

Vinh, date ... 24 June 2025

## REGULATIONS MECHANISM LABOUR DAD INFORMATION BELIEVE

*Pursuant to the Enterprise Law No. 59/2020/QH2014 effective from January 1, 2021;*

*Pursuant to the Securities Law No. 54/2019/QH14 dated November 26, 2019 and documents guiding its implementation ;*

*Pursuant to Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities;*

*Pursuant to Circular No. 96/ 2020/TT-BTC dated January 16, 2020 of the Minister of Finance guiding information disclosure on the Securities market;*

*Pursuant to the Charter of VNECO4 Electrical Construction Joint Stock Company*

*Pursuant to Resolution of the General Meeting of Shareholders No.01NQ/ĐHĐCĐ-VNECO4 dated 24. Month 06. year 2025*

The Board of Directors promulgates the **Information Disclosure Regulations . VNECO4 Electrical Construction Joint Stock Company**

Regulations on information disclosure of joint stock companies *VNECO4 Electrical Construction* includes the following contents:

### CHAPTER I: PROVISIONS SHARED

#### Article 1: Scope of regulation and applicable subjects

1. This regulation stipulates the obligation to disclose information on the Vietnamese securities market according to the above legal bases; on the coordination of working relationships between relevant units, departments and individuals of VNECO4 Electricity Construction Joint Stock Company .

2. Applicable subjects: Subjects subject to the regulation of this Regulation include: including:

- VNECO4 Electricity Construction Joint Stock Company , abbreviated as "Company" company”;
- Company Insider company;
- Related person of the Company's insider company;
- Other related units, organizations and individuals with the Company company;
- Investors subject to disclosure related to stocks and corporate bonds company;

#### Article 2: Interpretation of terms

In this Regulation, the following terms are construed as follows:

##### 1. Investors subject to CBTT include:

- a) Insiders of the company and related persons of insiders;
- b) Major shareholders and related groups owning 5% or more of the company's voting shares.
- c) Founding shareholders during the period of restricted transfer of the company.
- d) Shareholders and related groups buy to own 5% or more of the company's voting shares.
- e) Organizations and individuals conducting public offerings of company shares

##### 2. Company insiders , including:

- a) Member of the Board of Directors;
- b) Member of the Board of Supervisors;
- c) Director /General Director , Deputy Director or equivalent management positions appointed by the General Meeting of Shareholders or the Board of Directors; individuals holding other management positions with the



authority to sign company transactions on behalf of the company as prescribed in the Company Charter;

d) Financial Director, Chief Accountant, Head of Finance and Accounting Department, person in charge of accounting;

d) Legal representative, person authorized to disclose information

**3. Related persons are individuals or organizations that have direct or indirect relationships with the enterprise. in the following cases:**

a) The parent company, the manager and legal representative of the parent company and the person authorized to appoint the manager of the parent company;

b) Subsidiaries, managers and legal representatives of subsidiaries;

c) Individuals, organizations or groups of individuals and organizations that have the ability to control the operations of that enterprise through ownership, acquisition of shares, capital contributions or through decision-making of the company;

d) Business manager, legal representative, Controller;

d) Wife, husband, biological father, biological mother, adoptive father, adoptive mother, father-in-law, mother-in-law, father-in-law, mother-in-law, biological child, adopted child, son-in-law, daughter-in-law, biological brother, biological sister, biological sibling, brother-in-law, sister-in-law of the company manager, legal representative, Controller, member and shareholder owning capital contribution or controlling shares;

e) Individuals who are authorized representatives of companies and organizations specified in points a, b and c of this clause;

g) Enterprises in which individuals, companies and organizations specified in points a, b, c, d, dd and e of this clause own enough to control the company's decision-making.

**1. The date of information disclosure** is the date the information appears on one of the information disclosure media specified in Clause 1, Article 5 of the Regulations. This.

**2. The reporting date of information disclosure** is the date of sending electronic data, the date the information is received on the electronic information page of the State Securities Commission, the Stock Exchange; or the State Securities Commission, the Stock Exchange receives the written report on information disclosure, whichever comes first. before.

**3. The number of outstanding voting shares of the Company** is the number of voting shares issued by the Company minus the number of voting shares repurchased by the Company as treasury shares (if any). Have).

**4. The auditing organization performing the audit for the Company** is an auditing organization on the list approved by the State Securities Commission to conduct audits and review financial statements and other reports of public interest entities (listed companies, large-scale public companies). big).

**5. The date of completion of securities transaction is determined as follows: after:**

a) The date of completion of transaction payment in case the transaction is made through the Stock Exchange;

b) The date of completion of transaction payment in case of transaction exercising the right to purchase;

c) The date of completion of the conversion of bonds into shares as announced by the issuing organization;

d) Is the effective date of transfer of securities ownership at the Vietnam Securities Depository and Clearing Corporation in case the transaction is conducted through the Vietnam Securities Depository and Clearing Corporation;

e) The date of completion of payment for purchase of shares as notified by the organization conducting the share auction in case of transaction through auction method;

f) The date the issuing organization confirms the validity of the securities transfer in case the transaction is not conducted through the Vietnam Securities Depository and Clearing Corporation and not conducted through the Stock Exchange.

### **Article 3: Principles of information disclosure**

1. The Company's information disclosure must be complete, accurate and timely in accordance with the provisions of law and must be protected. guarantee:

The subject of information disclosure must be responsible for the content of the published information. In case of any change in the content of the published information, the subject of information disclosure must disclose the



changed content and the reason for the change in the previously published information. there;

In case of an event or information affecting the stock price, the information disclosure entity must confirm or correct the event or information within 24 hours from the time of becoming aware of the event or information or upon request of the State Securities Commission. Stock Exchange;

Disclosure of personal information including Citizen Identification Card number, valid Identity Card number or Passport number, contact address, permanent address, telephone number, fax number, email, securities trading account number, securities depository account number, bank account number is only carried out if the relevant subject agrees. idea.

2. The subjects specified in Article 1 of this Regulation, when disclosing information, must simultaneously report to the State Securities Commission and the Stock Exchange on the content of the disclosed information, including all information as prescribed. In case the disclosed information includes personal information specified in Point c, Clause 1 of this Article and the subjects disclosing information do not want to make this information public, they must send the State Securities Commission and the Stock Exchange 02 copies of the document, 01 report on the disclosure of information including full personal information and 01 report not including personal information for the State Securities Commission and the Stock Exchange to implement. CBTT.

3. The information disclosure must be in accordance with the form and include all information as prescribed in Circular 96/2020/TT-BTC, this Regulation and other relevant legal regulations. The words used in the information disclosure must be clear, easy to understand and avoid causing misunderstandings for shareholders or investors. private.

4. In case of any change in the published information, the Company shall clearly state the changed information and the reason for the change and attach the information letter. main.

5. CBTT subjects are responsible for preserving and storing reported and published information according to regulations. after:

a) Periodically disclosed information must be stored in written form (if any) and electronic data for at least 10 years. This information must be stored on the electronic information page of the information disclosure entity for at least 05 years. year;

b) Information disclosed irregularly or upon request must be stored on the electronic information page of the information disclosure entity for at least 05 days. year.

6. The language of information published on the Company's website is Vietnamese and English (common foreign languages). The content of information published in English is for reference only. Reference.

#### **Article 4: Person making information disclosure**

The Company performs its obligation to disclose information in accordance with the provisions of law, and is specified in detail in Article 4 of this Regulation as follows.

1. The person disclosing information of the Company is the Legal Representative, the person with the highest authority and fully responsible for disclosing information within the scope of the Company. company

The legal representative of the Company may authorize in writing according to the form in Appendix No. 01 - Circular 96/2020/TT-BTC to (i) the Authorized Person for Information Disclosure, or/and to (ii) the Supervisor. Governor.

The legal representative is responsible for the completeness, accuracy and timeliness of the information published by the Authorized Information Disclosure Person, or/and by the General Director of the company. dad.

In case of a public information disclosure event and the Legal Representative, the Authorized Public Information Disclosure Person and the General Director are all absent, another representative of the Company authorized by the Legal Representative shall be responsible for performing the public information disclosure instead.

The Company shall register/re-register the Legal Representative, the Authorized CBTT Person, the Authorized General Director, together with the Information Provision of these persons according to Appendix I - Circular 96/2020/TT-BTC to the State Securities Commission and the Stock Exchange at least 24 hours before the authorization takes effect. force

2. Investors subject to information disclosure are individuals who can perform information disclosure obligations themselves or authorize an organization (securities company, public company, Vietnam Securities



Depository, other organization) or another individual to perform information disclosure obligations as follows: after:

a) In case of self-performing the obligation to disclose information, in the first disclosure, individual investors must submit to the State Securities Commission and the Stock Exchange the Information Provision Form according to Appendix III - Circular 96/2020/TT-BTC and are responsible for providing accurate, timely and complete information when there is a change in the contents of the Information Provision Form. believe;

b) In case of authorization to disclose information, individual investors shall be responsible for the completeness, accuracy and timeliness of the information disclosed by the Authorized Disclosure Person. Investors shall be responsible for providing accurate, timely and complete information on their securities ownership status and relationships with related persons (if any) to the organization or individual authorized to disclose information on the contents that need to be disclosed according to the provisions of law. law;

c) Individual investors register or re-register the Authorized Person for Information Disclosure according to Appendix II - Circular 96/2020/TT-BTC together with the Information Provision of that individual investor and the Authorized Person for Information Disclosure according to Appendix III - Circular 96/2020/TT-BTC to the State Securities Commission and the Stock Exchange at least 24 hours before the authorization takes effect. force

#### **Article 5. Means of information disclosure**

1. The means of CBTT applied by the Company include: including:

- a) Company website (website);
- b) Information disclosure system of the State Securities Commission (IDS) Plus);
- c) Website of the Stock Exchange;
- d) Website of Vietnam Securities Depository Male;
- e) Other mass media as prescribed by law. law.

