



Dedicated To Excellence

**VIET NAM TECHNOLOGY & TELECOMMUNICATION JOINT STOCK  
COMPANY**

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Binh Duong Ward, Ho Chi Minh City, Vietnam  
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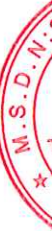
**COMPANY CHARTER OF  
VIET NAM TECHNOLOGY & TELECOMMUNICATION  
JOINT STOCK COMPANY**

*(Amended according to Resolution No. 01/2026/NQ-DHDCD of the 2026  
Annual General Meeting of Shareholders held on April 23, 2026)*

**Ho Chi Minh city, April 23, 2025**



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## INTRODUCTION

This Company Charter of Viet Nam Technology & Telecommunication Joint Stock Company (hereinafter referred to as “**the Company**”) is the legal basis for the operation of the Company established and operating under the Law on Enterprises, the Law on Securities and relevant legal documents. The Charter, the Company’s regulations, the Resolutions of the General Meeting of Shareholders, the Board of Directors, if validly approved in accordance with relevant legal provisions, shall be binding principles for conducting the Company’s business activities.

This Charter is approved under Resolution No. 01/2026/NQ-DHDCD of the 2026 Annual General Meeting of Shareholders held on April 23<sup>rd</sup>, 2026.

### I. DEFINITION OF TERMS IN THE CHARTER

#### Article 1. Interpretation of terms

1. In this Charter, the following terms are construed as follows:
  - a. *Charter capital* means the total par value of shares sold or registered to buy when establishing a Joint Stock Company and as prescribed in Article 6 of this Charter;
  - b. *Voting capital* means the share capital, according to which the owner has the right to vote on matters under the decision-making authority of the General Meeting of Shareholders;
  - c. *Law on Enterprises* means Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its amendments, supplements and implementing/replacing documents from time to time;
  - d. *Law on Securities* means Law on Securities means Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its amendments, supplements and implementing/replacing documents from time to time;
  - e. *Vietnam* means the Socialist Republic of Vietnam;
  - f. *Establishment date* means the date on which the Company is granted the Business Registration Certificate (Business Registration Certificate and equivalent documents) for the first time;
  - g. *The enterprise executives* mean the General Director, Deputy General Directors, Chief Accountant and other executives as prescribed in the Company Charter;



- h. *The Executive Board* means the General Director, Deputy General Directors, Chief Accountant and other positions appointed by the Board of Directors and determined as members of the Company's Executive Board;
  - i. *The enterprise manager* means the person who manages the company, including the Chairman of the Board of Directors, members of the Board of Directors, the General Director and individuals holding other management positions as prescribed in the Company Charter;
  - j. *Related persons* mean individuals and organizations as prescribed in Clause 46, Article 4 of the Law on Securities;
  - k. *Shareholders* mean individuals and organizations that own at least one share of a joint stock company;
  - l. *Founding shareholders* mean shareholders that own at least one common share and sign the list of founding shareholders of a joint stock company;
  - m. *Major shareholders* mean shareholders as prescribed in Clause 18, Article 4 of the Law on Securities;
  - n. *Term of operation* means the term of operation of the Company as stipulated in Article 2 of this Charter;
  - o. *Stock Exchange* means the Vietnam Stock Exchange and its subsidiaries.
  - p. *Dividends* mean the after-tax profits distributed to each share in cash or in other assets
2. In this Charter, references to one or more other regulations or documents include amendments, supplements or replacements.
  3. The titles (Sections, Articles of this Charter) are used for convenience in understanding the content and do not affect the content of this Charter.

## **II. NAME, FORM, HEADQUARTERS, BRANCHES, REPRESENTATIVE OFFICES, BUSINESS LOCATIONS, TERM OF OPERATION AND LEGAL REPRESENTATIVE OF THE COMPANY**

### **Article 2. Name, form, headquarters, branches, representative offices, business locations and term of operation of the Company**

1. Company name
  - Company name in Vietnamese: **Công ty Cổ phần Công nghệ & Truyền thông Việt Nam.**
  - Company name in foreign language: Viet Nam Technology & Telecommunication Joint Stock Company.



- Abbreviated company name: VNTT
2. The Company is a joint stock company with legal status in accordance with the current laws of Vietnam.
  3. Registered office of the Company:
    - Head office address: 16th Floor, WTC Tower Building, No. 1, Hung Vuong Street, Binh Duong Ward, Ho Chi Minh City, Vietnam.
    - Tel: 0274. 2220222
    - Website: <https://vnnt.com.vn/>
  4. The Company may establish branches, representative offices and business locations in the business regions to carry out the Company's operational objectives in accordance with the decision of the Board of Directors and within the scope permitted by law.
  5. Unless terminated in accordance with the provisions of Article 54 of this Charter, the term of operation of the Company is indefinite from the date of establishment.

### **Article 3. Legal representative of the Company**

1. The Company has one (01) legal representative. The General Director is the legal representative of the Company.
2. The Legal Representative of the Company shall be the individual representing the Company in exercising the rights and performing the obligations arising from the Company's transactions, and shall represent the Company as a claimant, plaintiff, defendant, or a party with relevant rights and obligations before Arbitration, Courts, and in respect of other rights and obligations as provided by law.
3. The responsibilities of the Legal Representative shall be performed in accordance with Article 13 of the Law on Enterprises, and with other rights and obligations as prescribed by the current laws and this Charter.
4. The Legal Representative of the Company must reside in Vietnam. In the event of leaving Vietnam, the Legal Representative must authorize in writing another individual residing in Vietnam to exercise the rights and perform the obligations of the Legal Representative. In such cases, the Legal Representative shall remain responsible for the exercise of the rights and performance of the obligations that have been delegated. If the authorization period under this Clause expires and the Legal Representative has not returned to Vietnam and has not granted another authorization, the authorized individual shall continue to exercise the rights and perform the obligations of the Company's Legal Representative until the Legal Representative returns to work at the Company or until the Board of Directors appoints another individual as the Company's Legal Representative.



### III. OBJECTIVES, SCOPE OF BUSINESS AND OPERATIONS OF THE COMPANY

#### Article 4. Operational objectives of the Company

1. Operational objectives of the Company:

- Using capital, management capacity, labor and reputation of the founders and shareholders to maximize profits for the Company with the aim to increase profits for shareholders and accumulate reinvestment to help the Company become stronger and stronger.
- Through its business operations, the Company contributes to bringing about socio-economic efficiency, solving employment for workers, developing the locality, and actively contributing to the state budget.

2. Business lines of the Company:

The business lines of the Company are specifically set out in Appendix 1 attached to this Charter. Appendix 1 forms an integral part of this Charter.

The Company's business lines may be supplemented or reduced depending on the Company's actual operations and as decided by the General Meeting of Shareholders.

#### Article 5. Scope of business and operations of the Company

The Company is permitted to conduct business activities according to the business lines specified in this Charter that have been registered, notified of changes in registration content with the business registration authority and announced on the National Business Registration Portal. In case the Company conducts business in conditional investment and business lines, the Company shall satisfy all business conditions according to the provisions of the Law on Investment and relevant specialized laws.

### IV. CHARTER CAPITAL, SHARES, FOUNDING SHAREHOLDERS

#### Article 6. Charter capital, shares, founding shareholders

1. The Company's charter capital is **367,275,000,000 VND** (*Three hundred and sixty-seven billion two hundred and seventy-five million Vietnamese dong*).

The total charter capital of the Company is divided into 36,727,500 shares with a par value of 10,000 VND /share.

2. The Company may change its charter capital upon approval by the General Meeting of Shareholders and in accordance with the provisions of law.
3. The Company's shares on the date of approval of this Charter include common shares. The rights and obligations of shareholders are stipulated in Articles 12 and 13 of this Charter.



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4. The Company may issue other types of preferred shares upon approval by the General Meeting of Shareholders and in accordance with the provisions of law.
5. Name, address, number of shares and other information about founding shareholders as prescribed by the Law on Enterprises.

Common shares shall be offered to existing shareholders in proportion to their ownership of common shares in the Company, unless otherwise decided by the General Meeting of Shareholders. The number of shares that shareholders do not register to buy in full shall be decided by the Board of Directors of the Company. The Board of Directors may distribute such shares to shareholders and others with conditions no more favorable than those offered to existing shareholders, unless otherwise approved by the General Meeting of Shareholders.

6. The Company may purchase shares issued by the Company itself in the manner prescribed in this Charter and current laws.
7. The Company may issue other types of securities in accordance with the provisions of law.

#### **Article 7. Stock certificates**

1. Shareholders of the Company shall be issued stock certificates corresponding to the number of shares and types of shares owned.
2. Stocks are securities that confirm the legal rights and interests of the owners to a portion of the issuing organization's equity. Stocks shall have all the contents prescribed in Clause 1, Article 121 of the Law on Enterprises.
3. Within 30 days from the date of submission of a complete application for transfer of share ownership as prescribed by the Company or within 30 days from the date of full payment for the purchase of shares as prescribed in the Company's stock issuance plan (or another period as prescribed in the issuance terms), the owner of the shares shall be issued a stock certificate. The owner of the shares shall not have to pay the Company for the cost of printing the stock certificate.
4. In case the stocks are lost, damaged or otherwise destroyed, the shareholder's stocks shall be reissued by the Company upon the shareholder's request. The shareholder's request shall include the following contents:
  - a. Information about stocks that have been lost, damaged or destroyed in other forms;
  - b. Commitment to take responsibility for disputes arising from the reissuance of new stocks.

#### **Article 8. Other securities certificates**

Bond certificates or other securities certificates issued by the Company shall be signed by the legal representative and bears the Company's seal.



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## **Article 9. Transfer of shares**

1. All shares are freely transferable unless otherwise provided by this Charter and the law. Listed shares and shares registered for trading on the Stock Exchange are transferred in accordance with the provisions of the Law on Securities and the securities market.
2. Shares that have not been fully paid for shall not be transferred and shall enjoy related rights such as the right to receive dividends, the right to receive shares issued to increase share capital from equity, the right to purchase newly offered stocks and other rights as prescribed by law.

## **Article 10. Revocation of shares (in the case of registering to establish an enterprise)**

1. In case a shareholder fails to fully and on time pay the amount payable to purchase stocks, the Board of Directors shall notify and have the right to request such shareholder to pay the remaining amount and be responsible for the total par value of the shares registered to purchase for the Company's financial obligations arising from failure to pay in full.
2. The above payment notice shall clearly state the new payment period (at least 07 days from the date of sending the notice), the payment location and the notice shall clearly state that the unpaid shares shall be revoked in case of failure to pay as required.
3. The Board of Directors has the right to revoke the shares that have not been paid in full and on time in case the requirements in the above notice are not implemented.
4. The revoked shares are considered shares that are entitled to be offered for sale as prescribed in Clause 3, Article 112 of the Law on Enterprises. The Board of Directors may directly conduct or authorize the sale or redistribution under the conditions and methods that the Board of Directors deems appropriate.
5. Shareholders holding revoked shares shall give up their shareholder status with respect to those shares, but shall still be responsible for the total par value of the shares registered for purchase for the Company's financial obligations arising at the time of revocation according to the decision of the Board of Directors from the date of revocation until the date of actual payment. The Board of Directors has full authority to decide on the compulsory payment of the entire value of the stocks at the time of revocation.
6. The notice of revocation shall be sent to the holders of revoked shares before the date of revocation. The revocation shall remain effective even in the event of errors or negligence in sending the notice.

