

INVITATION LETTER TO ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

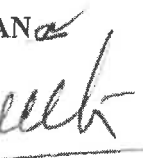

To: Esteemed Shareholders of Hanoi Tourism Services Joint Stock Company

The Board of Directors of Hanoi Tourist Service Joint Stock Company cordially invites you to attend the Annual General Meeting of Shareholders 2025, with the following detailed information:

- 1. Time: 9:00 AM – Thursday, May 22, 2025**
- 2. Venue: Legend Valley Hotel's Hall, Kim Bang District, Ha Nam Province, Viet Nam**
- 3. Participants:** All shareholders owning shares of Hanoi Tourist Service Joint Stock Company and/or duly authorized representatives of shareholders in accordance with the law, as of the record date, **April 16, 2025**.
- 4. Attendance Requirements:** Shareholders attending the meeting must bring the Invitation Letter, Citizen ID/Passport. Authorized representatives must bring the original Authorization Letter (Company's template), Introduction Letter (if representing a corporate shareholder), and the complete Invitation Letter set from the authorizing shareholder.
- 5. Meeting Agenda:** As per the attached meeting.
- 6. Meeting Documents:** Shareholders can access the meeting documents from **April 25, 2025**, on the Company's website at: <http://hanoitoserco.com.vn/quan-he-co-dong/>.
- 7. Registration and Confirmation of Attendance:** To facilitate the meeting's organization, shareholders are requested to confirm their attendance in person or by proxy, by completing the Attendance Registration Form and the Authorization Letter (if applicable) using the attached template and submitting the registration documents to the Company's headquarters before 4:30 PM on **May 17, 2025**, at the following address:

Human Resources Department - Hanoi Tourist Service Joint Stock Company
2nd Floor – No. 273 Kim Ma Street, Giang Vo Ward, Ba Dinh District, Hanoi City
Phone: (024) 3726 2626 Fax: (024) 3726 2571

Sincerely,

ON BEHALF OF
THE BOARD OF DIRECTORS
CHAIRMAN 

NGUYEN VAN DUNG

- This Invitation Letter serves as a replacement for the postal letter if the Shareholder does not it.



Hanoi Toserco
CÔNG TY CỔ PHẦN DU LỊCH DỊCH VỤ HÀ NỘI

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

....., date month year 2025

ATTENDANCE REGISTRATION FORM
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

To: **Organizing Committee of Annual General Meeting of Shareholders 2025**
Hanoi Tourist Service Joint Stock Company

Share holder's name: (Shareholder Code:.....)

Confirmation of attendance at the Annual General Meeting of Shareholders 2025

1. Attend in person: ☐

2. Authorize a representative to attend: ☐

I/We hereby commit to complying with all regulations of the meeting.

SHAREHOLDER

(Sign & Full Name / Seal if applicable for corporate shareholders)

Notes:

- Shareholders confirm attendance by marking (X) or (V) in one of the corresponding checkboxes above.
- In case of proxy attendance, shareholders are required to complete the attached **Authorization Letter** and submit the meeting registration documents to the Company before 4:30 PM on May 20, 2025, at the following address:

Human Resources Department - Hanoi Tourist Service Joint Stock Company
2nd Floor – No. 273 Kim Ma Street, Giang Vo Ward, Ba Dinh District, Hanoi City
Phone: (024) 3726 2626 Fax: (024) 3726 2571



Hanoi Toserco
CÔNG TY CỔ PHẦN DU LỊCH DỊCH VỤ HÀ NỘI

HANOI TOURIST SERVICE JOINT STOCK COMPANY

Address: No. 273 Kim Ma Street, Giang Vo Ward, Ba Dinh District,
Hanoi City

Phone: (024) 3726 2626

Fax: (024) 3726 2571

Business Registration No.: 0100107155 Website: <https://hanoitoserco.com.vn>

AGENDA

ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

- Time : 09:00 AM - Thursday, May 22, 2025
- Address : Legend Valley Hotel Hall, Kim Bang, Ha Nam, Vietnam

TIME	CONTENT
9h00 – 9h30	<ul style="list-style-type: none">- Welcoming guests and delegates- Verifying shareholder eligibility, registering attending shareholders, distributing documents.
9h30 – 9h45	<ul style="list-style-type: none">- Report on shareholder eligibility verification results- Flag-salute, opening speech, introduction of delegates, and opening of the Meeting.
9h45 – 10h00	<ul style="list-style-type: none">- Approval of the Presidium, Secretariat, and Vote Counting Committee of the Meeting.- Approval of the Meeting's agenda and regulations.
10h00 – 10h10	<ul style="list-style-type: none">- Report by the Board of Management on business performance in 2024 and business plan for 2025.- Proposal for approval of the 2024 Audited Financial Statements
10h10 – 10h20	<ul style="list-style-type: none">- Report on the Board of Directors' activities in 2024, and operational plan for 2025.
10h20 – 10h30	<ul style="list-style-type: none">- Report on the Board of Supervisors' activities in 2024, and operational plan for 2025.
10h30 – 10h45	<ul style="list-style-type: none">- Proposal for 2024 profit distribution plan;- Proposal for Approval of remuneration for the Board of Directors and Board of Supervisors in 2024 and the estimated remuneration for 2025;- Proposal for Approval of selecting the auditing firm for 2025;- Other matters under the Meeting's authority (if any)
10h45 – 11h00	Break
11h00 – 11h20	Discussion and voting on Meeting contents.
11h20 – 11h30	Voting to approve the Meeting Minutes and Resolutions.
11h30 – 11h35	Closing of the Meeting

ORGANIZING COMMITTEE OF THE MEETING



SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

....., date month year 2025

POWER OF ATTORNEY

ATTENDING THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025 OF HANOI TOURIST SERVICE JOINT STOCK COMPANY

AUTHORIZING PARTY:

Name of shareholder: Code:

Citizen ID/Business Licence No. (for organization):.....

DoI (Date of Issue):

Pol (Place of Issue):

Address:

Phone number:

No. of shares owned/represented: shares of Hanoi Tourist Service JSC.

(In word:)

AUTHORIZED PARTY:

Name of individual: Code:

Citizen ID:

DoI: Pol:

Address:

Phone number:

No. of shares owned/represented: shares of Hanoi Tourist Service JSC.

(In word:)

CONTENTS OF AUTHORIZATION:

No. of shares authorized:shares

(In word:)

The Authorized Party, on behalf of the Authorizing Party, is hereby empowered to attend the 2025 Annual General Meeting of Shareholders of Hanoi Tourist Service JSC, to make statements, vote, and participate in elections (if any) on matters within the authority of the Meeting; and to exercise all rights and obligations of the Authorizing Party as a shareholder related to the Meeting, within the scope of the authorized shares. The voting rights shall correspond to the number of shares represented.

This Power of Attorney is valid from the date of signing until the closing of the Meeting. The authorized representative attending the Meeting must not further delegate this authority to a third party.

The Authorizing Party assumes full legal responsibility for this authorization and undertakes not to raise any complaints or claims against Hanoi Tourist Service Joint Stock Company.