2. The Company establishes an electronic information page (website) and updates the information published according to the regulations on the website as follows:

a) The Company shall report to the State Securities Commission, the Stock Exchange and publicly disclose the website address and any changes related to this address within 03 working days from the date of completion of establishment or the date of change in website address. This.

b) Current website of the Company : <https://VNECO4.COM>

c) The Company's website must contain content on business lines and content that must be made public on the National Business Registration Information Portal in accordance with the provisions of the Enterprise Law and any changes related to this content; a separate section on shareholder/investor relations, in which the Company Charter, Internal Governance Regulations, Prospectus (if any) and information disclosed periodically, irregularly and as required by law must be fully disclosed. law.

d) The Company's website must display the time and information posted, and must ensure that investors can search and access data on the website. This.

3. In case the obligation to disclose information arises on a day off or a holiday according to the law, the Company shall disclose information on the Company's website and fully perform the obligation to disclose information according to the law immediately after the day off or holiday ends. end

#### **Article 6: Suspension of information disclosure**

1. The subject of information disclosure is temporarily suspended in cases of force majeure (natural disasters, fires, wars, epidemics and other reasons of force majeure). The subject of information disclosure must report to the State Securities Commission and the Stock Exchange about the temporary suspension of information disclosure immediately upon the occurrence of the event, clearly stating the reason for the temporary suspension, and at the same time announcing the temporary suspension. CBTT.

2. Immediately after overcoming the force majeure situation, the CBTT entity is responsible for announcing the previously suspended information according to legal regulations. law.

### **CHAPTER II: COMPANY INFORMATION DISCLOSURE**

#### **Article 7: Periodic information disclosure**

1. Annual financial report

The Company publishes annual financial statements audited by an approved independent auditing organization



in accordance with the principles after:

a) Financial statements include full reports, appendices, and explanations in accordance with the law on business accounting, career;

b) In case the Company is the parent company of another organization, the Company must publish 02 reports: the Company's own annual financial statements and the consolidated annual financial statements according to the provisions of law on corporate accounting;

c) In case the Company is a parent enterprise with affiliated units without legal status, it must publish the Company's own annual financial statements and the consolidated annual financial statements in accordance with the law on corporate accounting, career;

d) The full text of the audited annual financial statements must be disclosed in full, including the independent audit report for those financial statements. In case the auditor does not accept the financial statements in full, the Company must disclose the annual financial statements, the audit report, and the Company's explanatory document. company

e) The company shall publish the audited annual financial statements within 10 days from the date the auditing organization signs the audit report, but no later than 90 days from the end of the fiscal year. main.

2. Semi-annual financial report. The Company publishes the Semi-annual Financial Report which has been reviewed by an independent auditing organization according to the principles after:

Semi-annual financial statements are full-form interim financial statements in accordance with the Accounting Standard "Interim Financial Statements", presenting financial data in the first 6 months of the Company's fiscal year, prepared in accordance with the provisions of Point a, Clause 1 of this Article. Semi-annual financial statements must be reviewed in accordance with the Standards on financial statement review. main.

The full text of the semi-annual financial statements must be fully disclosed, along with the auditor's opinion and the company's explanatory document in case the audited semi-annual financial statements have the auditor's conclusion that they do not meet the requirements;

The Company shall publish the audited semi-annual financial statements within 05 days from the date the auditing organization signs the audit report, but not exceeding 45 days from the end of the first 6 months of the fiscal year. main.

In case the Company is the parent company of another organization or is a superior accounting unit with a subordinate accounting unit, it must disclose the audited semi-annual financial statements within 05 days from the date the auditing organization signs the audit report, but no later than 60 days from the end of the first 6 months of the fiscal year.

3. Quarterly financial statements. The company publishes quarterly financial statements or publishes audited quarterly financial statements (if any) according to the principles after:

a) Quarterly financial statements are full interim financial statements according to the Accounting Standard "Interim financial statements" prepared in accordance with the provisions of Clause 1a of Article This.

b) The full text of the quarterly financial statements or the audited quarterly financial statements (if any) must be fully disclosed, along with the auditor's opinion and the Company's explanatory document in case the audited quarterly financial statements (if any) have the auditor's conclusion that they do not meet the requirements;

c) The company shall publish its quarterly financial statements within 20 days from the end date. precious

d) The Company shall publish the audited quarterly financial statements (if any) within 05 days from the date the auditing organization signs the audit report.

e) In case the Company is the parent company of another organization or is a superior accounting unit with a subordinate accounting unit with its own accounting apparatus, it must publish quarterly financial statements within 30 days from the end of the quarter.

f) In case a stock listing organization or large-scale public company has published the audited Quarterly Financial Report within the prescribed time limit of the Quarterly Financial Report, it is not required to publish the Quarterly Financial Report.

4. When disclosing the financial statements mentioned in Clauses 1, 2, 3 of this Article, the Company must simultaneously explain the reasons when one of the following cases occurs: after:



a) Profit after corporate income tax in the Business Performance Report of the published period changes by 10% or more compared to the report of the same period of the year. before;

b) Profit after tax in the reporting period is a loss; or changes from profit in the previous period to loss in this period or vice versa. again;

c) The difference in after-tax profit in the reporting period before and after auditing or review is 5% or more, changing from loss to profit or vice versa.

5. The Company shall explain the causes of the events specified in Clause 4 of this Article, to be announced simultaneously with the Company's periodic financial report(s). company

6. Regular reporting year

The Company shall prepare the Annual Report in accordance with Appendix IV - Circular No. 96/2020 /TT-BTC and publish this report no later than 20 days after the date of publication of the audited annual financial report, but not later than 110 days from the end of the fiscal year. The financial information in the Annual Report must be consistent with the audited annual financial report.

7. Report on public administration situation company

Every 6 months and year, the Company prepares a Corporate Governance Report according to Appendix V - Circular No. 96/2020/TT-BTC.

8. Announcement of information about the Annual General Meeting of Shareholders year

a) In case of preparing a list of shareholders exercising the right to attend the General Meeting of Shareholders, the Company must disclose information at least 20 days before the final registration date. together.

b) Minimum 21 days before the opening date of the General Meeting of Shareholders, the Company shall announce on the Company's website and the State Securities Commission and the Stock Exchange about the General Meeting of Shareholders, clearly stating the link to all documents of the Annual General Meeting of Shareholders, including: including:

- Invitation notice meeting;
- Sample of authorized representative appointment meeting;
- Programme meeting;
- Form decide;
- Notice of nomination, list and detailed information of candidates if determined in advance in case of election of members of the Board of Directors, Supervisory Board pill;
- Reference documents as a basis for passing decisions and draft resolutions on each issue in the program meeting;
- Documents of the General Meeting of Shareholders must be posted and updated, amended and supplemented (if any) until the end of the General Meeting of Shareholders;
- In case the first General Meeting of Shareholders is not successfully organized, the Company must announce the agenda and expected time of the next meetings, continue to maintain the posting and allow shareholders to download the General Meeting documents as prescribed in Clause 8 of this Article until the General Meeting of Shareholders is successfully organized. winter.

- Minutes of meetings and resolutions of the Annual General Meeting of Shareholders must be announced in accordance with the provisions of Clause 1c, Article 8 of the Charter. This.

9. Disclosure of information on offering activities and usage reports capital

- Within 10 days from the end of the offering, the issuing organization or the underwriting organization, the registered shareholder must send the Report on the results of the offering with confirmation from the bank, foreign bank branch where the blocked account is opened on the amount of money collected from the offering to the State Securities Commission according to the provisions of Clause 5, Article 26 of the Law on Securities and publish information on the website of the issuing organization, the registered shareholder being an organization (if any), the Stock Exchange about the results of the offering.

- In case of capital mobilization to implement investment projects, every 6 months, the issuing organization must publish information on the progress of capital use obtained from the offering within 05 working days from the end date of the offering.



- In case of changes in the capital use plan and capital use purpose, within 24 hours from the time of the decision of the competent authority specified in Clause 2 of this Article on changes in the capital use plan and the amount of money collected from the offering and issuance, the issuing organization shall have the following responsibilities: (i) Report to the State Securities Commission on changes in the capital use plan and the amount of money collected from the offering and issuance according to Form No. 02 of the Appendix issued with Decree 155/2020/ND-CP ; (ii) Publish information on the website of the issuing organization (if any), the Stock Exchange on the reason for the change, along with the decision of the competent authority on the change.

**\* In case of selling shares to the public they :** Within 07 working days from the effective date of the Certificate of registration for public offering of securities, the issuing organization and the registered shareholders must publish the Notice of issuance in 01 electronic or printed newspaper in 03 consecutive issues as prescribed in Clause 3, Article 25 of the Law on Securities and publish the information on the electronic information page of the issuing organization, the registered shareholders (if any), and the Stock Exchange. The official prospectus must be simultaneously posted on the electronic information page of the issuing organization, the registered shareholders (if any), and the Stock Exchange.

10. Report on the List of state shareholders, strategic shareholders, major shareholders and treasury stocks:

The Company shall prepare and send the List of State shareholders, strategic shareholders, major shareholders and treasury shares of the Company according to the most recent shareholder register at the time of the first 6 months and the last 6 months of the calendar year to the Stock Exchange.

