

**CONTENT AND AGENDA ANNUAL GENERAL MEETING OF  
SHAREHOLDERS 2025**

**Time:** From 8:30 AM to 11:00 AM, Saturday, January 18, 2025

**Location:** Company headquarters at Khai Quang Industrial Park, Vinh Yen, Vinh Phuc

Time	Content	Chairperson
7:30 AM to 8:30 AM	Registration for the meeting	Shareholder Eligibility Verification Committee
	Welcome and registration of attendees; compiling the list of shareholders attending directly and by proxy	
	Distribution of materials to shareholders	
8:30 AM to 8:45 AM	Report on shareholder eligibility verification	Chair of Shareholder Eligibility Verification Committee
	Opening of the meeting	Organizing Committee
	Approval of the Meeting Rules Introduction of the Presidium	
8:45 AM to 8:50 AM	Election of the Secretary Team and Voting Committee Approval of the Meeting Agenda	Presidium
8:50 AM to 9:50 AM	<b>Reports presented by the Board of Directors, Executive Board, and Audit Committee:</b>	Presidium
	1. Report on the activities of the Board of Directors in 2024 and the plan for 2025	
	2. Report on the activities of the Executive Board in 2024 and the plan for 2025	
	3. Summary of the 2024 audited consolidated financial statements	Chief Accountant
	4. Report on the activities of the independent Board member in the Audit Committee	Audit Committee Chair
9:50 AM to 10:10 AM	<b>Presentation of proposals and issues for shareholder approval:</b>	Presidium
	1. Proposal on selecting the audit firm for the 2025 financial statements	
	2. Proposal on approving the distribution of retained earnings for fiscal year 2024 and the planned distribution for 2025	

<b>Time</b>	<b>Content</b>	<b>Chairperson</b>
	3. Proposal on the operational budget for the Board of Directors and its subcommittees for fiscal year 2025	
	4. Proposal on the plan to issue shares for dividend payment in 2024	
10:10 AM to 10:25 AM	Discussion and resolution of shareholder inquiries	
10:25 AM to 10:30 AM	Voting on the Reports and Proposals	
10:30 AM to 10:45 AM	Break and vote counting	Voting Committee
10:45 AM to 10:50 AM	Announcement of voting results	
10:50 AM to 11:00 AM	Approval of the Meeting Minutes and Resolutions	Head of the Secretary Team
11:00 AM	Closing of the meeting	MC