AUTHORIZING PARTY

(Sign & Full Name / Seal if applicable for
corporate shareholders)

AUTHORIZED PARTY

(Sign & Full Name / Seal if applicable for corporate
shareholders)



Hanoi Toserco
CÔNG TY CỔ PHẦN DU LỊCH DỊCH VỤ HÀ NỘI

HANOI TOURIST SERVICE JOINT STOCK COMPANY

Address: 273 Kim Ma, Giang Vo, Ba Đình, Hanoi, Vietnam

Phone: (024) 3726 2626

Fax: (024) 3726 2571

Business Registration No.: 0100107155 Website: <https://hanoitoserco.com>.

DRAFT

WORKING AND VOTING REGULATIONS

ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

HANOI TOURIST SERVICE JOINT STOCK COMPANY

Article 1: General Principles

1. All shareholders attending the Annual General Meeting of Shareholders (AGM) must dress neatly and formally, present all necessary identification documents and papers verifying their shareholder status at the reception desk and the Shareholder Eligibility Verification Board.
2. Upon entering the meeting room, shareholders must sit in the designated seats or areas as arranged by the Organizing Committee and comply with the seating arrangements.
3. Smoking is prohibited in the meeting room.
4. Maintain a friendly, polite, and orderly attitude during the meeting. Private conversations and mobile phone usage are not allowed during the meeting. All mobile phones must be turned off or set to silent mode (if phone use is necessary, shareholders are requested to step outside the meeting room).
5. Attendees must follow the Chairperson's instructions to ensure the meeting proceeds smoothly, efficiently, and properly.

Article 2: Conditions for Conducting the Annual General Meeting of Shareholders

The General Meeting of Shareholders may be conducted when the attending shareholders or their authorized representatives hold more than 50% of the total voting shares.

Article 3: Attendance Conditions and Proxy Regulations

1. Shareholders who are individuals or authorized representatives of organizational shareholders listed in the shareholder registry of Hanoi Tourist Service Joint Stock Company as of the record date are entitled to attend the AGM 2025.
2. Eligible shareholders may attend the AGM in person or authorize a representative to attend. Proxies may not further delegate their authority. If multiple proxies are appointed, the number of shares and voting rights for each proxy must be clearly specified.
3. Proxy documents must follow the Company's template and comply with civil law regulations. If shareholders do not use the Company's proxy form, the document must clearly state the authorized person's name, and the number of shares authorized.
4. Proxy must present the proxy document when registering before entering the meeting room.
5. Shareholders or their proxies must complete registration procedures before attending the meeting.

Article 4: Rights and Obligations of Shareholders/Legal Proxies Attending the GMS

1. All attending shareholders or their representatives may participate, express opinions on agenda items, and vote during the AGM.
2. Eligible shareholders have rights and obligations as stipulated by current laws, the Company's Charter and Regulations (once approved by the AGM).
3. Each shareholder/proxy must present original legal identification (such as Citizen ID card, passport, or other valid personal documents), the meeting invitation, and the proxy document (if applicable) to the Shareholder Eligibility Verification Board for registration and to receive Voting Cards and meeting materials.
4. Shareholders wishing to speak must obtain the Chairperson's permission, keep their remarks concise and relevant to the agenda, and avoid repetition. Written questions may also be submitted to the Secretariat.
5. Shareholders have the right to vote on all matters within the authority of the General Meeting of Shareholders as prescribed in the Company's Charter.
6. Shareholders attending the General Meeting of Shareholders, after hearing the report on the contents to be approved, will discuss and approve by voting.
7. Shareholders arriving after the opening of the General Meeting, after completing the registration procedure, are allowed to attend and vote on the remaining voting contents according to the approved General Meeting agenda without affecting the validity of prior votes.

Article 5: The Meeting Chairperson

1. The Chairperson of the Board of Directors presides convenes the Meeting; in case the Chairperson is absent or temporarily unable to work, the remaining members of the Board of Directors shall elect one of them to preside over the Meeting, according to the majority principle; in case there is no one who can preside, the member of the Board of Directors with the highest position shall direct the Meeting to elect the Chairperson from among the attendees and those with the highest votes shall preside over the meeting.
2. The Chairperson nominates candidates for the Presidium, Vote Counting Board, and Secretariat for AGM approval.
3. The Chairperson presides over and, together with members of the Presidium, directs the General Meeting of Shareholders and resolves any issues that arise (if any) during the General Meeting.
4. The Chairperson has the right to request all meeting attendees to submit to inspection or other legal and reasonable security measures; request competent authorities to maintain order at the meeting; expel those who do not comply with the Chairperson's authority, intentionally disrupt order, prevent the normal progress of the meeting or do not comply with security inspection requirements from the General Meeting of Shareholders.
5. The Chairperson's rights and obligations are defined by law and the Company.

Article 6: Rights and Obligations of the Organizing Committee

1. The Organizing Committee of the General Meeting shall be established by the Board of Directors of the Company or authorized to be established by the Chairperson of the Board of Directors.
2. The Head of Organizing Committee assigns members to verify shareholder eligibility, distribute materials, and execute other organizational tasks.

Article 7: Rights and Obligations of the Shareholder Eligibility Verification Board

1. The Shareholder Eligibility Verification Board consists of 01 Head of the Board and members of the Organizing Committee of the General Meeting selected.
2. Shareholder Eligibility Verification Board has the right to establish a support unit to complete the Board's tasks.
3. Shareholder Eligibility Verification Board has the function of verifying shareholder/proxy eligibility, registers attendees, and distributes Voting Cards.
4. Report to AGM on the results of the verification of shareholders' eligibility to attend the General Meeting.

Article 8: Rights and Obligations of the Secretariat

1. The Secretariat nominated by the Chairperson and approved by the General Meeting of Shareholders is responsible to the Chairperson and the General Meeting of Shareholders for its duties.
2. Duties of Secretariat:
 - Record honestly and accurately the contents and issues approved by the shareholders/shareholder representatives or noted at the General Meeting.
 - Prepare the Minutes of the General Meeting.
 - Assist the Chairperson in announcing draft documents, conclusions, and notices to shareholders upon request.
 - Receive registration forms for speaking from shareholders/shareholder representatives (if any).
 - Perform other tasks assigned by the Chairperson.

Article 9: Rights and Obligations of the Vote Counting Board

1. The Vote Counting Board with 3 members is nominated by the Chairperson and approved by the General Meeting of Shareholders.
2. The Vote Counting Board has the rights to establish a support team to complete the Board's duties.
3. The Vote Counting Board has the following duties:
 - Provide guidance on how to use the Voting Card.
 - The Vote Counting Board will determine the number of votes in favor, the number of votes against, the number of votes with no opinion and the number of invalid votes.
 - Report on the voting results.
4. The Board is responsible for the accuracy and integrity of the vote counts.

Article 10: Adoption of AGM Resolutions

1. Voting method:
 - a. Shareholders and Shareholders' Representatives exercise their voting rights at the Annual General Meeting of Shareholders 2025 of Hanoi Tourist Service Joint Stock Company by using Voting Cards.

