allocating their total votes among the BOD/Supervisory Board 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/Supervisory Board 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/Supervisory Board 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/Supervisory Board 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/ Supervisory Board 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/Supervisory Board 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/ THE SUPERVISORY BOARD 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 2026 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 2026 – 2031 Term at the Meeting:**

- Number of Board members to be dismissed: 05 member
- Number of Board members to be elected at the meeting: 03 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 viên.
- Shareholders or groups of shareholders holding between 10% and under 30% of the shares may nominate up to 2 candidatesviên.
- 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/ Supervisory Board**

The documents for nominating and self-nominating candidates for election to the Board of Directors/ Supervisory Board 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 14:00 PM on April 20, 2026, at the following address:

**HCD Investment Producing and Trading Joint Stock Company**

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

Phone: +84-24-2251 8419

Fax: +84-965 067 772

**CHAIRMAN OF THE BOARD OF  
DIRECTORS**

*(Signed)*

**PHÙNG 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

### 2026 ANNUAL GENERAL SHAREHOLDERS' MEETING

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

**Time:** 8:30 AM, April 25, 2026

**Location:** HCD factory is located at Lot III.1.2, Thuan Thanh 3 Industrial Park, Tri Qua Ward, 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	<p>Present reports and proposals to the Meeting:</p> <ul style="list-style-type: none"> <li>+ Approval of the Report by the CEO on the Business Performance for 2025 and the Business Plan for 2026;</li> <li>+ Approval of the Report on the Activities of the Board of Directors for 2025 and the Activity Plan for 2026;</li> <li>+ Approval of the Report on the Activities of the Supervisory Board for 2025 and the Activity Plan for 2026;</li> <li>+ Approval of the Audited Financial Statements for 2025;</li> <li>+ Approval of the Proposal on the Selection of the Auditing Firm for the 2026 Financial Statements;</li> <li>+ Approval of the Proposal on the Remuneration Plan for the Board of Directors (BOD) and the Supervisory Board (SB).;</li> <li>+ Approval of the process for profit distribution and dividend payment;</li> <li>+ Approval of the process for issuing shares to pay dividends;</li> <li>+ Approval of the process for increasing the company's charter capital through a private placement of shares;</li> <li>+ Approval of the process for amending instruments;</li> <li>+ Approval of the process for transactions with related parties in 2026</li> <li>+ Approval of the training on the election of members of the Board of Directors and the Board of Supervisory for the term 2026 - 2031</li> </ul>

	+ Other matters within the authority of the General Meeting of Shareholders (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
	Election of members of the Board of Directors and Supervisory Board for the term 2026-2031
10:30 – 11:00	Vote counting
	Break
11:00 – 11:10	Announce the results of the vote on the Meeting's matters
	Announcement of the results of the vote for members of the Board of Directors and Supervisory Board for the term 2026-2031.
11:10 – 11:20	Approve the Meeting Minutes and Resolutions
	Adjourn the Meeting

No: .../2026/HCD/BC-ĐHĐCĐ

Bacninh, date ... month ... year 2026

**REPORT OF THE BOARD OF GENERAL DIRECTORS**  
*(On the results of business operations in 2025 and the plan for 2026)*

**Presented to: THE 2026 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 2026 Annual General Shareholders' Meeting the following detailed contents:

**1. Business Operations of the Company in 2025:**

2025 is considered a challenging and difficult year for the Vietnamese economy in general and Vietnamese businesses in particular due to the negative impacts of the global economy. These include conflicts in the Middle East and the prolonged Russia-Ukraine tensions, which destabilize global supply chains and energy prices; policy adjustments by some major countries, important partners of Vietnam, significantly affecting import and export goods; and prolonged and widespread inflation, high exchange rates, and severe natural disasters such as landslides, which greatly impact people's lives. In this context, despite close guidance and numerous strategies implemented by the Board of Directors and the General Management Board, business results have not met the planned targets. Some of the Company's financial indicators for 2025 are as follows:

**Key Financial Indicators of the Company in 2025:**

Unit: Million VND

Indicator	Year 2024	Year 2025	
		Value	% Increase/Decrease Compared to 2024
Net Revenue	869.270	790.215	-9,09%
Profit Before Tax	37.749	25.950	-31,26%
Profit After Tax	30.199	20.035	-33,66%

## 2. Business Plan for 2026:

### *\* Business Operations:*

- Maintain the Company's position as one of the leading enterprises in plastic distribution. However, the 2026 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.
- Focus on investing in factory construction, expanding production scale, and diversifying products.

### *\* 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 2026 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 2026:

### **Business Plan Targets for 2026**

*Unit: Million VND*

Indicator	Value		% Increase/Decrease of 2025 Compared to 2024
	Year 2025	Plan for 2026	
Net Revenue	790.216	800.000	1,24%
Profit Before Tax	25.950	38.000	46,44%
Profit After Tax	20.035	30.400	51,73%
Charter Capital	369.588	717.634	94,17%
Net Profit / Net Revenue Ratio (%)	2,54	3,80	49,88%
Net Profit / Charter Capital Ratio (%)	5,42	4,24	-21,86%
Dividend	6%	Not less than 8% (*)	

*Note: The figures in the table are calculated based on the 2026 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**

## REPORT

### ON THE ACTIVITIES OF THE BOARD OF DIRECTORS IN 2025 AND THE OPERATIONAL PLAN FOR 2026

**Presented to:** THE 2026 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 2025 and its operational plan for 2026 as follows:

#### I. ACTIVITIES OF THE BOARD OF DIRECTORS IN 2025

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. Phung Chi Cong  | Chairman of the Board of Directors |
| - Mr. Vu Nhan Tien    | Member of the Board of Directors   |
| - Mr. Nguyen Duc Dung | Member of the Board of Directors   |
| - Mr. Tran Ngoc Huu   | Member of the Board of Directors   |
| - Mr. Phan Van Thang  | 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 2025 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 2025 included:

- Throughout 2025, 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 2025 Compared with 2024**

