

No. : 37/CV- CNG

Re: *Updating and supplementing documents for
the 2025 Annual General Meeting of
Shareholders*

Hanoi, April, 14 2025

To:

- **THE STATE SECURITIES COMMISSION**
- **THE HANOI STOCK EXCHANGE**

Pursuant to Circular No. 96/2020/TT-BTC dated November 16, 2020 of the Ministry of Finance guiding information disclosure on the stock market, Cotana Group Joint Stock Company, stock code: CSC announces the 2025 Annual General Meeting of Shareholders as follows:

1. Meeting time: 8:00 a.m. April 25 , 2025 (Friday)
2. Meeting documents: Posted on the Company's website at:
<https://www.cotanagroup.vn/>. Shareholders' Meeting documents are updated with amendments and supplements (if any).

Cotana Group Joint Stock Company respectfully informs the State Securities Commission and The Hanoi Stock Exchange about the above content .

Best regards!

Recipient :

- As per;
- Save admin.

COTANA GROUP JOINT STOCK COMPANY
LEGAL REPRESENTATIVE



TỔNG GIÁM ĐỐC
Đoàn Văn Tuấn



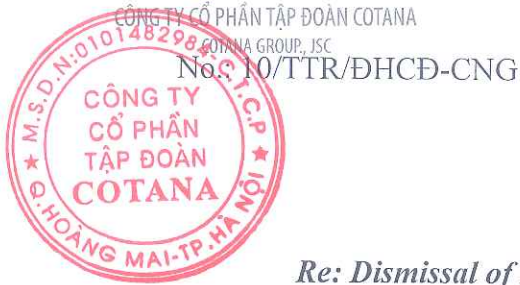
MEETING AGENDA
THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025
COTANA GROUP JOINT STOCK COMPANY

Time	Agenda Content	Implementation
CEREMONIAL PART		
8:00 AM	Reception, delegate registration, organizational arrangements, shareholder status verification.	Organizing Committee
8:30 AM	Report on the verification of the shareholder status attending the General Meeting.	Shareholder Status Verification Committee
8:35 AM	Opening speech, stating the purpose, and introducing the participants of the General Meeting. Introduction and voting to approve the personnel of the Presidium, the Secretariat of the General Meeting, and the Vote Counting Committee.	Organizing Committee
MAIN CONTENT SECTION		
8:45 AM	Approval of the General Meeting Agenda and the Working Regulations of the Meeting.	Presidium
8:55 AM	Report on the business performance results of 2024 and the business plan for 2025.	General Director
9:10 AM	Report on the Activities of the Board of Supervisors in 2024 and Operational Directions for 2025.	Head of the Board of Supervisors
9:25 AM	Report on the activities of the Board of Directors in 2024 and the operational direction for 2025.	Chairman of the Board of Directors
9:35 AM	Proposals for voting approval at the General Meeting.	Presidium
10:00 AM	Contributions from the General Meeting regarding the content of the reports and proposals presented at the meeting. Conclusion of the Presidium on the shareholders' contributions.	Shareholders Presidium
10:20 AM	The General Meeting votes to approve the content of the proposals and reports presented at the meeting.	Presidium
SECTION ON NOMINATION AND ADDITIONAL ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS FOR THE 2024-2029 TERM		



10:30 AM	Approval of the Election Regulations.	Election Committee
10:40 AM	Announcement of the List of Candidates and Nominees	Election Committee
10:50 AM	Conduct the election by voting	Election Committee
11:00 AM	Break	
11:10 AM	Announcement of the Election Results for the Board of Directors for the 2024–2029 Term	Head of the Election Committee
11:20 AM	Approval of the Minutes of Meeting and the Resolution of the General Meeting of Shareholders.	Secretariat Committee
SUMMARY AND CLOSING OF THE GENERAL MEETING.		





DRAFT

PROPOSAL

Re: Dismissal of Member of the Board of Directors for the 2024–2029 Term

Pursuant to:

Pursuant to the Law on Enterprises No. 59/2020/QH14 adopted by the 14th National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its guiding documents;

Pursuant to the Charter on the organization and operation of COTANA Group Joint Stock Company;

Based on the resignation letter submitted by Ms. Nguyen Do Hoang Lan on April 3, 2025, requesting to step down from her position as a member of the Board of Directors.

At the Annual General Meeting of Shareholders held on April 26, 2024, five members of the Board of Directors for the 2024–2029 term were elected, including:

- | | | |
|----|-------------------------|--|
| 1. | Mr. Dao Ngoc Thanh | Chairman of the Board of Directors |
| 2. | Mr. Doan Van Tuan | Member of the Board of Directors |
| 3. | Ms. Dao Thu Thuy | Member of the Board of Directors |
| 4. | Mr. Bui Tien Hung | Independent Member of the Board of Directors |
| 5. | Ms. Nguyen Do Hoang Lan | Member of the Board of Directors |

On April 4, 2025, the Board of Directors received the resignation letter from Ms. Nguyen Do Hoang Lan, a member of the Board of Directors, citing personal reasons.

Accordingly, the Board of Directors respectfully submits to the General Meeting of Shareholders for approval the dismissal of Ms. Nguyen Do Hoang Lan from her position as a member of the Board of Directors based on her resignation request. The dismissal shall take effect from the date it is approved by the General Meeting of Shareholders.

Respectfully submit to the General Meeting of Shareholders for consideration and approval!

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN

DAO NGOC THANH



DRAFT

PROPOSAL

Re: Election of an additional member to the Board of Directors for the 2024–2029 term

Pursuant to:

Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its guiding documents;

Pursuant to the Charter on organization and operation of COTANA Group Joint Stock Company;

Pursuant to the current number of members of the Board of Directors for the 2024–2029 term.

The Board of Directors respectfully submits to the 2025 Annual General Meeting of Shareholders for approval the election of an additional member to the Board of Directors for the 2024–2029 term, as follows: Pursuant to the number of Board members for the 2024–2029 term approved by the General Meeting of Shareholders on April 26, 2024, the total number of members is five (05).

Therefore, in order to ensure the required number of Board members for the 2024–2029 term, the Board of Directors respectfully proposes that the General Meeting of Shareholders consider and approve the election of one (01) additional Board member to replace the vacated position.

Respectfully submit to the General Meeting of Shareholders for consideration and approval!

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

DAO NGOC THANH



DRAFT

PROPOSAL*Re: Approval of the list of nominees and candidates for the Board of Directors***Pursuant to:**

- *The Law on Enterprises No. 59/2020/QH14 adopted by the 14th National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its guiding documents;*
- *The Charter on the organization and operation of COTANA Group Joint Stock Company;*
- *Proposal No. 10/TTR/ĐHCĐ-CNG regarding the approval of the number of members of the Board of Directors for the 2024–2029 term;*
- *The results of nomination and self-nomination by shareholders and groups of shareholders in accordance with the Company's Charter;*
- *The criteria and conditions for being a member of the Board of Directors as stipulated by the Company's Charter and the provisions of law.*

The Presidium respectfully submits to the General Meeting of Shareholders for approval the list of candidates for the Board of Directors for the 2024–2029 term as follows:

No.	Full name	ID Card/Passport/Citizen Identification/Business Registration Certificate	Address	Professional Qualifications	Current Position
1					
2					
3					

(Enclosed is the Statement and the candidate's résumé).

Respectfully submit to the General Meeting of Shareholders for consideration, voting and approval of the above-mentioned content!

