

Hanoi, April 1, 2025

MEETING INVITATION
2025 Annual General Meeting of Shareholders

To: STP shareholders

The Board of Directors of Song Da Industry Trade Joint Stock Company respectfully invites shareholders to attend the 2025 Annual General Meeting of Shareholders.

1. Time: 8:00 a.m., April 24, 2025 (Thursday).

2 Location: 3rd floor hall, Song Da Industry Trade Joint Stock Company - No. 41, Quyet Thang Street, Yen Nghia Ward, Ha Dong District, Hanoi City.

3. Closing date for the list of shareholders attending the General Meeting of Shareholders: March 20, 2025

4. Meeting agenda: Report of the Board of Directors. Report of the Board of Supervisors. 2024 audited financial statements; Profit distribution and fund appropriation plan for 2024. Production and business plan for 2025 and expected dividends for 2025. Report on remuneration payment to members of the Board of Directors, Board of Supervisors, and secretary in 2024 and Remuneration plan for 2025. Selection of an auditor for the 2025 fiscal year. Other contents (if any) under the authority of the General Meeting.

5. General meeting documents: Shareholders visit Website: www.stp.com.vn to download the general meeting documents.

6. Registration to attend the General meeting: In order to organize the General meeting thoughtfully, we respectfully request that shareholders confirm their attendance at the General meeting/Authorization Letter (according to the form, with the company's seal) and send it by post to the address: Song Da Industry Trade Joint Stock Company. No. 41, Quyet Thang Street, Yen Nghia Ward, Ha Dong District, Hanoi or send it to Email: quynhsd@gmail.com or via: Phone: 024.33521290/33822791 (General meeting organizing committee)/0989.998.299 (Ms. Quynh)/Zalo 03.666.01.222 (Ms. An). We request shareholders to confirm before **05:00 p.m. April 18, 2025**.

- In case shareholders cannot attend in person and do not authorize anyone else, shareholders can authorize the Chairman of the Board of Directors or the member of the Board of Directors cum General Director of the Company (In this case, shareholders can send a valid Authorization Letter and a photo of the original Citizen identity card/Certificate of Business Registration to the General meeting organizing committee via the above Email/Zalo).

- Shareholders attending the general meeting are requested to bring the original identity card/passport/citizen identity card; Meeting invitation; Authorization letter (if authorized) according to the registration form for attendance.

- Shareholders are responsible for their own accommodation and travel expenses during the General Meeting. This notice replaces the meeting invitation in case shareholders have not received the meeting invitation.

Best regards,

Recipients:

- As stated in 'To'

- Filed: Board of Directors, Archive

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN



Nguyen Trong San

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

CONFIRMATION/AUTHORIZATION LETTER

To attend the 2025 Annual General Meeting of Shareholders
of Song Da Industry Trade Joint Stock Company

To: Song Da Industry Trade Joint Stock Company (STP)



Shareholder name (individual/organization):.....

Citizen identity card/Identity card/Passport/Certificate of business registration

No.:.....Date of issue:.....Place of issue:.....

Address:.....

Legal representative (for organization):.....

Number of shares owned:..... shares.

(Shareholders choose one of the two items below, tick the appropriate box)

1. REGISTRATION TO ATTEND THE MEETING ☐

2. AUTHORIZATION ☐

(Shareholders select one of the two items below to authorize a person to attend the meeting)

2.1. Mr./Ms. named below:

- Name of authorized person (Mr./Ms.):.....

- Citizen identity card/Identity card/Passport No.:.....date of issue:.....place of issue:.....

- Number of shares authorized:.....shares

2.2. Or authorize *(please tick the member that the shareholder authorizes):*

☐ Mr. Nguyen Trong San - Chairman of the Board of Directors. Number of shares authorized:.....shares

☐ Mr. Nguyen Trong Trai - Member of the Board of Directors, General Director of the company. Number of shares authorized:.....shares.

- **Authorization content:** The authorized party represents me/us to attend and exercise the rights and obligations of shareholders at the 2025 Annual General Meeting of Shareholders of STP related to the authorized shares.

This authorization is only valid during the 2025 Annual General Meeting of Shareholders of Song Da Industry Trade Joint Stock Company.

I/We are fully responsible for this authorization and undertake to strictly comply with current regulations of the Law and the Charter of STP.

