

Number: 02/2025/BC-XDH

*Ha Noi, January 22, 2025*

**REPORT ON CORPORATE GOVERNANCE  
Year 2024**

**To: - The State Securities Commission  
- The Stock Exchange**

- Company Name: **Hanoi Civil Construction Investment Joint stock Company**
- Head-office Address: No. 292, Van Chuong alley, Kham Thien street, Kham Thien ward, Dong Da district, Ha Noi.
- Telephone: 024.38513867    Fax: 024.38511715                      Email: info@hcci.com.vn
- Charter capital: 270.269.070.000 VND
- Stock code: XDH
- Corporate Governance model:  
General Meeting of Shareholders, Board of Directors, Supervisory Board and Director.

**I. Activities of the General Meeting of Shareholders**

Information about meetings, resolutions and decisions of the General Meeting of Shareholders (including the resolutions of the General Meeting of Shareholders approved in written form):

No.	Resolution/Decision No.	Date	Content
1	07/2024/NQ-DHDCD	27/04/2024	Resolutions of the 2024 Annual General Meeting of Shareholders.

**II. Board of Directors:**

**1. Information about the members of the Board of Directors:**

No.	BOD members	Position	Appointment/Termination Date of BOD Member	
			Appointment Date	Termination Date
1	Mr. Do Tien Loi	Chairman of BOD	6/6/2020	
2	Mr. Phuong Kim Thao	Member of BOD	15/01/2007	
3	Mr. Tran Hong Tam	Member of BOD	15/01/ 2007	
4	Mr. Doan Trinh Linh	Member of BOD	15/07/2007	
5	Mr. Nguyen Dinh Long	Member of BOD	14/05/2016	

## 2. Meetings of the Board of Directors:

No.	Board of Directors' members	Number of BOD meetings attended	Attendance rate	Reasons for non-attendance
1	Mr. Do Tien Loi	4/4	100%	
2	Mr. Phuong Kim Thao	4/4	100%	
3	Mr. Tran Hong Tam	4/4	100%	
4	Mr. Doan Trinh Linh	4/4	100%	
5	Mr. Nguyen Dinh Long	4/4	100%	

## 3. Supervision activities of the BOD over the Director:

The Director reports the results of the Company's business activities in 2024 to the Board of Directors. The Director's decisions regarding the Company's operations are carried out according to the Resolutions of the General Meeting of Shareholders, Resolutions of the Board of Directors, and all are reported to the Board of Directors.

## 4. Activities of the Board of Directors' subcommittees (If any)

The Company's Board of Directors does not establish any affiliated subcommittees. Members of the Board of Directors perform their duties as assigned by the Board of Directors

## 5. Resolutions/Decisions of the Board of Directors

No.	Resolution/Decision No.	Date	Content	Approval rate
1	04/2024/NQ-HDQT	5/03/2024	Resolution of the Board of Directors on final list for the 2024 Annual General Meeting of Shareholders.	100%
2	14/2024/NQ-HDQT	30/08/2024	Resolution of the Board of Directors on the appointment of Chief Accountant.	100%

## III. Supervisory Boards

### 1. Information about members of Supervisory Boards:

No.	Members of Supervisory Board	Position	Day becoming/no longer member of the Supervisory Board	Qualification
1	Ms. Nguyen Thi Hai	Head of Supervisory Board	6/9/2008-19/5/2012 27/4/2017	Bachelor of Economics
2	Ms. Le Thi Kim Ngan	Member of Supervisory Board	27/4/2023	Bachelor of Finance

3	Ms. Tran Thuy Hanh	Member of Supervisory Board	27/4/2017	Bachelor of Economics
---	--------------------	-----------------------------	-----------	-----------------------

## 2. Meetings of Supervisory Board.

No.	Members of Supervisory Board	Number of attendance	Percentage	Reasons for absence
1	Ms. Nguyen Thi Hai	4/4	4/4	
2	Ms. Le Thi Kim Ngan	4/4	4/4	
3	Ms. Tran Thuy Hanh	4/4	4/4	

## 3. Supervisory activities of the Supervisory Board towards the Board of Directors, Board of Management, and shareholders:

Mornitoring and supervising the Company's operations according to the Enterprise Law, the Company's Charter and the Resolutions approved by the General Meeting of Shareholders.

The Supervisory Board conducts regular and periodic review of the entire financial management and the operational management activities of the company. The Supervisory Board reports its control activities to the shareholders in the General Meeting of Shareholders.

## 4. Coordination between the Supervisory Board, Board of Directors, Board of Managament and other management personnel.