Sincerely!**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN****DAO NGOC THANH**



ON NOMINATION, CANDIDACY, AND ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam, 14th Legislature, on June 17, 2020;

- *Pursuant to the Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam, 14th Legislature, on November 26, 2019;*
- *Pursuant to the Charter on the Organization and Operation of COTANA Group Joint Stock Company.*

The Regulation on Nomination, Candidacy, and Election of Members of the Board of Directors at the 2025 Annual General Meeting of Shareholders of COTANA Group Joint Stock Company is as follows:

I. Explanation of Terms/Abbreviations

Company	:	COTANA Group Joint Stock Company
BOD	:	Board of Directors
OC	:	Organizing Committee
AGM	:	The 2025 Annual General Meeting of Shareholders
Delegate	:	Shareholder, Authorized Representatives

II. Chairperson at the General Meeting

The Chairperson at the General Meeting is responsible for overseeing the election process, with specific duties including:

- Introducing the list of nominees for the Board of Directors;
- Addressing any complaints related to the election process (if any).

III. Principles of Election

- The election shall be conducted in accordance with the provisions of the law and the Company's Charter.
- The Vote Counting Committee is nominated by the Chairperson and approved by the General Meeting. Members of the Vote Counting Committee must not be listed as nominees or candidates for the Board of Directors.

IV. Regulations on Nominations and Candidacy for Members of the Board of Directors

1. Number of additional members to be elected to the Board of Directors for the term 2024 – 2029 of Cotana Group Joint Stock Company

The number of additional members to be elected to the Board of Directors for the term 2024 – 2029 is: One (01) member.

- Structure of the Board of Directors: The total number of independent non-executive members of the Board of Directors must account for at least one-third of the total members of the Board.

The number of independent members on the Board must ensure a minimum of one (01) member.

2. Conditions for becoming a member of the Board of Directors for the term 2024 – 2029 of Cotana Group Joint Stock Company

- **Qualifications and conditions for becoming a member of the Board of Directors** (according to Clause 1, Article 155 of the Enterprise Law)

- a. Not falling under the categories specified in Clause 2, Article 17 of the Enterprise Law;
- b. Having professional qualifications and experience in business administration or in the industry or business sector of the company, and does not necessarily have to be a shareholder of the company;
- c. A member of the Board of Directors of the company may simultaneously be a member of the Board of Directors of another company;

- **Qualifications and conditions for becoming an independent member of the Board of Directors** (according to Clause 2, Article 155 of the Enterprise Law):

- a. Not being an employee of the company, the parent company, or a subsidiary of the company; not having worked for the company, the parent company, or a subsidiary of the company for at least three (03) consecutive years prior to the election;
- b. Not being a person receiving salary or remuneration from the company, except for allowances received by the Board member as prescribed;
- c. Not being a person whose spouse, biological or adopted parents, biological or adopted children, or siblings are major shareholders of the company; or a person in a management position of the company or its subsidiaries;
- d. Not being a person directly or indirectly owning at least one percent (01%) of the total voting shares of the company;
- e. Not having been a member of the Board of Directors of the company for at least five (05) consecutive years prior to the election, except in the case of continuous appointment for two terms.

3. Conditions for candidacy and nomination for membership in the Board of Directors for the term 2024 – 2029 of Cotana Group Joint Stock Company

- a. Shareholders holding at least 5% (five percent) of the voting shares continuously for at least 06 (six) months have the right to combine the voting rights of each shareholder to nominate candidates for the Board of Directors. Shareholders, after combining their voting rights, must comply with the provisions of the law and the company's charter, as follows:

Shareholders holding more than 5% of the voting shares continuously for at least 06 months may self-nominate.

- Shareholders or groups of shareholders holding more than 5% but less than 10% of the voting shares continuously for at least 06 months may nominate 01 member;
 - Shareholders or groups of shareholders holding from 10% to less than 30% of the voting shares continuously for at least 06 months may nominate 02 members;
 - Shareholders or groups of shareholders holding from 30% to less than 50% of the voting shares continuously for at least 06 months may nominate 03 members;
 - Shareholders or groups of shareholders holding from 50% to less than 65% of the voting shares continuously for at least 06 months may nominate 04 members;
 - Shareholders or groups of shareholders holding 65% or more of the voting shares continuously for at least 06 months may nominate the full number of candidates.
- b. In the event that the number of candidates for the Board of Directors or the Board of Supervisors nominated and proposed by shareholders is still insufficient, the incumbent Board of Directors may propose additional candidates until the required number of candidates is met. These candidates must be approved by the General Meeting before the voting takes place.

V. Nomination and Candidacy Dossier for the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company

Shareholders or groups of shareholders holding the minimum shareholding ratios as stipulated above, when nominating or applying as candidates for the Board of Directors, are kindly requested to submit the Nomination and Candidacy Dossier to the Company either in person or via postal mail by 5:00 p.m. on April 22, 2025. This allows the Organizing Committee of the General Meeting to review the dossiers and verify the eligibility of candidates for the Board of Directors for the 2024–2029 term. The dossier must include the following documents:

- Application form for candidacy or nomination to the Board of Directors (according to the prescribed template);
- Minutes of the meeting of the shareholder group nominating the candidate (in case of nomination by a group of shareholders meeting the shareholding threshold as prescribed) (according to the prescribed template);
- Curriculum vitae completed by the candidate and certified by the current employer or the local authority at the candidate's place of residence (according to the prescribed template);
- Certification of continuous shareholding for at least six (06) months (as of the date of finalizing the list of shareholders), or an equivalent confirmation issued by the securities company where the shareholder's account is held, or by the Vietnam Securities Depository and Clearing Corporation (VSDC);
- Certified true copies of the following:
 - Citizen identification card/Passport;
 - Permanent residence book (or certificate of long-term temporary residence);

Academic degrees and qualifications;

- Valid letter of authorization for nomination (in case a shareholder authorizes another person to make the nomination);
- Other relevant documents (if any).

Only candidates who fully meet the statutory and company charter requirements for Board membership and submit a complete and valid dossier to the Company by 5:00 p.m. on April 22, 2025, either in person or by post, will be included in the official list of candidates to be announced at the General Meeting.

VI. Voting Method

The election shall be conducted using the cumulative voting method (*in accordance with Clause 3, Article 144 of the Law on Enterprises No. 59/2020/QH14*), specifically as follows

- Each delegate shall have a total number of ballots equivalent to the number of shares they represent multiplied by the number of Board of Directors (BOD) members to be elected.
- Delegates may accumulate all their ballots for one candidate or distribute them among several candidates, but may not vote for more candidates than the number of BOD members approved by the General Meeting of Shareholders.
- In the event that additional candidates are nominated on the day of the General Meeting, delegates may request a new ballot from the Vote Counting Committee and must return the original ballot before submitting the new one into the ballot box.

VII. Election ballot

7.1. Contents of the Election Ballot

7.1.1. The election at the General Meeting shall be conducted through the use of election ballots. Certain terms used in the election ballot are to be understood and interpreted as follows:

- “Delegate”: refers to a shareholder or a representative authorized by a shareholder;
- “Total number of represented voting ballots”: refers to the number of voting ballots including those owned by the Delegate and/or authorized from one or more other Delegates;
- “Total number of voting ballots for electing members of the Board of Directors”: refers to the total number of represented voting ballots multiplied by the number of members of the Board of Directors to be elected.