*Submission deadline:*

- Report for the first 6 months of the calendar year: based on the list of shareholders finalized to the most recent date and sent to the Stock Exchange no later than the date July 30 .

- Report for the last 6 months of the calendar year: based on the list of shareholders finalized to the most recent time and sent to the Stock Exchange no later than the date January 30 .

- Or other times as required by the State Securities Commission and the Stock Exchange. HN

11. Disclosure of information on water ownership ratio outside:

The Company shall disclose information on the Company's foreign ownership limit and changes related to this ownership ratio on the Company's website, the Stock Exchange and the Securities Depository Center in accordance with the securities law guiding foreign investment activities on the Vietnamese securities market. Male.

#### **Article 8: Disclosure of unusual information**

1. The Company shall make an extraordinary public announcement (clearly stating the event, cause and remedial solutions (if any) within 24 hours of the occurrence of one of the following events) This:

a) The Company's bank account is frozen or the account is allowed to operate again after being frozen, except in cases where the freezing is at the request of the Company itself. company;

b) Partially or completely suspend business activities; add or reduce some business lines; have the Business Registration Certificate / Establishment and Operation License suspended or revoked (...); change information in the Prospectus after the State Securities Commission has issued the Certificate of Registration for Offering sell;

c) Approval of decisions of the General Meeting of Shareholders, including resolutions of the General Meeting of Shareholders, minutes of meeting or minutes of vote counting (in case of collecting shareholders' opinions in writing) copy).

d) In case the General Meeting of Shareholders approves delisting, the Company must disclose information on the delisting along with the approval rate of shareholders who are not major shareholders;

e) Decision to buy or sell treasury stocks; date of exercising the right to buy stocks of bondholders with the right to buy stocks or date of converting convertible bonds into stocks; decision to offer securities abroad and decisions related to offering securities according to the provisions of law on enterprises. career;

f) Decision on dividend level, form of dividend payment, time of dividend payment; decision on dividend separation and consolidation vote;

g) Decisions on enterprise reorganization (division, separation, consolidation, merger of enterprises), enterprise dissolution; change of Company name, Company seal; change of location, establishment or closure of head-office, branches, transaction offices; amendments and supplements to the Charter; strategies, medium-term



development plans and annual business plans of the Company. company;

h) Decide to change the accounting period and applicable accounting policies (except for cases of changing the applicable accounting policies due to changes in legal regulations); notify the auditing enterprise that has signed the annual financial statement audit contract or change the auditing enterprise (after signing the contract). dong);... the auditing firm refuses to audit the Company's financial statements; the results of retroactive adjustments to the financial statements (if any); the auditor's opinion is not an unqualified acceptance of the financial statements;

i) ~~Decision to contribute capital to establish, purchase to increase ownership in a company leading to that company becoming a subsidiary, joint venture company, associated company or sell to reduce ownership in a subsidiary, joint venture company, associated company leading to that company no longer being a subsidiary, joint venture company, associated company or to dissolve a subsidiary, joint venture company, associated company; close or open a branch, factory, representative office.~~

j) Decision of the General Meeting of Shareholders or the Board of Directors approving contracts and transactions between the company and insiders, related persons of insiders or related persons of the public company;

k) Decision to issue convertible bonds and preferred shares treat;

l) When there is a change in the number of voting shares. The time of information disclosure is carried out as follows: after:

- In case the company issues additional shares or converts bonds or preferred shares into shares, from the time the company reports to the State Securities Commission on the issuance results and conversion results in accordance with the law on securities issuance;

- In case a company buys back its own shares or sells treasury shares, it shall be calculated from the time the company reports the transaction results in accordance with the law on buying back its own shares and selling treasury shares;

- In case the company buys back shares from employees according to the company's regulations on issuing shares to employees or buys back odd-lot shares at the request of shareholders; the securities company buys its own shares to correct transaction errors or buys back odd-lot shares, the company shall disclose information within the first 10 days of the month based on completed transactions and updated to the date of information disclosure.

m) Upon receipt of the Certificate of Business Registration or the License for Establishment and Operation or the Operating License of the Company, amendments or supplements fig.

n) The company changes, appoints, re-appoints, or dismisses internal personnel. When disclosing information about changes, new appointments, re-appointments, or dismissals of internal personnel set: The Company sends to the State Securities Commission and the Stock Exchange where the Company is listed the Information Statement of the new insider (if any) according to Appendix III - Circular 96/2020/TT-BTC;

o) Upon receiving a decision to prosecute, detain, or prosecute an insider of the Company. company;

p) Upon receiving a court judgment or decision related to the Company's operations; a conclusion from the tax authority regarding the Company's violation of the law on tax;

q) The decision to borrow or issue bonds results in the total value of the Company's loans being worth 30% or more of the equity capital calculated as of the most recent audited annual financial statement or the most recent audited semi-annual financial statement. consider;

r) In case the total value of the Company's loans reaches 30% or more of the owner's equity calculated in the most recent audited annual financial report or the most recent reviewed semi-annual financial report, the Company shall disclose information on decisions to borrow more or issue more bonds with a value of 10% or more of the owner's equity according to the most recent audited annual financial report or the most recent reviewed semi-annual financial report. consider;

s) The Company receives a notice from the Court accepting the application to open bankruptcy proceedings;

t) Decision to increase or decrease charter capital;

Decision to invest capital in an organization, project, borrow, lend or other transactions with a value of 10% or more of the Company's total assets in the most recent audited annual financial report or the most recent audited semi-annual financial report consider; decision to contribute capital with a value of 50% or more of the charter capital of an organization (determined according to the charter capital of the organization receiving the capital contribution



before the time of capital contribution);

u) Approved or delisted from the foreign stock exchange outside;

v) When other events occur that have a major impact on the production, business activities or governance situation of the Company. company;

2. Announce information about the extraordinary General Meeting of Shareholders or approve the resolution of the General Meeting of Shareholders in the form of collecting shareholders' opinions in writing. copy:

a) The disclosure of information about the extraordinary General Meeting of Shareholders shall be carried out in accordance with the provisions of Clause 8, Article 7 of the Regulations. This;

b) In case of collecting written opinions of the General Meeting of Shareholders, at least 10 days before the deadline for returning the opinion form, the Company must publish on its website and send to all shareholders the opinion form, draft resolution of the General Meeting of Shareholders and documents explaining the draft resolution. decided

3. Announcement of information on the last registration date to exercise rights for current shareholders have:

a) The Company shall report and submit all documents and legal bases related to the expected last registration date to exercise the rights(s) of existing shareholders to the Vietnam Securities Depository, and at the same time report to the Vietnam Stock Exchange and the State Securities Commission, and make information disclosure at least 10 days before the expected last registration date;

b) The Company shall disclose information on the expected last registration date for existing shareholders to exercise their rights to attend the General Meeting of Shareholders at least 20 days before the expected last registration date.

c) In case the Company cancels the notice of the last registration date for exercising rights related to the exercise ratio, cases of issuing shares to existing shareholders and cases related to adjusting the reference price on the trading day without rights of the Stock Exchange, the Company shall send a written notice to the Stock Exchange stating the reasons within 24 hours from the date of issuance of the notice but no later than 05 working days before the last registration date, and at the same time announce the cancellation of the notice content. newspaper.

4. Disclosure of information in other special cases such as after:

After changing the accounting period, the Company shall publish the audited financial statements upon changing the accounting period in accordance with the law on corporate accounting within 10 days from the date the auditing organization signs the audit report. maths;

#### **Article 9: Disclosure of information upon request**

1. In the following cases, the Company shall disclose information within 24 hours from the time of receiving the request from the State Securities Commission and the Hanoi Stock Exchange where the Company is listed: listed;

a) When an event occurs that seriously affects the legitimate interests of investors. private;

b) There is information related to the Company that greatly affects the stock price and needs to be confirmed. there.

2. The content of the information disclosed upon request must clearly state the event requested by the State Securities Commission and the Stock Exchange to be disclosed; the cause and the company's assessment of the authenticity of the event, and the remedial solution (if any). Have).

#### **Article 10: Disclosure of information on listing of corporate bonds**

In case of listing corporate bonds, the Company shall make information disclosure in accordance with the provisions of Articles 7, 8 and 9 of the Regulations. This.

#### **Article 11: Disclosure of information on corporate bond issuance**

1. In case of issuing corporate bonds to the public, the Company shall make public disclosure of corporate bonds in accordance with the law on public offering of bonds. they.

2. The Company shall perform its obligation to disclose information from the end of the public bond offering until the completion of bond payment, specifically as follows: after:

a) Periodically disclose annual financial reports and semi-annual reports as prescribed in Clause 1 and Clause 6, Article 7 of the Regulations. This.

- In case of public offering of bonds to raise capital for specific identified investment projects, every 6 months



from the month with the end date of the offering until the completion of the project or when all the mobilized money has been disbursed:

- The company must announce the progress of capital use from the offering within 05 working days from the end of the reporting period (periodically 06). month),

- b) The company must disclose the audited report on capital use at the General Meeting of Shareholders or explain in detail the use of capital obtained from the offering in the audited annual financial report. receive.

- c) Unusual CBTT as prescribed in the corresponding points in Clause I, Article 8 of this Regulation and must clearly state the event that occurred, the cause, and the solution (if any). Have).

- d) In case there is a change in the purpose of capital use compared to the content stated in the prospectus, the Company must disclose the reasons and decisions, resolutions of the Board of Directors, and the General Meeting of Shareholders on such change within 24 hours from the time of the decision on the change in purpose of use. capital.

