

No: .../BB-ĐHĐCĐ

Hanoi, April 26, 2025

**DRAFT MEETING MINUTES OF
THE 2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS
OF HADO GROUP JOINT STOCK COMPANY**

Organization name : **HADO GROUP JOINT STOCK COMPANY**
Head office : No. 8, Lang Ha Street, Thanh Cong Ward, Ba Dinh District, Hanoi City
Telephone : (+84.24) 38 310 348 **Fax:** (+84.24) 38 355 526
Business registration certificate No. : 0100283802, first issued by the Hanoi Department of Planning & Investment on April 11, 2005; 32nd amendment on October 7, 2024
Time : 08:30 – 11:35, Saturday, April 26, 2025
Venue : 7th Floor Hall, Ha Do Building, 186 Hoang Sam, Nghia Do, Cau Giay District, Hanoi City.
Online location : Southern Office, Room 504, 5th Floor, No. 02 Hong Ha, Ward 2, Tan Binh District, Ho Chi Minh City.

A. PART ONE - MEETING PROCEDURES

I. Report on the verification of shareholder eligibility

The General Meeting of Shareholders (GMS) listened to Mr Pham Trong Khiem – Head of the shareholder eligibility verification committee for the 2024 Annual GMS, who announced the results of the shareholder eligibility verification and the representation of shareholders attending the meeting (*by proxy*) as follows:

1. The total number of shareholders of the Company, according to the recorded shareholder list as of March 24, 2025, is shareholders. The total number of shares issued by the Company is 336,331,529 (*Three hundred thirty six million, three hundred thirty one thousand, five hundred twenty nine*) shares. The total number of voting shares of the Company is 336,331,529 (*Three hundred thirty six million, three hundred thirty one thousand, five hundred twenty nine*) shares.
2. At the commencement of the General Meeting at [hour]: [minute] on April 26, 2025, the total number of delegates (*including shareholders or the representatives of the shareholders*) is ... delegates, representing ... shares, equivalent to ... voting rights and accounting for ...% of the total voting rights of the Company.

Pursuant to the Law on Enterprises and the Company's Charter, the 2024 Annual GMS of Ha Do Group Joint Stock Company was duly qualified to proceed.

II. Opening of the General Meeting

1. Mr., on behalf of the organization committee, announced the reason for convening the 2024 Annual GMS and introduced the Chairing Panel as follows:

- Mr. Lê Xuân Long – Chairperson of the meeting;
- Mr. Nguyễn Trọng Minh – Member of the BOD cum General Director;

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- 2. Mr. Lê Xuân Long, Chairperson of the meeting, appointed Ms. Trần Thị Throng as the Secretary of the meeting
- 3. Mr. Lê Xuân Long, Chairperson of the meeting, nominated the list of members of the Shareholder eligibility verification and voting committee for approval by the General Meeting, including:
 - Mr. Phạm Trọng Khiêm - Title: Deputy Manager of Internal Audit Committee – Head of the committee
 - Mr. Đào Hữu Tùng - Title: Deputy Manager of Accounting Department - Member
- 4. Mr.presented the Agenda and the Working Regulations of the 2024 Annual GMS.
- 5. The General Meeting voted to approve the list of the Shareholder eligibility verification and voting committee, the Meeting agenda, and the Working regulations of the 2024 Annual GMS through electronic voting.

By ... hours ... minutes, the number of attendees was ... delegates, representing ... voting rights, accounting for ...% of the total voting rights of all eligible shareholders.

- Total number of the ballots distributed: representingvotes, account% of the total voting rights of shareholders attending the meeting.

- Total number of the ballots collected:representing votes, account% of the total voting rights of shareholders attending the meeting.

- Total number of the ballots not collected:representing votes, account% of the total voting rights of shareholders attending the meeting.

The detailed voting results for each item are as follows:

Matter 01: Approve the list of the Shareholder eligibility verification and voting committee.

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%
Thus, this matter was approved with ...% of the total voting rights of the attending and voting shareholders.		

Matter 02: Approve the Meeting Agenda

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%
Thus, this matter was approved with ...% of the total voting rights of the attending and voting shareholders.		

Matter 03: Approve the Working Regulations of the 2024 Annual General Meeting of Shareholders

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%
Thus, this matter was approved with ...% of the total voting rights of the attending and voting shareholders.		