7.1.2. Upon receiving the election ballot, the shareholder/representative of the shareholder must verify all the information stated on the ballot. If any errors are found, they must immediately inform the Vote Counting Committee.

7.1.3. The election ballot for electing members of the Board of Directors is issued by the Company, bearing the Company’s official red stamp, and includes the name of the shareholder/representative, the delegate code, the total number of represented shares, the total number of voting ballots for electing members of the Board of Directors, and the list of BOD candidates.

7.2. Instructions for Completing the Election Ballot

7.2.1. Each election ballot for the Board of Directors shall be used to elect a maximum number of members as specified in Clause 1, Section IV of this Regulation.

7.2.2. Delegates shall cast their votes in accordance with the following instructions:

- Delegates may vote for a number of candidates up to the total number of BOD members to be elected.
- If all voting ballots are to be concentrated on one or more candidates, the delegate shall mark the box “Equal Concentrated Vote” for the corresponding candidates.
- If the delegate chooses not to vote for any candidate, the ballot shall be left blank, signed, the full name written clearly, and the ballot placed into the ballot box.

7.3. Shareholders or their authorized representatives must sign and clearly write their full name on the election ballot.

7.4. Validity and Invalidity of Election Ballots

- Valid ballots are those that follow the pre-printed template issued by the Organizing Committee, without any erasures, alterations, or additional content outside the prescribed format. The ballot must bear the signature and full name of the attending delegate and be submitted to the Vote Counting Committee before the ballot box is unsealed.
- The following ballots shall be considered invalid:
 - + Content not in accordance with the rules for valid ballots;
 - + The number of candidates voted for exceeds the number of BOD members to be additionally elected as approved by the General Meeting of Shareholders;
 - + Additional content written on the ballot;
 - + Ballots completed in pencil;
 - + Names of candidates struck through;
 - + Ballots not following the pre-printed format issued by the Organizing Committee, ballots lacking the Company's official red stamp, or containing erasures, alterations, or added content beyond the prescribed scope;
 - + Ballots submitted after the Vote Counting Committee has unsealed the ballot box;
 - + Ballots without the signature of the attending delegate.

VIII. Voting and Vote Counting

- In case of any error, the delegate may contact the Vote Counting Committee to request the issuance of a new election ballot and must return the old ballot (before placing it into the ballot box).

- The Vote Counting Committee shall carry out the vote counting process honestly, accurately, and fully, and shall take responsibility before the Chairperson of the Meeting and the entire General Meeting. The vote counting must be conducted immediately after the voting process is completed. The Vote Counting Committee must compile and tally the number of ballots. Members of the Committee are not allowed to erase or alter the content of the election ballots.
- The Vote Counting Committee is responsible for preparing the minutes of the vote counting results and announcing the election results to the General Meeting of Shareholders. The minutes and all election ballots must be sealed and handed over to the Chairperson of the meeting.

IX. Principles for Electing Successful Candidates *(according to Clause 3, Article 148 of the Law on Enterprises)*

- The candidates elected as members of the Board of Directors shall be determined based on the number of votes received, ranked from highest to lowest, starting with the candidate receiving the most votes until the number of members prescribed in the Company's Charter is fulfilled.
- In the event that two or more candidates receive an equal number of votes for the final position on the Board of Directors, a re-election shall be conducted among the candidates with the same number of votes, or selection shall be made based on the criteria specified in the election regulations.
- If the first round of voting does not result in a sufficient number of elected Board members, a second round of voting shall be held among the remaining nominees from the first round. In case the second round still does not result in a sufficient number of members, the General Meeting of Shareholders shall decide whether to proceed with further voting. If the General Meeting is unable to reach a decision, the Chairperson of the Meeting shall make the final decision.

X. Effectiveness of Implementation

- This election regulation shall be read before the General Meeting of Shareholders and submitted for voting by all shareholders prior to its implementation. If approved by the General Meeting of Shareholders with a voting ratio of more than 51% of the total voting shares held by shareholders/authorized representatives attending the meeting, this regulation shall take effect immediately.
- This regulation shall expire upon the conclusion of the 2025 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company.

The above is the full regulation on the nomination, candidacy, and election of members of the Board of Directors of Cotana Group Joint Stock Company at the 2025 Annual General Meeting of Shareholders.

Respectfully submit to the General Meeting of Shareholders for consideration and approval!

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

DAO NGOC THANH





CÔNG TY CỔ PHẦN TẬP ĐOÀN COTANA
COTANA GROUP, JSC

No.: 01/2025/TB-CNG

Hà Nội, ngày 05 tháng 04 năm 2025

NOTICE

(Nomination and Candidacy for the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company)

To: Shareholders of Cotana Group Joint Stock Company.

Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, as amended and supplemented by Law No. 03/2022/QH15 passed by the National Assembly of the Socialist Republic of Vietnam on January 11, 2022, and the guiding documents thereto;

Pursuant to the Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and the guiding documents thereto;

Pursuant to the Charter on Organization and Operation of Cotana Group Joint Stock Company;

The Board of Directors of the Company respectfully announces to the shareholders the nomination and candidacy for the additional election of a member of the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company at the 2025 Annual General Meeting of Shareholders, in accordance with the following conditions, criteria, and procedures:

- I. Number of Additional Members to Be Elected to the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company.**
 - The number of additional members to be elected to the Board of Directors for the 2024–2029 term is: One (01) member.
 - Composition of the Board of Directors: The total number of independent non-executive members must account for at least one-third of the total number of members of the Board of Directors.
 - The Company must have at least one (01) independent member on the Board of Directors
- II. Eligibility Requirements for Becoming a Member of the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company**
 - 1. Criteria and Eligibility for Serving as a Member of the Board of Directors** (pursuant to Clause 1, Article 155 of the Law on Enterprises):
 - a. Not falling under the cases specified in Clause 2, Article 17 of the Law on Enterprises;
 - b. Having professional qualifications and experience in business administration or in the Company's business sectors, and not necessarily being a shareholder of the Company;
 - c. A member of the Company's Board of Directors may concurrently serve as a member of the Board of Directors of another company
 - 2. Criteria and Eligibility for Serving as an Independent Member of the Board of Directors** (pursuant to Clause 2, Article 155 of the Law on Enterprises)



- a. Not currently working for the Company, its parent company, or any of its subsidiaries; and not having worked for the Company, its parent company, or any of its subsidiaries for at least the past three (03) consecutive years;
- b. Not receiving salary or remuneration from the Company, except for allowances that members of the Board of Directors are entitled to in accordance with regulations;
- c. Not being a person whose spouse, biological or adoptive father, biological or adoptive mother, biological or adoptive child, or biological siblings are major shareholders of the Company; or who is a manager of the Company or its subsidiaries;
- d. Not directly or indirectly owning at least one percent (01%) of the total voting shares of the Company;
- e. Not having previously served as a member of the Board of Directors of the Company for at least the past five (05) consecutive years, unless having been consecutively appointed for two terms.

III. Conditions for Candidacy and Nomination to the Board of Directors for the 2024–2029 Term of Cotana Group Joint Stock Company.