2. In case of issuing optional convertible bonds, the Company must send a notice letter to each bondholder and make public announcements about the time, rate, price, and place of conversion registration at least 01 month before the date of bond conversion. vote

3. CBTT as required by Article 9 of the Regulations This.

#### **Article 12: Disclosure of information on issuance of additional shares**

1. Within 07 working days from the date the State Securities Commission notifies of receipt of complete documents reporting the issuance of additional shares, the Company must disclose information on the mass media about the issuance.

2. Within 15 days from the end of the issuance period, the issuing organization must send the Report on the issuance results to the State Securities Commission and publish information on the electronic information page of the issuing organization and the Stock Exchange about the issuance results. In the case of issuing shares under the employee stock option program, the report on the issuance results sent to the State Securities Commission must include:

- List of employees participating in the program, specifically stating the number of shares each employee has paid for or received (in case of issuing bonus shares to employees);

- Confirmation document from the bank or foreign bank branch where the blocked account is opened regarding the amount of money collected from the issuance, except for the case of issuing bonus shares to employees.

#### **Article 13: Disclosure of information on treasury stock transactions**

1. A public company is allowed to sell treasury shares 24 hours after submitting the Report on the results of share repurchase transactions, Report on the results of issuing shares to pay dividends, issuing shares to increase share capital from equity capital to the State Securities Commission and disclosing information to the public.

2. A public company must complete the sale of treasury shares within 10 working days from the date of reporting to the State Securities Commission and publicly disclose information on the sale of treasury shares according to the Form in Appendix No. 36 issued with Circular 118/2020/TT-BTC .

3. Within 10 days from the date of completion of the treasury stock sale transaction as prescribed in Clause 1 of this Article, the public company must submit a Report on the results of the treasury stock sale transaction to the State Securities Commission and disclose information to the public according to the Form in Appendix No. 39 issued with Circular 118/2020/TT-BTC .

### **CHAPTER III:**

#### **INVESTOR INFORMATION DISCLOSURE**

#### **OBJECT OF INFORMATION DISCLOSURE**

#### **Article 14: Disclosure of information on share ownership of major shareholders**

1. Organizations and individuals, when becoming or ceasing to be major shareholders of the Company, must disclose information and report on transactions to the Company, the State Securities Commission and the Stock Exchange (for listed shares, registered for trading) according to the form prescribed in Appendix VII issued with Circular 96/2020/TT-BTC within 05 working days from the date of becoming or ceasing to be major shareholders.

2. Major shareholders of the company, when there is a change in the number of shares owned over the



threshold of 1% of the number of voting shares, must disclose information and report to the company, the State Securities Commission and the Stock Exchange (for listed shares, registered for trading) within 05 working days from the date of the above change according to the form prescribed in Appendix VIII issued with Circular 96/2020/TT-BTC.

*For example: Investor A owns 5.2% of the voting shares of listed company X. On day T, Mr. A places a purchase order to increase his ownership of shares X from 5.2% to 5.7%. Then, on day T', Mr. A places another purchase order to increase his ownership of shares X from 5.7% to 6.1%. The transaction on day T' has caused Mr. A's ownership of shares X to change beyond the 6% threshold, therefore, within 05 working days from the date of completion of the securities transaction, Mr. A must disclose information and report to company X, the State Securities Commission and the Stock Exchange on the change in his ownership of shares.*

3. The starting and ending time of becoming a major shareholder or the time of changing the share ownership ratio over the thresholds of 1% stated in Clause 1 and Clause 2 of this Article shall be calculated from the date of completion of the securities transaction as prescribed in Clause 12, Article 3 of Circular 96/2020/TT-BTC.

4. The provisions of Clauses 1, 2 and 3 of this Article also apply to groups of related persons owning 5% or more of the voting shares of a company. A group of related foreign investors owning 5% or more of the voting shares of an issuing organization or 5% or more of the fund certificates of a closed-end fund shall disclose information according to the form prescribed in Appendix IX and Appendix X issued with Circular 96/2020/TT-BTC based on the total number of shares held by that group of foreign investors.

5. The provisions in Clauses 1, 2, 3 and 4 of this Article shall not apply to entities that do not actively conduct transactions in the event of a change in the holding ratio of voting shares arising from a public company repurchasing its own shares or the company issuing additional shares.

6. The Company must publish on the Company's website within 03 working days after receiving the report related to the change in the ownership ratio of shares and fund certificates of the subjects specified in this Article.

**Thing 15: Labour dad information believe about deliver pandemic belong to neck winter bright set up in time space restricted transferConcession**

1. At least 03 working days before the transaction date, the founding shareholder holding shares restricted from transfer according to the provisions of the law on enterprises must send a report to the State Securities Commission, the Stock Exchange, the Vietnam Securities Depository and Clearing Corporation, and the company on the transaction implementation according to the form prescribed in Appendix XI issued with Circular 96/2020/TT-BTC. In case of transfer to a person who is not a founding shareholder, the transferor must send an additional resolution of the General Meeting of Shareholders approving the above transfer.

2. Within 05 working days from the date of completion of the transaction (in case the transaction ends before the registration deadline) or the end of the expected transaction period, the founding shareholder must report to the State Securities Commission, the Stock Exchange, the Vietnam Securities Depository and Clearing Corporation, and the company on the transaction results and explain the reasons for not being able to execute the transaction or not executing the entire registered volume (if any) according to the form prescribed in Appendix XII issued with Circular 96/2020/TT-BTC.

3. Within 03 working days after receiving the report related to the change in the share ownership ratio of the founding shareholders as prescribed in this Article, the Company must publish it on the Company's website.

**Thing 16: Labour dad information believe about deliver pandemic belong to People internal set belong to Labour company and person with link mandarin belong to People internal set**

1. Company insiders (hereinafter referred to as insiders) and related persons of these entities (hereinafter referred to as related persons) must disclose information and report before and after conducting transactions to the State Securities Commission, the Stock Exchange, and the company when the expected daily transaction value is VND 50 million or more or the expected monthly transaction value is VND 200 million or more calculated by par value (for stocks, convertible bonds, fund certificates) or by the most recent issuance price (for covered warrants) or transfer value (for stock purchase rights, convertible bond purchase rights, fund certificate purchase rights), including cases of transfer not through the trading system at the Stock Exchange (such as transactions of giving or being given, donating or being gifted, inheriting, transferring or receiving transfers of securities and other cases), specifically as



follows:

a) At least 03 working days before the expected transaction date, insiders and related persons must disclose information about the expected transaction according to the form prescribed in Appendix XIII or Appendix XIV issued with Circular 96/2020/TT-BTC ;

b) The transaction execution period must not exceed 30 days from the date of registration for the transaction. Insiders and related persons must execute according to the time, volume, and value announced by the Stock Exchange and may only execute the first transaction on the trading day following the date of information announcement from the Stock Exchange;

c) In case of making purchase transactions during stock issuances or public tender offers, the entities required to disclose information as prescribed in this Article are exempted from the obligations prescribed in Point b of this Clause and shall comply with the legal provisions on public offering, issuance and tender offers;

d) Insiders and related persons are not allowed to simultaneously register, trade and sell shares, stock purchase rights, convertible bonds, convertible bond purchase rights, or secured warrants in the same registration and trading period and are only allowed to register and conduct subsequent transactions after reporting the completion of the previous trading period;

d) Within 05 working days from the date of completion of the transaction (in case the transaction ends before the registration deadline) or the end of the expected transaction period, the insider and related persons must disclose information on the transaction results and explain the reasons for not being able to execute the transaction or not fully executing the registered volume (if any) according to the form prescribed in Appendix XV or Appendix XVI issued with Circular 96/2020/TT-BTC ;

e) Insiders and related persons who are required to report and disclose information as prescribed in this clause and are also required to report and disclose information as prescribed in Article 31 of Circular 96/2020/TT-BTC shall only be required to perform the information disclosure obligation applicable to insiders and related persons.

f) Insiders and related persons who are not required to report and disclose information as prescribed in Clause 1 of this Article and are also required to report and disclose information as prescribed in Article 31 of Circular 96/2020/TT-BTC must perform the reporting and disclosure obligations as prescribed in Article 31 of Circular 96/2020/TT-BTC .

g) The provisions on information disclosure obligations at Points a, b and d, Clause 1 of this Article shall not apply to cases where a securities company sells and mortgages shares of a customer who is an insider of a public company, public securities investment company, public fund or related person of these entities.

h) In case after registering a transaction, the transaction registration subject is no longer an insider of the company or a related person of these subjects, it is still necessary to report and disclose information according to the provisions of Clause 1 of this Article.

i) Within 03 working days after receiving reports related to securities transactions of insiders and related persons as prescribed in this Article, the company must publish on the company's website.

#### **Article 17: Disclosure of information on public tender offer transactions**

1. Organizations and individuals making public offers are obliged to fully disclose the following information at the time of submitting the public offer information disclosure dossier in the Public Offer Information Disclosure (in case of public offers paid in cash) or the Prospectus (in case of public offers made in issued shares):

a) Number of shares, convertible bonds, warrants, purchase rights, closed-end fund certificates of the target company, target investment fund that the organization, individual making the public offer and related persons own or indirectly own through a third party;

b) Transactions and commitments related to shares and closed-end fund certificates of the target company and target investment fund.

2. Within 05 days from the end of the public offering, the organization or individual conducting the public offering must send a Report on the results of the public offering to the State Securities Commission, and at the same time publish the information on the website of the public offering organization (if any), the public offering agent, and the Stock Exchange.



