

**NOTICE OF INVITATION AND DOCUMENTS FOR THE 2025 ANNUAL GENERAL  
MEETING OF SHAREHOLDERS**

**To: Our Valued Shareholders**

Song Da 5 Joint Stock Company (registered address: 5<sup>th</sup> Floor, Tower B, HH4 Building, Song Da - My Dinh Urban Zone, My Dinh 1 Ward, Nam Tu Liem District, Hanoi; Enterprise code: 0100886857 issued by Department of Planning and Investment, 22<sup>th</sup> changed on 10 January 2025).

Respectfully informs and invites our valued Shareholders to attend the 2025 Annual General Meeting of Shareholders of Song Da 5. The details are as follows:

1. **Time:** 08:00 A.M, Tuesday, April 22<sup>nd</sup>, 2025.
2. **Location:** 4<sup>th</sup> Floor Hall, Tower C, HH4 Building, Song Da - My Dinh Urban Zone, My Dinh 1 Ward, Nam Tu Liem District, Hanoi.
3. **Eligibility to Participate:** Delegates; Members of Board of Directors, Board of Supervisors, all shareholders owning Song Da 5 JSC shares as of the list finalized by Vietnam Depository and Clearing Corporation ("VSDC") on 24 March 2025 or their duly authorized representative.

4. **Agenda:** The General Meeting of Shareholders will consider and approve the following contents:

- Report on Business Performance results in 2024 and Business Performance plans in 2025;
- Report of the Board of Directors' performance in 2024, implementation results for 5 years (2020-2024); 5-year development orientation (2025-2029) and operation plan in 2025;
- Report of the Board of Supervisors on performance results in 2024, the 2020-2025; operation orientation for the 2025-2030 term and business plan in 2025;
- Proposal for approval of the Audited Financial Statements for 2024
- Proposal for share issuance plan for dividend payment in 2024;
- Proposal for the profit distribution and dividend payment for 2024;
- Proposal for the settlement of remuneration of the Board of Directors, Secretary and the Boards of Supervisors in 2024 and remuneration plan for 2025;
- Proposal for the selection of an auditing firm for 2025 Financial Statements;
- Notice of election for members of the Board of Directors and Board of Supervisors (The nomination and candidacy application form are posted on Song Da 5's website);
- Approval of the list of candidates and nominees for the Board of Directors and Supervisory Board for the 2025-2030 term;
- Approval of the regulations on election of members of the Board of Directors and the Board of Supervisors for the 2025-2030 term;
- Conduct election of the Board of Directors and the Board of Supervisors for the term of 2025-2030

5. **Attendees or their authorized representatives must bring the following documents**

5.1. For Individuals:



- Meeting invitation;
- Citizen ID or passport registered with VSDC;
- In case of receiving authorization to attend the Congress, the authorized representatives shall be requested to present their Citizen ID or passport, the meeting invitation (original) and the authorization letter (original).

5.2. For organizations:

- Meeting invitation;
- Business Registration Certificate (copy);
- Citizen ID or passport of the Legal Representative;
- In case of receiving authorization to attend the Congress, the authorized representatives shall be requested to present their Citizen ID or passport, the meeting invitation (original), Business Registration Certificate (copy) and the authorization letter (original).

6. Comments on the content of the Meeting: In order for the Meeting to be well prepared, in case shareholders or groups of shareholders holding 5% or more of the voting shares, please send a written comment to Song Da 5 no later than 8:30 A.M. on April 17<sup>th</sup>, 2025.

7. The attached documents to the Notice of Meeting Invitation:

- The Confirmation of Attendance/Authorization to Attend Form.
- Other documents of the General Meeting of Shareholders can be found and downloaded on Song Da 5 JSC's website at [www.songda5.com.vn](http://www.songda5.com.vn); Otherwise, please contact Song Da 5 to directly receive the documents from Song Da 5.

8. Confirmation of attendance at the General Meeting: To help us organize the General Meeting effectively, you are kindly requested to conduct the procedures of your attendance confirmation or conduct the authorization to another person to attend on your behalf. Please send this confirmation to Song Da 5 head office's address by post or fax: (+84-24).222.555.58 no later than 16:30 on 17 April 2025.