1. Shareholders who have continuously held at least 5% (five percent) of the total voting shares for a minimum period of six (06) consecutive months are entitled to pool their voting rights to nominate candidates to the Board of Directors. Shareholders who have pooled their voting rights to make nominations must comply with the provisions of law and the Company's Charter, as specified below:
 - A shareholder or group of shareholders holding more than 5% but less than 10% of the total voting shares for at least six (06) consecutive months is entitled to nominate one (01) candidate;
 - A shareholder or group of shareholders holding from 10% to less than 30% of the total voting shares for at least six (06) consecutive months is entitled to nominate two (02) candidates;
 - A shareholder or group of shareholders holding from 30% to less than 50% of the total voting shares for at least six (06) consecutive months is entitled to nominate three (03) candidates;
 - A shareholder or group of shareholders holding from 50% to less than 65% of the total voting shares for at least six (06) consecutive months is entitled to nominate four (04) candidates;
 - A shareholder or group of shareholders holding 65% or more of the total voting shares for at least six (06) consecutive months is entitled to nominate the full number of candidates.
2. In the event that the number of candidates nominated and self-nominated for the Board of Directors is still insufficient, the incumbent Board of Directors may nominate additional candidates until the required number is met, subject to approval by the General Meeting of Shareholders prior to the voting process.

IV. Application dossier for candidacy or nomination to the Board of Directors for the 2024–2029 term of Cotana Group Joint Stock Company:

Shareholders or groups of shareholders holding the proportion of shares as stipulated above, when nominating or standing as candidates for the Board of Directors, are kindly requested to submit their application dossiers directly or by post to the Company no later than 5:00 PM on April 23, 2025. This is to allow the General Meeting Organizing Committee to review the dossiers and verify the eligibility of candidates for the Board of Directors for the 2024–2029

term of Cotana Group Joint Stock Company. The application dossier for candidacy or nomination must include the following documents:

- Application for candidacy or nomination to the Board of Directors (using the prescribed form);
- Minutes of the meeting of the shareholder group nominating a candidate to the Board of Directors (in the case where a group of shareholders holding the required proportion participates in the nomination or candidacy) (using the prescribed form)
- Curriculum vitae (self-declared by the candidate), certified by the current employer or the local authority at the place of residence (using the prescribed form);
- Confirmation of continuous shareholding for the most recent six (06) months (as of the record date) or equivalent documents issued by the securities company where the shareholder holds an account or by the Vietnam Securities Depository and Clearing Corporation (VSDC);
- Notarized copy:
 - Citizen identification card / Passport;
 - Household registration book (or long-term temporary residence certificate);
 - Academic qualification certificates.
- Valid power of attorney for nomination (in case a shareholder authorizes another person to make the nomination);
- Other relevant documents (if any).

Only candidates who meet the eligibility criteria for members of the Board of Directors, submit a complete nomination/candidacy dossier that satisfies all requirements, and ensure it is received by the Company—either in person or by post—no later than 5:00 PM on April 23, 2025, will be included in the official list of candidates announced at the General Meeting.

V. Address for Submission of Candidacy/Nomination Documents:

Shareholders or groups of shareholders holding the required shareholding ratio as stated above, when nominating or standing as candidates for the Board of Directors, are kindly requested to submit the nomination/candidacy dossier to the Company either in person or by post no later than 5:00 PM on April 23, 2025, to the following address:

- Contact address: Office of the Board of Directors – Room 210, 2nd Floor, COTANA GROUP Building, Lot CC5A, Linh Dam Peninsula, Hoang Liet Ward, Hoang Mai District, Hanoi City
- Contact person: Assistant to the Chairman of the Board of Directors – Mai Ngoc Anh
- Tel : 024.35632763 Extension number: 210

Sincerely!

Recipients:

- *As above;*
- *To be filed by Administration & Human Resources Department.*

ON BEHALF OF THE BOARD OF
DIRECTORS

CHAIRMAN



Dao Ngoc Thanh

DAO NGOC THANH



NOMINATION FORM FOR CANDIDATES TO THE BOARD OF DIRECTORS

COTANA GROUP JOINT STOCK COMPANY

To: Cotana Group Joint Stock Company

Shareholder:

ID Card/Citizen ID/Passport/Business Registration No: Date of Issue:..... Place of Issue:

Address:.....

Number of shares held in Cotana Group Joint Stock Company as of March 19, 2025:

- Number of shares individually owned: Shares
- Number of shares representing ownership (State/Strategic shareholder/Other organizations):.....shares

Total number of shares owned:.....Shares, corresponding.....%

Total number of voting shares.

Legal representative of the institutional shareholder:

ID card/Citizen ID/Passport of the legal representative:..... Date of Issue:..... Place of Issue:

I, (a shareholder of Cotana Group Joint Stock Company, currently hold... *Shares, accounting for% of the total voting shares of the Company*) agree to nominate:

Mr./Ms:

ID Card/Citizen ID/Passport: Date of Issue:..... Place of Issue:

Permanent address:.....

Educational background:.....

Professional qualifications:

Number of shares (stock) held in Cotana Group Joint Stock Company as of March 19, 2025:

- Number of shares owned by the individual: Shares
- Number of shares representing ownership (State/Strategic shareholders/Other organizations):
Shares

Total number of shares owned: shares, representing% of the total voting shares.

Candidate for the Board of Directors of Cotana Group Joint Stock Company for the 2024-2029 term.

Attached documents:

- Valid copy of the ID card/Citizen ID/Passport of the nominating (representative) person and the nominee;
- Valid copy of the qualifications (if any) of the nominee;
- Curriculum Vitae (CV) of the nominee;

[day] [month] [year] 2025

Shareholder

(Sign and write full name)



MINUTES OF THE SHAREHOLDER GROUP MEETING

NOMINATING CANDIDATES FOR THE BOARD OF DIRECTORS

- Pursuant to the Charter on the Organization and Operation of Cotana Group Joint Stock Company;
- Pursuant to the Regulations on Nominating Members of the Board of Directors of Cotana Group Joint Stock Company

Today, on [date], at [location], we, the shareholders of Cotana Group Joint Stock Company, collectively hold [number] shares (in words): shares), accounting for% of the total voting shares of the Company, listed in the table below:

No.	Name of Shareholder	ID CARD/CITIZEN ID/PASSPORT/BUSINESS REGISTRATION CERTIFICATE	Permanent address	Number of shares owned/representing the shareholder	Sign and write full name
	Total				

After reviewing the Company's regulations on nominations and elections, we unanimously agree to nominate the following candidate to join the Board of Directors of Cotana Group Joint Stock Company for the 2024-2029 term at the 2025 Annual General Meeting of Shareholders as follows:

Mr./Ms:

ID Card/Citizen ID/Passport number:

Date of issue: Place of issue:

Permanent address:

Educational background: Major:

Attached documents:

- Certified copy of ID card/Citizen ID/Passport; Permanent residence registration;

- Certified copy of qualifications;
- Curriculum Vitae (CV) of the candidate;

At the same time, we unanimously appoint:

Mr. / Ms:

ID Card/Citizen ID/Passport number:

Date of issue: Place of issue:.....

Permanent address:

Acting as the group representative to carry out the nomination procedures in accordance with the Regulations on Nominations to the Board of Directors of Cotana Group Joint Stock Company .

This minutes is prepared at..... [time] hours, on [day]/[month]/[year] at.....

We affirm that the information I have provided is true and accurate, and we take full responsibility before the law and the General Meeting of Shareholders for the correctness and truthfulness of the contents of the attached documents.