*Unit: Million VND*

<b>Indicator</b>	<b>Year 2024</b>	<b>Year 2025</b>	<b>% Increase/ Decrease of 2025 compared to 2024</b>
Total Assets	812.015	806.404	-0,69%
Shareholder Equity	481.853	501.889	4,16%
Net Revenue	869.270	790.216	-9,09%
Profit Before Tax	37.749	25.950	-31,26%
Profit After Tax	30.199	20.035	-33,66%

## **2. Activities of the Subcommittee under the Board of Directors**

In 2025, 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 2025 Annual General Meeting of Shareholders

The Board of Directors and the Company's Executive Board have seriously and effectively implemented the contents of the 2025 Annual General Meeting Resolution. Key achievements include:

- Improving the factory's operational efficiency;
- Completing the organizational structure, management system, and strengthening high-quality personnel to lay the groundwork for future development plans.
- The Company has implemented: Selecting an auditing firm for the financial statements; Paying remuneration to the Board of Directors and Supervisory Board; Amending business lines and the charter in accordance with the 2025 Annual General Meeting Resolution.

In 2025, some contents of the 2025 Annual General Meeting Resolution were not implemented. The Board of Directors respectfully submits to the 2026 Annual General Meeting for approval the following adjustments and implementation in 2026 and subsequent years:

- Proposal regarding the change of the head office address;
- Proposal regarding the private placement of shares;
- Proposal for profit distribution and dividend payment;

## II PLAN OF ACTION FOR THE BOARD OF DIRECTORS IN 2026

### 1. Business Plan Indicators for 2026:

*Unit: Million VND*

No	Indicator	Year 2025	Year 2026	Growth Rate Compared to 2025 (%)
		(Audit)	(Plan)	
1	Charter Capital	369.588	717.634	94,17%
2	Total Revenue	790.216	800.000	1,24%
3	Profit Before Tax	25.950	38.000	46,44%
4	Profit After Tax	20.035	30.400	51,73%

### 2. Plan of Action for the Board of Directors in 2026

The Board of Directors has outlined the following action plan for 2026:

- 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 2025, along with the development plan for 2026. 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**

**APPENDIX**  
**REPORT OF THE INDEPENDENT BOARD MEMBER'S**  
**ASSESSMENT OF THE ACTIVITIES OF THE BOARD OF**  
**DIRECTORS IN 2025**

Evaluation of the Activities of the Board of Directors of the Company in 2025, 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 2025, 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**

## REPORT

### ACTIVITIES OF THE SUPERVISORY BOARD 2025 REPORT AND

### 2026 ACTIVITY PLAN

To: ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026

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 2026 report on the performance of the duties and powers entrusted to the Board of Supervisors in 2025 and the plan for 2026 is as follows:

#### **1. Activities of the Board of Supervisors in 2025:**

- Monitoring the implementation of the resolutions of the 2025 General Shareholders' Meeting by the Board of Directors and the Executive Board;
- Monitoring the business activities and financial situation in 2025;
- 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 2025 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 2025:**

##### **2.1. Results of Monitoring the Board of Directors and Executive Board of the Company in 2025:**

- 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 2025, 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 2025 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 2025 Financial Statements audited by International auditing and valuation company limited. Accordingly, the Company's operations are clear and transparent, with no material errors identified.

***2.4. Receiving and Responding to Shareholder Feedback:***

In 2025, 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 2026:***

- 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 2025 and the plan for 2026 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,**

**VŨ THỊ NHƯ NGỌC**

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No: .../2026/HCD/TT-ĐHĐCĐ

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Bacninh, date ... month ... year 2026

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## PROPOSAL

*(V/v: Adoption of the 2025 Audited Financial Statements)*

***Presented to:*** THE 2026 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 2025, 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 2025, the Board of Directors of HCD Investment Producing and Trading Joint Stock Company respectfully submits the 2025 financial statements for approval by the General Meeting of Shareholders as detailed below:

The audited financial statements for the year 2025 have been fully published on the Company's website at [www.hcdgroup.com.vn](http://www.hcdgroup.com.vn) on March 24, 2026.

- The key financial indicators on the company's 2025 financial statements, audited by the International Auditing and Valuation Company Limited, are as follows:

No.	Target	Value (Million Dong)
1	Total assets	806.404
2	Liabilities	304.515
3	Equity	501.889
4	Total revenue from sales of goods and provision of services	790.216
5	Profit before tax	25.950
6	Profit after tax	20.035

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**

Recipients:

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

**PHÙNG CHÍ CÔNG**

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No: .../2026/HCD/TT-ĐHĐCĐ

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Bacninh, date ... month ... year 2026

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## PROPOSAL

*(V/v: Selecting a financial reporting unit in 2026)*

**Presented to: THE 2026 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 2026 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 2026;
- 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 2026 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**

**PHÙNG CHÍ CÔNG**

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No: .../2026/HCD/TT-ĐHĐCĐ

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## PROPOSAL

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

**Presented to: THE 2026 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 2025 and the plan for 2026 as follows:

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

No.	Target	Number of people	Annual remuneration settlement
1	Remuneration of the Board of Directors	5	360.000.000
2	Remuneration of the Supervisory Board	3	216.000.000
	<b>Total</b>	<b>8</b>	<b>576.000.000</b>

- Remuneration plan for the Board of Directors and the Supervisory Board for the year 2026:

No.	Target	Number of people	Remuneration plan for 2026 (VND/person/month)	Annual remuneration plan (VND)
<b>A</b>	<b>Remuneration of the Board of Directors</b>			<b>360.000.000</b>
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>B</b>	<b>Remuneration of the Supervisory Board</b>			<b>216.000.000</b>
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
<b>C</b>	<b>Total</b>	<b>8</b>		<b>576.000.000</b>

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: .../2026/HCD/TT-ĐHĐCĐ

Bacninh, date ... month ... year 2026

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## PROPOSAL

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

**Presented to: THE 2026 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 2025

Based on the current financial situation, the Board of Directors of HCD Microscope Investment, Production and Trading Joint Stock Company, at the General Meeting of Shareholders, approved the profit distribution and dividend payment plan as follows:

Unit: VND

Stt	Chỉ tiêu	Giá trị (đồng)
I	Net profit after tax in 2025	20.035.039.276
II	Accumulated undistributed net profit balance as of December 31, 2025	128.318.995.022
II	Expected stock dividend of 28% and cash dividend of 3%. Specifically:	114.572.329.600
1	Stock dividend for 2023 (13% of charter capital) (*)	48.046.460.800
2	Stock dividend for 2024 (12% of charter capital) (*)	44.350.579.200
3	Stock dividend for 2025 (3% of charter capital)	11.087.644.800
4	Cash dividend for 2025 (3% of charter capital)	11.087.644.800
III	<b>Retained profit</b>	<b>13.746.665.422</b>

(\*) The plan for dividend distribution in shares for 2023 and 2024 was approved by the Annual General Meeting of Shareholders in 2024 and 2025, as stipulated in General Meeting Resolution No.