The Voting Card is pre-printed according to the form of the Organizing Committee of the Meeting, sealed by Hanoi Tourist Service Joint Stock Company and distributed to Shareholders when attending the Meeting, with information about the shareholder code, the number of shares with voting rights of the Shareholder or the Shareholder Representative attending the Meeting. Shareholders use the Voting Card to vote on issues that require direct voting at the Meeting by raising the Voting Card.

- b. Shareholders/representatives of shareholder shall vote on each issue in the agenda. For each issue to be voted on at the General Meeting of Shareholders, the Chairperson of the Meeting shall propose to vote 3 times in the following order:
- First time : Vote in favor.
 - Second time : Vote against.
 - Third time : Vote without opinion.
2. *For direct voting by raising the Voting Card:* Each Shareholder or Shareholder Representative (01 person) is only allowed to vote 01 time (agree, disagree or have no opinion) for each time the Chairperson asks for a vote on an issue to be voted on at the General Meeting of Shareholders. In case a shareholder does not vote on any content, the shareholder is obliged to immediately notify the Vote Counting Board at the time of voting on that content to summarize the results.
3. Voting ratio and conditions for passing decisions of AGM at the meeting shall be implemented according to the provisions of the Company Charter and relevant laws.

Article 11: Talking at the meeting

1. Shareholders/shareholder representatives attending AGM who wish to express their opinions must have the consent of the Chairperson.
2. Shareholders/shareholder representatives speak briefly, focusing on the key points to be discussed, in accordance with the approved agenda of the General Meeting. The maximum speaking time for each shareholder is 5 minutes.
3. The Chairperson arranges for shareholders to speak in the order of registration and answers shareholders' questions..

Article 12: Minutes and Resolution of the Meeting

1. The content of the General Meeting of Shareholders is fully recorded by the Secretariat in the Minutes of the meeting and approved before the closing of AGM.
2. Meeting minutes are the basis to compose the Resolution of AGM.
3. Minutes of the General Meeting of Shareholders and Resolutions passed by AGM and related documents are kept at the Company's head office.
4. The Chairperson and Secretary of the meeting or other person signing the minutes of the meeting shall be jointly responsible for the truthfulness and accuracy of the contents of the minutes.
5. In case the Chairperson, Secretary/Secretariat refuses 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, Secretary/Secretariat to sign the Meeting Minutes.

Article 13: Effectiveness

These working and voting regulations are publicly announced before AGM, take effect immediately after being approved AGM and implemented at the Annual General Meeting of Shareholders 2025 of Hanoi Tourist Service Joint Stock Company.

ON BEHALF OF
THE GENERAL MEETING OF SHAREHOLDERS
MEETING CHAIRPERSON

Hanoi, 22. April 2025

REPORT OF THE BOARD OF DIRECTORS
ON BUSINESS PERFORMANCE IN 2024 AND BUSINESS PLAN FOR 2025

To: Esteemed Shareholders of Hanoi Tourism Services Joint Stock Company

Pursuant to:

- The Law on Enterprises 2020;*
- The Charter of Organization and Operation of Hanoi Tourism Services Joint Stock Company ("the Company");*
- The audited financial statements for 2024;*
- Resolution No. 22/2025/NQ-BOD on the plan to organize the 2025 Annual General Meeting of Shareholders..*

The Board of Directors ("**BOD**") hereby reports to the General Meeting of Shareholders ("**GMS**") on the governance and performance of the BOD in 2024 and the business plan for 2025 as follows:

A. BOD PERFORMANCE RESULTS IN 2024:

I. Current Members of the Board of Directors:

The Board includes 05 members:

1. Mr. Nguyen Van Dung – Chairman
2. Ms. Duong Thi Hue – Vice Chairwoman
3. Ms. Le Thanh Ha – Member
4. Ms. Vu Thi Quynh Trang – Member
5. Mr. Nguyen Manh Hung – Member

II. Performance of the Board of Directors in 2024:

The BOD operated in accordance with the Law on Enterprises and the Company Charter. Meetings were held regularly and exceptionally, or resolutions were adopted by written consent, to discuss and approve important matters within its authority. The BOD closely and promptly directed the Board of Management to achieve effective business performance.

In 2024, the BOD approved the following Resolutions and Decisions:

- Approval of the 13th-month salary payment to staff on the occasion of Lunar New Year 2024;
- Appointment of the Chairman and Vice Chairman of the BOD for the remainder of the 2021–2026 term; Change of legal representative and approval of the 2024 business plan and budget;
- Approval of the organization plan for the 2024 Annual GMS;
- Selection of KPMG Co., Ltd. as the auditor for the 2024 financial statements;
- Approval of renovation and drainage system upgrades at restrooms and the lobby area of 273 Kim Ma Building;
- Approval of 13th-month salary payment for Lunar New Year 2025;
- Approval of the dissolution of the Tourism Services Enterprise and the organizational structure following the dissolution;
- Implementation of 2023 dividend payment to shareholders per 2024 AGM resolution;
- Approval of internal regulations and policies (e.g., coordination between Party Committee and BOD/Board of Management ; salary scales and job position wage structures).

The BOD also closely coordinated with the Supervisory Board ("SB"), supported the SB in management Company's activities, and support the Board of Management in Administrative activities to achieve the Company's overall objectives.

1. Some key business performance indicators in 2024:

- Net revenue from sales and services: VND 144.19 billion, reaching 102.63% of the plan;
- Profit before tax: VND 90.32 billion, reaching 296.22% of the plan;
- Profit after tax: VND 81.7 billion, reaching 337.32% of the plan.

2. Supervision results of the Board of Management and Management in 2024:

In 2024, BOD directed and supervised the Board of Management in the management and administration of the Company, ensuring the implementation of goals and tasks in accordance with the Resolutions and Decisions of the BOD and GMS. The BOD ensured that the Company's business operations were not disrupted and that all activities complied with the provisions of law, the Company Charter, and internal regulations.

The Board of Management performed its functions and duties in compliance with legal regulations, the Company Charter, and Resolutions and Decisions issued by the BOD and the GMS.

7. Shareholder Relations and Public Company Obligations:

The Company fully complied with disclosure obligations applicable to public companies, including quarterly, semi-annual, and annual financial reports; notifications of the shareholder list for GMS meetings; semi-annual and annual corporate governance reports for 2024;.... and other information as required by the State Securities Commission and the Hanoi Stock Exchange.

The Company promptly provided information to shareholders upon request and made updates in a timely manner, in accordance with state regulations and the Company Charter.

The organization of the 2024 Annual GMS was conducted in full compliance with internal and legal regulations.

8. Related Party Transactions:

The list of related parties and their associated interests was fully disclosed in the Company's corporate governance report, as required by law.

The Company complied with legal regulations by reporting all transactions between the Company (including subsidiaries and companies in which it holds more than 50% ownership) and BOD members or their related parties, as well as transactions with companies in which a BOD member was a founding shareholder or manager within three years prior to the transaction.

9. BOD Subcommittees:No BOD subcommittees were established.

B. BOD'S PLAN FOR 2025:

1. Business Plan: The BOD coordinates with the Board of Management to implement the approved 2025 business plan:

- Net revenue from sales and services: VND 151.45 billion;
- Gross profit from sales and services: VND 26.59 billion;
- Profit before tax: VND 30.98 billion.