[Location], [day] [month] [year]

Shareholder

(The nominee representing the group)

(Sign and print full name)¹

For legal entity shareholders:

- The legal representative signs and affixes the seal, or authorizes another person to sign
- In the case of a legal entity appointing a representative for capital contribution (authorized representative), the representative must sign and attach the documents appointing the representative as required.



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(stamped across
adjoining pages)

THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

CURRICULUM VITAE

(For self-nominated/nominated members of the Board of Directors/Board of Supervisors of Cotana Group Corporation for the 2024-2029 term)

1. Full name:
2. Sex:
3. ID card number: issued date
In.....
4. Date of birth:
5. Place of birth:
6. Nationality:
7. Nation:
8. Place of Origin:
9. Permanent residence:
10. Current residence:
11. Contact phone number:
12. Cultural level:
13. Professional qualifications:
14. Foreign language proficiency:
15. Work Experience (summarize working time, work unit, job title)
.....
.....
.....
16. Current position:
17. Current positions held at other organizations (if any):
18. Number of shares owned or authorized to represent at Cotana Group Joint Stock Company:
..... shares.
19. Illegal behavior:
20. Interests that conflict with the interests of Cotana Group Corporation :

I pledge not to violate the provisions of law and the Charter of organization and operation of Cotana Group Joint Stock Company and hereby certify that the above statements are completely true. If incorrect, I will be responsible before the law.

Confirmation of competent authority
(Confirm with local authorities or
the agency where the individual is working)

....., [day] [month] year 2025
Declarant
(Sign, print full name)



CÔNG TY CỔ PHẦN TẬP ĐOÀN COTANA
COTANA GROUP, JSC

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**LIST OF THE ELECTION AND VOTE COUNTING COMMITTEE
PROPOSED FOR APPROVAL BY THE GENERAL MEETING OF
SHAREHOLDERS**

1. Ms. Le Thi Linh Trang - Head of the Committee;
2. Mr. Ho Dat Dung - Member;
3. Ms. Pham Thi Thu - Member.

Respectfully submit to the General Meeting of Shareholders for approval.

**COTANA GROUP JOINT STOCK COMPANY
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**



VOTING CARD

DELEGATE CODE: CSC.00XXXX

Full Name of the Delegate:

Number of Owned Voting Ballots: Voting ballot

Number of Proxy Voting Ballots: Voting ballot

Total Number of Represented Voting Ballots: Voting ballot



CÔNG TY CỔ PHẦN TẬP ĐOÀN COTANA

COTANA GROUP, JSC

COTANA GROUP JOINT STOCK COMPANY
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**Voting Ballot No. 1**
Delegate ID: CSC.00XXXX

Full Name of the Delegate:

Number of Owned Voting Ballots: Voting ballot

Number of Proxy Voting Ballots: Voting ballot

Total Number of Represented Voting Ballots: Voting ballot*(Delegates are requested to mark the selection box for each voting item)*

CONTENT	Approve	Disapprove	Abstain
Item 01: Approval of Proposal No. 01/TTR/ĐHCĐ-CNG on the Report by the Board of Management regarding the Business Performance Results for 2024 and the Plan for 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 02: Approval of Proposal No. 02/TTR/ĐHCĐ-CNG on the Report by the Board of Directors for 2024 and the Operational Orientation for 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 03: Approval of Proposal No. 03/TTR/ĐHCĐ-CNG on the Report of the Board of Supervisors for 2024 and the Operational Direction for 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 04: Approval of Proposal No. 04/TTR/ĐHCĐ-CNG on the Audited Financial Statements for 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 05: Approval of Proposal No. 05/TTR/ĐHCĐ-CNG on the Selection of an Independent Auditing Firm to Audit and Review the Company's Financial Statements for 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 06: Approval of Proposal No. 06/TTR/ĐHCĐ-CNG on the Dividend Payment for 2024 and the Proposed Dividend Payment for 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 07: Approval of Proposal No. 07/TTR/ĐHCĐ-CNG on the Plan to Issue Shares for Capital Increase in 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 08: Approval of Proposal No. 08/TTR/ĐHCĐ-CNG on the Plan to Contribute Capital to the Subsidiary - Cotana Capital Housing Investment and Development Joint Stock Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 09: Approval of Proposal No. 09/TTR/ĐHCĐ-CNG on the Remuneration Payment for 2024 and the Proposed Remuneration for 2025 for the member of the Board of Directors and Board of Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 10: Approval of Proposal No. 10/TTR/ĐHCĐ-CNG regarding the dismissal of a member of the Board of Directors for the 2024–2029 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 11: Approval of Proposal No. 11/TTR/ĐHCĐ-CNG regarding the additional election of a member of the Board of Directors for the 2024–2029 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 12: Approval of Proposal No. 12/TTR/ĐHCĐ-CNG regarding the approval of the list of candidates for the Board of Directors for the 2024–2029 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions:

Shareholders mark an (X) in one of the three boxes:

Approve/Disapprove/Abstain For each voting item.

April 25, 2025

DELEGATE*(Sign and Write Full Name)*

COTANA GROUP JOINT STOCK COMPANY
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS



ELECTION BALLOT FOR THE BOARD OF DIRECTORS
Delegate ID: CSC.00XXXX

Full Name of the Delegate:

Number of Owned Voting Ballots: Voting ballot

Number of Proxy Voting Ballots: Voting ballot

Total Number of Represented Voting Ballots: Voting ballot

Total number of votes for electing members of the Board of Directors: Voting ballot

I agree to elect an additional member to the Board of Directors for the 2024–2029 term.

No.	Full Name	Cumulative voting for candidates
1		<input type="checkbox"/>
2		<input type="checkbox"/>

Instructions:

Shareholders mark an (X) in one of the three boxes:

Approve/Disapprove/Abstain For each voting item.

April 25, 2025

DELEGATE

(Sign and Write Full Name)



COTANA GROUP JOINT STOCK COMPANY
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

CÔNG TY CỔ PHẦN TẬP ĐOÀN COTANA

COTANA GROUP, JSC



Voting Ballot No. 2
Delegate ID: CSC.00XXXX

Full Name of the Delegate:

Number of Owned Voting Ballots: Voting ballot

Number of Proxy Voting Ballots: Voting ballot

Total Number of Represented Voting Ballots: Voting ballot

(Delegates are requested to mark the selection box for each voting item)

CONTENT	Approve	Disapprove	Abstain
Item 01: Approval of the Minutes of the 2025 Annual General Shareholders' Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 02: Approval of the Resolutions of the 2025 Annual General Shareholders' Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions:

Shareholders mark an (X) in one of the three boxes:

Approve/Disapprove/Abstain For each voting item.

April 25, 2025

DELEGATE

(Sign and Write Full Name)

No.: 01/2025-NQ/ĐHĐCĐ-CNG

Hanoi, April 25, 2025



RESOLUTION OF THE GENERAL MEETING OF SHAREHOLDERS

DRAFT

COTANA GROUP JOINT STOCK COMPANY (Meeting session on April 25, 2025)

Pursuant to:

- The Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
- The Charter on the Organization and Operation of Cotana Group Joint Stock Company;
- Minutes of the Shareholders' Meeting No. 01/2025-BB/ĐHĐCĐ-CNG of Cotana Group Joint Stock Company, recorded on April 25, 2025.