Authorized person
(Signature, seal, full name)

....., 2025
Attendee/Authorizing person
(Signature, seal, full name)

Note : Shareholders tick ✓ or ✗ in the corresponding box. The authorized person shall not re-authorize to another person. If the authorized shareholder is an organization, in addition to the signature of the authorized representative , there must be the signature and seal of the legal representative of the organization.

Hanoi, April ,2025

WORKING REGULATIONS
2025 Annual General Meeting of Shareholders

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to the Charter of Song Da Industry Trade Joint Stock Company;

The 2025 Annual General Meeting of Shareholders of Song Da Industry Trade Joint Stock Company approved the Working Regulations at the Meeting, as follows:

Article 1. Scope of application:

1. These regulations apply to the organization of the 2025 Annual General Meeting of Shareholders of Song Da Industry Trade Joint Stock Company (the Company).
2. This Charter specifically stipulates the rights and obligations of shareholders, authorized persons attending the meeting and parties participating in the General Meeting, conditions and procedures for conducting the General Meeting.
3. Shareholders, authorized persons attending the meeting and participating parties are responsible for complying with these Regulations.

Article 2. Rights and obligations of shareholders or authorized representatives attending the General Meeting

1. Conditions for attending the General Meeting: Shareholders owning STP shares according to the shareholder list finalized by Vietnam Securities Depository and Clearing Corporation on March 20, 2025.
2. Rights of shareholders and shareholder representatives when attending the General Meeting:
 - Directly attend or authorize another person to attend the General Meeting in writing according to the company's form.
 - Discuss and vote on all issues under the authority of the General Meeting according to the provisions of the Law on Enterprises and other relevant legal documents;
 - Be informed by the Organizing Committee of the agenda, program of the General Meeting and accompanying documents;
 - Each shareholder or authorized person attending the meeting will receive 01 Voting Card, 01 Voting Ballot, and meeting documents after registering with the Organizing Committee.
 - Shareholders and authorized persons who arrive late before the end of the General Meeting have the right to register and vote immediately at the General Meeting on issues not yet voted on. In that case, the Chairman is not responsible for stopping the General Meeting and the validity of previously conducted votes will not be affected.
3. Obligations of shareholders and shareholder representatives when attending the General Meeting:
 - Shareholders or authorized persons attending the meeting must present the following documents to the Organizing Committee when attending the General Meeting: Identity card/Citizen identity card/passport, certificate of business registration if the representative attending the General Meeting is an organization, original authorization letter to attend the meeting (in case of being authorized to attend the General Meeting).
 - Meeting attire: formal, polite;
 - Comply with the instructions of the Organizing Committee, behave civilly, do not cause disorder, do not smoke, keep the phone on vibrate mode, if there is a need to transact via phone, it is required to go outside the meeting room so as not to affect the General Meeting.
 - Shareholders register the content of their speech and, with the consent of the Chairman, make a brief speech, comply with the speaking time, and the content of the speech is within the scope of the General Meeting agenda. The speaking time must not exceed 03 minutes , and the

content of the speech must not overlap with the opinions of other shareholders who have spoken before.

- Vote in accordance with the instructions of the Organizing Committee and comply with the direction of the General Meeting Chairman.
- Shareholders must comply with the regulations on the use and preservation of documents, and must not copy or record them for others outside the meeting without permission from the Presidium.
- Shareholders are responsible for attending from the beginning to the end of the meeting. In case they have to leave the meeting before the end, they must contact the Organizing Committee to notify their opinions in writing about the issues to be voted on at the meeting. Any shareholder who leaves the meeting without notifying the Organizing Committee will be considered to have agreed to all issues to be voted on at the meeting.
- Do not obstruct or disrupt the meeting so that it cannot be conducted fairly and legally.
- Strictly comply with these Regulations and respect the results of the work at the General Meeting.