There is effective coordination between the Board of Directors, Board of Managament, and Supervisory Board. The Departments in the company have actively coordinated, fully provided the requested documents, facilitating the Supervisory Board in controlling all activities within the company.

## IV. Board of Management

No.	Members of Board of Management	Date of birth	Qualification	Appointment/Termination Date of BOM member	
				Appointment Date	Termination Date
1	Mr. Pham Tien Diep	10/7/ 1979	Bachelor of Economics	22/06/ 2020	
2	Mr. Tran Quang Khue	3/01/ 1979	Master of Engineering	8/4/ 2016	
3	Mr. Nguyen Binh Nam	7/11/ 1973	Construction Engineer	1/5/2022	

## V. Chief Accountant:

Name	Date of birth	Qualification	Appointment Date
Ms. Nguyen Thi Thu Thuy	9/9/ 1981	Bachelor of Economics	30/8/2024

## VI. Training on corporate governance:

In 2024, members of the Board of Directors, Supervisory Board, Board of Management, Chief Accountant and Person responsible for Administration/Company Secretary have been given the opportunity to participate in short-term training programs in various related fields.

**VII. List of affiliated persons of the public company:****1. List of affiliated persons of the Company:**

<b>No.</b>	<b>Name of organization /individual</b>	<b>Securities trading account (if any)</b>	<b>Position at the Company (if any)</b>	<b>No.*, date of issue, place of issue</b>	<b>Address</b>	<b>Time of starting to be affiliated person</b>	<b>Time of ending to be affiliated person</b>	<b>Reasons</b>	<b>Relationship with the Company</b>
<b>1</b>	<b>Mr. Do Tien Loi</b>		Chairman of the Board of Directors			6/6/2020			
1.1	Ms. Nguyen Linh Phuong								Wife
1.2	Mr. Do Duy Anh								Son
1.3	Mr. Do Anh Quan								Son
<b>2</b>	<b>Mr. Nguyen Dinh Long</b>		Member of the Board of Directors						
2.1	Mr. Nguyen Dinh Thai								Father

2.2	Ms. Le Thi Huyen								Mother
2.3	Ms. Do Thi Minh Thu								Wife
2.4	Nguyen Dinh La Duy								Son
2.5	Nguyen Van Ha								Daughte r
2.6	Nguyen Thi Mai Anh								Siblings
2.7	Nguyen Thi Mai Phuong								Siblings
3	Mr. Tran Hong Tam		Member of the Board of Directors						

3.1	Nguyen Thi Hong								Wife
4	Mr Phuong Kim Thao		Member of the Board of Directors						
4.1	Nguyen Thi Minh Tan								Wife
4.2	Phuong Minh Vu								Son
4.3	Phuong Thi Minh Thu								Son

5	Mr. Doan Trinh Linh		Member of the Board of Directors						
5.1	Tran Hai Yen								Wife
5.2	Doan Hai Nam								Son
5.3	Doan Hai Dang								Son
5.4	Doan Trinh The Giao								Brother
5.5	Doan Trinh The Bao								Brother
5.6	Doan Trinh Kieu Trang								Sister
6	Mr Pham Tien Diep		Company Director						

6.1	Ngo Thi Phu Loc								Wife
6.2	Pham Phuong Linh								Daughte r
6.3	Pham Hoang Bach								Son
7	Mr. Nguyen Binh Nam		Deputy Director of the Company						
7.1	Nguyen Tu Van								Wife
7.2	Nguyen Quoc Bao								Son
7.3	Nguyen Trung								Son



	Kien								
7.4	Nguyen Truong Son								Brother
7.5	Nguyen Hoang Long								Brother
7.6	Nguyen Dinh Diem								Father-in-law
7.7	Hoang Thi Kim Dung								Mother-in-law
8	Mr. Tran Quang Khue		Deputy Director of the Company						
8.1	Nguyen Thi Ly								Mother

8.2	Bui Huyen Linh								Wife
8.3	Tran Dai Hai								Son
9	Nguyen Thi Hai		Head of the Supervisory Board						
9.1	Nguyen Duc An								Father
9.2	Truong Thi Tram								Mother
9.3	Nguyen To Hai								Husband
9.4	Nguyen Bang Linh								Son

9.5	Nguyen Nam Anh								Son
9.6	Nguyen Thi Huong								sibling
9.7	Nguyen Thu Hien								sibling
10	<b>Tran Thuy Hanh</b>		Member of the Supervisory Board						
10.1	Tran Trong Hung								Father
10.2	Truong Thi Ha								Mother
10.3	Nguyen Khang								Husband