2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS COTANA GROUP JOINT STOCK COMPANY

RESOLUTION

- Article 1.** Approval of the Business Performance Report for 2024 and the Business Plan for 2025 of the Company (Proposal No. 01/TTR/ĐHĐCĐ-CNG)
- Article 2.** Approval of the Activity Report for 2024 and the Activity Plan for 2025 of the Board of Directors of the Company (Proposal No. 02/TTR/ĐHĐCĐ-CNG)
- Article 3.** Approval of the 2024 Performance Report and the 2025 Action Plan of the Company's Board of Supervisors
- Article 4.** Approval of the Audited Financial Statements for 2024 (Proposal No. 04/TTR/ĐHĐCĐ-CNG)
- Article 5.** Approval of the Selection of an Auditing Firm for the 2025 Financial Year of the Company (Proposal No. 05/TTR/ĐHĐCĐ-CNG)
- Article 6.** Approval of the Dividend Payment for 2024 and the Proposed Dividend Rate for 2025 (Proposal No. 06/TTR/ĐHĐCĐ-CNG)
- Article 7.** Approval of the Share Issuance Plan to Pay Dividends (Proposal No. 07/TTR/ĐHĐCĐ-CNG)

Article 8. Approval of the Capital Contribution Plan to the Subsidiary - Cotana Capital Housing Investment and Development Joint Stock Company (*Proposal No. 08/TTR/ĐHĐCĐ-CNG*)

Article 9. Approval of the Remuneration Payment for 2024 and the Proposed Remuneration for 2025 for the Board of Directors and Supervisory Board members (*Proposal No. 09/TTR/ĐHĐCĐ-CNG*)

Article 10. Approval of the dismissal of a member of the Board of Directors for the 2024–2029 term (*Proposal No. 10/TTR/ĐHĐCĐ-CNG*).

Article 11. Approval of the additional election of a member to the Board of Directors for the 2024–2029 term (*Proposal No. 11/TTR/ĐHĐCĐ-CNG*).

Article 12. Approval of the list of nominees and candidates for the Board of Directors for the 2024–2029 term (*Proposal No. 12/TTR/ĐHĐCĐ-CNG*).

Article 13. Approval of the list of elected members of the Board of Directors for the 2019–2024 term, including the following individuals:

1. Mr./Ms.

Assign the Board of Directors for the 2024–2029 term to organize a meeting to perform the functions of the Board of Directors in accordance with regulations.

Article 14. Authorization Clause:

Authorization of the Board of Directors to implement the items presented in the 2025 Annual General Shareholders' Meeting and carry out the procedures for amending the company's business registration content in accordance with the law.

Article 15. Implementation Clause:

This resolution was unanimously approved by the General Meeting of Shareholders of Cotana Group Joint Stock Company at the 2025 Annual Meeting, held on April 25, 2025.

The members of the Board of Directors, the Board of Supervisors, and the General Director are responsible for implementing this resolution and organizing its execution according to their functions, in compliance with the law and the Charter of Cotana Group Joint Stock Company.

This resolution takes effect from April 25, 2024.

Recipients:

- *As per Article 11;*
- *Shareholders (via the company's website);*
- *The Hanoi Stock Exchange (HNX);*
- *Business Registration Office - Department of Planning and Investment of Hanoi City;*
- *Board of Directors' Office Archive.*

**ON BEHALF OF THE GENERAL MEETING
OF SHAREHOLDERS
CHAIRMAN OF THE BOARD OF
DIRECTORS**

DAO NGOC THANH



**MEETING MINUTES****2025 Annual General Meeting of Shareholders****COTANA GROUP JOINT STOCK COMPANY**

Company Name: Cotana Group Joint Stock Company

Head Office Address: Lot CC5A, Linh Đàm Peninsula, Hoang Liet Ward, Hoang Mai District, Hanoi City

Business Registration Certificate No.: 0101482984, initially issued by the Hanoi Department of Planning and Investment on February 4, 2004, with subsequent amendments and supplements.

Stock Symbol: CSC

Today, at 8:00 AM on April 25, 2025, at the 11th-floor conference hall of Cotana Group Joint Stock Company's headquarters—Lot CC5A, Linh Đàm Peninsula, Hoang Liet Ward, Hoang Mai District, Hanoi City—the Annual General Meeting of Shareholders for 2025 is convened with the following agenda:

A. ATTENDEES AND THE LEGALITY AND VALIDITY OF THE GENERAL MEETING**I. Attendees**

The General Meeting is honored to welcome the presence of:

- + The Chairman and Members of the Board of Directors
- + The Board of Management of the Company
- + Esteemed Shareholders of the Company

II. The Legality and Validity of the General Meeting

At 08:30 AM on April 25, 2025, the General Meeting heard a report from Ms. Nguyen Hai Yen, Head of the Delegate Verification Committee, on the verification of delegate eligibility for participation in the meeting, as follows:

- The total number of shareholders convened to attend the 2025 Annual General

Meeting of Shareholders was 2,407 (including both institutional and individual shareholders), holding and representing 37,408,982 shares, equivalent to 37,408,982 voting rights, accounting for 100% of the company's charter capital.

- The number of attending delegates was ..., holding and representing ... shares, corresponding to ... voting rights, accounting for ...% of the total voting rights.

Based on the Law on Enterprises 2020 and the Charter of Cotana Group Joint Stock Company, the 2025 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company meets the legal conditions to proceed as stipulated.

B. OPENING OF THE GENERAL MEETING OF SHAREHOLDERS

Mr. Mai Ngọc Anh commenced the meeting, stated the rationale, introduced the attendees, and proposed that the General Meeting vote to approve the list of the Presidium, the Secretariat, and the Ballot Counting Committee.

I. The Presidium, the Secretariat, and the Ballot Counting Committee at the General Meeting.

At ... hour ... minutes:

- Number of attending delegates: ... shareholders.
- Number of proxy delegates: ... shareholders.
- Representing: ... voting shares, accounting for ...% of the total voting shares of all shareholders eligible to vote.

The General Meeting unanimously approved the list of the Presidium, the Secretariat, and the Ballot Counting Committee with ... votes in favor out of ... votes, accounting for ...% of the total voting shares of the attending shareholders.

The Presidium, the Secretariat, and the Ballot Counting Committee consist of the following members:

1. The Presidium consists of:

- Mr. Dao Ngoc Thanh – Chairman of the Board of Directors, serving as the Chairperson of the General Meeting

- Mr. Doan Van Tuan – Member of the Board of Directors, General Director, serving as a Member of the Presidium
- Mr. Bui Tien Hung – Member of the Board of Directors, serving as a Member of the Presidium

2. The Secretariat consists of:

- Mr. Dao Hong Son – Head of the Business Department, serving as Head of the Secretariat
- Ms. Nguyen Thi Diep – Head of Asset Management, serving as a Member of the Secretariat

3. The Ballot Counting Committee consists of:

- Ms. Le Thi Linh Trang – Staff of the Finance and Accounting Department, serving as Head of the Committee
- Mr. Ho Dat Dung – Deputy Head of the Technical Management Department, serving as a Member
- Ms. Pham Thi Thu – Accountant, serving as a Member

II. The Agenda of the General Meeting, The working regulations of the General Meeting

The General Meeting heard Mr. Bui Tien Hung, on behalf of the Presidium, present the agenda and working regulations of the Meeting.

At ... hours ... minutes:

- Number of attending delegates: ... shareholders.
- Number of proxy delegates: ... shareholders.
- Representing: ... voting shares, accounting for ...% of the total voting shares of all eligible shareholders.

