

**CÔNG TY CỔ PHẦN SCI**  
**SCI JOINT STOCK COMPANY**

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**CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM**  
**Độc lập - Tự do - Hạnh phúc**  
**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**

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Số: 45./2026/SCI-CBTT  
No.: 45./2026/SCI-CBTT

Hà Nội, ngày 30 tháng 05 năm 2026  
Hanoi, day 30 month 05 year 2026

**CÔNG BỐ THÔNG TIN BẤT THƯỜNG**  
**EXTRAORDINARY INFORMATION DISCLOSURE**

**Kính gửi: Sở Giao dịch Chứng khoán Việt Nam/ Sở Giao dịch Chứng khoán Hà Nội/ Sở**  
**Giao dịch Chứng khoán thành phố Hồ Chí Minh**  
**To: Vietnam Exchange/ Hanoi Stock Exchange/ Hochiminh Stock Exchange**

- Tên tổ chức/Name of organization: Công ty cổ phần SCI / SCI Joint Stock Company  
- Mã chứng khoán/Mã thành viên/ Stock code/ Broker code: S99  
- Địa chỉ/Address: Tầng 3, tháp C, tòa nhà Golden Palace, đường Mễ Trì, phường Từ Liêm, Tp Hà Nội / 3<sup>rd</sup> Floor , Tower C, Golden Palace Building, Me Tri Road, Tu Liem Ward, Hanoi City.  
- Điện thoại liên hệ/Tel.: (+84-24) 3768 4495 Fax:  
- E-mail: sci@scigroup.vn
- Nội dung thông tin công bố/Contents of disclosure:  
- Nghị quyết của HĐQT về việc phê duyệt cơ cấu tổ chức Công ty cổ phần SCI/ Resolution of the Board of Directors on approving the organizational structure of SCI Joint Stock Company
- Thông tin này đã được công bố trên trang thông tin điện tử của công ty vào ngày 29/05/2026 tại đường dẫn <https://scigroup.vn/quan-he-co-dong#thong-tin-cong-bo>  
/This information was published on the company's website on 29/05/2026 (date), as in the link : <https://scigroup.vn/quan-he-co-dong#thong-tin-cong-bo>  
Chúng tôi xin cam kết các thông tin công bố trên đây là đúng sự thật và hoàn toàn chịu trách nhiệm trước pháp luật về nội dung các thông tin đã công bố/We hereby certify that the information provided is true and correct and we bear the full responsibility to the law.

**Tài liệu đính kèm/Attached documents:**

Tài liệu liên quan đến nội dung thông tin công bố/ Documents on disclosed information.

**Đại diện tổ chức**  
**Organization representative**  
Người UQ CBTT  
/ Person authorized to disclose information



**PHAN DƯƠNG MẠNH**

**SCI JOINT STOCK COMPANY**

3rd Floor, Tower C, Golden Palace Building, Me Tri Road, Tu Liem Ward, Hanoi

Tel: 024 3768 4495

Mail: sci@scigroup.vn

Website: www.scigroup.vn

No.: 06/2026/NQ-SCI-HĐQT

Hanoi, 29 May 2026

**RESOLUTION***Approval of the Organizational Structure of SCI Joint Stock Company***THE BOARD OF DIRECTORS OF SCI JOINT STOCK COMPANY****Pursuant to:**

- Law on Enterprises No. 59/2020/QH14 dated 17 June 2020; the Law amending and supplementing a number of articles of the Law on Enterprises No. 76/2025/QH15 dated 17 June 2025;
- The Charter on Organization and Operation of SCI Joint Stock Company;
- The Minutes of the Board of Directors' meeting of SCI Joint Stock Company dated 29 May 2026 regarding the approval of the organizational structure of SCI Joint Stock Company.

**RESOLVES**

**Article 1.** To approve the Organizational Chart of SCI Joint Stock Company as specified in Appendix 01 attached to this Resolution.

**Article 2.** To approve the Functions and Responsibilities of the Functional Departments of SCI Joint Stock Company as specified in Appendix 02 attached to this Resolution.

**Article 3.** During the performance of their assigned functions and duties, relevant Departments/Divisions and individuals are responsible for absolute compliance with prevailing laws, the Company Charter, and internal policies and regulations. Furthermore, they must ensure transparency, efficiency, and timeliness, and remain accountable to the Board of Management and under the law for all matters within their assigned scope of authority.

**Article 4.** This Resolution shall take effect as of the date of signing. The Board of Directors, the Board of Management, relevant Departments/Divisions, and individuals within the Company are responsible for implementing this Resolution.

**Recipients:**

- As stated in Article 4;
- Information disclosure;
- Filed with the archives.