## **V. ORGANIZATIONAL STRUCTURE, ADMINISTRATION AND CONTROL**



## **Article 11. Organizational structure, administration and control**

The organizational structure, administration and control of the Company includes:

1. General Meeting of Shareholders
2. Board of Directors
3. Supervisory Board
4. General Director.

## **VI. SHAREHOLDERS AND THE GENERAL MEETING OF SHAREHOLDERS**

### **Article 12. Rights of shareholders**

1. Common shareholders have the following rights:
  - a. Attend and speak at the General Meeting of Shareholders and exercise the right to vote directly or through an authorized representative or in other forms prescribed by the Company Charter or the law. Each common share has one vote;
  - b. Receive dividends at the rate decided by the General Meeting of Shareholders;
  - c. Have priority in purchasing new shares corresponding to the ratio of common shares owned by each shareholder in the Company;
  - d. Freely transfer their shares to others, except in the cases prescribed in Clause 3, Article 120, Clause 1, Article 127 of the Law on Enterprises and other relevant provisions of law;
  - e. Review, look up and extract information about the names and contact addresses in the list of shareholders with voting rights; request correction of inaccurate information;
  - f. Review, look up, extract or photocopy the Company Charter, minutes of the General Meeting of Shareholders and Resolutions of the General Meeting of Shareholders;
  - g. Receive a portion of the remaining assets corresponding to the percentage of shares owned in the Company when the Company is dissolved or bankrupt;
  - h. Request the Company to repurchase shares in the cases specified in Article 132 of the Law on Enterprises;
  - i. Be treated equally. Each share of the same type gives the shareholder equal rights, obligations and interests. In case the Company has preferred shares, the rights and obligations attached to the preferred shares shall be approved by the General Meeting of Shareholders and fully disclosed to the shareholders;
  - j. Have full access to periodic information and extraordinary information published by the Company in accordance with the provisions of law;



- k. Have their legitimate rights and interests protected; propose to suspend or cancel resolutions and decisions of the General Meeting of Shareholders and the Board of Directors in accordance with the provisions of the Law on Enterprises;
- l. Other rights as prescribed by law and this Charter.
2. Shareholders or groups of shareholders owning 5% or more of the total number of common shares shall have the following rights:
  - a. Request the Board of Directors to convene a meeting of the General Meeting of Shareholders in accordance with the provisions of Clause 3, Article 115 and Article 140 of the Law on Enterprises;
  - b. Review, look up, and extract the minutes, resolutions and decisions of the Board of Directors, semi-annual and annual financial reports, reports of the Supervisory Board, contracts, transactions that shall be approved by the Board of Directors and other documents, except for documents related to trade secrets and business secrets of the Company;
  - c. Request the Supervisory Board to inspect each specific issue related to the management and operation of the Company when deemed necessary. The request shall be in writing and include the following contents: full name, contact address, nationality, legal document number of the individual for individual shareholders; name, enterprise code or legal document number of the organization, head office address for institutional shareholders; number of shares and time of share registration of each shareholder, total number of shares of the group of shareholders and ownership ratio in the total number of shares of the Company; issues to be inspected, purpose of inspection;
  - d. Propose issues to be included in the agenda of the General Meeting of Shareholders. The proposal shall be in writing and sent to the Company at least 03 working days before the opening date. The proposal shall clearly state the name of the shareholder, the number of shares of each type of the shareholder, the issues proposed to be included in the agenda;
  - e. Other rights as prescribed by law and this Charter.
3. Shareholders or groups of shareholders owning 10% or more of the total number of common shares have the right to nominate candidates for the Board of Directors and the Supervisory Board. The nomination of candidates for the Board of Directors and the Supervisory Board shall be carried out as follows:
  - a. Common shareholders forming a group to nominate candidates for the Board of Directors and the Supervisory Board shall notify the shareholders attending the meeting of the group meeting before the opening of the General Meeting of Shareholders;



- b. Based on the number of members of the Board of Directors and the Supervisory Board, the shareholders or groups of shareholders specified in this clause shall have the right to nominate one or several people as decided by the General Meeting of Shareholders as candidates for the Board of Directors and the Supervisory Board. In case the number of candidates nominated by the shareholders or groups of shareholders is lower than the number of candidates they are entitled to nominate as decided by the General Meeting of Shareholders, the remaining candidates shall be nominated by the Board of Directors, the Supervisory Board and other shareholders.
4. The nomination and election of candidates for the Board of Directors and the Supervisory Board by a Shareholder or a group of Shareholders, as provided in Clause 3 of this Article, shall comply with the following principles:
  - a. Ordinary Shareholders forming a group to nominate individuals for the Board of Directors and the Supervisory Board must notify in writing the holding of such group meeting to the Shareholders attending the General Meeting of Shareholders prior to the commencement of the meeting;
  - b. The maximum number of candidates that a Shareholder or a group of Shareholders may nominate or stand for election, as referred to in Clause 3 of this Article, shall be carried out in accordance with the Internal Corporate Governance Regulations;
  - c. A Shareholder or a group of Shareholders under this Clause may exercise the right to nominate or stand candidates for election to the Board of Directors and the Supervisory Board only once during the term of the Board of Directors and the Supervisory Board. However, to avoid any misunderstanding, in the event that a member of the Board of Directors or the Supervisory Board is removed or relieved of office by the General Meeting of Shareholders, the Shareholder or group of Shareholders who previously nominated the elected candidate for such position shall still be entitled to nominate or stand other candidates to fill the vacant position in the Board of Directors or the Supervisory Board.

### **Article 13. Obligations of shareholders**

Common shareholders have the following obligations:

1. Pay in full and on time the number of shares committed to be purchased.
2. Not withdraw the capital contributed by common shares from the Company in any form, except in cases where the Company or another person buys back the shares. In case a shareholder withdraws part or all of the contributed capital contrary to the provisions of this clause, such shareholder and the person with related interests in the Company shall be jointly liable for the debts and other property obligations of the Company within the value of the withdrawn shares and any damages that occur.



3. Comply with the Company's Charter and the Company's Internal Management Regulations.
4. Comply with the Resolutions and decisions of the General Meeting of Shareholders and the Board of Directors.
5. Keep confidential the information provided by the Company in accordance with the provisions of the Company's Charter and the law; use the information provided only to exercise and protect one's legitimate rights and interests; It is strictly forbidden to disseminate or copy or send information provided by the Company to other organizations or individuals.
6. Attend the General Meeting of Shareholders and exercise voting rights through the following forms:
  - a. Attend and vote directly at the meeting;
  - b. Authorize other individuals or organizations to attend and vote at the meeting;
  - c. Attend and vote via online conference, electronic voting or other electronic forms;
  - d. Send voting ballots to the meeting via mail or email;
  - e. Send voting ballots by other means as prescribed in the Company's Charter.
7. Be personally responsible when performing one of the following acts in the name of the Company in any form:
  - a. Violate the law;
  - b. Conduct business and other transactions for personal gain or to serve the interests of other organizations or individuals;
  - c. Pay debts that have not yet matured due to financial risks to the Company.
8. Shareholders shall provide accurate contact addresses, email addresses, and phone numbers when registering to purchase Shares, and upon request by the Company. Shareholders are responsible for promptly and accurately notifying the Company of any changes to their personal information, including contact addresses, email addresses, and phone numbers.
9. Shareholders shall maintain a cooperative attitude and behave politely and in accordance with proper standards when providing opinions or recommendations to the Company.
10. Fulfill other obligations as required by applicable law and the company's charter

#### **Article 14. General Meeting of Shareholders**

1. The General Meeting of Shareholders, comprising all shareholders with voting rights, is the highest decision-making body of the Company. The General Meeting of Shareholders shall meet annually once a year and within four (04) months from



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the end of the fiscal year. The Board of Directors shall decide to extend the annual General Meeting of Shareholders if necessary, but not more than six (06) months from the end of the fiscal year. In addition to the annual meeting, the General Meeting of Shareholders may hold extraordinary meetings. The venue of the General Meeting of Shareholders shall be determined as the place where the chairperson attends the meeting and shall be in the territory of Vietnam.

2. The Board of Directors shall convene the annual General Meeting of Shareholders and select a suitable venue. The annual General Meeting of Shareholders shall decide on matters as prescribed by law and the Company's Charter, especially the adoption of the audited annual financial statements. In case the Audit Report of the Company's annual financial statements contains material exceptions, contrary audit opinions or rejections, the Company shall invite a representative of the approved auditing firm to audit the Company's financial statements to attend the Annual General Meeting of Shareholders and the representative of the above approved auditing firm is responsible for attending the Annual General Meeting of Shareholders of the Company.
3. The Board of Directors shall convene an extraordinary General Meeting of Shareholders in the following cases:
  - a. The Board of Directors deems it necessary for the benefit of the Company;
  - b. The number of remaining members of the Board of Directors and the Supervisory Board is less than the minimum number of members as prescribed by law;
  - c. At the request of shareholders or groups of shareholders as prescribed in Clause 2, Article 115 of the Law on Enterprises; The request to convene a meeting of the General Meeting of Shareholders shall be made in writing, clearly stating the reason and purpose of the meeting, with sufficient signatures of the relevant shareholders, or the request shall be made in multiple copies and shall include sufficient signatures of the relevant shareholders;
  - d. At the request of the Supervisory Board;
  - e. Other cases as prescribed by law and this Charter.
4. Convening an extraordinary meeting of the General Meeting of Shareholders
  - a. The Board of Directors shall convene a meeting of the General Meeting of Shareholders within 30 days from the date the number of members of the Board of Directors, independent members of the Board of Directors or members of the Supervisory Board remaining as prescribed in Point b, Clause 3 of this Article or from the date of receipt of the request prescribed in Point c and Point d, Clause 3 of this Article;



- b. In case the Board of Directors fails to convene the General Meeting of Shareholders as prescribed in Point a, Clause 4 of this Article, within the next 30 days, the Supervisory Board shall replace the Board of Directors to convene the General Meeting of Shareholders as prescribed in Clause 3, Article 140 of the Law on Enterprises;
  - c. In case the Supervisory Board fails to convene the General Meeting of Shareholders as prescribed in Point b, Clause 4 of this Article, the shareholders or groups of shareholders as prescribed in Point c, Clause 3 of this Article shall have the right to request the Company's representative to convene the General Meeting of Shareholders as prescribed in the Law on Enterprises;
  - d. All expenses for convening and conducting the General Meeting of Shareholders shall be reimbursed by the Company. These expenses do not include expenses incurred by shareholders when attending the General Meeting of Shareholders, including accommodation and travel expenses.
  - e. Procedures for organizing the General Meeting of Shareholders shall be as prescribed in Clause 5, Article 140 of the Law on Enterprises and relevant provisions of the law on securities.
5. The General Meeting of Shareholders may be held in person, online, or in a combination of both in-person and online formats.