01/2024/HCD/NQ-ĐHĐCĐ dated May 25, 2024 and General Meeting Resolution No. 01/2025/HCD-NQ-ĐHĐCĐ dated April 29, 2025.

**The Board of Directors is tasked with implementing:**

- Determining the dividend distribution schedule;
- Carrying out all procedures related to dividend distribution to shareholders in accordance with the law.

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

Recipients:

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

**BOARD OF DIRECTORS  
CHAIRMAN**

**PHÙNG CHÍ CÔNG**

## PROPOSAL

**Re: Plan for private placement of shares to increase the Company’s charter capital**

**To: THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF  
HCD INVESTMENT, PRODUCTION, AND TRADING JSC**

- Pursuant to the Law on Enterprises No. 59/2020/QH14, adopted by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, effective from January 1, 2021, and its relevant legal documents;
- Pursuant to the Law on Securities No. 54/2019/QH14, adopted by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its guiding documents;
- Pursuant to the Law amending and supplementing a number of articles of the Law on Securities, the Law on Accounting, the Law on Independent Audit, the Law on the State Budget, the Law on Management and Use of Public Assets, the Law on Tax Administration, the Law on Personal Income Tax, the Law on National Reserves, and the Law on Handling of Administrative Violations No. 56/2024/QH15 dated November 29, 2024 of the National Assembly of the Socialist Republic of Vietnam;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing and guiding the implementation of several articles of the Law on Securities and its amending, supplementing documents;
- Pursuant to Decree No. 245/2025/ND-CP dated September 11, 2025 of the Government amending and supplementing several articles of Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing and guiding the implementation of several articles of the Law on Securities;
- Pursuant to Circular No. 118/2020/TT-BTC dated December 31, 2020 guiding certain matters on offering, issuance of securities, tender offers, share repurchase, registration of public companies, and delisting of public companies;
- Pursuant to the Charter of HCD Investment, Production, and Trading Joint Stock Company (“**The Company**” or “**HCD**”);
- Pursuant to actual circumstances.

The Board of Directors (“**BOD**”) of HCD Investment, Production, and Trading Joint Stock Company respectfully submits to the General Meeting of Shareholders (“**GMS**”) for consideration and approval of Plan for private placement of shares to increase the Company’s charter capital, details are as follows:

### **I. PURPOSE OF THE OFFERING**

The private placement plan aims to strengthen the Company's financial standing, provide necessary funding for operational expansion, and increase the total asset base.

## II. SHARE PRIVATE PLACEMENT PLAN

Name of the Issuer	:	HCD Investment, Production, and Trading Joint Stock Company
Stock name	:	Stock of HCD Investment, Production and Trading Joint Stock Company;
Ticker symbol	:	HCD
Stock type	:	Common share
Par value	:	VND 10,000 per share
Charter capital before issuance	:	VND 369,588,160,000
Total number of shares before issuance	:	36,958,816 shares
Expected number of shares to be issued	:	30,000,000 shares
Total stock value (at par)	:	VND 300,000,000,000
Issue price	:	VND 10,000 per share
Total expected proceeds from the issuance	:	VND 300,000,000,000
Expected charter capital after issuance	:	VND 669,588,160,000
Issuance method	:	Private placement
Eligible participants	:	Including Professional Securities Investors and Strategic Investors. These investors may be domestic or foreign organizations and individuals.
Selection criteria for Investors	:	<ul style="list-style-type: none"><li>▪ <b>Professional Securities Investors:</b><ul style="list-style-type: none"><li>- Criteria: Must satisfy the standards and conditions of a Professional Securities Investor as prescribed in Article 11 of the Law on Securities No. 54/2019/QH14.</li><li>- Number of investors: Not exceeding 20 professional securities investors.</li><li>- Offerees:<ul style="list-style-type: none"><li>+ The GMS authorizes the BOD to select investors who meet the criteria of professional</li></ul></li></ul></li></ul>

securities investors in accordance with applicable laws;

+ The GMS authorizes the BOD to determine the number of shares to be allocated to each professional securities investor.

▪ **Strategic Investors:**

- Criteria: Strategic investors, being individuals or organizations with sufficient capacity (including but not limited to insiders and related persons of the Company), who are able to support, accompany, and cooperate with the Company in corporate governance, business operations, and enhancing market competitiveness, and who commit to aligning their long-term interests with the Company for a minimum period of 03 years.

- Number of investors: 04 investors

- Offerees:(As detailed in Appendix 01 attached to this Proposal).

Transfer restrictions : The shares from the private placement shall be restricted from transfer for **01 (one)** year for professional securities investors and **03 (three)** years for strategic investors, effective from the completion date of the offering.

Exceptions include transfers between professional securities investors or those conducted under a legally effective court judgment/decision, an arbitration award, or inheritance as prescribed by law.

Expected offering time : Expected in 2026, following written approval from the State Securities Commission (SSC).

The GMS assigns and authorizes the BOD to determine the appropriate timing for the private placement in compliance with relevant laws to ensure the interests of the shareholders and the Company.

Minimum success rate and Capital : Not regulated. In the event that the shares are not shortfall remediation plan fully distributed or the issuance period is longer than expected, the BOD shall flexibly consider utilizing other supplementary capital sources.