The BOD proposes the GMS authorize the BOD to adjust the 2025 plan and budget in line with actual conditions (if necessary).

2. Implementation Plans and Activities for 2025:


Key Activities Implemented and Operational Plans of BOD for 2025:

- BOD has prepared the 2025 business plan, reviewed and finalized reports and proposals to be submitted to the 2025 Annual GMS in accordance with Company regulations and applicable laws.

- The BOD completed personnel-related matters, including the reappointment of Ms. Vu Hoai Chau as Deputy General Director for a 5-year term starting from January 16, 2025, and the appointment of a new Chief Accountant.
- To support the Company's development, the BOD continues to supervise and promptly direct the Board of Management and management team across all business areas.
- The BOD remains focused on supervising and directing the Board of Management to strive for the achievement of 2025 business targets; ensure stable employment, income, and employee benefits; protect shareholders' rights; fulfill State obligations; and comply with the Company's Charter, internal policies, and legal regulations. The BOD also provides timely direction to resolve operational challenges and regularly reviews the implementation of key projects.
- Continue reviewing progress to accelerate implementation and foster development momentum for projects in affiliated companies in which the Company holds equity, such as the Eastern Star Hotel Investment Project, and the Renovation and Upgrade Projects for Pullman Hotel and Hanoi Hotel.
- Maintain and strengthen relationships with current partners and suppliers by enhancing service quality in terms of policies, scale, and human resources; implement effective human resource strategies in line with the Company's growth needs.
- Intensify efforts to optimize space utilization for maximum business efficiency and profit. Promote new investments as well as the renovation and upgrade of service business infrastructure.
- Strengthen internal and legal compliance in management practices; enforce sound financial management and internal spending controls; ensure strict adherence to legal standards; closely monitor outstanding debts and proactively pursue collections to avoid capital loss and misuse.
- Strive to maintain the Company's overall stability and unity among shareholders and employees; enhance collaboration with government agencies; gradually improve facilities and working conditions; and improve employee welfare and well-being, both materially and spiritually.

C. CONCLUSION:

BOD sincerely thanks the shareholders—especially major shareholders - for their support, as well as the efforts of the Board of Management , management, employees, and the assistance of government authorities in achieving the above results.

We respectfully submit this report to the General Meeting of Shareholders for approval. 

Recipients:

- *As addressed*
- *Company archive*

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN 



NGUYỄN VĂN DUNG

**REPORT OF THE BOARD OF SUPERVISORS
AT THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Charter of Organization and Operation of Hanoi Tourist Service Joint Stock Company ("Company");
- Pursuant to the Operating Regulations of the Board of Supervisors;
- Pursuant to the 2024 Financial Statements of The Company, audited by KPMG Limited in Vietnam.

Dear Shareholders,

The Board of Supervisors ("**SB**"); would like to report on the Board's activities and performance in 2024, as well as its operational plan for 2025, with the following details:

I. ACTIVITIES OF SB IN 2024:

1. Activities of the Supervisory Board in 2024

In 2024, SB carried out its monitoring and inspection duties as follows:

- Monitoring and inspecting the management and implementation of the Company's business plan, as well as the activities of the Board of Directors ("**BOD**") and the Board of Management ("**BOM**"). It also ensured the legality and appropriateness of business activities in 2024, in accordance with the resolutions of the Annual General Meeting of Shareholders.
- Monitoring and supervising the issuance of resolutions and decisions by the **BOD** and the **BOM**.
- Inspecting the legality, appropriateness, fairness, and caution in the organization of accounting, statistics, and quarterly and annual financial reporting.
- Reviewing the performance reports of the production and business plan, financial reports, and management reports, ensuring the legality, appropriateness, fairness, and caution in the organization of accounting, statistics, and the preparation of financial reports for 2024, as well as for the quarters and year. Timely comments were provided to ensure the reports were prepared according to the correct procedures and accurately reflected the Company's financial situation. SB also prepared the Board's annual activity report for 2024 to present at the Annual General Meeting of Shareholders 2025.
- Overseeing the implementation of periodic and extraordinary information disclosures according to legal regulations and the Law on Securities, reviewing the transparency of the information disclosure process to protect shareholders' rights.
- The SB proactively developed and implemented its monitoring plan in accordance with the law and the Company's charter. It monitored the execution of internal regulations and guidelines that the Company had issued. It also examined accounting data from departments derived from the accounting software, as well as other data related to business activities. If necessary, the SB would request the Company or relevant departments to provide additional documentation to ensure the monitoring process was carried out effectively.
- Actively coordinating with the BOD, the Board of Management, and other departments to ensure effective work. During the overseeing and inspection process, the SB always received attention and facilitation from the BOD, Board of Management, and the Company's administrative staff, enabling the SB to complete the Board's tasks.

2. Meetings of the Supervisory Board in 2024

In 2024, the SB held regular meetings with the following content:

No.	Meeting title	Date (dd/mm/yy)	Content
1	Meeting 1	27/03/2024	Review of the Audited 2023 Financial Statements; Evaluation of the business performance for the first two months of 2024; Members provided feedback on the Board of Supervisors' activity report to be presented at the 2024 Annual General Meeting of Shareholders; Planning and tasks of the Board of Supervisors for the next period.
2	Meeting 2	07/08/2024	Evaluation of the Financial Statements and business performance for the first 6 months of 2024; Plan for the Board of Supervisors' activities and inspections for the upcoming period.
3	Meeting 3	25/12/2024	Evaluation of the Company's business performance for the first 9 months and 11 months of 2024; Developing the operational direction of the Board of Supervisors for 2025; Assignment of tasks to the Board members for 2025; Plan for the Board's activities and monitoring in 2025, along with other related matters.

SB prepares financial evaluation reports of the Company every 6 months and annually, which are sent to the BOD and the Annual General Meeting of Shareholders.

II. RESULTS OF THE BOARD OF SUPERVISORS ' MONITORING AND INSPECTION ACTIVITIES:

1. Regarding the Company's Financial Position as of December 31, 2024::

Through monitoring the business activities of the Company and auditing the quarterly, semi-annual, and annual financial reports for 2024 of Hanoi Tourist Service Joint Stock Company, the SB provides the following assessments:

- The Company has fully complied with the requirements of the current Vietnamese Accounting Standards and the Vietnamese Accounting System for Enterprises in organizing its financial and accounting operations. The Company has implemented accounting entries and prepared complete quarterly and annual financial statements, ensuring accuracy, honesty, and legality.
- Auditor's Opinion on Financial Reports: the financial statements give a true and fair view, in all material respects, of the financial position of Hanoi Tourist Service Joint Stock Company as at 31 December 2024 and of its results of operations and cash flows for the year then ended in accordance with Vietnamese Accounting Standards, the Vietnamese Accounting Policy For Enterprises and the relevant statutory requirements applicable to financial reporting.
- SB confirms that the financial data presented in the 2024 financial reports of the Company, audited by KPMG Limited in Vietnam, accurately reflects the Company's current financial status.
- Key Financial Data as of December 31, 2024:

Key Financial Figures of 2024

Unit: Mil VND

No.	Financial Items	31/12/2024	31/12/2023
I	Total assets	891,785	882,654
1	Curent assets	556,256	546,714

2	Long-term assets	335,529	335,940
II	Total resources	891,785	882,654
1	Liabilities	32,895	33,623
	Current liabilities	26,393	27,992
	Long-term liabilities	6,502	5,631
2	Equity	858,890	849,031

No.	Financial Ratio	Unit	31/12/2024	31/12/2023
I	Asset Structure			
1	Current Assets / Total Assets	%	62.38	61.94
2	Long-term Assets / Total Assets	%	37.62	38.06
II	Capital Structure			
1	Liabilities/ Total resource	%	3.69	3.81
2	Equity/ Total resource	%	96.31	96.19
III	Liquidity Ratios			
1	Current Ratio (Current Assets / Current Liabilities)	Times	21.08	19.53
2	Quick Ratio {(Cash + Cash Equivalents + Short-term Receivables + Short-term Investments) / Short-term Liabilities}	Times	21.04	19.44
IV	Profitability Ratio			
1	Net Profit After Tax	Mil VND	81,703	75,443
Order	Financial Ratio	Unit	31/12/2024	31/12/2023
2	ROE (Net Profit After Tax / Average Equity)	%	9.57	9.14
3	ROA (Net Profit After Tax / Average Total Assets)	%	9.21	8.78
V	Earnings Per Share	VND/share	1,092	1,009

Accounts Payable Situation

Unit: Mil VND

Figures	31/12/2024	31/12/2023
1.Current liabilities	26,393	27,992
- Account payable to suppliers	344	445
- Advances from customers	38	57
- Taxes and others payable to State Treasury	4,165	4,784
- Payables to employees	3,004	875
- Accrued expenses	660	2,812
- Unearned revenue – short-term	5,196	4,761
- Other payables – short-term	11,047	12,630
- Bonus and welfare fund	1,939	1,628

OK

2. Long-term liabilities	6,502	5,631
- Other payables – long-term	6,502	5,631
Total	32,895	33,623

(Source: Audited Financial Statements 2024)

Accounts Receivable Situation

Unit: Mil VND

Figures	31/12/2024	31/12/2023
1. Accounts receivable – short-term	30,612	39,210
- Accounts receivable from customers	9,647	11,464
- Prepayments to suppliers	417	1,320
- Other receivables	20,596	26,474
- Allowance for doubtful debts	(48)	(48)
2. Accounts receivable – long-term	1,500	1,103
Total	32,112	40,313

(Source: Audited Financial Statements 2024)

Through some financial indicators, the Company can see:

- **Regarding the Company's debt at December 31, 2024:**

- The Company's debt at December 31, 2024 is: 32,895 million VND. Short-term debts are 26,393 million VND, mainly expenses payable for Airline tickets; travel services; security services; cleaning services; repairs; prepayment by buyers; taxes and amounts payable to the State; 13th month salary deduction; bonuses, lunch; Board of Directors and Board of Supervisors remuneration; dividend payment; Receiving short-term deposits and bets... Long-term debts are 6,502 million VND, which are deposits, deposits, and long-term bets received from customers renting the Company's offices.
- The Company's receivables as of December 31, 2024 are: VND 32,112 million. Mainly focused on short-term receivables: VND 30,612 million; of which short-term receivables from customers: VND 9,647 million, mainly concentrated in two business units: Service Center, Airline Ticket Agency, Company Office.

Unit: Million VND

No.	Content	Amount
1	Account Payable at Tourism Center	145
2	Service Center, Airline Ticket Agency	7,445
	- Yamaha Motor Vietnam Ltd.	2,364
	- Honda Vietnam Company Ltd	2,015
	- Others	3,066
3	Company Office	1,981
	- Vietnam International Commercial Joint Stock Bank (VIB)	1,494
	- Others	487
4	Tourism Service Enterprise	76
	Total	9,647

In addition, other short-term receivables are 20,596 million VND, including receivables such as: Receivables from deposit interest of 13,899 million VND; Short-term deposits, pledges, and collateral of 5,442 million VND; Advances to employees... Long-term receivables of 1,500 million

VND also include pledges and collateral.

- **Regarding some financial indicators:**

With the data as in the above table at December 31, 2024, the Company's financial indicators basically show the efficiency and healthiness of the business's operations. The indicators of capital structure, assets, solvency and operating efficiency all show that the Company has a good financial situation, and shareholders' investment capital is preserved and developed. Specifically as follows:

- + The total assets and total capital of the Company as of December 31, 2024 are VND 891,785 million, a slight increase of 1.03% compared to December 31, 2023; of which: Short-term assets account for 62.38% and long-term assets account for 37.62%;
- + The Company's equity as of December 31, 2024 is VND 858,890 million, an increase of 1.16% compared to December 31, 2023;
- + The Company's liabilities as of December 31, 2024 are VND 32,895 million, a decrease of 2.17% compared to December 31, 2023;
- + The current ratio and quick ratio indicators are both large, showing that the Company's financial situation is good, ensuring liquidity for debt.
- + In addition, the indicators of Profit after tax/Profit rate (ROA), Profit after tax/Equity (ROE) in 2024 are both larger than in 2023.

2. Assessment of the Company's Business Performance in 2024:

In 2024, SB did not detect any unusual signs in the Company's business operations. All activities of the Company comply with the Law on Enterprises, the Company's Charter and legal regulations.

Production and business results and accounting data have been closely checked, ensuring accuracy and legality in recording data.

According to the Company's production and business plan for 2024 approved by the Annual General Meeting of Shareholders on May 8, 2024:

Figures		Actual 2024	Plan 2024	%Actual/Plan 2024
1. Revenue from provision of services	Mil VND	144,190	140,500	102.63%
2. Gross profit	Mil VND	31,909	27,500	116.03%
3. Financial Income	Mil VND	74,905	21,402	349.99%
4. Accounting profit before tax	Mil VND	90,321	30,500	296.13%
5. Net profit after tax	Mil VND	81,703	24,224	337.28%
6. % Net profit/Charter capital	%	10,92	3,24	-
7. Share capital	Mil VND	748,000	748,000	100.00%

In 2024, despite facing numerous difficulties and challenges from the business environment, thanks to the close and timely guidance of the Board of Directors and the efforts and unity of all employees, the Company has achieved many positive results and maintained stable growth. Over the past year, business strategies have been promptly adjusted to adapt to market changes and meet customer needs. Despite many challenges, the Company has still managed to maintain growth with high effort and determination. Alongside these successes, the Company continues to face numerous challenges. The competition in the Tourism and Service industry is becoming increasingly fierce, with customer demands rising higher. Additionally, external factors such as macroeconomic conditions, natural disasters, and epidemics have directly impacted the Company's

business operations. These challenges, however, have driven creativity, innovation, and continuous improvement to provide customers with the best services.