## CHAPTER IV. INFORMATION DISCLOSURE PROCESS

### Article 18. Sources and formats of information

1. The main types of information generated from the Company include: including:

a) Periodic information is made according to a process that ensures information is always published fully, accurately and on time. term;

b) Information that is unusual in time but frequently arises during the business's operations is also carried out according to a controllable process. control

c) Other unusual information and information disclosed upon request must have regulations for handling from the time of receiving the information until it is released. CBTT.

2. Types of information the Company receives from subjects with public obligations dad

a) The company establishes, stores information, and updates the list of organizations, individuals, and groups of people owning 5% of outstanding shares with voting rights to monitor obligations. CBTT.

b) The Company establishes and stores a list and information of insiders and people related to insiders. The list and information are updated regularly whenever there is a change. change.

c) The reception and processing of information from subjects with the obligation to disclose in Points a and b of this Clause and other subjects, after which the Company makes disclosure according to regulations, must be established by a controllable process. control

3. Individuals and units responsible for information processing have the right to request internal information from the Company, units with capital contributions from the Company, or other related persons to provide information to serve information processing, in accordance with the provisions of law and the Regulations. This.

4. The published information is mainly in the following format: after:

- Original document (printed/photocopied) with valid seal and signature according to law; Electronic data file;  
- Files with the main formats .DOC or .DOCX and .XLS or .XLSX must include the full name and position of the person signing the document, document number, and date. copy;

- Files with the main format of .PDF must be from original documents with the name and signature of the authorized person, the Company's seal, and a digital signature applied in some cases. fit;

\* Note: The Vietnamese version of electronic files must have a unified name without accents, for example " VDL \_Bao cao tai chinh hop nhat nam 2020", or " VDL \_Bao-cao-chinh-hop-nhat-nam-2020". The file name must be consistent when the same electronic file has different formats.

### Article 19. Information disclosure process

#### 1. Assignment of work responsibilities

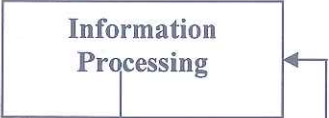
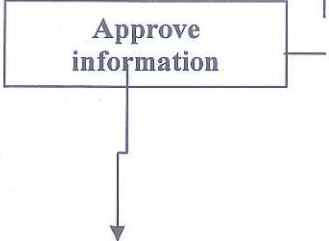
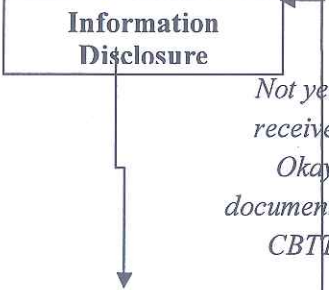
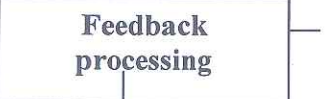
STT	Type of CBTT Report	Responsible Personnel	Note
I	Periodic		
1	Periodic financial reports	P.Finance and Accounting	
2	Management report	Corporate Administrator/Secretary	Request support units to provide information
3	Annual Report	Corporate Administrator/Secretary	Request support units to provide information
4	Annual/extraordinary general meeting of shareholders	Corporate Administrator/Secretary	Request support units to provide information
5	Securities offering/ share/ bond issuance activities	P.Finance and Accounting	Request support units to provide information
6	Capital utilization report	P.Finance and Accounting	Request support units to provide information
7	Foreign ownership ratio	Corporate Administrator/Secretary	Request support units to provide information



8	Report on the list of state shareholders and major shareholders at the first 6 months and last 6 months of the calendar year	Corporate Administrator/Secretary	
2	<b>II Abnormalities/other information</b>		
	Resolution and Minutes of Shareholders' Meeting/Board of Directors' Meeting		
	1 Resolution (in case the contents of the meeting need to be disclosed according to regulations)	Corporate Administrator/Secretary	
	2 Information related to the Company's accounting, auditing, bank accounts, transactions between the Company and insiders or related persons	P.Finance and Accounting	
	3 Information on the last registration date to exercise rights for existing shareholders	Corporate Administrator/Secretary	
	4 When there is a change in the number of outstanding voting shares	Corporate Administrator/Secretary	
s	5 For events requiring approval from competent authorities	Corporate Administrator/Secretary	

CV Step	Procedure	Time of execution	Work to be done
Step 1	<p>Information related to criminal liability of directors; Upon receiving decisions related to the Company's violations of tax laws;</p> <p><b>Prepare initial information</b></p>	<p>- For periodic information disclosure: At least <b>03 days</b> before the working day before the deadline for disclosure</p> <p>- For unusual/on-demand information: within <b>12 hours</b> since the event.</p> <p>- Other information: At least <b>02 working days</b> before the deadline for disclosure</p>	<p>- The authorized person shall notify relevant departments about the content and deadline for information disclosure of the Company. receiving the information</p> <p>- Relevant departments must prepare reports and send them to the Authorized CBTT Person before the deadline (in working days) for publication.</p> <p>- Reports by relevant departments are made in writing with confirmation of receiving information from the subjects, performing the report or the department head.</p>
	<b>III CBTT on request/other subjects</b>		



Step 2		Within 12 hours of receiving information	<ul style="list-style-type: none"> <li>- Check and compare information content with current regulations on CBTT;</li> <li>- Edit and supplement information (if any), and draft the CBTT document attached to the Company's legal documents or according to the prescribed form of the State Securities Commission and Stock Exchange;</li> </ul>
Step 3	<p><i>Are not Agree</i></p> 	As soon as we receive the information	<ul style="list-style-type: none"> <li>- The authorized person submits the draft of the information disclosure document to the Legal Representative or the Standing Board of Directors for review and approval before being ready for publication.</li> <li>- The authorized person to disclose information or/and the General Director is officially authorized to sign the disclosure document, along with the above legal documents;</li> <li>- Administrative staff checks the format of the document, records the reference number, date of issue, stamps the document, and stores the Company's records before publishing.</li> </ul>
Step 4	 <p><i>Not yet receive Okay document CBTT</i></p>	As soon as we receive the information	<ul style="list-style-type: none"> <li>- The CBTT document, after being signed and issued by the competent authority, will be sent to the Authorized CBTT Person to preside over and coordinate the information disclosure in accordance with current laws and this Regulation.</li> <li>- The authorized person shall send the electronic file to the State Securities Commission and the Stock Exchange in the form prescribed in this Regulation and the Company's website.</li> </ul>
Step 5		As soon as we receive the information	<ul style="list-style-type: none"> <li>- Receive and synthesize feedback on the accuracy or impact arising from information (...) by different methods from shareholders/investors, organizations, and securities market management agencies;</li> <li>- Check, verify and coordinate with the departments (where the initial information is provided, if any) of the Company to make preliminary corrections to related information;</li> <li>- Report and propose handling direction for the Legal Representative to review</li> </ul>



			and decide on appropriate handling method for each type of feedback.
Step 6	Storage	Immediately after implementing CBTT	Article 20 of this regulation

#### **Article 20. Information preservation and storage**

1. In general, the storage of published information is indefinite or in accordance with the specific regulations of each type of information. The destruction of information within a certain period of time (if any) must ensure the conditions specified in Clause 7, Article 3 of this Regulation. The destruction of information on the means of information disclosure is not the same as the destruction of information. (origin).

2. Emails used to send information will only be deleted when it is certain that they no longer have any reference value for sending information. believe.

3. The disclosed information must be recorded and archived at the Company's Office and the unit (directly) processing the original information. head.

4. Information storage must ensure that relevant individuals and organizations can access it conveniently and quickly when needed. use

#### **CHAPTER V: IMPLEMENTATION AND EFFECT**

#### **Article 21: Responsibilities of the Authorized Person for Information Disclosure**

1. The authorized person holds a central position in liaising with relevant individuals and organizations to collect and preliminarily process information, submit it to the competent authority for approval, and perform the Company's obligation to disclose information as prescribed in the Regulations. This.

2. Functions and duties of the Authorized Person CBTT.

a) Honest, responsible, careful; have knowledge/expertise in corporate governance or finance and accounting; have certain understanding of the law; meet requirements on communication skills, foreign languages, document drafting, information technology learn...

b) Publicly disclose full name, phone number and work email address for the convenience of shareholders to contact. system

c) Have enough time to perform their duties, especially contacting shareholders to record their opinions, periodically publishing responses to shareholders' opinions and corporate governance issues according to regulations. determine

d) Responsible for assisting the Legal Representative in performing the Company's information disclosure obligations with the State Securities Commission, Stock Exchange, investors and related persons in accordance with the provisions of law, the Company's Charter and Regulations. This.

e) Responsible for controlling, urging and coordinating with relevant departments and units to develop the Corporate Governance Report, Annual Report, Annual Shareholders' Meeting Documents, Financial Reports, reports on unusual events or other requirements... to carry out information disclosure according to regulations. determined

3. Adjustment of disclosure information:

- In case after performing the information disclosure, the Company receives feedback on the accuracy and completeness of the disclosed information, the Authorized Information Disclosure Person shall compare, verify, supplement, and correct (if any) such information within 03 (three) working days from the date of receiving the feedback. back

- The implementation of supplemented or corrected CBTT must comply with the relevant provisions of this Regulation.

#### **Article 22: Responsibilities and relationships between Company departments in information disclosure**

1. The authorized person shall, within the scope of his/her functions, periodically urge departments to



provide information according to the contents of this Regulation. Departments are responsible for the accuracy and timeliness of the information provided.

2. For unusual information, the information provided upon request must be announced within 24 hours as prescribed in Article 8 and Article 9 of this Regulation: the departments (where the initial information required to be provided arises) are responsible for proactively providing information to the person authorized to disclose information within 12 hours of the event occurring.