Handling of undistributed shares (if : The GMS assigns and authorizes the BOD to any) decide on the distribution of remaining shares (shares registered but not paid for by investors, if any) or to terminate the distribution to finalize the offering.

- Public tender offer : In the event that the offering participants are required to perform public tender offer procedures, the GMS hereby approves the exemption of such procedures in accordance with the Law on Securities if the acquisition leads to an ownership ratio reaching or exceeding the thresholds stipulated in Clause 1, Article 35 of the Law on Securities.
- Plan to ensure compliance with : The GMS assigns and authorizes the BOD to approve the plan to ensure that the share offering complies with the foreign ownership ratio regulations.

### III. PLAN FOR THE USE OF PROCEEDS FROM THE OFFERING

The total expected proceeds of 300,000,000,000 VND from the issuance shall be utilized to supplement capital with a reasonable structure, based on the principles of safety, efficiency, and maximizing benefits for shareholders, specifically as follows:

- Investment in the HCD green building materials production plant in line with the strategy to expand business operations under Investment Registration Certificate (Project Code: 6408701366), the Company will utilize VND 185,672,122,827 from the offering to:
  - + Payment for land lease (including but not limited to direct payments and/or debt repayments for land lease): VND 30,399,728,000.
  - Payment for construction costs and procurement of equipment and assets: VND 155,272,394,827.
- Supplement working capital (including but not limited to the repayment of loans, bank debts, and other partners; and supplementing working capital for the Company's business operations): VND 114,327,877,173.

The GMS assigns and authorizes BOD to develop a detailed capital utilization plan. Simultaneously, based on the issuance results, the Company's business performance, and specific investment conditions, BOD is authorized to allocate capital and/or amend, supplement, or adjust the capital utilization plan. This includes negotiating with relevant parties to determine the priority order of capital utilization, ensuring it aligns with the Company's actual business situation and protects the interests of shareholders.

### IV. APPROVAL OF CHARTER CAPITAL INCREASE PROCEDURES AND AMENDMENTS TO THE CHARTER REGARDING CAPITAL CONTENT

1. Approval of the assignment and authorization for the Legal Representative ("**Legal Rep.**") of the Company to perform all necessary procedures for the registration of the increase/change in the Company's charter capital with the State Securities Commission (SSC), the Business Registration Authority, and other competent State agencies (if any) in accordance with the law.
2. Approval of the upward adjustment of the charter capital level stipulated in the Charter, corresponding to the actual results of the private placement and the actual charter capital

upon completion of the offering. Accordingly, following the completion of the private placement and the statutory capital increase procedures, the Legal Rep./Chairman of the Board of Directors is authorized to sign and issue the newly amended Charter, in which the sole amendment compared to the current Charter shall be the Company's charter capital amount.

#### **V. APPROVAL OF ADDITIONAL DEPOSITORY REGISTRATION AND ADDITIONAL LISTING REGISTRATION**

The GMS hereby approves the additional depository registration at the Viet Nam Securities Depository and Clearing Corporation (VSDC) and the additional listing registration on the Ho Chi Minh City Stock Exchange (HOSE) for the total number of shares actually issued and sold from this private placement.

#### **VI. APPROVAL OF THE ASSIGNMENT AND AUTHORIZATION FROM THE GMS TO THE BOD**

In addition to the authorization contents specified in the detailed share offering plan, the GMS hereby assigns and authorizes the BOD to perform the following tasks:

1. Decide on detailed matters related to the private placement plan, including but not limited to amending, supplementing, or adjusting the plan's details as necessary based on the Company's actual situation, the stock market conditions at the time of issuance, and/or requirements from competent State authorities to ensure the success of the offering in compliance with relevant laws and the interests of the Company and its shareholders.
2. Decide on the specific timing of implementation and the specific number of shares to be offered in accordance with the offering plan, the Company's actual situation, and the approval of the State Securities Commission (SSC).
3. Decide on detailed matters regarding share distribution procedures to investors as per the offering plan.
4. Decide on detailed matters related to the allocation, balancing, and detailed plan for the use of proceeds from the private placement, consistent with the Company's actual situation and the capital use purposes approved by the GMS. In the event of changes to the capital use plan, the BOD shall report to the GMS at the nearest meeting.
5. Decide on detailed matters regarding the procedures for additional depository registration at the Viet Nam Securities Depository and Clearing Corporation (VSDC) and additional listing on the Ho Chi Minh City Stock Exchange (HOSE) for the total number of shares actually issued, in accordance with the law.
6. Decide on the contents of the application dossiers for the private placement, additional depository registration, additional listing, and any other documents, contracts, or agreements arising from or related to the implementation of the offering plan.
7. Decide on detailed matters regarding procedures for amending the Charter, adjusting the Establishment and Operation License, and the Enterprise Registration Certificate to record/update the Company's new charter capital upon completion of the offering.
8. Decide on detailed expenses related to or arising from the Company's private placement.

9. Decide on all other matters and perform all necessary procedures (if any) to ensure the successful execution of the private placement to increase charter capital as approved by the GMS.

In case of necessity, the BOD is entitled to sub-authorize part or all of the aforementioned contents.

The BOD shall report the results of the private placement and the charter capital increase to the GMS at the nearest meeting.

The Board of Directors respectfully submits this proposal to the General Meeting of Shareholders for consideration and approval.

Sincerely.

Recipients:

- GMS;
- Archived.