#### **Article 15. Rights and obligations of the General Meeting of Shareholders**

1. The General Meeting of Shareholders shall have the following rights and obligations:
  - a. Approve the development orientation of the Company;
  - b. Decide on the types of shares and the total number of shares of each type that are entitled to be offered for sale; decide on the annual dividend rate for each type of shares;
  - c. Elect, dismiss, and remove members of the Board of Directors and members of the Supervisory Board;
  - d. Decide to invest or sell assets worth 35% or more of the total asset value recorded in the Company's most recent financial report.
  - e. Decide to amend and supplement the Company's Charter;
  - f. Approve the annual financial report;
  - g. Decide to repurchase more than 10% of the total number of shares sold of each type;
  - h. Consider and handle violations by members of the Board of Directors and members of the Supervisory Board that cause damage to the Company and its shareholders;



- i. Decide to reorganize or dissolve the Company;
  - j. Decide on the budget or total remuneration, bonuses and other benefits for the Board of Directors and the Supervisory Board;
  - k. Approve the Internal Governance Regulations; Operational Regulations of the Board of Directors and the Supervisory Board;
  - l. Approve the list of approved auditing firms; decide on the approved auditing firm to conduct inspections of the Company's operations, and dismiss approved auditors when deemed necessary;
  - m. Other rights and obligations as prescribed by law.
2. The General Meeting of Shareholders shall discuss and approve the following issues:
- a. The Company's annual business plan;
  - b. Audited annual financial statements;
  - c. Report of the Board of Directors on the management and performance of the Board of Directors and each member of the Board of Directors;
  - d. Report of the Supervisory Board on the Company's business results, the performance of the Board of Directors and the General Director;
  - e. Self-assessment report on the performance of the Supervisory Board and its members;
  - f. Dividend level for each share of each type;
  - g. Number of members of the Board of Directors and the Supervisory Board;
  - h. Election, dismissal, removal from office of members of the Board of Directors and the Supervisory Board;
  - i. Decision on the budget or total remuneration, bonuses and other benefits for the Board of Directors and the Supervisory Board;
  - j. Approving the list of approved auditing firms; deciding on the approved auditing firm to conduct audits of the company's operations when deemed necessary;
  - k. Supplementing and amending the Company Charter;
  - l. Types of shares and number of newly issued shares for each type of shares and the transfer of shares by founding members within the first 03 years from the date of establishment;
  - m. Dividing, separating, consolidating, merging or converting the Company;
  - n. Reorganizing and dissolving (liquidating) the Company and appointing a liquidator;



- o. Deciding to invest or sell assets with a value of 35% or more of the total value of assets recorded in the Company's most recent Financial Statements;
  - p. Deciding to repurchase more than 10% of the total number of shares sold of each type;
  - q. The Company signs contracts and transactions with the entities specified in Clause 1, Article 167 of the Law on Enterprises with a value equal to or greater than 35% of the total value of the Company's assets recorded in the most recent financial report;
  - r. Approving transactions specified in Clause 4, Article 293 of 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;
  - s. Approving the Internal Governance Regulations; the Operational Regulations of the Board of Directors, the Operational Regulations of the Supervisory Board;
  - t. Other issues as prescribed by law and this Charter.
3. All resolutions and issues included in the meeting agenda shall be discussed and voted on at the General Meeting of Shareholders.

#### **Article 16. Authorization to attend the General Meeting of Shareholders**

- 1. Shareholders and authorized representatives of institutional shareholders may directly attend the meeting or authorize one or more individuals or organizations to attend the meeting or attend the meeting through one of the forms specified in Clause 3, Article 144 of the Law on Enterprises. In case there is more than one authorized representative appointed, the Shareholder shall specifically determine the number of shares and votes of each authorized representative. In case the Shareholder does not determine the corresponding number of shares for each authorized representative, the number of shares shall be divided equally among all authorized representatives. The number of authorized representatives of an institutional shareholder is determined as follows: An institutional shareholder owning less than 10% of the total number of common shares is authorized to a maximum of one (01) representative; from 10% to less than 30% of the total number of common shares is authorized to a maximum of two (02) representatives; from 30% to less than 40% of the total number of common shares is authorized to a maximum of three (03) representatives; from 40% to less than 50% of the total number of common shares is authorized to a maximum of four (04) representatives; from 50% to less than 60% of the total number of common shares is authorized to a maximum of five (05) representatives; from 60% to less than 70% of the total number of common shares is authorized to a maximum of six (06) representatives; from 70% to less than 80% of the total number of common shares is authorized to a maximum of seven (07) representatives; from 80% to less than 90% of the total



number of common shares is authorized to a maximum of eight (08) representatives.

2. The authorization for individuals or organizations to attend the General Meeting of Shareholders as prescribed in Clause 1 of this Article shall be made in writing. The Power of Attorney is made in accordance with the provisions of the civil law and shall clearly state the name of the authorizing shareholder, the name of the authorized individual or organization, the number of authorized shares, the content of the authorization, the scope of authorization, the duration of authorization, and the signatures of the Principal and the Attorney.

The Attorney attending the General Meeting of Shareholders shall submit the Power of Attorney when registering to attend the meeting. In case of re-authorization, the meeting attendee shall also present the original Power of Attorney of the shareholder or the authorized representative of the institutional shareholder (if not previously registered with the Company).

3. The voting ballot of the Attorney attending the meeting within the scope of authorization remains valid when one of the following cases occurs, except in the following cases:
  - a. The Principal is dead, has limited civil act capacity or has lost civil act capacity;
  - b. The Principal has revoked the authorization appointment;
  - c. The Principal has revoked the authority of the person performing the authorization.

This provision shall not apply in the event that the Company receives notice of one of the above events before the opening of the General Meeting of Shareholders or before the meeting is reconvened.

#### **Article 17. Change of rights**

1. The change or cancellation of special rights attached to a type of preferred shares shall be effective when approved by shareholders representing 65% or more of the total number of votes of all shareholders attending and voting at the meeting. A resolution of the General Meeting of Shareholders on the content that adversely changes the rights and obligations of shareholders owning preferred shares shall only be passed if approved by the number of preferred shareholders of the same type attending the meeting owning 75% or more of the total number of preferred shares of that type or approved by the preferred shareholders of the same type owning 75% or more of the total number of preferred shares of that type in the case of passing the resolution in the form of obtaining written opinions.
2. The organization of a meeting of shareholders holding a type of preferred shares to approve the above-mentioned change of rights is only valid when there are at least 02 shareholders (or their authorized representatives) and holding at least 1/3 of the



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- par value of the issued shares of that type. In case there are not enough quorum as mentioned above, the meeting shall be re-organized within the next 30 days and the holders of shares of that type (regardless of the number of people and shares) present in person or through authorized representatives are considered to have sufficient number of quorum. At the meetings of shareholders holding the above-mentioned preferred shares, the holders of shares of that type present in person or through representatives may request a secret ballot. Each share of the same type has equal voting rights at the above-mentioned meetings.
3. The procedures for conducting such separate meetings shall be similar to those prescribed in Articles 19, 20 and 21 of this Charter.
  4. Unless otherwise provided by the terms of issue of shares, the special rights attached to the types of shares with preferential rights in respect of some or all matters relating to the distribution of profits or assets of the Company shall not be changed when the Company issues additional shares of the same type.

**Article 18. Convening, agenda and notice of invitation to the General Meeting of Shareholders**

1. The Board of Directors shall convene the annual and extraordinary General Meeting of Shareholders. The Board of Directors shall convene the extraordinary General Meeting of Shareholders in the cases specified in Clause 3, Article 14 of this Charter.
2. In addition to the tasks required by the Law on Securities, the person convening the General Meeting of Shareholders shall perform the following tasks:
  - a. Prepare a list of shareholders eligible to attend and vote at the General Meeting of Shareholders. The list of shareholders entitled to attend the General Meeting of Shareholders shall be prepared no later than 10 days before the date of sending the notice of invitation to the General Meeting of Shareholders. The Company shall disclose information on the preparation of the list of shareholders entitled to attend the General Meeting of Shareholders at least 20 days before the last registration date;
  - b. Prepare the agenda and content of the meeting;
  - c. Prepare documents for the meeting;
  - d. Draft resolutions of the General Meeting of Shareholders according to the expected content of the meeting;
  - e. Determine the time and place of the meeting;
  - f. Notify and send notices of the General Meeting of Shareholders to all shareholders entitled to attend the meeting;



- g. Other tasks serving the meeting.
3. The notice of invitation to the General Meeting of Shareholders shall be sent to all shareholders by any method that ensures it reaches the contact address of the shareholders, and at the same time be announced on the Company's website and the State Securities Commission, the Stock Exchange where the Company's shares are listed or registered for trading. The person convening the General Meeting of Shareholders shall send the notice of invitation to all shareholders named in the List of shareholders entitled to attend the meeting at least 21 days before the opening date of the meeting (calculated from the date the notice is sent or transferred in a valid manner). The agenda of the General Meeting of Shareholders and documents related to the issues to be voted on at the meeting shall be posted on the Company's website. In case the documents are not sent with the notice of the General Meeting of Shareholders, the notice of invitation to the meeting shall clearly state the link to all meeting documents for shareholders to access, including:
    - a. Meeting agenda, documents used in the meeting;
    - b. List and detailed information of candidates in case of election of members of the Board of Directors, members of the Supervisory Board;
    - c. Voting ballots;
    - d. Draft resolutions for each issue in the meeting agenda.
  4. Shareholders or groups of shareholders as prescribed in Clause 2, Article 12 of this Charter have the right to propose issues to be included in the agenda of the General Meeting of Shareholders. The proposal shall be in writing and be sent to the Company at least 03 working days before the opening date of the meeting. The proposal shall clearly state the name of the shareholder, the number of each type of shares of the shareholder, and the proposed issue to be included in the meeting agenda.
  5. The person convening the General Meeting of Shareholders has the right to reject the proposal specified in Clause 4 of this Article if it falls under one of the following cases:
    - a. The proposal is not sent in accordance with the provisions of Clause 4 of this Article;
    - b. At the time of the proposal, the shareholders or groups of shareholders do not hold 5% or more of the common shares as prescribed in Clause 2, Article 12 of this Charter;
    - c. The proposed issue is not within the scope of the decision-making authority of the General Meeting of Shareholders;
    - d. Other cases as prescribed by law and this Charter.



6. The person convening the General Meeting of Shareholders shall accept and include the proposal specified in Clause 4 of this Article in the proposed agenda and content of the meeting, except for the case specified in Clause 5 of this Article; The proposal is officially added to the agenda and content of the meeting if approved by the General Meeting of Shareholders.

#### **Article 19. Conditions for holding a General Meeting of Shareholders**

1. The General Meeting of Shareholders shall be held when the number of shareholders attending the meeting represents more than 50% of the total number of votes.
2. In case the first meeting does not meet the conditions for holding the meeting as prescribed in Clause 1 of this Article, the notice of invitation to the second meeting shall be sent within 30 days from the date of the first meeting. The second General Meeting of Shareholders shall be held when the number of shareholders attending the meeting represents 33% or more of the total number of votes.
3. In case the second meeting does not meet the conditions for holding the meeting as prescribed in Clause 2 of this Article, the notice of invitation to the third meeting shall be sent within 20 days from the intended date of the second meeting. The third General Meeting of Shareholders shall be held regardless of the total number of votes of the shareholders attending the meeting.

#### **Article 20. Procedures for conducting meeting and voting at the General Meeting of Shareholders**

1. Before opening the meeting, the Company shall carry out the procedure for registering shareholders and carry out the registration until all shareholders entitled to attend the meeting are present and registered in the following order:
  - a. When registering shareholders, the Company shall issue a voting ballot to each shareholder or authorized representative with voting rights, on which is recorded the registration number, full name of the shareholder, full name of the authorized representative and the number of votes of such shareholder. The General Meeting of Shareholders shall discuss and vote on each issue in the agenda. Voting shall be conducted by voting in favor, against, and without opinion. At the General Meeting, the number of ballots in favor of the resolution shall be collected first, the number of ballots against the resolution shall be collected later, and finally the total number of votes in favor or against shall be counted to come up with a decision. The vote counting results shall be announced by the Chairperson immediately before the closing of the meeting. The meeting shall elect those responsible for counting votes or supervising the vote counting process at the request of the Chairperson. The number of members of the vote counting committee shall be decided by the General Meeting of Shareholders based on the request of the Chairperson;



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- b. Shareholders, authorized representatives of institutional shareholders or authorized persons who arrive after the meeting has opened shall have the right to register immediately and shall then have the right to participate and vote at the meeting immediately after registration. The Chairperson shall not be responsible for stopping the meeting to allow late shareholders to register and the validity of the previously voted contents shall remain unchanged.
2. The election of the Chairperson, Secretary and vote counting committee shall be regulated as follows:
  - a. The Chairman of the Board of Directors shall chair or authorize another member of the Board of Directors to chair the General Meeting of Shareholders convened by the Board of Directors. In case the Chairman is absent or temporarily unable to work, the remaining members of the Board of Directors shall elect one of them to chair the meeting according to the majority principle. In case no one can be elected as the chairperson, the Head of the Supervisory Board shall direct the General Meeting of Shareholders to elect the chairperson from among the meeting attendees and the person with the highest number of votes shall be the chairperson;
  - b. Except for the case specified in Point a of this Clause, the person who signs the meeting summons shall direct the General Meeting of Shareholders to elect the chairperson and the person with the highest number of votes shall be the chairperson;
  - c. The chairperson shall appoint one or several persons to act as meeting secretaries;
  - d. The General Meeting of Shareholders shall elect one or several persons to the vote counting committee upon the request of the meeting chairperson.
3. The agenda and content of the meeting shall be approved by the General Meeting of Shareholders in the opening session. The agenda shall clearly and specifically specify the time for each issue in the meeting agenda.
4. The Chairperson of the General Meeting has the right to take necessary and reasonable measures to conduct the General Meeting of Shareholders in an orderly manner, in accordance with the approved agenda and reflecting the wishes of the majority of attendees.
  - a. Arrange seating at the meeting location of the General Meeting of Shareholders;
  - b. Ensure safety for everyone present at the meeting locations;
  - c. Create conditions for shareholders to attend (or continue to attend) the meeting. The person convening the General Meeting of Shareholders has the full right to change the above measures and apply all necessary measures. The measures applied may be to issue admission tickets or use other forms of selection.