Article 3. General Meeting Presidium and General Meeting Chairman

1. The Presidium of the General Meeting has no more than 3 members, including the Chairman of the Board of Directors and members of the Board of Directors of the company, and has the function of controlling the General Meeting. The Chairman of the Board of Directors of the company is the Chairman of the General Meeting.
2. Rights and obligations of the Chairman of the general meeting:
 - Chair and direct the activities of the General Meeting according to the approved agenda. Carry out necessary tasks so that the General Meeting of Shareholders takes place properly and in order, ensuring the completion of the content of the meeting's agenda.
 - Appoint the General Meeting secretariat.
 - Guide the General Meeting to discuss and vote on issues within the General Meeting agenda and related issues arising during the General Meeting.
 - The Chairman's decision on matters of order, procedure or events arising outside the agenda of the General Meeting shall be final.

Article 4. General Meeting Secretariat

1. The General Meeting Secretariat consists of 02 members appointed by the General Meeting Chairman. The Secretariat is responsible to the Chairman and the General Meeting of Shareholders for its duties under the direction of the Chairman.
2. Responsibilities of the Secretariat
 - Record fully and honestly the content and progress of the General Meeting.
 - Prepare minutes and resolutions of the General Meeting and perform supporting tasks as assigned by the Chairman.

Article 5. Shareholders' Eligibility Verification Committee

1. The Shareholders' Eligibility Verification Committee attending the meeting consists of 03 members appointed by the Board of Directors of Song Da Industry Trade Joint Stock Company.
2. Responsibilities of the Shareholders' Eligibility Verification Committee
 - Check the eligibility of shareholders or authorized representatives attending the meeting. Shareholders are required to present: Identity card/Citizen identity card/passport/Certificate of business registration if the representative attending the meeting is an organization, original authorization letter to attend the meeting.
 - Issue voting ballots and documents related to the meeting to shareholders or authorized persons attending the meeting.
 - Summarize the results of the verification and report to the General Meeting on the results of the verification of shareholders' eligibility to attend the meeting; Be responsible for the results of the verification of shareholders' eligibility to attend the meeting.
 - In case a person attending the meeting does not have full eligibility to attend the meeting, the Shareholders' Eligibility Verification Committee has the right to deny that person's right to attend the meeting, refuse to issue voting card, ballot, and meeting documents.

- Perform other tasks assigned by the Chairman of the General Meeting.
- The Shareholders' Eligibility Verification Committee has the right to establish a support unit to complete the Board's tasks.

Article 6. Ballot Counting Committee

1. The Ballot Counting Committee consists of 01 Head and members nominated by the Chairman of the meeting and approved by the General Meeting of Shareholders by raising voting cards directly at the meeting. Members of the Ballot Counting Committee may not be shareholders of the company.
2. Responsibilities of the Ballot Counting Committee
 - Instruct shareholders attending the meeting on how to use the Voting Card and Voting Ballot; Monitor the voting of shareholders or authorized representatives attending the meeting.
 - Prepare ballot boxes, disseminate voting procedures, and guide ballot recording.
 - Organize ballot counting, prepare ballot counting minutes and announce voting results before the General Meeting.
 - Return the minutes and all voting ballots to the Chairman of the meeting and be responsible to the Chairman and the General Meeting of Shareholders when performing their duties.

Article 7. Conditions for holding the General Meeting and voting to approve issues at the General Meeting

- The meeting is held when the number of attending shareholders represents more than 50% of the total number of shares with voting rights according to the shareholder list of Song Da Industry Trade Joint Stock Company.
- Decisions of the General Meeting of Shareholders are passed when approved by shareholders representing more than 50% of the total number of voting shares of shareholders present in person or authorized representatives present in person at the General Meeting.
- Decisions of the General Meeting of Shareholders relating to amendments and supplements to the Charter; classes of shares and total number of each class offered for sale; changes in business lines; changes in the Company's organizational and management structure; investment or sale of assets with a value of 35% or more of the total value of assets recorded in the Company's most recent financial statements; reorganization or dissolution of the Company must be approved when 65% or more of the total number of shares with voting rights are present in person or through authorized representatives at the General Meeting of Shareholders.
- Shareholders or authorized representatives attending the meeting will vote (**approve, disapprove, or abstain**) on issues to be approved at the General Meeting as prescribed in Article 9 of these Regulations.

Article 8. Voting Cards and Voting Ballots

- Voting cards and Voting ballots must have the Company's seal and be issued by the Organizing Committee of the General Meeting to shareholders or authorized representatives of shareholders attending the meeting.
- The voting value of the Voting Cards or Voting Ballots corresponds to the number of voting shares that the shareholder owns or the authorized representative registers to attend the General Meeting over the total number of voting shares of the shareholders or authorized representatives of the shareholders present at the General Meeting.