9. For any details related to the General Meeting, please contact Song Da 5 with the following information:

- Office address: 5<sup>th</sup> Floor, Tower B, HH4 Building, Song Da – My Dinh Urban Zone, My Dinh 1 Ward, Nam Tu Liem District, Hanoi City.

- Tel: (+84- 24) 222 555 86 Fax: (+84- 24) 222 555 58

- Email: [tchc@songda5.com.vn](mailto:tchc@songda5.com.vn)

This notice is in lieu of the Invitation./.

We look forward to welcoming you to the 2025 Annual General Meeting of Shareholders of Song Da 5 Joint Stock Company.

Best regards,

**Archive:** 

- As addressed;
- Members of Board of Directors;
- Members of Board of Supervisors;
- Filed in Board of Directors, HR.

**FOR AND ON BEHALF OF BOARD OF DIRECTORS**



**Le Van Tuan**



# SONG DA 5 JOINT STOCK COMPANY

5<sup>th</sup> Floor - Tower B – HH4 Building - Song Da My Dinh Urban Zone

- My Dinh 1 - Nam Tu Liem District – Hanoi City

Tel: (+84 24) 222 555 86 Fax :(+84 24) 222 555 58 Enterprise Code: 0100886857

Email: tchc@songda5.com.vn Website : http://songda5.com.vn

## MEETING AGENDA

### OF 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

(Time: 8:30 AM, Tuesday, April 22<sup>nd</sup>, 2025)

No	Contents	Time	In-charge Party
1	Welcome delegates and shareholders; Examining shareholder qualifications and handing out the documents	8h00 - 8h30	Organizing Committee
2	Declare the reason and introduce the delegates	8h30 - 8h35	Organizing Committee
3	Report on the results of examining shareholder qualifications	8h35 - 8h40	Shareholder Qualifications Examining Committee
4	<ul style="list-style-type: none"><li>- Introduce and invite the Presidium to chair the General Meeting</li><li>- The Presidium consult the General Meeting of Shareholders for approval of:<ul style="list-style-type: none"><li>+ Secretariat</li><li>+ Vote Counting Board</li></ul></li></ul>	8h40 - 8h50	Organizing Committee; Presidium
5	<ul style="list-style-type: none"><li>Approval of:<ul style="list-style-type: none"><li>+ 2025 Annual General Meeting of Shareholders Agenda;</li><li>+ 2025 Annual General Meeting of Shareholders' Working Regulations;</li></ul></li></ul>	8h50 - 9h10	Presidium
	<b>Contents to be submitted to 2025 Annual General Meeting of Shareholders</b>		
6	Report on Business Performance results in 2024 and Business Performance plans in 2025	9h10 - 9h20	Presidium
7	Report of the Board of Directors' performance in 2024, implementation results for 5 years (2020-2024); 5-year development orientation (2025-2029) and operation plan in 2025;	9h20 - 9h30	Presidium
8	Report on the Board of Supervisors' activity in 2024 and the operation plan in 2025;	9h30 - 9h45	Board of Supervisors
9	<ul style="list-style-type: none"><li>- Proposal for approval of the Audited Financial Statements for 2024</li><li>- Proposal for the profit distribution and dividend payment for 2024;</li><li>- Proposal on the plan for issuing shares for dividend payment for 2024.</li><li>- Proposal for the settlement of remuneration of for the Board of Directors, Secretary and the Boards of Supervisors in 2024 and the remuneration payment plan for 2025;</li><li>- Proposal for the selection of an auditing firm for 2025 Financial Statements;</li></ul>	9h45 - 10h00	Presidium
10	<ul style="list-style-type: none"><li>- Notice of election for members of the Board of Directors and Board of Supervisors;</li><li>- Approval of the regulations on election of members of the Board of Directors and the Board of Supervisors;</li><li>- Proposal on approval of the list of candidates and nominees for the Board of Directors and Supervisory Board for the 2025-2030 term;</li></ul>	10h00 - 10h10	Presidium; Vote Counting Committee
11	- Q & A	10h10 - 10h30	Presidium