5. The General Meeting of Shareholders discusses and votes on each issue in the agenda. Voting is conducted by voting in favor, against and without opinion. The vote counting results are announced by the Chairperson immediately before the closing of the meeting.
6. Shareholders or authorized persons who arrive after the meeting has opened may still register and have the right to vote immediately after registration; in this case, the validity of the previously voted contents shall remain unchanged.
7. The convener or chairperson of the General Meeting of Shareholders has the following rights:
  - a. Request all attendees to be subject to inspection or other legal and reasonable security measures;
  - b. Request the competent authority to maintain order at the meeting; expel those who do not comply with the chairperson's authority, intentionally disrupt the order, prevent the normal progress of the meeting or do not comply with security inspection requirements from the General Meeting of Shareholders.
8. The chairperson has the right to postpone the General Meeting of Shareholders with a sufficient number of registered attendees for no more than 03 working days from the date of the scheduled opening of the meeting and may only postpone the meeting or change the meeting location in the following cases:
  - a. The meeting location does not have enough convenient seats for all attendees;
  - b. The means of communication at the meeting location do not ensure that shareholders attending the meeting can participate, discuss and vote;
  - c. There are attendees who obstruct or disrupt the meeting, causing a risk of making the meeting not be conducted fairly and legally.
9. In case the chairperson postpones or suspends the General Meeting of Shareholders contrary to the provisions of Clause 8 of this Article, the General Meeting of Shareholders shall elect another person from among the attendees to chair the meeting until its conclusion; all resolutions passed at that meeting shall be effective.
10. In case the Company applies modern technology to organize the General Meeting of Shareholders through online meetings, the Company shall be responsible for ensuring that shareholders attend and vote by electronic voting or other electronic forms as prescribed in Article 144 of the Law on Enterprises and Clause 3, Article 273 of Decree No. 155/ND-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities.

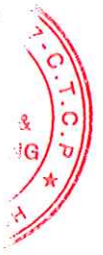
**Article 21. Conditions for the Resolution of the General Meeting of Shareholders to be passed**



1. The Resolution on the following content shall be passed if it is approved by the number of shareholders representing 65% or more of the total number of votes of all shareholders attending and voting at the meeting, except for the cases specified in Clauses 3, 4 and 6, Article 148 of the Law on Enterprises.
  - a. Type of shares and total number of shares of each type;
  - b. Change of business lines and fields;
  - c. Change of the Company's management structure;
  - d. Investment projects or sale of assets with a value of 35% or more of the total value of assets recorded in the Company's most recent financial statements;
  - e. Reorganization and dissolution of the Company;
  - f. Other matters as prescribed by the Company's Charter.
2. Resolutions are passed when approved by shareholders holding more than 50% of the total number of votes of all shareholders attending and voting at the meeting, except for the cases specified in Clause 1 of this Article and Clauses 3, 4 and 6, Article 148 of the Law on Enterprises.
3. Voting to elect members of the Board of Directors and the Supervisory Board will be cumulative voting, whereby each shareholder has a total number of votes corresponding to the total number of shares owned multiplied by the number of elected members of the Board of Directors or the Supervisory Board and shareholders have the right to accumulate all or part of their total votes for one or several candidates. The elected members of the Board of Directors or the Supervisory Board are determined by the number of votes counted from high to low, starting from the candidate with the highest number of votes until the number of members specified in the Company Charter is sufficient. In case there are 02 or more candidates receiving the same number of votes for the final member of the Board of Directors or the Supervisory Board, a re-election shall be held among the candidates with the same number of votes or selection shall be made according to the criteria specified in the election regulations or the Company Charter.

In the event the number of candidates equals or falls below the number of members of the Board of Directors or the Board of Supervisors to be elected, the election of members of the Board of Directors or the Board of Supervisors may be conducted either through the cumulative voting method outlined previously or through a voting method (approve, disapprove, no opinion). The approval voting rate shall adhere to the specifications delineated in Clause 2, Article 21 of the Company's Charter or Clause 8, Article 22 of the Company's Charter.

4. Resolutions of the General Meeting of Shareholders passed by 100% of the total number of voting shares are legal and effective even if the order and procedures for



convening the meeting and passing the resolution violate the provisions of the Law on Enterprises and the Company Charter.

**Article 22. Authority and procedures for obtaining written opinions from shareholders to pass Resolutions of the General Meeting of Shareholders**

The authority and procedures for obtaining written opinions from shareholders to pass Resolutions of the General Meeting of Shareholders shall be implemented in accordance with the following provisions:

1. The Board of Directors has the right to obtain written opinions from shareholders to pass Resolutions of the General Meeting of Shareholders when deemed necessary for the benefit of the Company, including but not limited to the following issues:
  - a. Amending and supplementing the contents of the Company Charter;
  - b. Orientation of the Company's development;
  - c. Types of shares and total number of shares of each type;
  - d. Election, dismissal, removal of members of the Board of Directors and the Supervisory Board;
  - e. Decision to invest or sell assets with a value of 35% or more of the total asset value recorded in the Company's most recent financial statements;
  - f. Reorganization, dissolution of the Company;
  - g. The Company signs contracts and transactions with the entities specified in Clause 1, Article 167 of the Law on Enterprises with a value equal to or greater than 35% of the total value of the Company's assets recorded in the most recent financial statements;
  - h. Approving transactions specified in Clause 4, Article 293 of 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;
  - i. Other matters decided by the Board of Directors.
2. The Board of Directors shall prepare ballots, draft resolutions of the General Meeting of Shareholders, documents explaining the draft resolutions and send them to all shareholders with voting rights at least 10 days before the deadline for returning ballots. The requirements and methods for sending ballots and accompanying documents shall be implemented in accordance with the provisions of Clause 3, Article 18 of this Charter.
3. The ballot shall contain the following main contents:
  - a. Name, head office address, enterprise code;
  - b. Purpose of collecting opinion;



- c. Full name, contact address, nationality, legal document number of the individual for individual shareholders; name, enterprise code or legal document number of the organization, head office address for institutional shareholders or full name, contact address, nationality, legal document number of the individual for the representative of the institutional shareholder; number of shares of each type and number of votes of the shareholder;
  - d. Issues requiring opinion to pass the decision;
  - e. Voting options including voting in favor, against, and without opinion for each issue to be voted on;
  - f. Deadline for sending the completed ballots to the Company;
  - g. Full name, signature of the Chairman of the Board of Directors.
4. Shareholders may send their completed ballots to the Company by mail or email in accordance with the following provisions:
    - a. In case of sending by mail, the completed ballots shall be signed by the individual shareholder, the authorized representative or the legal representative of the institutional shareholder. The ballots sent to the Company shall be placed in a sealed envelope and no one is allowed to open them before the vote counting;
    - b. In case of email, the ballots sent to the Company shall be kept confidential until the time of vote counting;
    - c. The ballots sent to the Company after the deadline specified in the ballot content or opened in the case of sending by mail and disclosed in the case of sending via email are invalid. The ballots that are not returned are considered to be non-voting ballot.
  5. The Board of Directors shall count the votes and prepare vote counting minutes under the witness of the Supervisory Board or of shareholders who do not hold management positions in the Company. The vote counting record shall contain the following main contents:
    - a. Name, head office address, enterprise code;
    - b. Purpose and issues requiring opinions to pass the resolution;
    - c. Number of shareholders with total number of votes participated in the voting process, in which the number of valid votes and invalid votes are distinguished and the method of sending the votes, with an appendix of the list of shareholders participating in the voting process;
    - d. Total number of votes in favor, against, and without opinion for each issue;
    - e. Issues passed and corresponding percentage of votes passed;

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- f. Full name, signature of the Chairman of the Board of Directors, the vote counter and the vote counting supervisor.

The members of the Board of Directors, the person in charge of vote counting and the vote counting supervisors shall be jointly responsible for the truthfulness and accuracy of the vote counting minutes; and shall be jointly responsible for any damages arising from decisions passed due to dishonest or inaccurate vote counting.

6. The vote counting minutes and resolutions shall be sent to shareholders within 15 days from the date of completion of the vote counting. The sending of the vote counting minutes and resolutions may be replaced by posting them on the Company's website within 24 hours from the date of completion of the vote counting.
7. The returned ballots, the vote counting minutes, the passed resolutions and relevant documents attached to the ballots shall all be kept at the Company's head office.
8. A resolution shall be passed by way of obtaining written opinions from shareholders if it is approved by shareholders owning more than 50% of the total number of votes of all shareholders with voting rights and has the same value as a resolution passed at a meeting of the General Meeting of Shareholders.

### **Article 23. Resolutions and Minutes of the General Meeting of Shareholders**

1. Minutes of the General Meeting of Shareholders shall be recorded and may be audio-recorded or recorded and stored in other electronic forms. The minutes shall be in Vietnamese, and may be in a foreign language, and contain the following main contents:
  - a. Name, head office address, enterprise code;
  - b. Time and location of the General Meeting of Shareholders;
  - c. Meeting agenda and content;
  - d. Full name of the chairperson and secretary;
  - e. Summary of the meeting proceedings and opinions expressed at the General Meeting of Shareholders on each issue in the meeting agenda;
  - f. Number of shareholders and total number of votes of shareholders attending the meeting, appendix of the list of shareholders and representatives of shareholders attending the meeting with the corresponding number of shares and votes;
  - g. Total number of votes for each voting issue, clearly stating the voting method, total number of valid and invalid votes, votes in favor, against and without opinion; corresponding percentage of the total number of votes of shareholders attending the meeting;



- h. Issues approved and the corresponding percentage of votes approved;
  - i. Full name and signature of the chairperson and secretary. In case the chairperson and secretary refuse to sign the meeting minutes, the minutes shall be valid if signed by all other members of the Board of Directors attending the meeting and contain all the contents as prescribed in this clause. The meeting minutes shall clearly state the refusal of the chairperson and secretary to sign the meeting minutes.
2. The minutes of the General Meeting of Shareholders shall be completed and approved before the end of the meeting. The chairperson and secretary of the meeting or other persons signing the minutes shall be jointly responsible for the truthfulness and accuracy of the contents of the minutes.
  3. Minutes prepared in Vietnamese and foreign languages shall have equal legal effect. In case there is a difference in content between the minutes in Vietnamese language and in foreign languages, the content in the minutes in Vietnamese language shall prevail.
  4. Resolutions, Minutes of the General Meeting of Shareholders, appendix of list of shareholders registered to attend the meeting with shareholder signatures, Power of Attorney to attend the meeting, all documents attached to the Minutes (if any) and related documents attached to the notice of invitation shall be disclosed in accordance with the law on information disclosure on the stock market and shall be kept at the Company's head office.