3. The authorized person of CBTT synthesizes the information and submits it to the Legal Representative for approval.

4. Review the content of the information to be published, time, means, and assign tasks before publishing the information according to regulations.

5. The authorized person must control the disclosure process and report directly to the Legal Representative on the implementation results.

#### **Article 23: Handling of violations**

- In case the Company is penalized for violating the information disclosure regulations, the personnel responsible for the types of reports/information that need to be disclosed must pay all costs of the penalty.

- In case the personnel have provided information to the Authorized Information Disclosure Person but the Authorized Information Disclosure Person does not disclose/discloses late, leading to the company being penalized, the Authorized Information Disclosure Person shall be responsible for paying all costs of the violation penalty.

- In addition to the above forms of handling, violating personnel will be subject to handling of violations such as reminders, warnings or disciplinary actions according to regulations based on the level of violation.

#### **Article 24: Entry into force**

- The Company's information disclosure regulations take effect from / /2025.

- During the implementation of the Regulations, if there are provisions that have not been specified or are no longer in effect, the Company will make information disclosure based on the provisions of the Company Charter and relevant provisions of law.

**On behalf of the Board of**

**Directors, Chairman**

*(Sign, print full name and stamp)*



**TRAN QUANG ĐỨC**



**EXTRA APPENDIX 1: LIST INFORMATION NEWS FATHER OF THE PUBLIC TV ACCORDING TO LAW OF EVIDENCE CONTRACT  
A. LABOUR ANNOUNCEMENT BELIEVE PERIODIC**

Statu s	Internal content labour dad information believe	People extra blame bow grant information	Time limit CBTT	Direction convenient CBTT
1	<b>Newspaper financial report</b>			
1.1	<ul style="list-style-type: none"> <li>- Newspaper fox talent main private and fit best sell year (06 month) Satisfied Okay control reviewed by independent auditors.</li> <li>- And prize program When: <ul style="list-style-type: none"> <li>▪ Profit profit after tax replace change from 10% return go up so with together period year before.</li> <li>▪ Profit profit after tax in period newspaper fox bag hole, or interest period before but this period or vice versa.</li> <li>▪ Profit profit after tax Have the difference deviated before and after check maths or review by 5% or more.</li> </ul> </li> <li>- Literature copy prize program in school fit idea ants check maths Are not accept receive full financial statements.</li> </ul>	<p>Block Resources Main, Financial Accounting Department</p>	<p>Within 05 days after the auditor signs the report but Are not Okay surpass more than 45 days after the end of the first 6 months of the fiscal year</p>	<p>State Securities Commission, Stock Exchange, Company website</p>
1.2	<p>Newspaper fox talent main private and fit best precious School fit the newspaper fox This If the report has been reviewed by an independent auditor in a timely manner for publication, there is no need to publish the unaudited report.</p> <p>And explanation soy sauce on one's own like subject access in item 1.1 belong to Extra green I This.</p>	<p>Block Resources Main, Financial Accounting Department</p>	<p>In time limit 20 day after the end of the quarter or 05 days after the auditor signs the report fox But Are not be exceeded 45 days after conclude end precious</p>	<p>State Securities Commission, Stock Exchange, Company website</p>
1.3	<p>Newspaper fox talent main private and fit best year Satisfied Okay check maths.</p> <p>And explanation soy sauce on one's own like subject access in item 1.1 belong to Extra green I This.</p>	<p>Block Resources Main, Financial Accounting Department</p>	<p>In ring 10 day after when checking maths sign newspaper fox but not later than 90 days after conclude end year finance</p>	<p>State Securities Commission, Stock Exchange, Company website</p>





2	Newspaper fox often Year: according to Extra green 04, Information private 96/2020/TT- BTC	Editor in Chief grass according to decide to set up Editorial Board grass belong to Director row year / Secretary	In ring 20 day after when CBTT reports financial statements but no later than 110 days after the end of the fiscal year .	State Securities Commission, Stock Exchange, Company website
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tt	Internal content labour dad information believe	People extra responsibility for providing information believe	Time limit CBTT	Direction convenient CBTT
3	Meeting Grand festival copper neck winter often year and any often (Labour dad whole meeting documents)			
	- CBTT about job meeting General Meeting of Shareholders	Letters sign Labour company	20 day before day Conditions for attending the General Meeting of Shareholders (Point b, Clause 4, Article 11) TT96)	State Securities Commission, Stock Exchange, Company website
	- Send labour literature pin name book neck winter real presently right Reference attend General Meeting of Shareholders	Block Resources Main, Finance Department Letters sign Labour company	The list of shareholders attending the General Meeting of Shareholders is prepared <b>no more than 10</b> days in advance. before date Send meeting invitations if the Company Charter company Are not rule determine shorter term (Clause 1) Thing 141 Law DN)	TTLKCKVN
	- Labour dad whole set talent whether meeting like: information newspaper invite meeting, chapter program Meeting, meeting documents, voting ballots, list and information of candidates if there is an election for members of the Board of Directors, Board of Supervisors, draft resolutions for each issue in the meeting agenda	According to stool work in decision wall set up You organize shareholders meeting belong to Director annual	21 days before the date of the General Meeting of Shareholders often year (Point a, Clause 3, Article 10, Circular 96)	Website Labour company, HOSE, SSC



	- Border copy and Resolution decide belong to General Meeting of Shareholders often year after When meeting finished	Letters sign Labour company	24 hours	State Securities Commission, Stock Exchange, Company website
4	<b>Newspaper fox love image management public administration company 06 month and year</b> (According to Extra green V belong to Information private 96/2020/TT-BTC, bag including 02 copy newspaper fox 1 copy with full information and 1 copy without personal information for CBTT and Sample NY-02 belong to Rules regime seal listed 2022 belong to Stock Exchange HCM).	Letters sign Labour company	Slow best 30/7 and January 30 every year.	State Securities Commission, Stock Exchange, Company website
5	<b>Activity dynamic Hello sell proof contract and release onion more share</b> Depends according to internal content belong to each batch Hello sell/release onion neck vote but real According to the current detailed regulations on CBTT, the offering results are as follows:	Letters sign Labour Resolution Management Board General Meeting of Shareholders and Board of Directors		State Securities Commission, Stock Exchange, Company website
Status	Internal content labour dad information believe	People extra responsible for providing information believe	Time limit CBTT	Direction convenient CBTT
	- Greet sell private odd: Real presently according to Item 3, Chapter II - Resolution Decree 155/2020/ND-CP	Block Finance , - Finance Department in	10 day tell from day conclude end of offering	



	charge goalkeeper custom other releases	- Greet sell go out labour they: Real presently according to Item 2, Chapter II - Resolution Decree 155/2020/ND-CP		- Announcement on the offering: 07 days working from the date of the certificate of securities offering go out labour they Have Validity - CBTT about conclude fruit Hello Sale: 10 days from date of completion wall batch Hello sell.	
		- Play union neck vote to swap change: Real presently according to Item 4, Chapter II – Decree 155/2020/ND-CP			
		- Issuing bonus shares to existing shareholders (Increasing share capital from sources) capital owner office have or), release union neck vote to pay neck that is, release ESOP issuance for employees and issuance of shares in other cases. Comply with Section 5, Chapter II - Decree 155/2020/ND-CP		Real presently according to direction Detailed instructions according to Circular 118/2020/TT-BTC, Regulation CBTT regulations in TT96/2020/TT-BTC, Rules regime real presently right VSD No. 109/QD-VSD	
6		<b>Newspaper fox history use capital after release union</b> - Release go out labour they to real presently attend sentence head private according to rule determine in Section a, Clause 1, Article 9 of Decree 155/2020/ND-CP (Form No. 01 of the Appendix attached to the Decree)	Block Resources Main, Finance Department	Periodically 06 months after issuance and report until all mobilized capital is disbursed, during the period limit 05 day do job, tell from the end of the reporting period	State Securities Commission, Stock Exchange, Company website



	<p>- School fit Have replace change item destination history use capital so with Content Satisfied state In the prospectus, the issuer must disclose the reasons and decisions of the Board of Directors on the replace change according to rule determine in Item a, Clause 3, Thing 9 Resolution Decree 155/2020/ND-CP (Form No. 02 Appendix attached to Decree)</p>		24h tell from when there is decision	
7	<p><b>Replace change billion rate office have water outside</b> (Real presently according to Thing 141, 142 Resolution determine 155/2020/ND-CP and Clause 2 Article 13 Circular 96/2020/TT-BTC)</p>	Human Resources - Administration Foreign Affairs, Room Legal	Within 1 day from date receive Okay accept approval of the State Securities Commission	State Securities Commission, Stock Exchange, VSD and website Labour company



## B. LABOUR ANNOUNCEMENT BAD NEWS OFTEN

- CBTT time: all are all 24 hours tell from when happen go out the deduct when there is a rule determine other.
- Image awake CBTT: State Securities Commission, Stock Exchange and Website Public company
- Sample expression: Sub Model Appendix VI with according to the rules regime CBTT 21/QD-SGDVN of SGDCK apart from fly directional other leads