With these efforts, the Company has achieved significant results in completing the business tasks for 2024. Specifically, as follows:

- **Service Revenue for 2024:** 144,190 million VND, reaching 102.63% of the assigned target, and a growth of 2.52% compared to 2023.
- **Financial Revenue** (including interest income and profits from joint ventures): 74,905 million VND, achieving 349.99% of the target, with a growth of 12.43% compared to 2023.
- **Profit Before Corporate Income Tax:** 90,321 million VND, reaching 296.13% of the target, and a growth of 5.27% compared to 2023.
- **Net Profit After Corporate Income Tax:** 81,703 million VND, achieving 337.28% of the 2024 target, and a growth of 8.3% compared to 2023.
- **Profit from Subsidiaries, Joint Ventures, and Associated Companies** as follows:

According to the 2024 Financial Reports of these Companies:

Unit: Million VND

No.	Parties	Net Profit After tax 2024
1	Hanoi Hotel Joint Venture Co., Ltd	79,220
2	Global Toserco Limited	59,681
3	Hanoi tourist Taxi Joint Stock Company	216
4	Orient Star Trading and Tourism Joint Stock Company	Under construction

3. Assessment of the Supervisory Results over the BOD and the BOM

a. Board of Directors:

In 2024, SB did not detect any unusual situations in the activities of BOD. BOD has fully fulfilled its management responsibilities, adhering strictly to the Law on Enterprises, the Company's Charter, resolutions of the General Meeting of Shareholders, and other legal regulations.

The resolutions of the BOD in 2024 were issued in compliance with the authority of the Board and the content of these resolutions followed the decisions of the General Shareholders Meeting, the Law on Enterprises, the Company's Charter, and other relevant legal provisions.

BOD oversees the activities of the Board of Management in implementing the resolutions of the General Shareholders Meeting, the resolutions of the Board of Directors, and the Company's business operations. The Board of Directors cooperates with the Board of Management to direct and manage the Company's activities, contributing to the achievement of positive business results in 2024.

b. Board of Management:

In 2024, the Board of Management fully implemented the decisions and resolutions of the Board of Directors, strictly carrying out the rights and duties according to the Company's Charter and legal regulations.

Throughout the year, the Board of Management and the entire employees made good use of opportunities and overcame challenges to complete the assigned plans successfully.

c. Evaluation of Coordination Between the SB, BOD, and BOM in 2024:

SB has consistently maintained proactive coordination with the BOD, BOM, and relevant departments in conducting inspections, supervision, and making timely recommendations and contributions to ensure the harmonious protection of the legitimate interests of the Company and its shareholders.

Throughout the supervision process, the SB has received strong support and favorable conditions from the BOD, BOM, and department and unit managers across the Company, which has enabled the SB to effectively fulfill its assigned responsibilities.

d. Salary and Remuneration of the Board of Supervisors for 2024:

Number of Supervisory Board Members:

No.	Supervisory Board Member	Position	Notes
1	Mr. Tran Xuan Son	Head of Supervisory Board	
2	Mr. Nguyen Thanh Tuyen	Member	
3	Mr. Nguyen Tri Trung	Member	

The Supervisory Board consists of 03 members, with the Head of the Supervisory Board working on a full-time basis, while the other 02 members serve concurrently with other roles.

The remuneration for the Supervisory Board in 2024 was approved by the General Meeting of Shareholders (inclusive of personal income tax and an additional one-month payment on the occasion of the Lunar New Year 2025), specifically as follows:

- **Full-time Head of the Supervisory Board:** VND 29,000,000/month.

The Head is also entitled to the Company's general welfare and social insurance policies (*the Company contributes to social insurance and deducts from the salary/remuneration in accordance with legal regulations*).

- **Supervisory Board Members:** VND 5,000,000/person/month.

III. ACTIVITY PLAN FOR 2025 AND RECOMMENDATIONS:

1. Activity Plan for 2025:

- Develop a plan and oversee the implementation of business activities at the Company and its subsidiaries.
- Continue to perform the duties of monitoring business management and operations as defined by the Law on Enterprises and the Company's Charter.
- Monitor the implementation of resolutions from the 2025 General Shareholders Meeting and resolutions from the BOD.
- Review and validate quarterly, semi-annual, and annual financial reports and business performance of the Company. Evaluate the activities of the BOD and the Board of Management and present these assessments at the General Shareholders Meeting.
- Organize special checks when necessary or at the request of the BOD or shareholders as per regulations.
- Supervise compliance with internal management regulations of the Company and subsidiaries. Review and suggest necessary revisions to internal regulations to align with current laws and business practices.
- Enhance collaboration with the BOD, the Board of Management, and functional departments to perform timely monitoring and provide suggestions that ensure the Company's and shareholders' interests are maximized.
- Present the Audited Financial Reports to the General Shareholders Meeting along with an independent opinion on the financial status, business activities, and activities of the BOD and Board of Management.

2. Recommendations:

SB recommends the BOD and the Board of Management, as follows:

- Continue to maintain stability and increase the effectiveness of existing business sectors. Expand and develop new potential business areas that align with current market conditions;
- Formulate policies to improve and enhance the quality of human resources to meet the growing needs of business activities.
- Continue controlling costs and capital expenditures to ensure the successful completion of business goals for 2025 and the years ahead.
- Review and amend internal regulations to ensure compliance with new legal requirements and

align with practical business activities. Focus on improving risk management efficiency as per the guidelines of the state regulatory agencies.

Above is the report on the results of the monitoring activities in 2024 and the activity plan for 2025 by SB. The Board respectfully submits this report to the General Shareholders Meeting.

Thank you!

Wishing health to all Delegates and Shareholders.

Wishing the General Meeting great success.

Recipients:

- *General Meeting of Shareholders;*
- *Board of Directors;*
- *Board of Management;*
- *Board of Supervisors;*
- *Office Administration.*

ON BEHALF OF THE BOARD OF SUPERVISORS

HEAD OF THE BOARD



No: 35 /BC-TGD

Hanoi, date 22 month 4 year 2025

**REPORT OF THE BOARD OF MANAGEMENT ON BUSINESS PERFORMANCE
IN 2024 AND ORIENTATION, TASKS FOR 2025**

Dear Shareholders,

On behalf of the Board of Management, I would like to report on the business performance in 2024 and the orientation, tasks for 2025 of the Company as follows:

I. BUSINESS PERFORMANCE IN 2024

1. Business Overview in 2024

In 2024, the global economy faced numerous challenges, including inflation, exchange rate fluctuations, trade tensions, and political instability in many regions. Domestically, the Government implemented various stimulus policies to support businesses; however, the tourism sector continued to face fierce competition, changes in consumer trends, and rising operational costs. Additionally, natural disasters such as storms and floods in 2024 caused significant damage to the national economy in general and the tourism industry in particular.

Despite many difficulties, the Company flexibly adjusted its business strategies to adapt to market changes, optimize resources, and achieve positive results in business operations.