**ON BEHALF OF THE BOARD OF  
DIRECTORS CHAIRMAN**

CÔNG TY  
CỔ PHẦN  
**SCI**  
THÀNH PHỐ HÀ NỘI

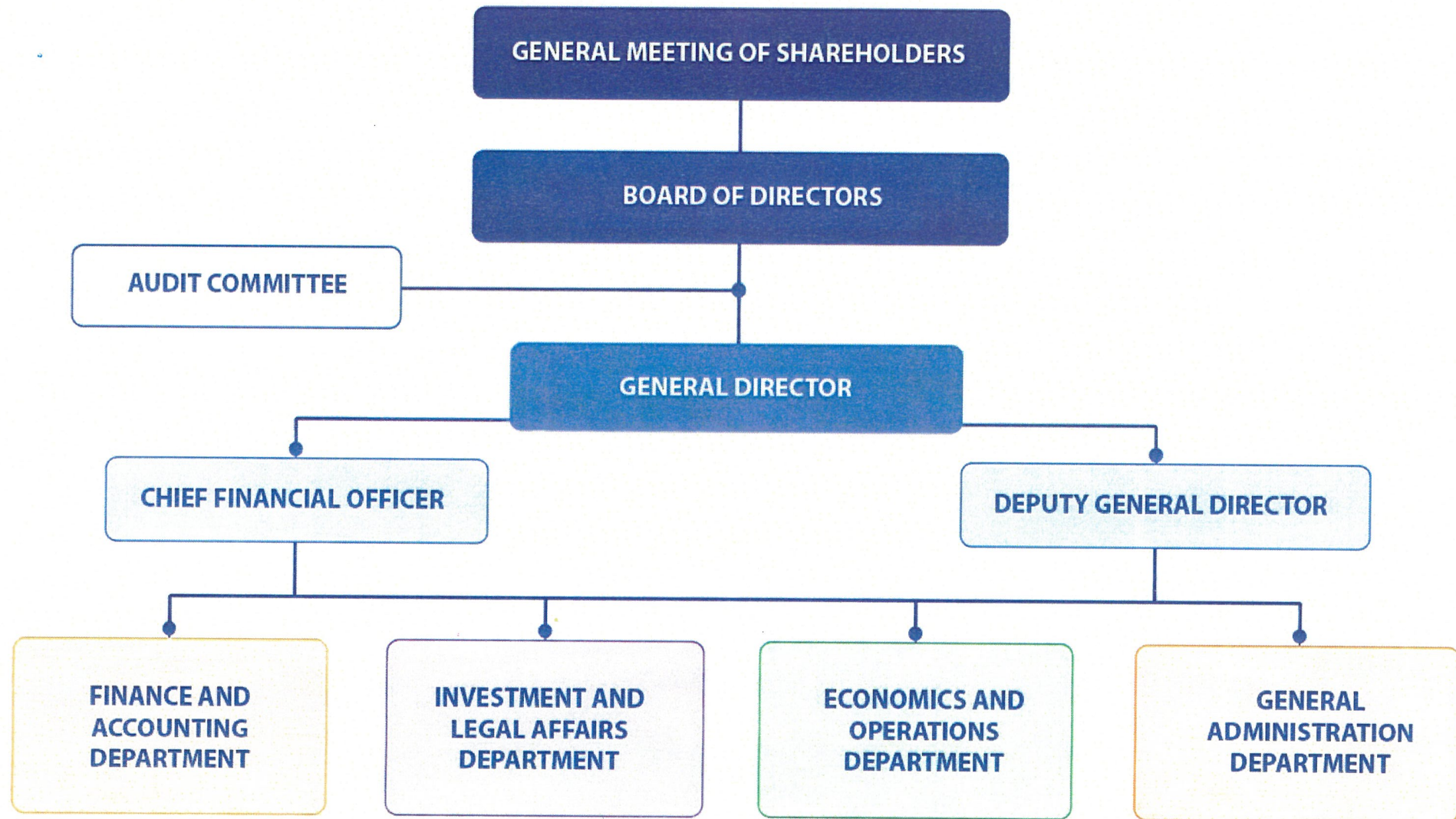
**Nguyen Cong Hung**



# APPENDIX 01

## ORGANIZATIONAL CHART – SCI JOINT STOCK COMPANY

(Attached to Resolution No. 06/2026/NQ-SCI-HĐQT dated May 29, 2026)



## APPENDIX 02

### FUNCTIONS AND DUTIES OF SPECIALIZED DEPARTMENTS

*(Attached to Resolution No. 06/2026/NQ-SCI-HĐQT dated 29 May 2026)*

Departments/Divisions within the Company shall perform their functions and responsibilities within their assigned scope of authority. Concurrently, they are responsible for proactively coordinating their activities to ensure the Company's overall operations run efficiently, cohesively, and seamlessly.

In addition to the functions and responsibilities set out below, Departments/Divisions and individuals within the Company shall perform other tasks as required by operations or as assigned by the Board of Management.

#### 1. GENERAL ADMINISTRATION DEPARTMENT (GAD)

- The GAD serves as an advisory and supporting unit to the Board of Management in administrative affairs, office management, logistics, and general administration to ensure the Company's operations run smoothly, efficiently, and in compliance with regulations.
- Simultaneously, the GAD coordinates with and supports other units in implementing administrative tasks, internal administration, event organization, internal and external relations, and other tasks as assigned by the Board of Management.