Status	Content labour dad information	People extra blame provide information
1	The the case after This When CBTT Right state clear the case happen go out, original core and the prize France notch service (if any).	
a.	The company's accounts at banks and foreign bank branches are frozen at the request of the authorities. Have judge right or When nest function bow application pandemic service bar maths release currently available sign effective cheat, Violation of laws related to payment accounts; accounts are allowed to operate again after being frozen in the cases specified in this point;	Block Resources main, Financial accounting department
b.	Upon receipt text of home office water competent or when work company have a decision about pause a part or whole set active dynamic terrible business; replace change internal content post sign business career; collect return Paper Certificate of business registration; amendment, supplement or suspension, revocation of the Establishment and Operation License or Operating License;	Secretary Labour company P KTHH (Sample) Extra green III attached with Regulation on Public Disclosure 21/QD-SGDVN of the Stock Exchange)
c.	Information via decide determine belong to Grand festival copper neck winter any often. Resources whether labour dad bag including: Resolution decision of General meeting of shareholders, minutes of meeting and documents attached to the minutes, resolutions or vote counting minutes (in school agree shareholder opinion equal text). Field General Assembly shareholder information by cancelling listed, public company Right labour announcement believe about job cancel Listed with according to billion rate information through the neck winter Are not must be a major shareholder;	Secretary Labour company
d.	Decision to repurchase company shares or sell treasury shares; date of exercise of the right to purchase shares of the holder office have left vote with according to right buy neck part or day real currently moving change left vote transfer convertible into shares; decision to offer securities for sale offshore securities and decisions relating to the offering and issuance of securities;	Secretary Labour company



e.	Decision determine about level neck that is, image awake pay dividends, time space dividend that is; decide determine cup, combine share ;	Secretary Labour company
Status	Content labour dad information	People extra blame provide information
f.	Decision determine about job nest function again business career (divide, cup, fit best, wax enter, transfer change type image enterprise), dissolution, bankruptcy of enterprise; replacement change tax code, change change name company seal company; replace change of location; establish new or close headquarters, branches, factories, representative offices; issue, fix change, supplement fig Thing rate; war comb, plan plan release develop central limit and plan plan terrible business constant company year;	Secretary Labour company P.KKTH
g.	Decision to change the accounting period, applicable accounting policy (except for the case of changing the applicable accounting policy) by replace change rule determine France law); information newspaper business career check maths Satisfied sign fit copper check math Annual financial statements or change of auditing firm (after signing the contract); cancellation of signed auditing contract;	Block Resources main, Financial accounting department
h.	Decision determine participate in capital contribution wall establish, buy to increase office have in one labour company guide arrive labour company there return success company peacock company link or sell to reduce ratio rate owned by the company company peacock company link to work that company is no longer a subsidiary, associate or the subsidiary or associate is dissolved;	Secretary Labour company
i.	Decision definition of Grand festival copper neck winter or Festival copper management treat information via fit copper, delivery translation between labour company with insiders, related persons of insiders or related persons of the company;	Secretary Labour company
j.	When have replace change stock number voting rights decision. Time of work announcement real news appears as follows: - School fit labour company release union more neck vote or transfer change left vote, neck vote advantage treat wall neck votes, from the time of publication company Report to the Commission State Securities Commission State on issuance results, conversion results according to legal regulations on securities issuance; - In case a company buys back its own shares or sells treasury shares, from the time the company reports fox conclude fruit deliver pandemic according to rule determine France law about buy again neck vote belong to main me, sell neck vote fund; - School fit labour company buy again neck vote belong to People labor dynamic according to rule regime release union neck vote give People labor belong to labour company or buy again neck vote lot odd according to request of the neck winter, Labour company labour dad information believe within the first 10 days of the month based	Block main, Department Resources Finance (Sample Extra green V attached Regulation on Public Disclosure 21/QD- SGDVN of the Stock Exchange)



e.	Decision determine about level neck that is, image awake pay dividends, time space dividend that is; decide determine cup, combine share ;	Secretary Labour company
Status	Content labour dad information	People extra blame provide information
f.	Decision determine about job nest function again business career (divide, cup, fit best, wax enter, transfer change type image enterprise), dissolution, bankruptcy of enterprise; replacement change tax code, change change name company seal company; replace change of location; establish new or close headquarters, branches, factories, representative offices; issue, fix change, supplement fig Thing rate; war comb, plan plan release develop central limit and plan plan terrible business constant company year;	Secretary Labour company P.KKTH
g.	Decision to change the accounting period, applicable accounting policy (except for the case of changing the applicable accounting policy) by replace change rule determine France law); information newspaper business career check maths Satisfied sign fit copper check math Annual financial statements or change of auditing firm (after signing the contract); cancellation of signed auditing contract;	Block Resources main, Financial accounting department
h.	Decision determine participate in capital contribution wall establish, buy to increase office have in one labour company guide arrive labour company there return success company peacock company link or sell to reduce ratio rate owned by the company company peacock company link to work that company is no longer a subsidiary, associate or the subsidiary or associate is dissolved;	Secretary Labour company
i.	Decision definition of Grand festival copper neck winter or Festival copper management treat information via fit copper, delivery translation between labour company with insiders, related persons of insiders or related persons of the company;	Secretary Labour company
j.	When have replace change stock number voting rights decision. Time of work announcement real news appears as follows: - School fit labour company release union more neck vote or transfer change left vote, neck vote advantage treat wall neck votes, from the time of publication company Report to the Commission State Securities Commission State on issuance results, conversion results according to legal regulations on securities issuance; - In case a company buys back its own shares or sells treasury shares, from the time the company reports fox conclude fruit deliver pandemic according to rule determine France law about buy again neck vote belong to main me, sell neck vote fund; - School fit labour company buy again neck vote belong to People labor dynamic according to rule regime release union neck vote give People labor belong to labour company or buy again neck vote lot odd according to request of the neck winter, Labour company labour dad information believe within the first 10 days of the month based	Block Resources main, Finance Department (Sample Extra green V attached with Regulation on Public Disclosure 21/QD- SGDVN of the Stock Exchange)



e.	Decision determine about level neck that is, image awake pay dividends, time space dividend that is; decide determine cup, combine share ;	Secretary Labour company
Status	Content labour dad information	People extra blame provide information
f.	Decision determine about job nest function again business career (divide, cup, fit best, wax enter, transfer change type image enterprise), dissolution, bankruptcy of enterprise; replacement change tax code, change change name company seal company; replace change of location; establish new or close headquarters, branches, factories, representative offices; issue, fix change, supplement fig Thing rate; war comb, plan plan release develop central limit and plan plan terrible business constant company year;	Secretary Labour company P.KKTH
g.	Decision to change the accounting period, applicable accounting policy (except for the case of changing the applicable accounting policy) by replace change rule determine France law); information newspaper business career check maths Satisfied sign fit copper check math Annual financial statements or change of auditing firm (after signing the contract); cancellation of signed auditing contract;	Block Resources main, Financial accounting department
h.	Decision determine participate in capital contribution wall establish, buy to increase office have in one labour company guide arrive labour company there return success company peacock company link or sell to reduce ratio rate owned by the company company peacock company link to work that company is no longer a subsidiary, associate or the subsidiary or associate is dissolved;	Secretary Labour company
i.	Decision definition of Grand festival copper neck winter or Festival copper management treat information via fit copper, delivery translation between labour company with insiders, related persons of insiders or related persons of the company;	Secretary Labour company
j.	When have replace change stock number voting rights decision. Time of work announcement real news appears as follows: - School fit labour company release union more neck vote or transfer change left vote, neck vote advantage treat wall neck votes, from the time of publication company Report to the Commission State Securities Commission State on issuance results, conversion results according to legal regulations on securities issuance; - In case a company buys back its own shares or sells treasury shares, from the time the company reports fox conclude fruit deliver pandemic according to rule determine France law about buy again neck vote belong to main me, sell neck vote fund; - School fit labour company buy again neck vote belong to People labor dynamic according to rule regime release union neck vote give People labor belong to labour company or buy again neck vote lot odd according to request of the neck winter, Labour company labour dad information believe within the first 10 days of the month based	Block Resources main, Department (Sample Extra green V attached with Regulation on Public Disclosure 21/QD- SGDVN of the Stock Exchange)



	on completed transactions and updated to the date of information disclosure;	
k.	The company changes, appointments, reappoints, or dismisses internal employees; receives resignation applications from internal employees (the company must clearly state the effective date as prescribed in the Law on Enterprises and the Company Charter). Copper time, labour company send give Commission you Proof House contract water, Department deliver pandemic proof Contract Provide information of new insiders according to the prescribed form (if any);	Secretary Labour company (Sample Extra Appendix I included Rules regime CBTT 21/QD-SGDVN belong to Stock Exchange with copy bow
Status	Content labour dad information	People extra blame provide information
	Note: Conduct CBTT in ring 24 hours from receipt of resignation letter of Board of Directors member, Supervisory Board control In ring 03 day do job tell from day IT about job replace change core the, send give Stock Exchange Information disclosure (in case of appointment of new insiders) and List of insiders and related persons .	grant information believe People internal new according to Extra green III in Circular No. 96/2020/TT-BTC)
l.	Decision determine buy, sell asset or real presently the deliver pandemic have price treat big more than 10% total talent product of labour base keep enter report talent main fit best year near the best Okay check maths or newspaper fox finance 06 month most recently reviewed;	Secretary Labour company
m.	When receive Okay decide determine start to sue opposite to with labour company, person internal set belong to labour company; detention, access rescue criminal liability for corporate insiders;	Room Legal



n.	When receive Okay verdict, decide determine have had effect force France law belong to Court sentence relate to arrive active dynamic belong to labour company; Decision on sanctioning violations of tax laws;	P.KHTH Block Resources main, Financial Accounting Department, Tax Management Department
o.	Labour company receive notice of Court sentence reason single Love open procedure break business career;	P.KHTH
p.	School joint venture company recognize Okay the case, information believe do image enjoy to price proof of main The company must confirm or correct that event or information;	- Secretary Labour company - Block Resources main, IR Board
q.	When happen go out the the case other with photo enjoy big to activity dynamic product export, terrible business or love image management corporate value;	The Block/room function
r.	Okay accept favorable or cancel cancel seal listed at Department transaction proof contract water outside.	Secretary Labour company
S.	Decision determine increase, decrease capital thing rate;	Secretary Labour company
t.	Decision contribution capital head private enter one nest function, attend judgment, borrow, lend get a loan or the deliver pandemic other with price treat from 10% or more of the company's total assets in the most recent audited annual financial report or the most recent reviewed semi-annual financial report (based on the consolidated financial report);	Secretary Labour company
Stat us	Content labour dad information	
u.	Decision contribution capital treat from 50% return go up capital thing rate belong to one nest function (body) determine according to capital thing rate belong to organization receiving capital contribution before the time of capital contribution).	People extra blame provide information Secretary Labour company