#### **Article 24. Request to annul the Resolution of the General Meeting of Shareholders**

Within 90 days from the date of receipt of the resolution or minutes of the General Meeting of Shareholders or the minutes of the vote counting results for the General Meeting of Shareholders, the shareholders or groups of shareholders specified in Clause 2, Article 115 of the Law on Enterprises have the right to request the Court or Arbitration to consider and annul the resolution or part of the resolution of the General Meeting of Shareholders in the following cases:

1. The order and procedures for convening meetings and making decisions of the General Meeting of Shareholders seriously violate the provisions of the Law on Enterprises and the Company Charter, except for the case specified in Clause 3, Article 21 of this Charter.
2. The content of the resolution violates the law or this Charter.

### **VII. BOARD OF DIRECTORS**

#### **Article 25. Candidacy and nomination of members of the Board of Directors**



1. In case the candidates for the Board of Directors have been identified, the Company shall publish information related to the candidates at least 10 days before the opening date of the General Meeting of Shareholders on the Company's website so that shareholders can learn about these candidates before voting. Candidates for the Board of Directors shall have a written commitment to the honesty and accuracy of the published personal information and shall commit to performing their duties honestly, carefully and in the best interests of the Company if elected as a member of the Board of Directors. Information related to the candidates for the Board of Directors to be published includes:
  - a. Full name, date of birth;
  - b. Professional qualifications;
  - c. Work history;
  - d. Other management positions (including positions on the Board of Directors of other companies);
  - e. Benefits related to the Company and related parties of the Company;
  - f. Other information (if any) as prescribed in the Company Charter;
  - g. Public companies shall be responsible for disclosing information about companies in which candidates are holding positions as members of the Board of Directors, other management positions and benefits related to the company of candidates for the Board of Directors (if any).
2. Shareholders or groups of shareholders owning 10% or more of the total number of common shares have the right to nominate candidates for the Board of Directors in accordance with the provisions of the Law on Enterprises and the Company Charter, specifically:

Shareholders or groups of shareholders holding from 10% to less than 20% of the total number of voting shares are entitled to nominate one (01) candidate; 20% to less than 30% are entitled to nominate a maximum of two (02) candidates; 30% to less than 40% may nominate a maximum of three (03) candidates; 40% to less than 50% may nominate a maximum of four (04) candidates; 50% to less than 60% may nominate a maximum of five (05) candidates; 60% to less than 70% may nominate a maximum of six (06) candidates; 70% to 80% may nominate a maximum of seven (07) candidates, and 80% to 90% may nominate a maximum of eight (08) candidates.
3. In case the number of candidates nominated and run for election by the Board of Directors is still not enough as required under Clause 5, Article 115 of the Law on Enterprises, the incumbent Board of Directors shall introduce additional candidates or organize nominations in accordance with the provisions of the Company Charter,



the Internal Corporate Governance Regulations and the Operational Regulations of the Board of Directors. The nomination of additional candidates by the incumbent Board of Directors shall be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with the provisions of law.

4. Members of the Board of Directors shall meet the standards and conditions prescribed in Clause 1 and Clause 2, Article 155 of the Law on Enterprises and the Company Charter.

#### **Article 26. Composition and term of office of members of the Board of Directors**

1. The Board of Directors has from 03 to 11 members. The specific number of members of the Board of Directors shall be decided by the General Meeting of Shareholders in accordance with the operational requirements from time to time.
2. The term of office of a member of the Board of Directors shall not exceed 05 years and may be re-elected for an unlimited number of terms. An individual may only be elected as an independent member of the Board of Directors of a company for no more than 02 consecutive terms. In case all members of the Board of Directors end their terms at the same time, those members shall continue to be members of the Board of Directors until a new member is elected to replace them and take over the work.
3. The composition and number of non-executive members of the Board of Directors of a public company must comply with the following requirements:
  - a) At least one non-executive member if the Board consists of 3 to 5 members;
  - b) At least two non-executive members if the Board consists of 6 to 8 members;
  - c) At least three non-executive members if the Board consists of 9 to 11 members.
4. For listed companies, the total number of independent members of the Board of Directors must comply with the following requirements:
  - a) At least 01 independent member if the Board consists of 3 to 5 members;
  - b) At least 02 independent members if the Board consists of 6 to 8 members;
  - c) At least 03 independent members if the Board consists of 9 to 11 members.
5. A member of the Board of Directors shall no longer be a member of the Board of Directors in case he/she is dismissed, removed or replaced by the General Meeting of Shareholders in accordance with the provisions of Article 160 of the Law on Enterprises.
6. The appointment of a member of the Board of Directors shall be disclosed in accordance with the provisions of law on information disclosure on the stock market.



7. A member of the Board of Directors does not necessarily have to be a shareholder of the Company.

#### **Article 27. Powers and obligations of the Board of Directors**

1. The Board of Directors is the management body of the Company, with full authority to decide and exercise the rights and obligations of the Company on behalf of the Company, except for the rights and obligations under the authority of the General Meeting of Shareholders.
2. The rights and obligations of the Board of Directors are stipulated by law, the Company's Charter and the General Meeting of Shareholders. Specifically, the Board of Directors has the following powers and obligations:
  - a. Decide on the Company's strategy, medium-term development plan and annual business plan;
  - b. Propose the type of shares and the total number of shares of each type that can be offered for sale;
  - c. Decide on the sale of unsold shares within the number of shares that can be offered for sale of each type; decide on raising additional capital in other forms;
  - d. The Board of Directors shall have the right to modify the use of capital or the proceeds from a share offering or issuance, provided that the amount of change does not exceed 50% of the capital or proceeds from the offering or issuance, and such modification is authorized by the General Meeting of Shareholders;
  - e. Decide on the selling price of the Company's shares and bonds;
  - f. Decide on share repurchases as prescribed in Clause 1 and Clause 2, Article 133 of the Law on Enterprises;
  - g. Decide on investment plans and investment projects within the authority and limits prescribed by law;
  - h. Decide on solutions for market development, marketing and technology;
  - i. Approve purchase, sale, borrowing, lending contracts and other contracts and transactions with a value of 35% or more of the total asset value recorded in the Company's most recent financial statements, except for contracts and transactions under the decision-making authority of the General Meeting of Shareholders as prescribed in Point d, Clause 2, Article 138, Clauses 1 and 3, Article 167 of the Law on Enterprises;
  - j. Elect, dismiss, remove the Chairman of the Board of Directors; appoint, dismiss, sign contracts, terminate contracts with the General Director and other important managers as prescribed in the Company's Charter; decide on salaries, remuneration, bonuses and other benefits of such managers; appoint authorized representatives to



- participate in the Board of Members or General Meeting of Shareholders of other companies, decide on the remuneration and other benefits of those persons;
- k. Supervise and direct the General Director and other managers in the daily business operations of the Company;
  - l. Decide on the organizational structure, internal management regulations of the Company, decide on the establishment of subsidiaries, branches, representative offices and capital contribution, purchase of shares of other enterprises;
  - m. Approve the program, content of documents serving the General Meeting of Shareholders, convene the General Meeting of Shareholders or collect opinions for the General Meeting of Shareholders to pass resolutions;
  - n. Submit audited annual financial statements to the General Meeting of Shareholders;
  - o. Propose the dividend level to be paid; decide on the time limit and procedures for paying dividends or handling losses arising during the business process;
  - p. Propose the reorganization, dissolution of the Company; request bankruptcy of the Company;
  - q. Decide to promulgate the Board of Directors' Operational Regulations, Internal Corporate Governance Regulations after being approved by the General Meeting of Shareholders; Decide to promulgate the Operational Regulations of the Audit Committee under the Board of Directors, the Company's Information Disclosure Regulations and other regulations of the Company;
  - r. To carry out the payment of dividends to Shareholders in accordance with the law, after such payment has been approved by the Annual General Meeting of Shareholders.
  - s. Other rights and obligations as prescribed by the Law on Enterprises, the Law on Securities, other provisions of law and the Company's Charter.
3. The Board of Directors shall report to the General Meeting of Shareholders on the performance of the Board of Directors as prescribed in Article 280 of 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.

**Article 28. Remuneration, bonuses and other benefits of members of the Board of Directors**

1. The Company has the right to pay remuneration and bonuses to members of the Board of Directors based on business results and efficiency.
2. Members of the Board of Directors are entitled to remuneration and bonuses. Remuneration is calculated based on the number of working days required to complete the duties of the Board of Directors member and the daily remuneration.



The Board of Directors estimates the remuneration for each member based on the principle of consensus. The total remuneration and bonuses of the Board of Directors are decided by the General Meeting of Shareholders at the annual meeting.

3. The remuneration of each member of the Board of Directors is included in the Company's business expenses according to the provisions of the law on corporate income tax, shown as a separate item in the Company's annual financial statements and shall be reported to the General Meeting of Shareholders at the annual meeting.
4. A member of the Board of Directors holding an executive position or a member of the Board of Directors serving on a subcommittee of the Board of Directors or performing other duties beyond the scope of the normal duties of a member of the Board of Directors may be paid additional remuneration in the form of a lump sum, salary, commission, percentage of profits or in other forms as decided by the Board of Directors.
5. A member of the Board of Directors shall be entitled to be reimbursed for all travel, food, accommodation and other reasonable expenses incurred by him/her in the performance of his/her responsibilities as a member of the Board of Directors, including expenses incurred in attending meetings of the General Meeting of Shareholders, the Board of Directors or subcommittees of the Board of Directors.
6. A member of the Board of Directors may be insured by the Company with the approval of the General Meeting of Shareholders. This insurance does not cover the liability of members of the Board of Directors related to violations of the law and the Company's Charter.

#### **Article 29. Chairman of the Board of Directors**

1. The Chairman of the Board of Directors shall be elected, dismissed, or removed from among the members of the Board of Directors by the Board of Directors.
2. The Chairman of the Board of Directors shall not concurrently be the General Director.
3. The Chairman of the Board of Directors shall have the following rights and obligations:
  - a. Prepare the program and plan of activities of the Board of Directors;
  - b. Prepare the program, content, and documents for meetings; convene, chair, and preside over meetings of the Board of Directors;
  - c. Organize the adoption of resolutions and decisions of the Board of Directors;
  - d. Supervise the implementation of resolutions and decisions of the Board of Directors;



- e. Chair the General Meeting of Shareholders;
  - f. Other rights and obligations as prescribed by the Law on Enterprises and the Company's Charter.
4. In case the Chairman of the Board of Directors submits a resignation or is dismissed or removed from office, the Board of Directors shall elect a replacement within 10 days from the date of receipt of the resignation or dismissal or removal.
  5. In case the Chairman of the Board of Directors is absent or unable to perform his/her duties, he/she shall authorize in writing another member to exercise the rights and obligations of the Chairman of the Board of Directors in accordance with the principles stipulated in the Company Charter. In case there is no authorized person or the Chairman of the Board of Directors dies, goes missing, is detained, is serving a prison sentence, is serving an administrative penalty at a compulsory drug rehabilitation facility, a compulsory education facility, escapes from his/her place of residence, has limited or lost civil capacity, has difficulty in cognition, controlling his/her behavior, is prohibited by the Court from holding a position, practicing a profession or doing certain work, the remaining members shall elect one of the members to hold the position of Chairman of the Board of Directors according to the principle of majority approval of the remaining members until a new decision of the Board of Directors is made.