Article 9. Voting procedures for passing decisions at the General Meeting

1. Voting on issues at the General Meeting is done by Voting Cards and Voting Ballots.

1.1. Voting by raising voting cards:

- Each shareholder attending the Meeting will be given a **blue voting card** by the Organizing Committee. The voting card is stamped with the Company's seal, and contains the shareholder's full name and total number of voting shares.
- Shareholders use voting cards to approve the contents as proposed by the Presidium.

1.2. Voting by ballot:

- Each shareholder attending the General Meeting will be given a **white voting ballot** by the Organizing Committee. The voting ballot is stamped with the Company's seal, and contains the shareholder's full name, total number of voting shares, and voting contents at the General Meeting.

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- The voting contents recorded in the Voting Ballot will be voted by shareholders or shareholders' authorized representatives by presenting only one option: "agree" or "disagree" or "abstain" for each content that needs to be voted on and signed by shareholders or authorized representatives of shareholders and put into the ballot box.
- The voting results according to the "agree" or "disagree" or "abstain" white ballots are the total number of shares owned from the corresponding ballots.

2. Regulations on the recording method and validity of the Voting Ballots:

2.1. How to write a voting ballot and valid voting ballots:

- Each voting content recorded in the Voting Ballot has 03 voting opinions corresponding to 03 columns: agree, disagree, abstain. Shareholders tick ✓ or ✗ to the Voting opinion box according to each voting content. Shareholders only give 01 voting option: agree, disagree, or abstain.
- In case the voting ballot is torn or incorrectly written, if the ballot has not been put into the ballot box, the shareholder/authorized person must not erase it but request the Ballot Counting Committee to exchange it for a new ballot.
- A valid ballot is a ballot issued by the Organizing Committee of the General Meeting, clearly stating the contents to be voted on, stamped with the Company's seal and signed by the shareholder or authorized representative.

2.2. Invalid voting ballots:

- Voting ballots are not issued by the General Meeting Organizing Committee;
- Voting ballots do not bear the Company's seal;
- Voting ballots are left blank (do not vote for any content) or tick 2 or more voting opinions in the same voting content.
- Voting ballots are torn, crossed out, erased, or altered;

Article 10. Minutes and resolutions of the General Meeting

- The content of the General Meeting is recorded in the Minutes. The Chairman and Secretary of the General Meeting are responsible for the accuracy and truthfulness of the Minutes of the General Meeting.
- The Minutes of the General Meeting serve as the basis for issuing General Meeting Resolutions. The Chairman issues General Meeting Resolutions on issues approved by the General Meeting.
- Minutes and resolutions of the General Meeting must be read at the General Meeting for approval by shareholders, and published on the Company's website at www.stp.com.vn

Article 11. Effect of the Regulations

- These Regulations consist of 11 Articles and take effect immediately after being voted and approved by the General Meeting.
- The General Meeting decides on amendments and supplements to these Regulations.

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN



Nguyen Trong San

**SONG DA INDUSTRY TRADE
JOINT STOCK COMPANY**

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.: 63 /CBTT-STP

Documents of the 2025 Annual
General Meeting of Shareholders

Hanoi, April 1, 2025

INFORMATION DISCLOSURE

To: State Securities Commission of Vietnam
Hanoi Stock Exchange

1. Organization name: Song Da Industry Trade Joint Stock Company

- Stock code: **STP**

- Address: Yen Nghia Ward, Ha Dong District, Hanoi City

- Tel.: 024. 33521290/33828440

2. Content of the disclosed information:

- Documents of the 2025 Annual General Meeting of Shareholders of Song Da Industry Trade Joint Stock Company.

- The General Meeting documents are published on the website: stp.com.vn

3. This information has been published on the company's website on 01/04/2025 at the link: stp.com.vn

We hereby commit that the information disclosed above is true and we are fully responsible before the law for the content of the disclosed information.

*** Attachments:**

- Meeting invitation, authorization letter
- Working regulations of the General Meeting

Recipients:

- As stated in 'To'
- Filed

**Person authorized to disclose
information**

(Signature, seal)

Vu Thuy Quynh