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

**PHÙNG CHÍ CÔNG**

**APPENDIX NO. 01:**

**LIST OF STRATEGIC INVESTORS PARTICIPATING IN THE PRIVATE PLACEMENT OF SHARES**

No	Investor Name	ID Card/Citizen ID/Passport No. or Enterprise Registration Certificate	Investor Category		Number of shares held prior to the offering (April ..., 2026)	Number of shares held by related persons prior to the offering	Expected number of shares to be allocated (shares)	Expected ownership ratio after the offering (%)	Expected ownership ratio after the offering of the investor and related persons (%)	Relationship with the Issuer, members of the Board of Directors, Supervisory Board, and Board of Management
			Strategic Investor / Professional Investor	Foreign Investor / Economic Organization with Foreign Ownership Exceeding 50% of Charter Capital / Domestic Investor						
1	Trần Thị Hồng	001185031077	Strategic Investor	Domestic Investor	0	0	2.000.000	2,99%	2,99%	None
2	Trần Ngọc Hữu	030082025283	Strategic Investor	Domestic Investor	0	0	3.000.000	4,48%	4,48%	Member of the BOD
3	Nguyễn Bá Luân	027081006750	Strategic Investor	Domestic Investor	0	0	3.000.000	4,48%	4,48%	None
4	Vũ Trọng Huân	030077002610	Strategic Investor	Domestic Investor	0	7.963.160	5.000.000	7,47%	19,36%	Deputy General Manager Related person of the CEO
	<b>Total</b>				<b>0</b>	<b>7.963.160</b>	<b>13.000.000</b>	<b>19,42%</b>	<b>31,31%</b>	

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No: .../2026/HCD/TT-ĐHĐCĐ

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Bacninh, date ... month ... year 2026

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## PROPOSAL

*(V/v: Through the issuance of shares as dividend payments, the company's charter capital will be increased.)*

**Presented to: THE 2026 ANNUAL GENERAL SHAREHOLDERS' MEETING  
HCD INVESTMENT PRODUCING AND TRADING JSC.,**

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

The Board of Directors (“BOD”) of HCD Investment, Production and Trading Joint Stock Company (“Company” or “HCD”) respectfully submits to the General Meeting of Shareholders (“GS”) the following plan for issuing shares to pay dividends:

### **1. Plan for issuing shares to pay dividends for 2023, 2024, and 2025**

- Name of the issuing organization : HCD Investment Producing And Trading Joint Stock Company
- Tên cổ phiếu phát hành : Shares of HCD Investment Producing And Trading Joint Stock Company
- Stock type : Common Stock
- Stock ticker symbol : HCD
- Par value of the stock : 10,000 VND/share
- Number of outstanding shares : 36,958,816 shares
- Number of treasury shares : 0 shares
- Current charter capital : 369,588,160,000 VND
- Total number of shares expected to be issued : 10,348,468 shares
- Total value of the issuance at par value : 103,484,680,000 VND
- Purpose of issuance : Issuance of shares to pay dividends

- Issuance rate : : 28% (twenty-eight percent)
- The rate of exercise of rights : 100 : 28 (On the record date for shareholders to exercise their rights, a shareholder owning 1 share will receive 1 right, and a shareholder with 100 rights will receive 28 additional shares issued as dividend payment)
- Source of funds for paying dividends in shares : Undistributed after-tax profit as of December 31, 2025, as shown in the audited financial statements for 2025.
- Publisher : Existing shareholders whose names are on the shareholder list as of the record date are entitled to receive stock dividends as announced by the Company.
- Method for handling fractional shares that arise : The number of additional shares issued as dividend payments to shareholders will be rounded down to the nearest whole number. Any fractional shares resulting from rounding down (if any) will be canceled.  

Example: On the record date for the issuance of additional shares as dividend payments, shareholder Nguyen Van A currently owns 311 shares. Therefore, shareholder A will receive an additional  $311 * 28\% = 87.08$  shares. According to the fractional share handling method, the number of shares shareholder A receives after rounding down to the nearest whole number is 87 shares. The fractional 0.8 shares will be canceled.

The positive difference between HCD's expected undistributed after-tax profit and the total value of shares actually distributed to existing shareholders will be retained in HCD's undistributed after-tax profit.
- Estimated implementation time: : It is expected that in 2026, after receiving written notification from the State Securities Commission of Vietnam (UBCKNN) regarding the receipt of all necessary documents for the issuance of shares to pay dividends, the issuance of shares to pay dividends will take place.
- Restrictions on the transfer of shares issued to pay dividends. : Shares issued as dividends are not subject to transfer restrictions.
- Registration of securities : The entire quantity of additional shares issued to

custody and changes to listing registration

pay dividends as mentioned above will be additionally listed on the Ho Chi Minh Stock Exchange (HOSE) and additionally deposited with the Vietnam Securities Depository and Clearing Corporation (VSDC) in accordance with the law.

**2. The General Meeting of Shareholders authorizes the Board of Directors to perform the following tasks:**

- The Board of Directors of the Company respectfully submits to the General Meeting of Shareholders for consideration and approval the aforementioned issuance plan of the Company and authorizes the Board of Directors to decide on all matters related to the issuance of shares as dividend payments, specifically:
- Deciding on amendments, additions, and adjustments to the Capital Increase Plan approved by the General Meeting of Shareholders; developing, revising, and explaining the documents and procedures related to the issuance as required by regulatory agencies (if any), in accordance with the practical operational needs of the Company, in compliance with legal regulations, and ensuring the rights of the Company's shareholders.
- Deciding on the timing of the share issuance plan, the closing date for the shareholder list to exercise rights, and the timing and schedule of share issuance to pay dividends, ensuring shareholder interests;
- Deciding on the method for handling fractional shares arising from the aforementioned increase in charter capital;
- Proactively carrying out legal procedures to register the change in the Company's charter capital with the Business Registration Authority and other competent State agencies (if any) in accordance with the law;
- Amending the charter capital amount stipulated in the Company's Charter: The Company's charter capital will be adjusted upwards corresponding to the results of the share issuance and the actual charter capital after the completion of the share issuance; - Implement the necessary legal procedures as prescribed by law and as required by competent authorities to complete the registration of additional shares at the Vietnam Securities Depository and Clearing Corporation (VSDC) and list the additional shares on the Ho Chi Minh Stock Exchange (HOSE) for the entire number of shares issued by the Company;
- Ensure that the foreign ownership ratio complies with the law;
- All matters and tasks related to the increase in charter capital mentioned above.