The General Meeting unanimously approved the agenda and working regulations with a voting result of ... votes in favor out of ... votes, accounting for ...% of the total voting shares of the attending shareholders.

C. CONTENTS PRESENTED AT THE GENERAL MEETING

I. Contents of Reports and Proposals Presented at the General Meeting

1. The General Meeting listened to Mr. Doan Van Tuan, Member of the Board of Directors and General Director, presented:
 - Approval of Proposal No. 01/TTR/ĐHCD-CNG on the Report by the Board of Management regarding the Business Performance Results for 2024 and the Plan for 2025.
 - The report on the Company's business performance in 2024 and the business plan for 2025.
2. The General Meeting listened to Ms. Nguyen Hai Yen, Head of the Board of Supervisors, presented:
 - Report on the Activities of the Board of Supervisors in 2024 and the Operational Plan for 2025
 - Approval of Proposal No. 03/TTR/ĐHCD-CNG on the Report of the Board of Supervisors for 2024 and the Operational Direction for 2025
3. The General Meeting listened to Mr. Dao Ngoc Thanh, Chairman of the Board of Directors, presented:
 - The report on the activities of the Board of Directors in 2024 and the Board's plan for 2025.
 - Approval of Proposal No. 02/TTR/ĐHCD-CNG on the Report by the Board of Directors for 2024 and the Operational Orientation for 2025.
4. The General Meeting listened to Ms. Dao Thu Thuy, Member of the Board of Directors, presented the following proposals:
 - Approval of Proposal No. 04/TTR/ĐHCD-CNG on the Audited Financial Statements for 2024
 - Approval of Proposal No. 05/TTR/ĐHCD-CNG on the Selection of an Independent Auditing Firm to Audit and Review the Company's Financial Statements for 2025
 - Approval of Proposal No. 06/TTR/ĐHCD-CNG on the Dividend Payment for 2024 and the Proposed Dividend Payment for 2025
 - Approval of Proposal No. 07/TTR/ĐHCD-CNG on the Plan to Issue Shares for Capital Increase in 2025

- Approval of Proposal No. 08/TTR/ĐHCD-CNG on the Plan to Contribute Capital to the Subsidiary - Cotana Capital Housing Investment and Development Joint Stock Company
 - Approval of Proposal No. 09/TTR/ĐHCD-CNG on the Remuneration Payment for 2024 and the Proposed Remuneration for 2025 for the member of the Board of Directors and Board of Supervisors.
5. The General Meeting of Shareholders listened to Mr. Doan Van Tuan – Member of the Board of Directors and General Director of the Company – presenting the following proposals:
- Proposal No. 10/TTR/GMS-CNG regarding the dismissal of a member of the Board of Directors for the 2024–2029 term.
 - Proposal No. 11/TTR/GMS-CNG regarding the additional election of a member of the Board of Directors for the 2024–2029 term.
 - Proposal No. 12/TTR/GMS-CNG regarding the approval of the list of nominees and candidates for the election of a member of the Board of Directors for the 2024–2029 term.

II. Discussion and Approval of the Content of the Reports and Proposals

The General Meeting proceeded with the discussion of the content of the reports and proposals.

The shareholders present at the meeting received responses from the Presidium.

III. Voting on Matters at the General Meeting

The General Meeting listened to from Mrs. Le Thi Linh Trang, Head of the Voting Committee, regarding the voting results on the matters in the reports and resolutions, with the following outcome:

The Voting Committee announced the results as follows:

At the time of: hours minutes:

- Number of delegates attending: shareholders.
- Number of delegates by proxy: shareholders.
- Representing: voting shares, accounting for% of the total number

of voting shares held by all shareholders entitled to vote.

1. Proposal on Report by the Board of Management regarding the Business Performance Results for 2024 and the Plan for 2025

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
..... ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 01/TTR/ĐHCĐ-CNG on the approval of Report by the Board of Management regarding the Business Performance Results for 2024 and the Plan for 2025 was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

2. Proposal on the Report of the Board of Supervisors for 2024 and the Operational Direction for 2025

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
..... ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;

- The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 02/TTR/ĐHCĐ-CNG on the approval of Report of the Board of Supervisors for 2024 and the Operational Direction for 2025 was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

3. Proposal on Report by the Board of Directors for 2024 and the Operational Orientation for 2025.

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting: ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;

- The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
- The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 02/TTR/ĐHCĐ-CNG on the approval of Report by the Board of Directors for 2024 and the Operational Orientation for 2025 was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

4. Proposal on the Audited Financial Statements

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting: ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

- The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
- The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
- The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 04/TTR/ĐHCĐ-CNG on the approval of Audited Financial Statements was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

5. Proposal on the Selection of an Independent Auditing Firm to Audit and Review the Company's Financial Statements for 2025

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
..... ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 05/TTR/ĐHCĐ-CNG on the approval of Selection of an Independent Auditing Firm to Audit and Review the Company's Financial Statements for 2025 was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

6. Proposal on the Dividend Payment for 2024 and the Proposed Dividend Payment for 2025.

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
 ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 06/TTR/ĐHCD-CNG on the approval of Dividend Payment for 2024 and the Proposed Dividend Payment for 2025 was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

7. Proposal on the approval of the plan for share issuance as dividend payment.

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
 ballots

- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 07/TTR/ĐHCD-CNG on the approval of the plan for share issuance as dividend payment was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

8. Proposal on the Plan to Contribute Capital to the Subsidiary - Cotana Capital Housing Investment and Development Joint Stock Company

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting

- The total number of voting shares of shareholders attending the meeting:
..... ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 08/TTR/ĐHCĐ-CNG on the approval of Plan to Contribute Capital to the Subsidiary - Cotana Capital Housing Investment and Development Joint Stock Company was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

9. Proposal on the Remuneration Payment for 2024 and the Proposed Remuneration for 2025 for the member of the Board of Directors and Board of Supervisors.

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
..... ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 09/TTR/ĐHCĐ-CNG on the Remuneration Payment for 2024 and the Proposed Remuneration for 2025 for the member of the Board of Directors and Board of Supervisors was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

10. Proposal on the approval of the dismissal of a member of the Board of Directors for the 2024–2029 term

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
..... ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;

- The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 10/TTR/ĐHCD-CNG on the approval of the dismissal of a member of the Board of Directors for the 2024–2029 term was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

11. Proposal on the approval of the election of an additional member to the Board of Directors for the 2024–2029 term

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting: ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;

- The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
- The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 11/TTR/ĐHCĐ-CNG on the approval of the election of an additional member to the Board of Directors for the 2024–2029 term was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

12. Proposal on the approval of the list of nominees and candidates for the Board of Directors for the 2024–2029 term

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting: ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

- The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
- The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
- The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

Proposal No. 12/TTR/AGM-CNG on the approval of the list of nominees and candidates for the Board of Directors for the 2024–2029 term was approved with a ratio of: ... ballots / ... ballots, accounting for ...% of the total voting shares of the shareholders attending the meeting.