12	<ul style="list-style-type: none"> <li>- Vote to approve the contents presented to the General Meeting.</li> <li>- Conduct election of the Board of Directors and the Board of Supervisors for the term of 2025-2030</li> </ul>	10h30 - 10h50	Vote Counting Committee
13	Break time (The Vote Counting Committee counts the votes and ballots)	10h50 - 11h00	
14	<ul style="list-style-type: none"> <li>- The counting committee reports the vote counting results:               <ul style="list-style-type: none"> <li>+ Announcement on voting results, election results of Proposals submitted to the General Meeting</li> <li>+ Announcement on voting results, election results of the Board of Directors and the Board of Supervisors</li> </ul> </li> <li>- Launching the Board of Directors and Supervisory Board for the 2025-2030 term</li> </ul>	11h00 - 11h20	Vote Counting Committee; Organizing Committee
15	<ul style="list-style-type: none"> <li>- Approval of the Meeting Minutes and the Resolutions</li> <li>- Closing</li> </ul>	11h20 - 11h30	Secretariat; Organizing Committee

#### ORGANIZING COMMITTEE





## ANNOUNCEMENT

### *Regarding nomination and candidacy for members of the Board of Directors and Board of Supervisors for the 2025 - 2030 term*

#### **To: Esteemed Shareholders of Song Da 5**

Pursuant to the Law on Enterprise No.59/2020/QH14 dated 17 June 2020 and the Charter of organization and operation of Song Da 5 Joint Stock Company. The Board of Directors and the Board of Supervisors of Song Da 5 Joint Stock Company (SD5) for the 2020-2025 term are now approaching the end of their term.

The 2025 General Meeting of Shareholders will elect the Board of Directors and the Board of Supervisors for the term of 2025-2030. In order to prepare personnel for the General Meeting effectively in accordance with the provisions of the Law and the Company's Charter. The Board of Directors would like to announce the nomination and candidacy for members of the Board of Directors and Board of Supervisors for the 2025 - 2030 term, as follows:

#### **I. RIGHTS TO NOMINATE AND SEFT-NOMINATE:**

##### **1. Nomination for members of the Board of Directors:**

According to Article 24 in the Company's Charter on organization and operation, shareholders or groups of shareholders holding 10% or more of the total number of common shares have the right to nominate candidates for the Board of Directors. 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; from 20% to less than 30% are entitled to nominate up to two (02) candidates; from 30% to less than 40% are entitled to nominate up to three (03) candidates; from 40% to less than 50% may nominate up to four (04) candidates; 50% or more are entitled to nominate the full number of candidates;

##### **2. Nomination for members of the Board of Supervisors:**

According to subclause 2 in Article 35 in the Company's Charter on organization and operation, shareholders or groups of shareholders holding 10% or more of the total number of common shares have the right to nominate candidates for the Board of Supervisors. 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; from 20% to less than 50% are entitled to nominate up to two (02) candidates; from 50% or more are entitled to nominate the full number of candidates;





## **II. STANDARDS AND CONDITIONS.**

### **1. Standards and Conditions for Member of the Board of Directors.**

Member of the Board of Directors shall meet fully the standards and conditions as specified in Clause 1, Clause 2 in Article 155 of the Enterprise Law and the Company's Charter, as follows:

- a. Have full legal capacity for civil acts and not fall under the categories as stipulated in Clause 2, Article 17 of the Enterprise Law;
- b. Have professional qualifications and experience in corporate governance or the company's business sector and are not necessarily required to be shareholders of the Company;
- c. Must be in good health to meet job requirements, possess good ethics, honesty, integrity, and legal knowledge;
- d. Must not fall under the categories prohibited from managing enterprises in accordance with the regulations of the Laws.
- e. A member of the Board of Directors of the Company shall not concurrently serve as a member of the Board of Directors in more than five (05) other companies;
- f. A member of the Board of Directors must not have family relationships with the General Director and other managers of the Company, or with managers and persons authorized to appoint managers of the Parent Company;
- g. Other standards according to the legal regulations.