### **Article 30. Meetings of the Board of Directors**

1. The Chairman of the Board of Directors shall be elected at the first meeting of the Board of Directors within 07 working days from the date of completion of the election of the Board of Directors. This meeting shall be convened and chaired by the member with the highest number of votes or the highest percentage of votes. In case there is more than one member with the highest number of votes or the highest percentage of votes and equal, the members shall vote by majority principle to select one of them to convene the meeting of the Board of Directors.
2. The Board of Directors shall meet at least once a quarter and may hold extraordinary meetings.
3. The Chairman of the Board of Directors shall convene a meeting of the Board of Directors in the following cases:
  - a. At the request of the Supervisory Board or an independent member of the Board of Directors;
  - b. At the request of the General Director or at least 05 other managers;
  - c. At the request of at least 02 members of the Board of Directors;
  - d. Other cases as prescribed by the Company Charter.



4. The request specified in Clause 3 of this Article shall be made in writing, clearly stating the purpose, issues to be discussed and decisions within the authority of the Board of Directors.
5. The Chairman of the Board of Directors shall convene a meeting of the Board of Directors within 07 working days from the date of receipt of the request specified in Clause 3 of this Article. In case the Board of Directors meeting is not convened as requested, the Chairman of the Board of Directors shall be responsible for any damages caused to the Company; the person giving request shall have the right to replace the Chairman of the Board of Directors to convene the Board of Directors meeting.
6. The Chairman of the Board of Directors or the person convening the Board meeting must send the meeting notice at least three (03) working days prior to the meeting date; however, this period may be shortened as determined by the competent convener in case of necessity in the interest of the Company. The meeting notice must specify the time and venue of the meeting, the agenda, and the matters to be discussed and decided. The notice shall be sent by the Company Secretary or the department designated by the Chairman of the Board and must be accompanied by all documents to be used at the meeting and the members' voting ballots.

The notice of invitation of the Board of Directors may be sent by invitation, telephone, electronic means or other methods as prescribed by the Company's Charter and shall be guaranteed to reach the contact address of each member of the Board of Directors registered with the Company.

7. The Chairman of the Board of Directors or the convener shall send the notice of invitation and accompanying documents to the members of the Supervisory Board as for the members of the Board of Directors.

The members of the Supervisory Board have the right to attend meetings of the Board of Directors; have the right to discuss but not to vote.

8. The meeting of the Board of Directors is held when three-quarters (3/4) or more of the total members attend the meeting. In case the meeting convened in accordance with the provisions of this Clause does not have enough quorum, it shall be convened for the second time within 07 days from the date of the scheduled date of first meeting. In this case, the meeting shall be held if more than half of the members of the Board of Directors attend the meeting.
9. A member of the Board of Directors shall be considered to attend and vote at the meeting in the following cases:
  - a. Attend and vote directly at the meeting;



- b. Authorize another person to attend the meeting and vote as prescribed in Clause 11 of this Article;
  - c. Attend and vote via online conference, electronic voting or other electronic forms;
  - d. Send the voting ballots to the meeting via mail or email;
  - e. Send the voting ballots by other means as prescribed in the Company Charter.
10. In case of sending the voting ballots to the meeting via mail, the voting ballots shall be contained in a sealed envelope and shall be delivered to the Chairman of the Board of Directors at least 01 hour before the opening. The voting ballots shall only be opened in the presence of all attendees.
  11. Members shall attend all meetings of the Board of Directors. Members may authorize another person to attend the meeting and vote if approved by the majority of the members of the Board of Directors.
  12. Resolutions and decisions of the Board of Directors shall be passed if approved by the majority of the members attending the meeting; in case of equal votes, the final decision shall belong to the side with the opinion of the Chairman of the Board of Directors.
  13. A meeting of the Board of Directors may be held in the form of an online conference among Board members when all or some members are at different locations, provided that all participating members are able to hear, speak, and communicate with each other simultaneously in real time.

### **Article 31. Subcommittees under the Board of Directors**

1. The Board of Directors may establish a subcommittee to be in charge of development policies, personnel, remuneration, internal audit, and risk management. The number of members of the subcommittee shall be decided by the Board of Directors, with a minimum of 03 persons, including members of the Board of Directors and external members. Independent members of the Board of Directors/non-executive members of the Board of Directors should make up the majority of the subcommittee and one of these members shall be appointed as Head of the subcommittee as decided by the Board of Directors. The activities of the subcommittee shall comply with the regulations of the Board of Directors. Resolutions of the subcommittee shall only be effective when a majority of attending members vote in favor at the subcommittee meeting.
2. The implementation of decisions of the Board of Directors or of subcommittees under the Board of Directors shall comply with current legal provisions and provisions in the Company Charter and Internal Corporate Governance Regulations.

### **Article 32. Person in charge of corporate governance**



1. The Board of Directors of the Company shall appoint at least 01 person in charge of corporate governance to support corporate governance. The person in charge of corporate governance may concurrently hold the position of Company Secretary as prescribed in Clause 5, Article 156 of the Law on Enterprises.
2. The person in charge of corporate governance may not concurrently work for an approved auditing firm that is auditing the Company's financial statements.
3. The person in charge of corporate governance has the following rights and obligations:
  - a. Advise the Board of Directors on organizing the General Meeting of Shareholders in accordance with regulations and related work between the Company and shareholders;
  - b. Prepare meetings of the Board of Directors, the Supervisory Board and the General Meeting of Shareholders at the request of the Board of Directors or the Supervisory Board;
  - c. Advise on meeting procedures;
  - d. Attend meetings;
  - e. Consult on procedures for preparing resolutions of the Board of Directors in accordance with the provisions of law;
  - f. Provide financial information, copies of meeting minutes of the Board of Directors and other information to members of the Board of Directors and members of the Supervisory Board;
  - g. Monitor and report to the Board of Directors on the Company's information disclosure activities;
  - h. Act as the contact point with interested parties;
  - i. Keep information confidential in accordance with the provisions of law and the Company's Charter;
  - j. Other rights and obligations in accordance with the provisions of law and the Company's Charter.

## **VIII. GENERAL DIRECTOR AND OTHER EXECUTIVES**

### **Article 33. Organization of the management apparatus**

The Company's management system shall ensure that the management apparatus is responsible to the Board of Directors and is subject to the supervision and direction of the Board of Directors in the Company's daily business. The Company has a General Director, Deputy General Directors, Chief Accountant and other management positions appointed by the Board of Directors. The appointment, dismissal and removal from



office of the above positions shall be approved by resolution or decision of the Board of Directors.

#### **Article 34. Company Executives**

1. Company Executives include the General Director, Deputy General Directors, Chief Accountant and other executives as prescribed in the Company Charter.
2. Upon the proposal of the General Director and with the approval of the Board of Directors, the Company may recruit other executives with the number and criteria in accordance with the Company's management structure and regulations as prescribed by the Board of Directors. The executives shall be responsible for supporting the Company in achieving the set goals in operations and organization.
3. The General Director is paid salary and bonus. The salary and bonus of the General Director are decided by the Board of Directors.
4. The salary of the executives is included in the Company's business expenses according to the provisions of the law on corporate income tax, shown as a separate item in the Company's annual financial statements and shall be reported to the General Meeting of Shareholders at the annual meeting.

#### **Article 35. Appointment, dismissal, duties and powers of the General Director**

1. The Board of Directors shall appoint one member of the Board of Directors or hire another person to be the General Director.
2. The General Director shall be the person who manages the daily business operations of the Company; shall be supervised by the Board of Directors; shall be responsible to the Board of Directors and the law for the performance of assigned rights and obligations.
3. The term of office of the General Director shall not exceed five years and may be reappointed for an unlimited number of terms. The General Director shall meet the criteria and conditions prescribed by law and the Company Charter.
4. The General Director shall have the following rights and obligations:
  - a. Decide on matters related to the daily business operations of the Company that are not under the authority of the Board of Directors;
  - b. Organize the implementation of resolutions and decisions of the Board of Directors;
  - c. Organize the implementation of the Company's business plan and investment plan;
  - d. Propose the organizational structure plan and internal management regulations of the Company;



- e. Appoint, dismiss, and remove management positions in the Company, except for positions under the authority of the Board of Directors;
  - f. Decide on salaries and other benefits for employees in the Company, including managers under the appointment authority of the General Director. In addition, the General Director also has the right to appoint other personnel in the Company according to the provisions of the Company's internal regulations;
  - g. Recruitment of employees; in addition, the General Director shall also have the authority to appoint other personnel within the Company in accordance with the Company's internal regulations.
  - h. Propose plans to pay dividends or handle business losses;
  - i. Other rights and obligations according to the provisions of law, the Company's Charter and resolutions and decisions of the Board of Directors.
5. The Board of Directors may dismiss the General Director when the majority of the members of the Board of Directors with voting rights present at the meeting agree and appoint a new General Director.

## **IX. SUPERVISORY BOARD**

The Company establishes a Supervisory Board in accordance with the provisions of the Law on Enterprises, 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 and in accordance with the provisions of Articles 36 to 41 of this Charter.

### **Article 36. Candidacy, nomination of members of the Supervisory Board (Supervisors)**

1. Candidacy, nomination of members of the Supervisory Board shall be carried out similarly to the provisions of Clause 1 and Clause 2, Article 25 of this Charter.
2. In case the number of candidates for the Supervisory Board by method of nomination and candidacy is not sufficient, the incumbent Supervisory Board may nominate additional candidates or organize nominations in accordance with the provisions of the Company Charter, the Internal Corporate Governance Regulations and the Operational Regulations of the Supervisory Board. The nomination of additional candidates by the incumbent Supervisory Board shall be clearly announced before the General Meeting of Shareholders votes to elect members of the Supervisory Board in accordance with the provisions of law.

### **Article 37. Composition of the Supervisory Board**

1. The Supervisory Board shall consist of from 03 to 05 Supervisors. The specific number of members of the Supervisory Board shall be decided by the General Meeting of Shareholders in accordance with the operational requirements from



time to time. The term of office of a member of the Supervisory Board shall not exceed 05 years and he/she may be re-elected for an unlimited number of terms.

2. Members of the Supervisory Board shall meet the criteria and conditions prescribed in Article 169 of the Law on Enterprises and shall not fall into the following cases:
  - a. Working in the accounting and finance department of the Company;
  - b. Being a member or employee of an independent auditing firm that audits the Company's financial statements in the previous 03 consecutive years.
3. A member of the Supervisory Board shall be dismissed in the following cases:
  - a. No longer meeting the criteria and conditions to be a member of the Supervisory Board as prescribed in Clause 2 of this Article;
  - b. Submitting a resignation letter and having it approved.
4. A member of the Supervisory Board shall be removed from office in the following cases:
  - a. Failing to complete assigned tasks and work;
  - b. Failing to exercise his/her rights and obligations for 06 consecutive months, except in cases of force majeure;
  - c. Repeatedly violating or seriously violating the obligations of a member of the Supervisory Board as prescribed by the Law on Enterprises and the Company Charter;
  - d. Other cases according to the resolution of the General Meeting of Shareholders.

#### **Article 38. Head of the Supervisory Board**

1. The Head of the Supervisory Board is elected by the Supervisory Board from among the members of the Supervisory Board; the election, dismissal and removal are based on the majority principle. The Supervisory Board shall have more than half of its members permanently residing in Vietnam. The Head of the Supervisory Board shall have a university degree or higher in one of the following majors: economics, finance, accounting, auditing, law, business administration or a major related to the business activities of the enterprise.
2. Rights and obligations of the Head of the Supervisory Board:
  - a. Convene meetings of the Supervisory Board;
  - b. Request the Board of Directors, the General Director and other executives to provide relevant information to report to the Supervisory Board;
  - c. Prepare and sign the report of the Supervisory Board after consulting the Board of Directors for submission to the General Meeting of Shareholders.