2. Performance of business targets in 2024

(Unit: Billion VND)

No.	Indicator	Plan 2024	Actual 2024	% Achieved (Actual/Plan)
1	Net revenue from provision of services	140.5	144.19	102.63%
3	Profit before tax	30.50	90.32	296.22%
4	Profit after tax	24.22	81.70	337.32%
5	State budget submission		20.00	

3. Solutions implemented to enhance business efficiency

3.1 Office leasing business:

This is the core business segment generating profit for the Company. Currently, the Company's buildings and business locations have been in operation for an extended period, leading to the gradual degradation of facilities. To address this, the Company has implemented maintenance, repair, and upgrading solutions for facilities and equipment at the buildings and rental locations. In 2024, specific renovation projects were carried out, such as upgrading the fire prevention and fire fighting system at the Building No. 02 Nui Truc; replacing outdated lighting systems with energy-saving and aesthetically pleasing lights at the Building No. 273 Kim Ma. The Board of Directors approved plans for renovating the drainage and ventilation systems in restrooms at the Building No. 273 Kim Ma; renovating the lobby and repainting at Van Phuc Building; and renovating the first-floor lobby at the Building No. 273 Kim Ma, and other necessary projects.

Overall, in 2024, the occupancy rate at the Building No. 273 Kim Ma reached 94%, and that of Van Phuc Building reached 84%. Profit after tax achieved 32.85 billion VND (173% of the plan), significantly contributing to the achievement of the Company's overall business targets.

3.2 Tourism Center operations

In 2024, the Tourism business faced numerous challenges due to intense competition among travel agencies and online service platforms.

The International Tourism segment continued to face difficulties due to uncompetitive visa policies compared to other countries in the region and a decline in some foreign tourist markets due to economic recession. In this context, the Company continued to focus on domestic tourism, diversified its products, expanded market access, and collaborated with partners to retain traditional customers and secure new contracts with additional clients.

Despite these efforts, revenue from travel tour operating in 2024 reached 50.8 billion VND (91% of the plan), with a profit of 391 million VND (68% of the plan).

3.3 Operations of the Service and Airline Ticket Agency Center

Currently, fierce competition among airlines and ticket price fluctuations pose challenges for agencies in maintaining profitability and market share.

With a team of experienced and well-trained staff, Hanoi Toserco's Service Center, Ticket Airlines Agency has consistently been a reliable service provider for many organizational and individual clients, significantly contributing to the enhancement of Hanoi Toserco's brand value.

In 2024, revenue from airline ticket agent reached 40.52 billion VND (115% of the plan), with a profit of 371 million VND (103% of the plan).

3.4 Financial management and cost control:

The Company has implemented accounting software to effectively manage financial information; closely monitored cash flow to ensure a balance between income and expenditure, maintaining financial stability.

Cost optimization measures were applied, including administrative cost savings, the use of energy-efficient equipment, and negotiating with suppliers to reduce service costs.

Quarterly financial evaluations were conducted to promptly adjust business strategies; financial reporting was ensured to be transparent, timely, and compliant with legal regulations

3.5 Implementation of employee policies

The Company fully implemented policies and benefits for employees as per regulations, creating a conducive working environment equipped with necessary tools; employees received salaries and bonuses commensurate with their performance.

Additionally, the Company organized annual health check-ups, recreational trips to rejuvenate the workforce, distributed gifts on commemorative occasions, and provided support during hardships and illnesses, fostering trust and loyalty among employees

II. ORIENTATION AND TASKS FOR 2025

1. Situation forecast

In 2025, the global economy is expected to remain unstable, requiring us to strive and adapt to unforeseen developments while seizing opportunities from the Government's open-door policies. We will focus all resources and strive to achieve the 2025 business plan approved by the Company's Board of Directors.

2. Business plan for 2025

(Unit: Billion VND)

No.	Indicator	Plan 2025
1	Net revenue from provision of services	151.45
2	Profit before tax	26.59
3	Profit after tax	30.98

3. Key Objectives in the Coming Period:

- Organize and manage business operations effectively; build a skilled and professional workforce capable of meeting job requirements according to assigned roles.
- Promote the application of information technology in daily operations to improve work quality and efficiency while reducing administrative costs in business activities.
- Continue to focus on employee welfare and ensure the proper implementation of labor policies and regimes, as well as fulfill obligations to the State.
- Manage information in compliance with legal regulations, ensuring the harmonious protection of the interests of the Company, shareholders, and employees.

4. Solutions to achieve objectives

- Continue improving service quality; invest in and upgrade facilities and equipment, optimize operating costs.
- Promote digital transformation and apply modern technology in management and business operations.
- Strengthen and enhance the Company's sales, product introduction, and service promotion efforts across digital platforms to attract customers and enhance competitiveness.
- Enhance professional training for employees, develop a skilled and dedicated workforce.

III. CONCLUSION

In 2024, the Company achieved positive results. Nonetheless, to develop sustainably, stabilize the employment, and implement increasing income policies for employees, the Company's greater determination and effort are required.

With the close guidance of the Board of Directors, the unity of all employees, and the support of our Esteemed Shareholders, I am confident that the Company will achieve these objectives for 2025.

Wishing everyone good health, happiness, and success!

Sincerely,

Recipients:

- General Meeting of Shareholders;
- Board of Directors, Board of Supervisors;
- Archive: Office.



GENERAL DIRECTOR

NGUYỄN KIM HA

**HANOI TOURIST SERVICE
JOINT STOCK COMPANY**

No.: 36/2025/TTr-HDQT

**SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness**

Hanoi, date 22 month 1 year 2025

PROPOSAL

***Re: Approval of Remuneration for the Board of Directors and Board of Supervisors in 2024
and Proposed Remuneration Budget in 2025***

To: THE GENERAL MEETING OF SHAREHOLDERS

HANOI TOURIST SERVICE JOINT STOCK COMPANY

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Charter of Organization and Operation of Hanoi Tourist Service Joint Stock Company ("Company");
- Pursuant to the Company's 2024 business performance and 2025 business plan
- Pursuant to The 2024 remuneration plan for the Board of Directors and Board of Supervisors, approved by the Annual General Meeting of Shareholders 2024 on May 8, 2024.

Board of Directors respectfully submits to the General Meeting of Shareholders for the approval of the total remuneration for members of the Board of Directors ("BOD") and Board of Supervisors ("BOS") for 2024, as well as the proposed remuneration plan for 2025, as follows:

1. 2024 Remuneration for BOD and BOS Members (Including personal income tax and a one-month Lunar New Year bonus for 2025) as below:

+ Total BOD remuneration for 2024	:	729,172,414 VND
+ Total BOS remuneration for 2024	:	507,000,000 VND
Total	:	1,236,172,414 VND

Which does not include the insurance, union fees, and welfare benefits for Head of BOS: VND 81.780.000 (insurance, union fees) + VND 25.000.000 (welfare funds).

2. Proposed 2025 Remuneration Budget for BOD and BOS Members (Including personal income tax and a one-month Lunar New Year bonus for 2025) as below:

2.1 Board of Directors (05 members):

+ Chairman of BOD	:	15.000.000 VND/month
+ Vice Chairwoman of BOD	:	12.000.000 VND/month per person
+ Board members	:	10.000.000 VND/month per person

2.2 Board of Supervisors (03 members):

+ Head of BOS	:	29.000.000 VND/month
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Entitled to social insurance and welfare benefits according to Company's regulations.
(The Company pays social insurance and deducts from the salary/remuneration of the Head of the Board of Supervisors according to legal regulations).