### **2. Standards and Conditions for Member of the Board of Supervisors;**

Member of the Board of Supervisors shall meet fully the standards and conditions as specified in Article 169 of the Enterprise Law and the Company's Charter, as follows:

- a) Have full legal capacity for civil acts and not fall under the categories as stipulated in Clause 2, Article 17 of the Enterprise Law;
- b) Have professional qualifications in one of the following fields: economics, finance, accounting, auditing, law, business administration, or a discipline relevant to the Company's business operations;
- c) Must not have family relationships with the Member of Board of Directors, Director or General Director and other managers of the Company;
- d) Must not hold managerial positions in the Company and are not required to be shareholders or employees of the Company, unless stated otherwise in the Company's Charter;
- đ) Must not work in the Company's accounting or finance department;
- e) Must not be a member or employee of the independent auditing firm that audited the Company's financial statements within the previous three (03) consecutive years
- f) Other standards and conditions according to the related legal regulations and the Company's Charter.

## **III. DOSSIER FOR NOMINATION AND SEFT-NOMINATION:**

### **1. Dossier for Nomination and Self-Nomination of Members of the Board of Directors and the Board of Supervisors:**



- a. Nomination or self-nomination application form (Form 01/HĐQT)
- b. Self-nomination application form (Form 02/HĐQT)
- c. Self-nomination application of Shareholder Group form (Form 03/HĐQT)
- d. Curriculum Vitae (Form 04/SYLL)
- e. Certified copies of documents: degrees, and certificates verifying educational background and professional qualifications of candidates certified by the competent State Agencies within the last 06 months;

**Notes for Shareholders:** Nominees and candidates for member in the Board of Directors shall be responsible before the law and the General Meeting of Shareholders of Song Da 5 Joint Stock Company for the accuracy and honesty of their nomination and candidacy documents.

## **2. Time for receiving the Dossier for Nomination and Self-Nomination:**

To prepare a thoughtful list of candidates for the Board of Directors and the Board of Supervisors for the 2025-2030 term, ensuring the quality of personnel. The Board of Directors kindly requests shareholders to conduct self-nomination or form a group to introduce representatives to nominate for the position of member of the Board of Directors and the Board of Supervisors. The nomination documents shall be sent to the Company before 16:30 p.m. on **April 11, 2025** so that the Organizing Committee can compile a list and have sufficient time to compare and verify information according to the standards and conditions corresponding to the positions for which the candidates are nominating.

## **3. Venue for receiving the Dossier for Nomination and Self-Nomination:**

The Dossier for Nomination and Self-Nomination shall be sent to:

- Office of Song Da 5 Joint Stock Company
- Address: 5<sup>th</sup> Floor, Tower B, HH4 Building, Song Da - My Dinh Urban Zone, My Dinh 1 Ward, Nam Tu Liem District, Hanoi.
- Tel: (+84- 24) 222 555 86 Fax: (+84- 24) 222 555 58
- Email: [tchc@songda5.com.vn](mailto:tchc@songda5.com.vn)

In case there is no any reply letter regarding the candidacy or nomination from the shareholders or group of shareholders, the incumbent Board of Directors will nominate personnel in accordance with the provisions of the Company Charter and the 2020 Enterprise Law.

Best regards,

**Archive:** 

- As addressed;
- Members of Board of Directors;
- Members of Board of Supervisors;
- Filed in Board of Directors, HR.

**FOR AND ON BEHALF OF BOARD OF DIRECTORS**



**Le Van Tuan**





**CONFIRMATION  
OF ATTENDANCE/AUTHORIZATION TO ATTEND  
THE 2025 GENERAL MEETING OF SHAREHOLDERS  
OF SONG DA 5 JOINT STOCK COMPANY**

**1. Shareholder's Information**

Shareholder name:.....  
 Address:.....  
 Phone number:.....  
 Citizen ID/Passport/Business registration certificate No:.....Issue date:.....  
 Issue place:.....  
 Number of shares owned in the list finalized by Vietnam Depository and Clearing Corporation ("VSDC") on 24 March 2025----- shares.  
 Pursuant to the Meeting Invitation Notice of the Board of Directors of Song Da 5 Joint Stock Company, I hereby confirm my attendance at the 2025 Annual General Meeting of Shareholders as follows:

**2. Attend in person**

....., date..... month..... year 2025

**SHAREHOLDER**

(Sign and print full name)

**3. Authorization to attend the General Meeting, details as follows:**

Authorize for Mr./Ms: .....  
 Address:.....  
 Phone number:.....  
 Citizen ID/Passport/Business registration certificate No:.....Issue date:.....  
 Issue place:.....  
 Number of authorized shares:.....shares. (Shareholders who do not fill in this section are considered to have authorized all the shares owned as stated in Item 1)

....., date..... month..... year 2025

**AUTHORIZED PERSON**

(Sign and print full name)

**SHAREHOLDER**

(Sign and print full name)

**Notes:**

- Shareholders attending the General Meeting in person are requested to fill in all blank information in Item 1 and sign their confirmation in Item 2 (Do not sign in Item 3)
- Shareholders authorizing another person to attend the General Meeting are requested to fill in all information in Item 1 and information of the authorized person in Item 3. Both the authorizing person and the authorized person sign their confirmation in Item 3 (Do not sign in Item 2)
- For organizational shareholders, the signature in each Item is the signature of their Legal Representative with the seal of the organization.
- Shareholders are requested to fax this confirmation to the Office of Song Da 5 Joint Stock Company at Phone Number: (+84-24) 222 555 86 or email to tchc@songda5.com.vn to confirm their attendance in the General Meeting.



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## APPLICATION

**FOR JOINING THE BOARD OF DIRECTORS/BOARD OF SUPERVISORS FOR  
THE 2025-2030 TERM OF SONG DA 5 JOINT STOCK COMPANY (SD5)**

**To: ORGANIZING COMMITTEE OF THE 2025 ANNUAL GENERAL MEETING OF  
SHAREHOLDERS - SONG DA 5 JOINT STOCK COMPANY**

My name is: .....

Identity/Citizen identity card/Passport No. .... Date of issue: .../.../.....

Place of issue: .....

Address: .....

Currently owns/represents: .....shares (*In words:*.....)

Corresponding to the total par value (VND): .....

Continuous holding period of SD5 shares until the date of .....

After studying the regulations on shareholders' rights and the standards and conditions for becoming a member of the Board of Directors, Board of Supervisors in the Charter of Song Da 5 Joint Stock Company and the Enterprise Law, I/our organization are qualified to nominate candidates for membership in the Board of Directors/Board of Supervisors of Song Da 5 Joint Stock Company.

I would like to request the Organizing Committee of the 2025 Annual General Meeting of Shareholders of Song Da 5 Joint Stock Company to allow me to run for a position as a member of the Board of Directors/Board of Supervisors of Song Da 5 Joint Stock Company for the 2025-2030 term.

If elected by the 2025 Annual General Meeting of Shareholders of Song Da 5 Joint Stock Company as a member of the Board of Directors/Board of Supervisors of Song Da 5 Joint Stock Company, I will devote all my capacity and enthusiasm to contribute to the development of Song Da 5 Joint Stock Company.

I hereby enclose the Candidate's CV and confirmation of ownership of shares of Vietnam Securities Depository and Clearing Corporation with this application.

**Thank you!**

....., the date of .../.../ 2025

**SHAREHOLDER**

(Signature and full name)





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## NOMINATION

**FOR JOINING THE BOARD OF DIRECTORS/BOARD OF SUPERVISORS FOR  
THE 2025-2030 TERM OF SONG DA 5 JOINT STOCK COMPANY (SD5)**

**To: ORGANIZING COMMITTEE OF THE 2025 ANNUAL GENERAL MEETING OF  
SHAREHOLDERS OF SONG DA 5 JOINT STOCK COMPANY**

My name is (Organization/individual): Group of shareholders owning ...% of total voting shares of Song Da 5 Joint Stock Company.

(Attached with minutes of shareholder group meeting)

Currently owning/representing: .....shares (*In words:*..... )

Corresponding to the total par value of (VND): .....