### **Article 39. Rights and obligations of the Supervisory Board**

The Supervisory Board has the rights and obligations prescribed in Article 170 of the Law on Enterprises and the following rights and obligations:

1. Propose and recommend the General Meeting of Shareholders to approve the list of auditing firms approved to audit the Company's Financial Statements; decide on the approved auditing firm to inspect the Company's operations, and dismiss the approved auditor when deemed necessary.
2. Be responsible to shareholders for its supervisory activities.
3. Monitor the Company's financial situation, compliance with the law in the operations of members of the Board of Directors, the General Director, and other managers.
4. Ensure coordination in activities with the Board of Directors, the General Director, and shareholders.
5. In case of detecting any violation of the law or violation of the Company Charter by a member of the Board of Directors, the General Director and other executives of the enterprise, the Supervisory Board shall notify the Board of Directors in writing within 48 hours, requesting the violator to stop the violation and take remedial measures.
6. Develop the Operational Regulations of the Supervisory Board and submit them to the General Meeting of Shareholders for approval.
7. Report at the General Meeting of Shareholders in accordance with the provisions of Article 290 of 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.
8. Have the right to access the Company's records and documents kept at the head office, branches and other locations; have the right to go to the workplace of the Company's managers and employees during working hours.
9. Have the right to request the Board of Directors, members of the Board of Directors, the General Director and other managers to provide complete, accurate and timely information and documents on the management, operation and business activities of the Company.
10. Other rights and obligations as prescribed by law and this Charter.

### **Article 40. Meetings of the Supervisory Board**

1. The Supervisory Board shall meet at least twice a year, with at least two-thirds (2/3) of the members of the Supervisory Board attending the meeting. Meeting minutes of the Supervisory Board shall be detailed and clear. The person



recording the minutes and the members of the Supervisory Board attending the meeting shall sign the meeting minutes. Meeting minutes of the Supervisory Board shall be kept to determine the responsibilities of each member of the Supervisory Board.

2. The Supervisory Board has the right to request members of the Board of Directors, the General Director and representatives of approved auditing firms to attend and answer questions that need to be clarified.

#### **Article 41. Salaries, remuneration, bonuses and other benefits of members of the Supervisory Board**

Salary, remuneration, bonuses and other benefits of members of the Supervisory Board shall be implemented in accordance with the following provisions:

1. Members of the Supervisory Board shall be paid salaries, remuneration, bonuses and other benefits as decided by the General Meeting of Shareholders. The General Meeting of Shareholders shall decide on the total amount of salaries, remuneration, bonuses, other benefits and the annual operating budget of the Supervisory Board.
2. Members of the Supervisory Board shall be paid for meals, accommodation, travel and the cost of using independent consulting services at a reasonable level. The total amount of such remuneration and expenses shall not exceed the total annual operating budget of the Supervisory Board approved by the General Meeting of Shareholders, unless otherwise decided by the General Meeting of Shareholders.
3. The salary and operating expenses of the Supervisory Board shall be included in the Company's business expenses in accordance with the provisions of the law on corporate income tax and other relevant legal provisions and shall be made into a separate item in the Company's annual financial statements.

#### **X. RESPONSIBILITIES OF MEMBERS OF THE BOARD OF DIRECTORS, MEMBERS OF THE SUPERVISORY BOARD, THE GENERAL DIRECTOR AND OTHER EXECUTIVES**

Members of the Board of Directors, members of the Supervisory Board, the General Director and other executives shall be responsible for performing their duties, including those as members of subcommittees of the Board of Directors, honestly and carefully for the benefit of the Company.

#### **Article 42. Responsibility for honesty and avoidance of conflicts of interest**

1. Members of the Board of Directors, members of the Supervisory Board, the General Director and other executives shall publicly disclose their related interests in accordance with the provisions of the Law on Enterprises and relevant legal documents.



2. Members of the Board of Directors, members of the Supervisory Board, the General Director, other managers and their related persons may only use information obtained through their positions to serve the interests of the Company.
3. Members of the Board of Directors, members of the Supervisory Board, the General Director and other managers are obliged to notify in writing the Board of Directors and the Supervisory Board of transactions between the Company, its subsidiaries, other companies in which the public company controls 50% or more of the charter capital with such entity itself or with related persons of such entity in accordance with the provisions of law. For the above transactions approved by the General Meeting of Shareholders or the Board of Directors, the Company shall disclose information about these resolutions in accordance with the provisions of the Law on Securities on information disclosure.
4. A member of the Board of Directors shall not vote on transactions that benefit such member or a related person of such member in accordance with the provisions of the Law on Enterprises and the Company Charter.
5. Members of the Board of Directors, members of the Supervisory Board, the General Director, other managers and related persons of these entities shall not use or disclose to others internal information to carry out related transactions.
6. The General Director shall not be a related person of the enterprise manager, the company's and parent company's auditor, the representative of state capital, or the representative of the enterprise's capital in the company and parent company as stipulated in point d, Clause 46, Article 4 of the Securities Law.
7. Transactions between the Company and one or more members of the Board of Directors, members of the Supervisory Board, the General Director, other managers and individuals and organizations related to these entities shall not be invalid in the following cases:
  - a. For transactions with a value of less than 35% of the total asset value recorded in the most recent financial statements, the important contents of the contract or transaction as well as the relationships and interests of the members of the Board of Directors, members of the Supervisory Board, the General Director, and other executives have been reported to the Board of Directors and approved by the Board of Directors by a majority vote of the members of the Board of Directors who have no related interests;
  - b. For transactions with a value of 35% or more or transactions resulting in a transaction value arising within 12 months from the date of the first transaction with a value of 35% or more of the total asset value recorded in the most recent financial statements, the important contents of this transaction as well as the relationships and interests of the members of the Board of Directors, members of



the Supervisory Board, the General Director, and other executives have been announced to shareholders and approved by the General Meeting of Shareholders by votes of shareholders with no related interests.

#### **Article 43. Liability for damages and compensation**

1. Members of the Board of Directors, members of the Supervisory Board, General Directors and other executives who violate their obligations and responsibilities of honesty and prudence, and fail to fulfill their obligations, shall be responsible for damages caused by their violations.
2. The Company shall compensate those who have been, are or may become a party involved in complaints, lawsuits, and prosecutions (including civil and administrative cases and not lawsuits initiated by the Company) if such person has been or is a member of the Board of Directors, member of the Supervisory Board, General Director, other executive, employee or representative authorized by the Company who has performed or is performing tasks authorized by the Company, acted honestly and prudently for the benefit of the Company on the basis of compliance with the law and there is no evidence confirming that such person has violated his/her responsibilities.
3. Compensation costs include judgment costs, fines, and actual payments (including attorney fees) when resolving these cases within the framework of the law. The Company may purchase insurance for these persons to avoid the above compensation responsibilities.

### **XI. RIGHT TO SEARCH FOR COMPANY BOOKS AND RECORDS**

#### **Article 44. Right to search for books and records**

1. Common shareholders have the right to search for books and records, specifically as follows:
  - a. Common shareholders have the right to review, search for and extract information about names and contact addresses in the list of shareholders with voting rights; request correction of their inaccurate information; review, search for, extract or photocopy the Company Charter, minutes of the General Meeting of Shareholders and resolutions of the General Meeting of Shareholders;
  - b. Shareholders or groups of shareholders owning 05% or more of the total number of common shares have the right to review, look up, and extract the minutes and resolutions, decisions of the Board of Directors, mid-year and annual financial statements, reports of the Supervisory Board, contracts, transactions that shall be approved by the Board of Directors and other documents, except for documents related to trade secrets and business secrets of the Company.



2. In case an authorized representative of a shareholder or group of shareholders requests to look up books and records, it shall be accompanied by a Power of Attorney from the shareholder and group of shareholders that he or she represents or a notarized copy of this Power of Attorney.
3. Members of the Board of Directors, members of the Supervisory Board, the General Director and other executives have the right to look up the Company's shareholder register, the list of shareholders, books and other records of the Company for purposes related to their positions, provided that this information shall be kept confidential.
4. The Company shall keep this Charter and any amendments to the Charter, the Business Registration Certificate, regulations, documents proving ownership of assets, resolutions of the General Meeting of Shareholders and the Board of Directors, meeting minutes of the General Meeting of Shareholders and the Board of Directors, reports of the Board of Directors, reports of the Supervisory Board, annual financial statements, accounting books and other documents as prescribed by law at the head office or another place provided that shareholders and the Business Registration Authority are notified of the location where these documents are stored.
5. The Company Charter shall be published on the Company's website.

## **XII. EMPLOYEES AND TRADE UNIONS**

### **Article 45. Employees and Trade Unions**

1. The General Director shall make plans for the Board of Directors to approve issues related to recruitment, dismissal, wages, social insurance, benefits, rewards and discipline for employees and executives.
2. The General Director shall make plans for the Board of Directors to approve issues related to the Company's relations with trade unions in accordance with the best management standards, practices and policies, the practices and policies stipulated in this Charter, the Company's regulations and current legal provisions.

## **XIII. PROFIT DISTRIBUTION**

### **Article 46. Profit distribution**

1. The General Meeting of Shareholders shall decide on the level of dividend payment and the form of annual dividend payment from the Company's retained profits.
2. The Company shall not pay interest on dividends or payments related to a type of stock.



3. The Board of Directors may propose to the General Meeting of Shareholders to approve the payment of all or part of the dividend in stocks and the Board of Directors shall be the body implementing this decision.
4. In case dividends or other amounts related to a type of stocks are paid in cash, the Company shall pay in Vietnamese Dong. Payments may be made directly or by bank transfer to the bank accounts provided by the shareholder. In case the Company has transferred money according to the bank account details provided by the shareholder but the shareholder does not receive the money, the Company shall not be responsible for the amount the Company has transferred to this shareholder. Payment of dividends for stocks listed/registered for trading at the Stock Exchange may be made through a securities company or the Vietnam Securities Depository and Clearing Corporation.
5. Pursuant to the Law on Enterprises and the Law on Securities, the Board of Directors shall adopt a resolution or decision to determine a specific date to close the list of shareholders. Based on that date, those who register as shareholders or holders of other securities are entitled to receive dividends in cash or stocks, receive notices or other documents.
6. Other issues related to profit distribution shall be implemented in accordance with the provisions of law.

#### **XIV. BANK ACCOUNTS, FISCAL YEAR AND ACCOUNTING REGIME**

##### **Article 47. Bank accounts**

1. The Company shall open accounts at Vietnamese banks or at foreign bank branches licensed to operate in Vietnam.
2. Subject to prior approval of competent authorities, if necessary, the Company may open bank accounts abroad in accordance with the provisions of law.
3. The Company shall conduct all payments and accounting transactions through Vietnamese or foreign currency accounts at banks where the Company opens accounts.

##### **Article 48. Fiscal year**

The Company's fiscal year begins on January 1 of each year and ends on December 31 of each year. The first fiscal year begins on the date of issuance of the Business Registration Certificate and ends on December 31 of the same year.

##### **Article 49. Accounting regime**

1. The accounting regime used by the Company is the enterprise accounting regime or a specific accounting regime issued and approved by a competent authority.



2. The Company shall prepare accounting books in Vietnamese and maintain accounting records in accordance with the provisions of the law on accounting and related laws. These records shall be accurate, up-to-date, systematic and sufficient to demonstrate and explain the Company's transactions.
3. The Company uses Vietnamese Dong as its accounting currency. In case the Company has economic transactions arising mainly in a foreign currency, it may freely choose such foreign currency as its accounting currency, be responsible for such choice before the law and notify the direct tax authority.