##### 1.1 Administration

- Manage and execute administrative tasks: reception, clerical work, archiving, company vehicles, procurement of office equipment, and relations with local authorities regarding office operations.
- Oversee basic IT infrastructure: internal networks, servers, email systems, and office software; monitor and control outsourced IT services.
- Drive internal communication and corporate branding: operate the website, fanpage, and company profile; develop and implement communication plans; organize internal events (parties, conferences, ceremonies, tours, teambuilding, etc., and coordinate with the Trade Union for relevant events).

##### 1.2 Human Resources

- Manage recruitment, training, personnel transfers, rewards, disciplinary actions, labor disputes, and labor contract terminations.
- Develop HR policies. Implement remuneration policies, including insurance and benefits.
- Develop and maintain the Company's organizational structure.

#### 2. FINANCE AND ACCOUNTING DEPARTMENT (FAD)

- The FAD serves as an advisory and supporting unit to the Board of Management in managing corporate finance, accounting, cash flows, capital sources, and assets, and organizing financial accounting in strict compliance with prevailing laws and the Company's internal regulations.

##### 2.1 Investment Finance

- Gather, appraise, analyze, and evaluate financial metrics in investments.

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- Seek opportunities, develop, and propose appropriate and effective financial investment structures.

## **2.2 Corporate Finance**

- Analyze and forecast financial performance. Develop and propose short, medium, and long-term financial plans.
- Develop a network of financial partners; plan and execute capital raising activities; propose capital structures and capital allocation; control capital utilization.
- Monitor and control budget utilization. Review and propose solutions for rational cost adjustments.

## **2.3 Financial Accounting**

- Organize accounting and bookkeeping; manage invoices, vouchers, and data confidentiality. Establish financial provisions and manage statutory payables. Prepare financial statements, finalization reports, and other relevant reports. Work with audit firms, tax authorities, and relevant competent authorities.
- Manage fixed assets and inventory; calculate and control production costs.
- Review and finalize project payment dossiers. Monitor accounts receivable and payable, and execute debt collection.
- Process external and internal payments; manage treasury and petty cash.
- Manage bid bonds, performance bonds, and other financial guarantees.

## **2.4 Management Accounting**

- Analyze and develop a management accounting reporting system to provide information for business planning.
- Propose policies; establish and improve related procedures, regulations, processes, and operational norms/quotas.

## **3. INVESTMENT AND LEGAL DEPARTMENT (I&L)**

- The ILAD serves as an advisory and supporting unit to the Board of Management in investment, legal management, and regulatory compliance for the Company's business and investment operations.

### **3.1 Investment**

- Advise on and organize the research, development, and investment management of the Company's projects; act as the focal point for implementing legal procedures, investment preparation, project portfolio management, and proposing new investment opportunities. Main tasks include:
  - + Formulating project strategy and development.
  - + Managing investment preparation.
  - + Executing project legal procedures.
  - + Managing project implementation; monitoring project progress, quality, and efficiency.
  - + Conducting reporting and internal governance in the investment field.
- Lead, draft, negotiate, and manage the execution of contracts within its functional scope.

- Oversee procurement and bidding activities, including the implementation and administration of bid packages.

### **3.2 Legal Affairs and Risk Management**

- Legal Counsel: Provide independent and objective legal opinions to the Board of Directors, the Board of Management, and functional departments.
- Risk Management: Identify, assess, and provide preventive solutions to mitigate the risks of legal violations or economic losses.
- Corporate Interest Protection: Represent and protect the Company's legitimate rights and interests in disputes, complaints, or dealings with partners.
- Specific tasks:
  - + Review the legality of documents, policies, regulations, internal rules, processes, charters, and collective labor agreements (collectively referred to as Documents), as well as contracts.
  - + Draft standard Documents and contract templates for the Company's regular transactions.
  - + Coordinate in executing legal administrative procedures.
  - + Handle dispute resolution and litigation.
  - + Update and disseminate laws.

### **3.3 Digital Transformation and Management Tools**

- Research, select, and implement management software and tools for digitalizing governance activities.
- Conduct training, technology transfer, monitoring, evaluation, and continuous improvement.

## **4. ECONOMICS AND OPERATIONS DEPARTMENT (E&O)**

- The EOD serves as an advisory and supporting unit to the Board of Management in economic affairs, planning, and the operation management of power plants.

### **4.1 Industrial Production Management at Power Plants**

- Advise on and organize the management, administration, and control of industrial production activities (including production preparation) of the Company and at industrial production units/plants; ensure safe, continuous, efficient, on-schedule, high-quality, and cost-optimized production.

### **4.2 Economics and Planning**

- Lead and coordinate with the ILAD to implement legal procedures related to the power sector: Specialized agreements, Power Purchase Agreements (PPA), Commercial Operation Date (COD) procedures, etc.
- Manage corporate business planning, production scheduling, and reporting.
- Prepare Total Investment (CAPEX) budgets, master budgets, and detailed cost estimates.
- Administer payroll and compensation planning.
- Manage product costing, operational expenses (OPEX), commercial contracts, project handovers, and final settlements.