6. After completing the opening procedures, the GMS commenced according to the approved agenda and content.

B. PART TWO – CONTENTS PRESENTED AT THE GENERAL MEETING

At the General Meeting, the Board of Directors (BOD) submitted the following reports and proposals for voting and approval:

- Mr. Lê Xuân Long – Chairman of the BOD, presented the Report on the performance of the BOD at the 2024 Annual GMS.
- Mr. Nguyễn Trọng Minh – General Director, presented the Report of the BOM on the 2024 business performance and the 2025 plan.
- Ms. Trần Thị Quỳnh Anh – Independent BOD Member, presented the Report on the activities of independent BOD members in the Audit Committee at the 2024 Annual GMS.
- Proposals of the BOD included the following matters:
 - + Audited separate and consolidated financial statements for 2024;
 - + Selection of auditing firm for the 2025 financial statements;
 - + Profit distribution and dividend payout ratio for 2024 ;
 - + Business plan and expected dividend payout ratio for 2025;
 - + Total remuneration and expenses for the BOD and its committees in 2024, and the proposed remuneration and expense budget for the BOD and its committees
- Additional agenda items as per the Resolution of the BOD:
 - + Approve the dismissal of Mr. Hoàng Đình Hùng from the position of the BOD member at his personal request.

C. PART THREE: DISCUSSION

The General Meeting conducted a discussion session in which shareholders raised questions to the Chairing panel, and the panel provided detailed answers to each matter.

D. PART FOUR: VOTING AND VOTING RESULTS

After discussing matters, the General Meeting proceeded with electronic voting to approve the presented reports and proposals:

As of ...[hour]:...[minute], the number of attending delegates was.....delegates, representing..... voting rights, accounting for ...% of the total voting rights of all eligible shareholders.

Voting results for each matter at the meeting are detailed below:

1. Approve Report on the performance of the BOD at the 2024 Annual GMS

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%

- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%

2. Approve Report of the BOM on the 2024 business performance and the 2025 plan

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%

3. Approve Report on the Activities of Independent BOD Members in the Audit Committee at the 2024 Annual GMS

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%

4. Approve the audited separate and consolidated financial statements for 2024

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%

5. Approve the selection of the auditing firm for the 2025 financial statements

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%

6. Approve the profit distribution and dividend payout ratio for 2024

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%

7. Approve the business plan and expected dividend payout ratio for 2025

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%

- Total abstain ballots	... ballots	Ratio ...%
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8. Approve the total remuneration and expenses for the BOD and its committees in 2024 and the planned remuneration and expenses for the BOD and its committees in 2025.

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%

9. Approve the dismissal of Mr. Hoàng Đình Hùng from the position of the BOD member at his personal request.

- Total valid ballots:	... ballots	Ratio ...%
- Total invalid ballots:	... ballots	Ratio ...%
- Total agree ballots:	... ballots	Ratio ...%
- Total disagree ballots:	... ballots	Ratio ...%
- Total abstain ballots	... ballots	Ratio ...%

E. APPROVAL OF RESOLUTIONS

No	Items	Approved Voting Ratio based on the total voting rights of the attending and voting shareholders
1	Approve Report on the performance of the BOD at the 2024 Annual GMS	
2	Approve Report of the BOM on the 2024 business performance and the 2025 plan	
3	Approve Report on the activities of independent BOD members in the Audit Committee at the 2024 Annual GMS.	
4	Approve the Audited separate and consolidated financial statements for 2024	
5	Approve the Selection of auditing firm for the 2025 financial statements.	
6	Approve Profit distribution and dividend payout ratio for 2024	
7	Approve Business plan and expected dividend payout ratio for 2025	
8	Approve Total remuneration and expenses for the BOD and its committees in 2024, and the proposed remuneration and expense budget for the BOD and its committees in 2025.	
9	Approve the dismissal of Mr. Hoàng Đình Hùng from the position of the BOD member at his personal request.	

F. PART FIVE – APPROVE THE MEETING MINUTES AND RESOLUTIONS OF THE GMS

The Secretary read the Minute and Resolution of the 2024 Annual GMS.

This Minute was prepared at on April 26, 2025.

Mr. Le Xuan Long delivered the closing remarks and officially concluded the General Meeting at 11:40 AM on the same day.

SECRETARY OF THE MEETING

**ON BEHALF OF THE GMS
CHAIRMAN**

Le Xuan Long