## **XV. FINANCIAL STATEMENTS, ANNUAL REPORTS AND INFORMATION DISCLOSURE RESPONSIBILITIES**

### **Article 50. Annual, semi-annual and quarterly financial statements**

1. The Company shall prepare annual financial statements which shall be audited in accordance with the provisions of law. The Company shall publish the audited annual financial statements in accordance with the provisions of law on information disclosure on the stock market and submit them to the competent state authorities.
2. The annual financial statements shall include all reports, appendices and explanations in accordance with the provisions of law on corporate accounting. The annual financial statements shall honestly and objectively reflect the Company's operations.
3. The Company shall prepare and publish the audited semi-annual financial statements and quarterly financial statements in accordance with the provisions of law on information disclosure on the stock market and submit them to the competent state authorities.

### **Article 51. Annual Reports**

The Company shall prepare and publish the Annual Reports in accordance with the provisions of the law on securities and the securities market.

## **XVI. COMPANY AUDIT**

### **Article 52. Audit**

1. The General Meeting of Shareholders shall appoint an independent auditing firm or approve a list of independent auditing firms and authorize the Board of Directors to choose one of these units to audit the Company's financial statements for the following fiscal year based on the terms and conditions agreed with the Board of Directors.
2. The audit report shall be attached to the Company's annual financial statements.



3. The independent auditor who audits the Company's financial statements shall attend the General Meeting of Shareholders and shall be entitled to receive notices and other information related to the General Meeting of Shareholders and shall be entitled to express his/her opinions at the meeting on matters related to the audit of the Company's financial statements.

## **XVII. CORPORATE SEAL**

### **Article 53. Corporate seal**

1. The seal includes seal made at a seal engraving facility or seal in the form of a digital signature in accordance with the provisions of the law on electronic transactions.
2. The Board of Directors decides on the type, quantity, form and content of the seal of the Company, branches and representative offices of the Company (if any).
3. The Board of Directors and the General Director shall use and manage the seal in accordance with the provisions of current law.

## **XVIII. DISSOLUTION OF THE COMPANY**

### **Article 54. Dissolution of the Company**

1. The Company may be dissolved in the following cases:
  - a. Pursuant to a resolution or decision of the General Meeting of Shareholders;
  - b. The Business Registration Certificate is revoked, unless otherwise provided for by the Law on Tax Administration;
  - c. Other cases as prescribed by law.
2. The dissolution of the Company shall be decided by the General Meeting of Shareholders and implemented by the Board of Directors. This dissolution decision shall be notified or approved by the competent authority (if required) as prescribed.

### **Article 55. Liquidation**

1. After the decision on the dissolution of the Company, the Board of Directors shall establish a Liquidation Committee consisting of 03 members, of which 02 members are appointed by the General Meeting of Shareholders and 01 member is appointed by the Board of Directors from an independent auditing firm. The Liquidation Committee shall prepare its operational regulations. The members of the Liquidation Committee may be selected from among the Company's employees or independent experts. All expenses related to the liquidation shall be paid by the Company prior to other debts of the Company.
2. The Liquidation Committee shall be responsible for reporting to the Business Registration Authority on the date of establishment and the date of commencement of operation. From that time on, the Liquidation Committee shall



represent the Company in all matters related to the liquidation of the Company before the Court and administrative agencies.

3. The proceeds from the liquidation shall be paid in the following order:
  - a. Liquidation expenses;
  - b. Debts of wages, severance pay, social insurance and other benefits of employees according to the collective labor agreement and signed labor contracts;
  - c. Tax debts;
  - d. Other debts of the Company;
  - e. The remainder after paying all debts from items (a) to (d) above shall be distributed to shareholders. Preferred shares shall be paid first.

## **XIX. INTERNAL DISPUTE RESOLUTION**

### **Article 56. Internal dispute resolution**

1. In case of disputes or complaints related to the Company's operations, the rights and obligations of shareholders as prescribed in the Law on Enterprises, the Company's Charter, other legal provisions or agreements between:
  - a. Shareholders and the Company;
  - b. Shareholders and the Board of Directors, the Supervisory Board, the General Director or other executives;

The relevant parties shall attempt to resolve such disputes through negotiation and conciliation. Except for disputes related to the Board of Directors or the Chairman of the Board of Directors, the Chairman of the Board of Directors shall preside over the dispute resolution and request each party to present information related to the dispute within 30 working days from the date of arising dispute. In case of disputes related to the Board of Directors or the Chairman of the Board of Directors, any party may request the appointment of an independent expert as a mediator for dispute resolution.

2. In case no conciliation decision is reached within six (06) weeks from the start of the conciliation process or if the mediator's decision is not accepted by the parties, either party may bring the dispute to Arbitration or Court.
3. The parties shall bear the costs related to the negotiation and conciliation procedures. Payment of court costs shall comply with the Court's judgment.

## **XX. SUPPLEMENTING AND AMENDING THE CHARTER**

### **Article 57. Company charter**

1. Amendments and supplements to this Charter shall be considered and decided by the General Meeting of Shareholders.



2. In case there are legal provisions related to the Company's operations that have not been mentioned in this Charter or in case there are new legal provisions that are different from the provisions in this Charter, those provisions shall be applied to govern the Company's operations.

## **XXI. EFFECTIVE DATE**

### **Article 58. Effective date**

1. This Charter, consisting of 21 Sections and 58 Articles, was unanimously approved by the 2025 Annual General Meeting of Shareholders of Viet Nam Technology & Telecommunication Joint Stock Company on April 18th, 2025 in Binh Duong and the full text of this Charter was approved.
2. The Charter may be made in multiple counterparts, of equal value, of which at least 01 (one) original is kept at the Company's head office.
3. This Charter is the only and official of the Company.
4. Copies or extracts of the Company Charter are valid when signed by the Legal Representative.

**LEGAL REPRESENTATIVE  
GENERAL DIRECTOR**



**PHAM TUAN ANH**



## APPENDIX 1:

### LIST OF BUSINESS SECTORS AND ACTIVITIES OF THE COMPANY

The list of the Company's business sectors and activities, as prescribed in Clause 2, Article 4 of this Charter, is as follows:

No.	Business line name	Business line code
1	Manufacture of other electronic components and boards Details: Manufacture, assembly, import-export, warranty, maintenance, and trading of equipment serving information technology, electronics, automation, telecommunications, office, and consumer devices.	2619
2	Manufacture of computers and peripheral equipment	2620
3	Manufacture of communication equipment	2630
4	Manufacture of consumer electronics	2640
5	Manufacture of optical instruments and photographic equipment	2670
6	Manufacture of other electrical equipment	2790
7	Manufacture of office machinery and equipment (except computers and peripheral equipment)	2817
8	Repair and maintenance and installation of electronic and optical equipment	3313
9	Repair and maintenance of electrical equipment	3314
10	Repair and maintenance of other equipment	3319
11	Electric power generation activities from renewable sources Details: Installation, construction, and operation of solar power systems.	3512
12	Construction of residential buildings	4101
13	Construction of non-residential buildings	4102
14	Construction of roads	4212
15	Construction of electrical works Details: Construction of electrical works (excluding trading of goods and services in the list of goods and services under state monopoly in commerce).	4221
16	Construction of water supply and drainage works	4222
17	Construction of telecommunications and communication works	4223
18	Construction of other utility projects	4229
19	Construction of other civil engineering projects	4299
20	Demolition	4311
21	Site preparation	4312
22	Electrical installation Details: Electrical system installation.	4321



23	Plumbing, heat and air-conditioning installation	4322
24	Other construction installation Details: Installation and maintenance of telecommunications, information technology, and automation works; fire prevention and fighting works; electronic works.	4329
25	Building completion and finishing	4330
26	Other specialized construction activities	4390
27	Commission agents, brokers and auction agents Details: Commission agency services (excluding goods not committed under the WTO schedule of commitments and goods in the list of goods that foreign investors or foreign-invested economic organizations are not allowed to export, import, or distribute).	4610
28	Wholesale of other household products Details: Excluding goods not committed under the WTO schedule of commitments.	4649
29	Wholesale of computers, computer peripheral equipment and software Details: Wholesale of computers, peripheral devices, and software (excluding the exercise of export, import, and distribution rights for goods listed in the restricted foreign investor list and goods of foreign-invested enterprises not allowed to exercise export, import, or distribution rights)	4651
30	Wholesale of electronic and telecommunications equipment and parts Details: Wholesale of electronic and telecommunications equipment and components (excluding the exercise of export, import, and distribution rights for goods listed in the restricted foreign investor list and goods of foreign-invested enterprises not allowed to exercise export, import, or distribution rights).	4652
31	Wholesale of other machinery, equipment and supplies Details: Wholesale of other machinery, equipment and spare parts (excluding the exercise of export, import, and distribution rights for goods listed in the restricted foreign investor list and goods of foreign-invested enterprises not allowed to exercise export, import, or distribution rights).	4659
32	Wholesale of other construction materials and installation equipment Details: Wholesale of construction materials (excluding inland waterway port activities).	4673
33	Non-specialized wholesale trade Details: Wholesale distribution rights of goods in accordance with	4690



	the law (excluding goods not committed under the WTO Schedule and goods listed in the category that foreign investors and foreign-invested economic organizations are not permitted to exercise export, import, or distribution rights).	
34	Retail sale of information and communication equipment Details: Retail sale of computers, peripheral devices, software, and telecommunications equipment in specialized stores (excluding the exercise of export, import, and distribution rights for goods listed in the category that foreign investors and foreign-invested economic organizations are not permitted to exercise export, import, or distribution rights).	4740
35	Retail sale of electrical household appliances, furniture and the like, electric luminaires and lighting fittings and other household articles n.e.c.	4759
36	Other software publishing Details: Software publishing (excluding the exercise of export, import, and distribution rights for goods listed in the category that foreign investors and foreign-invested economic organizations are not permitted to exercise export, import, or distribution rights).	5829
37	Television programming, broadcasting and video distribution activities	6020
38	Wired, wireless, and satellite telecommunication activities Telecommunications services	6110
39	Other telecommunication activities	6190
40	Other computer programming activities	6219
41	Computer consultancy and computer facilities management activities Details: Provision of consultancy services on technology transfer in the field of telecommunications and information technology	6220
42	<b>Other information technology and computer service activities</b> <b>Details:</b> Information technology services and system integration.	<b>6290</b> <b>(primary)</b>
43	Computing infrastructure, data processing, hosting and related activities	6310
44	News agency activities	6031
45	Web search portals activities and other information service activities	6390
46	Trading of real estate and land use rights owned, used or leased Details: Buying and selling residential houses and residential land use rights; buying and selling non-residential houses and land use rights; leasing, operating and managing residential houses and land; leasing, operating and managing non-residential houses and land; building and apartment management and operation services; other	6810

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	real estate business activities. (Excluding business activities in sectors not yet accessible to foreign investors in accordance with Vietnamese law).	
47	Architectural, and related technical consultancy activities Details: Survey and consultancy services for telecommunications, information technology and automation works; electrical and electronic works; refrigeration works; water supply and drainage works; fire prevention and firefighting works	7110
48	Specialized design activities	7410
49	Rental and leasing of motor vehicles	7710
50	Rental and leasing, without operator, of other machinery, equipment and tangible goods	7730
51	Combined facilities support activities	8110
52	General cleaning of buildings	8121
53	Other cleaning activities Details: Cleaning of houses and other buildings	8129
54	Landscape service activities	8130
55	Office administrative and support activities	8210
56	Other education n.e.c. Details: Training and technology transfer in the field of telecommunications and information technology.	8559
57	Other educational support activities	8569
58	Repair and maintenance of computers and communication equipment	9510
59	Telecommunication reselling activities and intermediation service activities for telecommunication	6120

The Company's business lines may be added or removed depending on the Company's actual business activities and as decided by the General Meeting of Shareholders.