Recipients:

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

**BOARD OF DIRECTORS  
CHAIRMAN**

**PHÙNG CHÍ CÔNG**

No.: .../2026/HCD/TT-ĐHĐCĐ

Bacninh, date ... month ... year 2026

## THE PROPOSAL

**Re: Amending, supplementing the Charter of HCD Investment, Production, and Trading Joint Stock Company**

**To: THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF HCD INVESTMENT, PRODUCTION, AND TRADING JSC**

- Pursuant to the Law on Enterprises No. 59/2020/QH14, adopted by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, effective from January 1, 2021, and its relevant legal documents;
- Pursuant to the Law on Securities No. 54/2019/QH14, adopted by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its relevant legal documents;
- Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing and guiding the implementation of several articles of the Law on Securities;
- Pursuant to Circular No. 96/2020/TT-BTC dated November 16, 2020 of the Ministry of Finance guiding the disclosure of information on the securities market;
- Pursuant to Circular No. 116/2020/TT-BTC dated December 31, 2020 of the Ministry of Finance guiding several articles on corporate governance applicable to public companies;
- Pursuant to the current Charter of HCD Investment, Production, and Trading Joint Stock Company dated April 29, 2025;
- Pursuant to actual circumstances.

The Board of Directors (“**BOD**”) of HCD Investment, Production, and Trading Joint Stock Company respectfully submits to the General Meeting of Shareholders (“**GMS**”) for consideration and approval of amending, supplementing a number of articles of the Company’s Charter dated April 29, 2025, details are as follows:

Pursuant to the actual circumstances and the current Charter, the cross-references between articles in the new Charter shall be adjusted accordingly to match the revised chapters, articles, and clauses, ensuring consistency with the structure and content as prescribed by enterprise laws, specifically as follows:

### **I. AMENDING, SUPPLEMENTING ARTICLES**

No.	The current Company's Charter	The revised Company's Charter	Reasons for amendment, supplement, and annulment
1	<b>Article 28. Rights and Duties of the Board of Directors - Clause 3</b>		
	Not yet regulated	<b>Supplement:</b> n. To decide on changes to the plan for use of capital or proceeds from offerings/issuances, provided that the change value is less than 50% of the total capital/proceeds collected, subject to the authorization of the General Meeting of Shareholders.	Supplemented to comply with the provisions of Clause 2, Article 9 of Decree No. 155/2020/ND-CP dated December 31, 2020, of the Government detailing the implementation of several articles of the Law on Securities.

## II. EFFECTIVENESS OF THE AMENDED AND SUPPLEMENTED CHARTER

- All remaining articles of the Charter shall remain unchanged and in full force and effect.
- The Charter of HCD Investment, Production, and Trading Joint Stock Company shall take effect from the date of approval of the GMS Resolution at the General Meeting of Shareholders.
- The full text of the Amended Charter is attached to this Proposal.

## III. AUTHORIZATION

The GMS hereby assigns and authorizes the Legal Representative of the Company to proactively complete, sign, and issue the full text of the Company's Amended and Supplemented Charter in accordance with the regulations after the aforementioned amendments have been approved by the GMS.

The BOD respectfully submits this proposal to the GMS for consideration and approval.

Sincerely.

Recipients:

- GMS;
- Archived.

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

**PHÙNG CHÍ CÔNG**

No: .../2026/HCD/TT-ĐHĐCĐ

Bacninh, date ... month ... year 2026

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## **PROPOSAL**

*(V/v: Dealing with links)*

**Presented to: ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026**

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

- 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 company's operational performance

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

1. Approve transactions related to the purchase and sale of goods, provision of services, cooperation, borrowing, lending, and granting of guarantees with related parties (Board of Directors members, Supervisory Board members, General Director, Chief Accountant) and related people (as defined in the 2020 Enterprise Law) of the Company.
2. Authorize the Board of Directors to direct and supervise the signing and execution of these transactions in accordance with the law and the Company's Charter..

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**

**PHÙNG CHÍ CÔNG**

No: .../2026/HCD/TT-ĐHĐCĐ

Bacninh, date ... month ... year 2026

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PROPOSAL

(V/v: Through the election of members of the Board of Directors and Board of Supervisory for the term 2026 - 2031)

**Presented to: THE 2026 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

The Board of Directors and the Board of Supervisory for the HCD Investment, Production and Trading Joint Stock Company for the 2021-2026 term have successfully completed the tasks assigned by the General Meeting of Shareholders.

The term of office for the members of the Board of Directors and the Board of Supervisory is 5 years (2021-2026) and has now ended. According to regulations, the Board of Directors and the Board of Supervisory of the company will be re-elected at the 2026 General Meeting of Shareholders. Therefore, the Board of Directors respectfully submits to the 2026 Annual General Meeting of Shareholders for consideration and approval the election of members of the Board of Directors and the Board of Supervisory for the 2026-2031 term, specifically as follows:

1. Number of Board of Directors members for the 2026-2031 term: 5 members
2. Number of Supervisory Board members for the 2026-2031 term: 3 members

List of nominated and elected members of the Board of Directors for the 2026-2031 term as of the time of the General Meeting is as follows:

1. Mr./Ms. ....
2. Mr./Ms. ....
3. Mr./Ms. ....
4. Mr./Ms. ....

5. Mr./Ms. ....

List of nominated and elected members of the Board of Supervisory for the 2026-2031 term as of the time of the General Meeting is as follows:

1. Mr./Ms. ....

2. Mr./Ms. ....

3. Mr./Ms. ....

The requirements for election conditions, election methods, application documents, and nomination of Board of Directors and Board of Supervisory members are stipulated in the Election Regulations and Nomination Regulations (attached to the General Meeting documents).

The Board of Directors respectfully submits to the General Meeting for approval the above-mentioned list of candidates and proceeds with the election according to the Election Regulations for Board of Directors and Board of Supervisory members for the 2026-2031 term, attached to the General Meeting documents.

Recipients:

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

**BOARD OF DIRECTORS  
CHAIRMAN**

**PHÙNG CHÍ CÔNG**

No.: .../2026/HCD/BB-ĐHĐCĐ

Bacninh, date ... month ... year 2026

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## MEETING MINUTES

### 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

#### I. Company Information: HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY

**Headquarters:** No 122B, Quang Trung Str, Quang Trung Ward, Hai Duong City, Hai Duong Province, Viet Nam.

**Business Registration Certificate:** No. 0800940115 issued by the Business Registration Office – Department of Planning and Investment of Hai Duong Province, initially issued on December 6, 2011, and amended for the 8th time on September 21, 2023.