10.4	Nguyen Tran Khang Duy								Son
10.5	Nguyen Tran Khang Vu								Son
10.6	Tran Thuy Huong								Sibling
11	<b>Le Thi Kim Ngan</b>		Member of the Supervisory Board						
11.1	Nguyen Trong Hue								Father
11.2	Tran Thi Pham								Mother
11.3	Nguyen Manh Cuong								Husband

11.4	Nguyen Dieu Thu								Son
11.5	Nguyen Gia Vinh								Son
12	<b>Mrs. Nguyen Thi Thu Thuy</b>								
12.1	Vo Huy Cuong								Husband
12.2	Vo Huy Minh								Son
12.3	Vo Huy Bach								Son
12.4	Nguyen Hoang Ngan								Sister

12.5	Nguyen Anh Tuan								Brother
<b>13</b>	<b>Mrs. Ha Van Chi</b>		In charge of company administration, company secretary						
13.1	Tong Viet Phuong								Husband
13.2	Tong Anh Minh								Son
13.3	Tong Minh Nam								Son
<b>14</b>	<b>Urban Infrastructure Development Investment Corporation Udic - One Member Limited Liability Company</b>		a state shareholder who is also a major shareholder						

2. Transactions between the company and the affiliated persons or between the company and major shareholders, internal persons and related person of internal person:

No.	Name of organization/ individual	Relationship with the Company	NSH No.* date of issue, place of issue	Address	Time of transactions with the Company	Resolution No. or Decision No. approved by General Meeting of Shareholders/ Board of Directors (if any, specifying date of issue)	Content, quantity, total value of transaction	Note
1	<b>Urban Infrastructure Development Investment Corporation Udic - One Member Limited Liability Company</b>	a state shareholder who is also a major shareholder	Business Registration Certificate No.: 0100106232 Date of issue: October 31, 2023 Place of issue: Hanoi Department of Planning and Investment	No. 27 Huynh Thuc Khang Street, Lang Ha Ward, Dong Da District, Hanoi	2024		<b>Transaction Value:</b> VND 69,902,159 <b>Description:</b> Cost reduction according to the conclusion of UHY Auditing and Consulting Co., Ltd. for the project: Investment in the construction of the Vinh Secondary Radar Station	
							<b>Transaction Value:</b> VND 253,278,416 <b>Description:</b> Capital contribution for the implementation of the CT02B Nam Thang Long project	

3. Transactions between the Company's internal person, affiliated persons of internal person and subsidiaries and companies controlled by the Company: None

4. Transactions between the Company and other parties: None

4.1. Transactions between the Company and a company where a member of the Board of Directors, Supervisory Board, or Executive Director (General Director) has been or is a founding member or a member of the Board of Directors, Executive Director (General Director) within the last three (03) years (as of the report date): None

4.2. Transactions between the Company and a company where a related person of a member of the Board of Directors, Supervisory Board, or Executive Director (General Director) is a member of the Board of Directors or Executive Director (General Director): None

4.3. Other transactions of the Company (if any) that could provide material or non-material benefits to members of the Board of Directors, Supervisory Board, or Executive Director (General Director): None

**VI. Transactions between the company and the affiliated persons or between the company and major shareholders, internal persons and related person of internal person.**

1. List of internal persons and affiliated persons of internal persons:

No.	Name of organization/individual	Stock trading account (if any)	Position at the Company (if any)	No.*, date of issue, place of issue	Head Office Address/ Contact Address	Number of shares owned at the end of the period	Stock ownership ratio at the end of the period	Notes
<b>I</b>	<b>Member of the Board of Directors</b>							
<b>1</b>	<b>Mr. Do Tien Loi</b>		Chairman of the Board of Directors			6.756.750	25%	
1.1	Nguyen Linh Phuong							Wife
1.2	Do Duy Anh							Son
1.3	Do Anh Quan							Son
<b>2</b>	<b>Nguyen Dinh Long</b>		Member of the Board of Directors			4.892.787	18,1%	



2.1	Nguyen Dinh Thai							Father
2.2	The Thi Huyen							Mother
2.3	Do Thi Minh Thu							Wife
2.4	Nguyen Dinh La Duy							Son
2.5	Nguyen Van Ha							Daughter
2.6	Nguyen Thi Mai Anh							Siblings
2.7	Nguyen Thi Mai Phuong							Siblings
3	Mr. Tran Hong Tam		Member of the			3.433.779	12,7%	