IV. Election to additionally appoint a member of the Board of Directors for the 2024–2029 term.

1. The General Meeting unanimously approved the list of the Election and Vote Counting Committee with the voting results as follows

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
..... ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

The Election and Vote Counting Committee consists of the following members:

- Ms. Le Thi Linh Trang – Staff of the Finance and Accounting Department, serving as Head of the Committee
- Mr. Ho Dat Dung – Deputy Head of the Technical Management Department, serving as a Member
- Ms. Pham Thi Thu – Accountant, serving as a Member

2. The General Meeting acknowledged Ms. Le Thi Linh Trang – Head of the Election and Vote Counting Committee – presenting the Election Regulations. The General Meeting unanimously approved the Election Regulations with the following voting ratio:

The General Meeting voted with the following ratio:

- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
- The total number of voting shares of shareholders attending the meeting:
..... ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
 - The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

3. Ms. Le Thi Linh Trang – Head of the Election and Vote Counting Committee – announced to the General Meeting the Vote Counting Minutes and results as follows

At the time of: hours minutes:

- Number of attending shareholders: shareholders
- Number of proxy shareholders: shareholders
- Representing: voting ballots, accounting for:% of the total voting ballots of all shareholders with voting rights

The election results for members of the Board of Directors for the 2019–2024 term include the following individuals:

- The total number of voting shares of shareholders attending the meeting: ballots
- The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
- The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

The detailed results are as follows:

No.	Full name of the candidate	Total number of valid votes	Percentage of total votes cast by attending shareholders

List of elected members of the Board of Directors for the 2024–2029 term:

1. Mr./Ms.

V. Approval of the Minutes of the General Meeting

Mr. Dao Hong Son, on behalf of the Secretariat of the General Meeting, presented the Minutes and content of the General Meeting.

At ... hour ... minute:

- Number of attending delegates: ... shareholders.
- Number of authorized delegates: ... shareholders.
- Representing: ... ballots, accounting for ...% of the total ballots of all shareholders entitled to vote.

The General Meeting voted to approve the Minutes of the 2025 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company, with an approval rate of ...% of the attending shareholders, as detailed below:

- The General Meeting voted with the following ratio:
- Voting method: Shareholders attending the meeting cast their votes directly at the meeting
 - The total number of voting shares of shareholders attending the meeting:
..... ballots
 - The number of ballots issued: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The total number of uncollected votes: voting shares (determined as votes with no opinion), accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of ballots collected: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of valid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.
 - The number of votes in approval: ... ballots, corresponding to ... voting shares, accounting for ... % of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;

- The number of votes in disapproval: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders;
- The number of votes to abstain: ... ballots, corresponding to ... voting shares, accounting for ...% of the total voting shares of shareholders attending and voting at the General Meeting of Shareholders.
- The number of invalid ballots: ... ballots, accounting for% of the total voting shares of shareholders attending the meeting.

D. CLOSURE OF THE GENERAL MEETING

1. Mr., on behalf of the Presidium, delivered a closing speech and expressed gratitude to the attendees.
2. The General Meeting concluded at hours minutes on April 25, 2025.
3. The minutes were prepared in ... copies, consisting of ... pages, and were publicly read before the entire General Meeting.
4. These minutes serve as the legal basis for issuing the Resolution of the 2025 Annual General Meeting of Shareholders of Cotana Group Joint Stock Company.
5. The Chairperson and the Secretary of the General Meeting are responsible for the accuracy and integrity of the minutes and shall sign below.

**ON BEHALF OF THE SECRETARIAT
OF THE GENERAL MEETING**

**ON BEHALF OF THE GENERAL
MEETING OF SHAREHOLDERS
CHAIRPERSON OF THE GENERAL
MEETING**

DAO HONG SON

DAO NGOC THANH



No.: 01/2025-NQ/ĐHĐCĐ-CNG

Hanoi, April 25, 2025

RESOLUTION OF THE GENERAL MEETING OF SHAREHOLDERS

DRAFT

COTANA GROUP JOINT STOCK COMPANY (Meeting session on April 25, 2025)

Pursuant to:

- The Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
- The Charter on the Organization and Operation of Cotana Group Joint Stock Company;
- Minutes of the Shareholders' Meeting No. 01/2025-BB/ĐHĐCĐ-CNG of Cotana Group Joint Stock Company, recorded on April 25, 2025.

2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS COTANA GROUP JOINT STOCK COMPANY

RESOLUTION

- Article 1.** Approval of the Business Performance Report for 2024 and the Business Plan for 2025 of the Company (Proposal No. 01/TTR/ĐHĐCĐ-CNG)
- Article 2.** Approval of the Activity Report for 2024 and the Activity Plan for 2025 of the Board of Directors of the Company (Proposal No. 02/TTR/ĐHĐCĐ-CNG)
- Article 3.** Approval of the 2024 Performance Report and the 2025 Action Plan of the Company's Board of Supervisors
- Article 4.** Approval of the Audited Financial Statements for 2024 (Proposal No. 04/TTR/ĐHĐCĐ-CNG)
- Article 5.** Approval of the Selection of an Auditing Firm for the 2025 Financial Year of the Company (Proposal No. 05/TTR/ĐHĐCĐ-CNG)
- Article 6.** Approval of the Dividend Payment for 2024 and the Proposed Dividend Rate for 2025 (Proposal No. 06/TTR/ĐHĐCĐ-CNG)
- Article 7.** Approval of the Share Issuance Plan to Pay Dividends (Proposal No. 07/TTR/ĐHĐCĐ-CNG)

Article 8. Approval of the Capital Contribution Plan to the Subsidiary - Cotana Capital Housing Investment and Development Joint Stock Company (*Proposal No. 08/TTR/ĐHĐCĐ-CNG*)

Article 9. Approval of the Remuneration Payment for 2024 and the Proposed Remuneration for 2025 for the Board of Directors and Supervisory Board members (*Proposal No. 09/TTR/ĐHĐCĐ-CNG*)

Article 10. Approval of the dismissal of a member of the Board of Directors for the 2024–2029 term (*Proposal No. 10/TTR/ĐHĐCĐ-CNG*).

Article 11. Approval of the additional election of a member to the Board of Directors for the 2024–2029 term (*Proposal No. 11/TTR/ĐHĐCĐ-CNG*).

Article 12. Approval of the list of nominees and candidates for the Board of Directors for the 2024–2029 term (*Proposal No. 12/TTR/ĐHĐCĐ-CNG*).

Article 13. Approval of the list of elected members of the Board of Directors for the 2019–2024 term, including the following individuals:

1. Mr./Ms.

Assign the Board of Directors for the 2024–2029 term to organize a meeting to perform the functions of the Board of Directors in accordance with regulations.

Article 14. Authorization Clause:

Authorization of the Board of Directors to implement the items presented in the 2025 Annual General Shareholders' Meeting and carry out the procedures for amending the company's business registration content in accordance with the law.

Article 15. Implementation Clause:

This resolution was unanimously approved by the General Meeting of Shareholders of Cotana Group Joint Stock Company at the 2025 Annual Meeting, held on April 25, 2025.

The members of the Board of Directors, the Board of Supervisors, and the General Director are responsible for implementing this resolution and organizing its execution according to their functions, in compliance with the law and the Charter of Cotana Group Joint Stock Company.

This resolution takes effect from April 25, 2024.

Recipients:

- *As per Article 11;*
- *Shareholders (via the company's website);*
- *The Hanoi Stock Exchange (HNX);*
- *Business Registration Office - Department of Planning and Investment of Hanoi City;*
- *Board of Directors' Office Archive.*

**ON BEHALF OF THE GENERAL MEETING
OF SHAREHOLDERS
CHAIRMAN OF THE BOARD OF
DIRECTORS**

DAO NGOC THANH