#### II. Meeting Start Time: , 2026

**III. Location:** HCD factory is located at Lot III.1.2, Thuan Thanh 3 Industrial Park, Tri Qua Ward, Bac Ninh Province.

#### IV. Attendees of the Meeting

The Board of Directors, Supervisory Board, CEO, and shareholders, as well as authorized representatives of the shareholders of HCD investment producing and trading joint stock company.

#### V. Shareholder Eligibility Verification Committee Approval of the Shareholder Eligibility Verification Report

##### 1. Shareholder Eligibility Verification Committee

- Mr./Ms.:..... : Committee Chairperson
- Mr./Ms.:..... : Member
- Mr./Ms.:..... : Member

##### 2. Approval of the Shareholder Eligibility Verification Report

Mr./Ms.:..... – Committee Chairperson reads the Report on the Results of Shareholder Eligibility Verification for the Meeting: At the time of , there were ... shareholders and authorized representatives present, representing ..... shares, accounting for .....% of the total shares with voting rights of the Company.

Based on the 2020 Enterprise Law and the Charter of Organization and Operation of HCD investment producing and trading joint stock company, the Annual General Meeting of Shareholders of HCD investment producing and trading joint stock company meets the legal requirements to proceed with the meeting.

## **VI. Election of the presidium, the secretariat of the meeting, and the vote counting committee**

### **1. Presidium**

- Mr./Ms.:..... - Committee Chairperson
- Mr./Ms.:..... - Member
- Mr./Ms.:..... - Member

The Presidium was unanimously approved by the General Meeting with a voting rate of ...% of the total shares with voting rights at the meeting.

### **2. The secretariat of the meeting**

- Mr./Ms.:..... - Committee Chairperson
- Mr./Ms.:..... - Member

The Secretariat was unanimously approved by the General Meeting with a voting rate of ...% of the total shares with voting rights at the meeting.

### **3. The vote counting committee**

- Mr./Ms.:..... - Committee Chairperson
- Mr./Ms.:..... - Member
- Mr./Ms.:..... - Member

The Vote Counting Committee was unanimously approved by the General Meeting with a voting rate of ...% of the total shares with voting rights at the meeting.

## **1. Approval of the Working Regulations, Election Regulations, and Agenda of the General Meeting**

The General Meeting approved the Working Regulations and Agenda of the 2026 Annual General Meeting of Shareholders of HCD investment producing and trading joint stock company. The Working Regulations, Election Regulations, and Meeting Agenda were approved by ...% of the shareholders present at the Meeting. The Presidium shall conduct the Meeting in accordance with the approved agenda.

## **PART I – CONTENTS OF REPORTS AND PROPOSALS**

### **1. Approval of the Report by the CEO on the Business Performance for 2025 and the Business Plan for 2026.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

### **2. Approval of the Report on the Activities of the Board of Directors for 2025 and the Activity Plan for 2026.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

### **3. Approval of the Report on the Activities of the Supervisory Board for 2025 and the Activity Plan for 2026.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**4. Approval of the Audited Financial Statements for 2025.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**5. Approval of the Proposal on the Selection of the Auditing Firm for the 2026 Financial Statements.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**6. Approval of the Proposal on the Remuneration Plan for the Board of Directors (BOD) and the Supervisory Board (SB).**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**7. Approval of the process for profit distribution and dividend payment**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**8. Approval of the process for issuing shares to pay dividends**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**9. Approval of the process for increasing the company's charter capital through a private placement of shares**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**10. Approval of the process for amending instruments**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**11. Approval of the process for transactions with related parties in 2026**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**12. Approval of the training on the election of members of the Board of Directors and the Board of Supervisory for the term 2026 - 2031**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**PART II – VOTING RESULTS**

After the Voting Regulations and Election Regulations were presented, the General Meeting proceeded to vote on the following matters:

\*Voting results of the General Meeting of Shareholders for the approval of:

**1. Approval of the Report by the CEO on the Business Performance for 2025 and the Business Plan for 2026.**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**2. Approval of the Report on the Activities of the Board of Directors for 2025 and the Activity Plan for 2026.**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**3. Approval of the Report on the Activities of the Supervisory Board for 2025 and the Activity Plan for 2026.**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**4. Approval of the Audited Financial Statements for 2025.**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**5. Approval of the Proposal on the Selection of the Auditing Firm for the 2026 Financial Statements.**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**6. Approval of the Proposal on the Remuneration Plan for the Board of Directors (BOD) and the Supervisory Board (SB).**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**7. Approval of the process for profit distribution and dividend payment**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**8. Approval of the process for issuing shares to pay dividends**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**9. Approval of the process for increasing the company's charter capital through a private placement of shares**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**10. Approval of the process for amending instruments**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting

- Other opinions: ...% of the total voting shares at the General Meeting

**11. Approval of the process for transactions with related parties in 2026**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**12. Approval of the training on the election of members of the Board of Directors and the Board of Supervisory for the term 2026 - 2031**

- Agreed: ...% of the total voting shares at the General Meeting
- Disagreed: ...% of the total voting shares at the General Meeting
- Other opinions: ...% of the total voting shares at the General Meeting

**\* Results of the supplementary election for members of the board of directors of Hcd investment producing and trading joint stock company for the 2026-2031 term:**

No.	Candidate	Number of Voting Ballots	Percentage of the Total Number of Voting Ballots

**\* Results of the Supplementary election for Members of the Board of Supervisory of Hcd investment producing and trading joint stock company for the 2026-2031 Term:**

No.	Candidate	Number of Voting Ballots	Percentage of the Total Number of Voting Ballots

After voting on the agenda items of the meeting, Mr/Mrs. .... – Chairman of the General Meeting declared the meeting closed.

This minutes was fully and accurately recorded by the meeting secretary, read aloud, and approved in full by the General Meeting before the session concluded.

The Annual General Meeting of Shareholders of Hcd investment producing and trading joint stock company concluded at ..... on the same day.