2	<p>Labour dad information believe about General meeting festival copper neck winter any often or information by Resolution decide Grand festival copper shareholders in the form of written shareholder opinion</p> <ul style="list-style-type: none"> <li>- Job labour dad information news about congress council neck winter any often;</li> <li>- School fit take idea ants Grand festival copper neck winter equal literature copy, dark minimum 10 day before time limit must return the ballot paper unless the Company Charter provides for a longer period, the Company must publish it on the</li> </ul> <p>page information believe electricity death belong to me, copper time send give socks chief the neck winter vote take idea ants, attend grass Resolution of the General Meeting of Shareholders and documents explaining the draft resolution.</p>	Secretary Labour company
3	<p>Labour announcement Contact regarding the day post sign Final real present rights for neck winter presently have:</p> <ul style="list-style-type: none"> <li>- Labour company labour dad information believe about day post sign last together attend ants real presently right give neck winter presently have at least 10 days before the expected last registration date;</li> <li>- Labour company labour dad information believe about day post sign last together attend ants real presently right to give neck winter presently have to attend the General Meeting of Shareholders at least 20 days before the expected last registration date.</li> </ul>	<ul style="list-style-type: none"> <li>- Letters sign extra responsibility for the Resolution of the General Meeting of Shareholders/Board of Directors.</li> <li>- Block Resources main, Sub-Finance Department blame goalkeeper custom spend other section</li> </ul>
4	<b>CBTT When buy sell neck vote Fund</b>	
a.	Buy/ stock recovery ESOP coupon according to rules regime issue of shares Labour company	<ul style="list-style-type: none"> <li>- Human Resources- Administration- Relationship Block foreign, Human Resources Department</li> <li>- Block Resources main, Sub-Finance Department blame goalkeeper custom spend other section</li> </ul>



b.	Buy, sell share of the Company company in the school fit other.		- Letters sign extra responsibility for the Resolution of the General Meeting of Shareholders/Board of Directors. - Block Resources main, Sub-Finance Department
Statu s		Content labour dad information	People extra blame provide information
	School joint venture company repurchase its own shares, after paying for all the shares repurchased, if the total price treat talent product recorded in book plan reduction math than 10% then labour company Right information inform socks chief the creditor know and labour announcement believe in duration 15 days, counting from day complete all meaning payment service buy back stock vote		blame goalkeeper custom spend other section
4	<b>CBTT in the school fit special special other</b>		
a	<b>Labour dad information believe about active dynamic Hello sell, release onion, seal yes, post sign deliver pandemic and newspaper fox history capital use</b> Public companies that conduct private securities offerings, public securities offerings, securities issuance, listing, and trading registration must perform the obligation to disclose information about the offering activities. release onion, Listing, posting sign deliver pandemic and newspaper fox history use capital according to rule determine France law about Hello sale, issuance of securities, listing, registration of securities trading.		Secretary Labour company
b	<b>Labour dad information about billion rate office have water outside</b> Labour company mass Right labour dad information believe about rate office water outside maximum belong to labour company me and the changes change link mandarin arrive billion rate office have This above page information believe electricity death belong to labour Company, Department deliver pandemic proof contract, Vietnam Securities Depository and Clearing Corporation and the information disclosure system of the Securities Commission Home water according to rules determine law proof direction guide work head		Secretary Labour company

### C. LABOUR ANNOUNCEMENT TRUST IN LOVE BRIDGE

1. In the school following case, company labour announcement believe in ring 24 now, tell from When receive request of State Securities Commission, Stock Exchange:



- a) When happen go out the case affect serious to the legitimate interests of home invest ;
  - b) Yes News related to the Company company affect big to price proof contract and need to be determined receive information believe there.
2. Internal content information believe labour dad according to Love bridge Right state clear the case Okay State Securities Commission, Stock Exchange Love public bridge dad; original core and fight price of the Company on the authenticity of the event, the solution (if any).

**D. LABOUR ANNOUNCEMENT NEWS OF HOME HEAD PRIVATE BELONG OPPOSITE TO STATUE MUST BE FULFILLED  
ANNOUNCEMENT BELIEVE**

**1. LABOUR DAD INFORMATION BELIEVE ABOUT OWN NECK VOTE OF NECK WINTER BIG**

- a) Neck winter big, group People Have link mandarin office have from 5% return go up number neck vote Have right expression decide belong to Labour company Right CBTT and newspaper fox about transaction give Labour company company management reason Fund head testimony contract, State Securities Commission and Stock Exchange in time limit 05 day do job, tell from day return become or cease to be a major shareholder or when there is a change change in number of shares owned over thresholds of 1% of voting shares;



- b) Rules determine in Item D.1.a live above This Are not pressure use opposite to with school fit replace change billion rate hold neck vote in progress save onion Have right expression decisions arising from the Company trading treasury stocks or issuing additional shares;
- c) You Mandarin system Home head private Have blame duty coordinate fit with Room Transmission information labour dad above website labour company in time limit 03 day do work after receiving reports related to changes in share ownership ratios of the subjects specified in Section D.1 of this.

## 2. DISCLOSURE OF INFORMATION ON TRANSACTIONS OF INSIDER PERSONS OF THE COMPANY AND THEIR RELATED PERSONS INTERNAL

- a) Insiders of the Company and related persons of these entities (hereinafter referred to as related persons) must disclose information and report in advance. and after When real presently deliver pandemic give State Securities Commission, Stock Exchange and Labour company When price treat deliver pandemic attend ants in day from 50 million copper return up or expected transaction value in each month from 200 million VND or more calculated at par value, including cases of transfer not through the transaction system at, specifically as follows:
  - Before the date Expected transaction time is at least 03 days Working, insiders and related persons must disclose information about the expected transaction according to the form prescribed in Appendix XIII issued with Circular 96/2020/TT-BTC;
  - The transaction execution period shall not exceed 30 days from the date of register perform transactions. Insiders and related persons must perform according to the time, volume, and value announced by the Stock Exchange and may only perform the first transaction on the trading day following the date of information announcement from the Stock Exchange;
  - School fit real presently deliver pandemic buy in the batch release onion neck vote or deliver pandemic Hello buy labour declare, opposite to statue Right CBTT as prescribed in Section D.2 hereof shall be exempted from the obligations prescribed in this clause and shall comply with the provisions of law on public offering, issuance and purchase;
  - People internal set and People Have link mandarin Are not Okay copper time post sign, deliver pandemic buy and sell neck vote in together one batch post sign, transaction and can only register and perform the next transaction after reporting the end of the previous transaction;
  - In time limit 05 day do job, tell from day complete deliver translate (field) fit deliver pandemic conclude end before time limit post sign) or end At the end of the expected transaction period, insiders and related persons must disclose the transaction results and explain the reasons for not doing so. transaction is done or not complete the volume register (if any) according to the prescribed form according to regulations specified in Appendix XIII issued with Circular 96/2020/TT-BTC;
  - Insiders and related persons are subjects required to make reports and disclose information according to regulations. specified in this clause At the same time, if a person is required to report and disclose information as prescribed in Section D.1 of this Regulation, he/she only has to perform the obligation to disclose information applicable to insiders and related persons.
- b) Insiders and related persons who are not required to report and disclose information as prescribed in Section D.2.a above but are required to report and disclose information as prescribed in Section D.1 of this Regulation must perform the reporting and disclosure obligations as prescribed in Section D.1.
- c) Rules determine about meaning service CBTT in Item D.2.a This Are not pressure use opposite to with school fit labour company proof contract sell prize accept neck vote belong to Customers are internal to the company.
- d) School after registration transaction, object post sign The transaction is no longer an insider of the company. company or related persons of these



subjects, the subject of transaction registration must still perform reporting and disclosure according to the provisions in Section D.2.a above.

- e) Company case mothers, political organizations, socio-political organizations (trade unions, youth unions...), individuals holding other management positions according to rule determine in Thing rate labour company real presently deliver pandemic proof contract belong to labour company Right real presently meaning service CBTT pressure use opposite to with insiders and related parties.
- f) You Mandarin system Home head private Have blame duty support People internal set To be wall Board member Thing union belong to Labour company in job CBTT newspapers fox relate to arrive deliver pandemic proof contract belong to opposite to statue This, copper time coordinate fit with Room Transmission information labour dad above website labour company in 3 days work after receiving reports related to securities transactions of insiders and related persons as prescribed in Section D.2 of this.

### 3. LABOUR ANNOUNCEMENT NEWS ABOUT THE OFFER PUBLIC

Nest function, fish hello buy labour declare and Labour company bag Hello buy Right real presently CBTT according to rule determine at Law Proof contract and text manual