+ BOS members : 5.000.000 VND/month per person

Total estimated 2025 remuneration budget for BOD and BOS members: 1,248,000,000 VND *(including personal income tax and one-month Lunar New Year bonus for 2026).*

We respectfully request the General Meeting of Shareholders to review and approve this proposal./.

ON BEHALF OF BOARD OF DIRECTORS

Recipients:

- As addressed;
- BOD, BOS;
- Filed: BOD office.

CHAIRMAN 

Nguyễn Văn Dũng



**HANOI TOURIST SERVICE
JOINT STOCK COMPANY**

No.: ~~37~~ /2025/TTr-HĐQT

**SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness**

Hanoi, date 22 month 4 year 2025

PROPOSAL

Re: Request for approval of Audited Consolidated 2024 Financial Statements

**To: THE ANNUAL GENERAL MEETING OF SHAREHOLDERS
HANOI TOURIST SERVICE JOINT STOCK COMPANY**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Charter of Organization and Operation of Hanoi Tourist Service Joint Stock Company ("Company");
- Pursuant to Resolution No. 30/2024/NQ-HĐQT dated June 4, 2024, regarding the selection of KPMG Limited in Vietnam as the auditing firm responsible for reviewing the semi-annual financial statements for the six-month period ending June 30, 2024, and auditing the financial statements for the year ending December 31, 2024

Based on the Audited Financial Statements for 2024 of the Company, as audited by KPMG Limited in Vietnam, the Board of Directors hereby reports and respectfully submits to the Annual General Meeting of Shareholders for approval and ratification of the Company's Audited Financial Statements for 2024, with the key financial indicators as follows:

No.	CONTENT	YEAR 2023	YEAR 2024
I	BALANCE SHEET		
1	Current assets	546,713,777,672	556,255,789,738
2	Long-term assets	335,940,639,927	335,529,320,459
	Total assets	882,654,417,599	891,785,110,197
3	Liabilities	33,623,439,334	32,895,192,011
4	Equity	849,030,978,265	858,889,918,186
	Total resources	882,654,417,599	891,785,110,197
II	BUSINESS PERFORMANCE		
5	Revenue from provision of services	140,652,250,756	144,189,716,652
6	Accounting profit after tax	85,802,749,910	90,320,877,872
7	Income tax expense - current	10,359,637,024	8,617,691,179
8	Net profit after tax	75,443,112,886	81,703,186,693

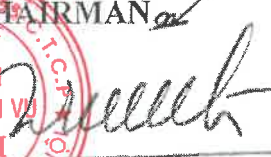

The full copy of the Company's Audited Financial Statements for 2024, which have been audited by KPMG Limited in Vietnam, is respectfully requested to be reviewed by Esteemed Shareholders via the following link: <http://hanoitoserco.com.vn/quan-he-co-dong/>.

We hereby submit this to the Annual General Meeting of Shareholders for consideration and approval./.

Recipients:

- As addressed;
- BOD, BOS;
- Filed: BOD's office.

ON BEHALF OF BOARD OF DIRECTORS

CHAIRMAN


Nguyen Van Dung

**HANOI TOURIST SERVICE
JOINT STOCK COMPANY**

No.: 36 /2025/TTr-HĐQT

**SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness**

Hanoi, date 22 month 4 year 2025

PROPOSAL

Re: Distribution Plan of After-Tax Profit for 2024

**To: THE ANNUAL GENERAL MEETING OF SHAREHOLDERS
HANOI TOURIST SERVICE JOINT STOCK COMPANY**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Charter of Organization and Operation of Hanoi Tourist Service Joint Stock Company ("Company");
- Pursuant to the Company's business performance results for 2024;
- Pursuant to the Company's Audited Financial Statements for 2024.

The Board of Directors respectfully submits to the General Meeting of Shareholders the distribution plan of after-tax profit for 2024 as follows:

No.	Figure	Amount (VND)
I	Net Profit After Tax 2024	81,703,186,693
II	Appropriation to funds, dividend payment	81,703,186,693
1	Appropriation to Development Investment Fund (3%)	2,451,095,601
2	Appropriation to Bonus and Welfare Fund (3,001572%)	2,452,379,891
3	Bonus Fund for Executive Board, Board of Directors, and Supervisory Board (3%)	2,451,095,601
4	Dividend payment at 9.94% on outstanding shares (74,797,400 outstanding shares)	74,348,615,600
III	Retained Net Profit After Tax 2024 (III=I-II)	0

Respectfully submitted to the General Meeting of Shareholders for review and approval.

Sincerely, 

Recipients:

- As addressed ;
- BOD, SB;
- Archive: BOD's office.

ON BEHALF OF BOARD OF DIRECTORS

CHAIRMAN

ÔNG CHỦ ĐỊCH VỤ
HÀ NỘI
NGUYỄN VĂN DUNG

No.: 39/2025/TTr-BKS

Hanoi, date 22 month 4 year 2025

PROPOSAL

Re: Selecting the audit firm to Financial Statements 2025

**Re: THE ANNUAL GENERAL MEETING OF SHAREHOLDERS
HANOI TOURIST SERVICE JOINT STOCK COMPANY**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to Charter of Organization and Operation of Hanoi Tourist Service Joint Stock Company (the "Company");
- Based on the actual operating situation of the Company;

Board of Supervisors of the Company respectfully submits to the Annual General Meeting of Shareholders for approval of the selection of an external audit firm to review the semi-annual financial statements for the six-month period ending June 30, 2025, and to audit the financial statements for the fiscal year ending December 31, 2025 (the "Financial Statements") as follows:

1. Basis for Proposing the Selection of an Audit Firm:

- The audit firm must be an independent, reputable firm with highly qualified professionals and experienced auditors in financial statement auditing within the business sector, in compliance with Vietnamese Accounting Standards (VAS), Vietnamese Accounting Policy For Enterprises, and International Financial Reporting Standards (IFRS); and must be on the list of eligible audit firms approved by the Ministry of Finance.
- There must be no conflicts of interest in conducting the audit of the Financial Statements for the Company.
- The audit firm must have reasonable auditing costs in accordance with competition rules.

2. Proposal of Board of Supervisors:

The General Meeting of Shareholders authorizes BOD to decide on the selection of an independent audit firm that meets the above criteria to audit the Company's 2025 Financial Statements in accordance with the law. The proposed firm is **KPMG Limited in Vietnam** or another approved audit firm eligible to audit financial statements for listed and publicly traded entities, in case negotiations with KPMG Limited in Vietnam is not successfully concluded.

Board of Supervisors proposes that Annual General Meeting of Shareholders authorizes the Company's General Director to sign the audit service contract with the selected audit firm.

We respectfully submit this to the General Meeting of Shareholders for consideration and approval../.

Recipients:

- As addressed ;
- BOD, SB;
- Archive: Office.

ON BEHALF OF BOARD SUPERVISORS

Head of the Board



Tran Xuan Son