SECRETARY OF THE MEETING

CHAIRMAN OF THE MEETING

No.: .../2026/HCD/NQ-ĐHĐCĐ

Bacninh, date ... month ... year 2026

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## RESOLUTION

### 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

- 
- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
  - Pursuant to the Securities Law No. 54/2019/QH14 dated November 26, 2019;
  - Pursuant to Decree No. 155/2020/ND-CP dated December 21, 2020, of the Government detailing the implementation of certain provisions of the Securities Law;
  - Pursuant to Circular 116/2020/TT-BTC dated December 31, 2020, guiding certain provisions on corporate governance applicable to public companies;
  - Pursuant to the Charter of Organization and Operation of HCD investment producing and trading joint stock company.
  - Pursuant to the Minutes of the 2026 Annual General Meeting of Shareholders dated .../.../2026 of HCD investment producing and trading joint stock company.

## DECISION

**Article 1.** Approval of the Report by the CEO on the Business Performance for 2025 and the Business Plan for 2026.

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 2.** Approval of the Report on the Activities of the Board of Directors for 2025 and the Activity Plan for 2026.

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 3.** Approval of the Report on the Activities of the Supervisory Board for 2025 and the Activity Plan for 2026.

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 4.** Approval of the Audited Financial Statements for 2025.

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 5.** Approval of the Proposal on the Selection of the Auditing Firm for the 2026 Financial Statements.

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 6.** Approval of the Proposal on the Remuneration Plan for the Board of Directors (BOD) and the Supervisory Board (SB).

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 7. Approval of the process for profit distribution and dividend payment.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 8. Approval of the process for issuing shares to pay dividends.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 9. Approval of the process for increasing the company's charter capital through a private placement of shares.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 10. Approval of the process for amending instruments**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 11. Approval of the process for transactions with related parties in 2026.**

*(Detailed content as per Report No. .../2026/HCD/BC-AGM)*

**Article 12. Approval of the training on the election of members of the Board of Directors and the Board of Supervisory for the term 2026 - 2031.**

\* Additional Elected Member of the Board of Directors (BOD) of HCD investment producing and trading joint stock company for the 2026–2031 Term:

- Mr./Ms.: .....
- Mr./Ms.: .....
- Mr./Ms.: .....
- Mr./Ms.: .....
- Mr./Ms.: .....

\* Additional Elected Member of the Board of Supervisory of HCD investment producing and trading joint stock company for the 2026–2031 Term:

- Mr./Ms.: .....
- Mr./Ms.: .....
- Mr./Ms.: .....

**Article 13. Implementation Clause**

- This resolution was unanimously approved in full by the General Meeting of Shareholders and shall take effect from the date of signing.
- The members of the Board of Directors, Supervisory Board, CEO, and related organizations and individuals are responsible for implementing this resolution./.

**Recipients:**

- As mentioned above;
- Shareholders: (for reporting purposes);
- Board of Directors archive;
- General Secretariat archive.

**On behalf of the GENERAL MEETING OF  
SHAREHOLDERS  
CHAIRMAN**

**PHÙNG CHÍ CÔNG**

....., date ... month ... year 2026

**NOMINATION LETTER**

**FOR MEMBER OF THE BOARD OF DIRECTORS/THE BOARD OF SUPERVISORY  
HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY**

**Term: 2026 – 2031**

**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 2026**

**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 2026 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))

....., date ... month ... year 2026

**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 2026 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))*

## VOTING FORM

### FOR MEMBER OF THE BOARD OF SUPERVISORYS

### 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 SUPERVISORYS

##### MEMBER TERM 2026 - 2031

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 Supervisory is valid only for the 2026 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.

## 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 2026 - 2031

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 2026 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.

# HCD INVESTMENT PRODUCING AND TRADING JOINT STOCK COMPANY

## 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

(2026)

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## VOTING BALLOT

### I. Information of Shareholder/Shareholder's Representative

Shareholder/Authorized Representative Name :  
 Total number of shares held/authorized : shares  
 Of which: *Owned shares* : *shares*  
                   *Authorized shares* : *shares*  
 Total number of voting ballots : ballots  
 Code:

### II. Voting Results on the Agenda Items of the Meeting:

Shareholder agrees with all items of the meeting, please check here:  Agree

No.	Voting Items	Agree	Disagree	No opinion
1	Approval of the Report by the CEO on the Business Performance for 2025 and the Business Plan for 2026;			
2	Approval of the Report on the Activities of the Board of Directors for 2025 and the Activity Plan for 2026;			
3	Approval of the Report on the Activities of the Supervisory Board for 2025 and the Activity Plan for 2026;			
4	Approval of the Audited Financial Statements for 2025;			
5	Approval of the Proposal on the Selection of the Auditing Firm for the 2026 Financial Statements;			
6	Approval of the Proposal on the Remuneration Plan for the Board of Directors (BOD) and the Supervisory Board (SB);			
7	Approval of the process for profit distribution and dividend payment			
8	Approval of the process for issuing shares to pay dividends			
9	Approval of the process for increasing the company's charter capital through a private placement of shares;			
10	Approval of the process for amending instruments.;			
11	Approval of the process for transactions with related parties in 2026;			
12	Approval of the training on the election of members of the Board of Directors and the Board of Supervisory for the term 2026 - 2031			

**Note:**

1. *This voting ballot is valid only for the 2026 Annual General Meeting of Shareholders of HCD investment producing and trading joint stock company.*
2. *A valid voting 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 ballot must be signed and clearly state the full name of the shareholder or the authorized representative.*
3. *Upon receiving the ballot, shareholders must verify the shareholder information in Section I. In case of any discrepancies, please contact the Organizing Committee for a replacement.*
4. *Shareholders must mark (x) or (√) in the box corresponding to their selected opinion for each voting item.*
5. *For each voting item, shareholders may only select one option: "Agree," "Disagree," or "No opinion."*

*Date ... month ... year 2026*

**Confirmation of Shareholder/Authorized  
Representative**  
*(Signature and full name)*



HCD INVESTMENT PRODUCING AND TRADING JOINT  
STOCK COMPANY

2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

DRAFT

# VOTING CARD

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: .....