			Board of Directors					
3.1	Nguyen Thi Hong					1.357.656	5,02%	Wife
4	Mr. Phuong Kim Thao		Member of the Board of Directors			3.949.604	14,61%	
4.1	Nguyen Thi Minh Tan							Wife
4.2	Phuong Minh Vu					540.540	2%	Son

4.3	Phuong Thi Minh Thu					540.540	2%	Daughter
5	<b>Mr. Doan Trinh Linh</b>		Member of the Board of Directors			710.532	2,63%	
5.1	Tran Hai Yen							Wife
5.2	Hainan Delegation							Son
5.3	Doan Hai Dang							Son
5.4	Doan Trinh The Giao							Brother
5.5	Doan Trinh The Bao					10.647	0,043%	Brother
5.6	Doan Trinh Kieu Trang							Sister

<b>II</b>	<b>Board of Directors</b>							
1	<b>Mr. Pham Tien Diep</b>		Company Director			91.393	0,34%	
1.1	Ngo Thi Phu Loc							Wife
1.2	Pham Phuong Linh							Daughter
1.3	Pham Hoang Bach							Son
2	<b>Mr. Nguyen Binh Nam</b>		Deputy Director of the Company			5.405	0,02%	
2.1	Nguyen Tu Van							Wife

2.2	Nguyen Quoc Bao							Son
2.3	Nguyen Trung Kien							Son
2.4	Nguyen Truong Son							Brother
2.5	Nguyen Hoang Long							Brother

2.6	Nguyen Dinh Diem							Father-in-law
2.7	Hoang Thi Kim Dung							Mother-in-law
3	<b>Mr. Tran Quang Khue</b>		Deputy Director of the Company			67.623	0,25%	
3.1	Nguyen Thi Ly							Mother
3.2	Bui Huyen Linh							Wife
3.3	Tran Dai Hai							Son

III	Supervisory Boards:							
1	Nguyen Thi Hai		Head of the Supervisory Board			39.639	0,15%	
1.1	Nguyen Duc An							Father
1.2	Truong Thi Tram							Mother
1.3	Nguyen To Hai							Husband
1.4	Nguyen Bang Linh							Son
1.5	Nguyen Nam Anh							Son
1.6	Nguyen Thi Huong							sibling
1.7	Nguyen Thu Hien					5.855	0,02%	sibling

2	Tran Thuy Hanh		Member of the Supervisory Board					
2.1	Tran Trong Hung							Father
2.2	Truong Thi Ha							Mother
2.3	Nguyen Khang							Husband
2.4	Nguyen Tran Khang Duy							Son
2.5	Nguyen Tran Khang Vu							Son
2.6	Tran Thuy Huong							Sibling



3	Le Thi Kim Ngan		Member of the Supervisory Board					
3.1	Nguyen Trong Hue							Father
3.2	Tran Thi Pham							Mother
3.3	Nguyen Manh Cuong							Husband
3.4	Nguyen Dieu Thu							Son
3.5	Nguyen Gia Vinh							Son

IV	Chief Accountant							
1	Mrs. Nguyen Thi Thu Thuy							
1.1	Vo Huy Cuong							Husband
1.2	Vo Huy Minh							Son
1.3	Vo Huy Bach							Son
1.4	Nguyen Hoang Ngan							Sister

1.5	Nguyen Anh Tuan							Brother
<b>V</b>	<b>Person authorized to disclose information</b>							
<b>1</b>	<b>Mrs. Ha Van Chi</b>		In charge of company administration, company secretary			3.000	0,01%	
1.1	Tong Viet Phuong							Husband
1.2	Tong Anh Minh							Son
1.3	Tong Minh Nam							Son

2. Internal persons and affiliated persons transactions in respect of the company's shares:

No	Transaction executor	Position at the Company (if any)	Relationship with internal persons	Number of shares owned at the beginning of the period		Number of shares owned at the end of the period		Reasons for increasing, decreasing (buying, selling, converting, rewarding, etc.)
				Number of shares	Percentage	Number of shares	Percentage	
1	Phuong Kim Thảo	Member of the Board of Directors		3.907.379	14,46%	3.949.604	14,61%	Buy
2	Phạm Tiến Điệp	Company Director		105.093	0,39%	91.393	0,34%	Sale
3	Hà Văn Chi	In charge of company administration , company secretary		0	0%	3.000	0,01%	Buy

**VII. Other issues to note: none.**

**Recipient:**

- As above ;
- Members of BOM, Supervisory Board, BOD;
- Company Secretary.

**CHAIRMAN OF THE BOARD OF DIRECTORS**



**Do Tien Loi**