Time of holding shares ..... continuously until the date of .....

After studying the regulations on shareholders' rights and the standards and conditions for becoming a member of the Board of Directors, Board of Supervisors in the Charter of Song Da 5 Joint Stock Company and the Enterprise Law, I find that I am qualified to run for election as a member of the Board of Directors, Board of Supervisors of Song Da 5 Joint Stock Company.

I would like to request the Organizing Committee of the 2025 Annual General Meeting of Shareholders of Song Da 5 Joint Stock Company to allow me/our organization to nominate a candidate to become a member of the Board of Directors, Board of Supervisors of Song Da 5 Joint Stock Company for the 2025-2030 term, specifically as follows:

- Mr. (Ms.): .....
- Identity card/Citizen identity card/Passport No. .... Date of issue: .../.../.....
- Place of issue: .....
- Address: .....
- Education level: ..... Major: .....
- Currently owning/ representing: .....shares (*In words:*.....)

Corresponding to the total par value of (VND):.....

I/our organization hereby enclose the candidate's CV and confirmation of share ownership of Vietnam Securities Depository and Clearing Corporation with this application.

**Thank you!**

....., the date of .../.../ 2025

**SHAREHOLDERS**

(Signature and full name)



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## MINUTES OF GROUP MEETING



# NOMINATION OF CANDIDATES FOR BOARD OF DIRECTORS /BOARD OF SUPERVISORS TERM 2025-2030 OF SONG DA 5 JOINT STOCK COMPANY

At ..... o'clock on ..... /.../ 2025, at.....

We are shareholders of Song Da 5 Joint Stock Company (SD5) together holding.....shares, accounting for .....% of the total voting shares of SD5, whose names are listed below:

No.	Shareholders	Identity card/ Citizen identity card/ Passport/ Business Registration No.	Address	Number of shares owned	Time of ownership from	Signat ure
1	.....					
2	.....					
Total						

After studying the regulations on shareholders' rights and the standards and conditions for membership in the Board of Directors, Board of Supervisors in the Charter of Song Da 5 Joint Stock Company and the Enterprise Law, we agree to nominate candidates to run for membership in the Board of Directors, Board of Supervisors for the 2025-2030 term, specifically as follows:

Mr. (Ms.):.....

Identity card/Citizen identity card/Passport No: .....Date of issue: .... /.../.....

Place of issue: .....

Permanent address: .....

Education level: ..... Major:.....

Currently owns :.....shares (*In words:.....*)

Corresponding to the total par value of (VND) :.....

We request the Organizing Committee of the 2025 Annual General Meeting of Shareholders of Song Da 5 J.S.C to acknowledge the list of candidates for the Board of Directors, Board of Supervisors for the 2025-2030 term of the above-mentioned group of shareholders. We would like to attach the CV of the candidates according to this Minutes.

This record consists of .... pages, completed at ...:..., on .... /.../2025 at..... is read to the group of shareholders, agreed upon and signed below.

Hanoi, the date of .... /.../2025

**SHAREHOLDER GROUP**

(Signature and full name, seal if legal entity)



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## CURRICULUM VITAE

1. Full name: ..... Gender: .....  
 2. Date of birth: ..... Place of birth: .....  
 3. Nationality: .....  
 4. Identity/Citizen identity card/Passport No: .....  
 Issued on: ..... at: .....  
 5. Place of permanent residence registration: .....  
 6. Current address: .....  
 7. Educational level: .....  
 8. Professional qualifications: .....  
 9. Education, training, certifications:

Time	Education facility	Major	Reward	Discipline

## 10. Working process

Time	Workplace	Position	Reward	Discipline



## 11. Current position:

Workplace	Position	Time in charge



12. Personal relationship:

Relations hip	Full name	Year of birth	Permanent address	Occupati on	Workplac e (if any)

I hereby guarantee the accuracy, honesty and take full legal responsibility for the above content.

....., the date of ... / ... / 2025

**Confirmation of competent authority**

*(Local government/workplace)*

**DECLARANT**

*(Signature and full name)*

