

**NOTICE OF INVITATION AND DOCUMENTS FOR THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**To: Our Valued Shareholders**

Song Da 5 Joint Stock Company (registered address: 5<sup>th</sup> Floor, Tower B, HH4 Building, Song Da - My Dinh Urban Zone, My Dinh 1 Ward, Nam Tu Liem District, Hanoi; Enterprise code: 0100886857 issued by Department of Planning and Investment, 22<sup>th</sup> changed on 10 January 2025).

Respectfully informs and invites our valued Shareholders to attend the 2025 Annual General Meeting of Shareholders of Song Da 5. The details are as follows:

1. **Time:** 08:00 A.M, Tuesday, April 22<sup>nd</sup>, 2025.
2. **Location:** 4<sup>th</sup> Floor Hall, Tower C, HH4 Building, Song Da - My Dinh Urban Zone, My Dinh 1 Ward, Nam Tu Liem District, Hanoi.
3. **Eligibility to Participate:** Delegates; Members of Board of Directors, Board of Supervisors, all shareholders owning Song Da 5 JSC shares as of the list finalized by Vietnam Depository and Clearing Corporation ("VSDC") on 24 March 2025 or their duly authorized representative.
4. **Agenda:** The General Meeting of Shareholders will consider and approve the following contents:
  - Report on Business Performance results in 2024 and Business Performance plans in 2025
  - Report of the Board of Directors' performance in 2024, implementation results for 5 years (2020-2024); 5-year development orientation (2025-2029) and operation plan in 2025;
  - Report of the Board of Supervisors on performance results in 2024, the 2020-2025; operation orientation for the 2025-2030 term and business plan in 2025;
  - Proposal for approval of the Audited Financial Statements for 2024
  - Proposal for share issuance plan for dividend payment in 2024;
  - Proposal for the profit distribution and dividend payment for 2024;
  - Proposal for the settlement of remuneration of the Board of Directors, Secretary and the Boards of Supervisors in 2024 and remuneration plan for 2025;
  - Proposal for the selection of an auditing firm for 2025 Financial Statements;
  - Notice of election for members of the Board of Directors and Board of Supervisors (The nomination and candidacy application form are posted on Song Da 5's website);
  - Approval of the list of candidates and nominees for the Board of Directors and Supervisory Board for the 2025-2030 term;
  - Approval of the regulations on election of members of the Board of Directors and the Board of Supervisors for the 2025-2030 term;
  - Conduct election of the Board of Directors and the Board of Supervisors for the term of 2025-2030

**5. Attendees or their authorized representatives must bring the following documents**

5.1. For Individuals:



- Meeting invitation;
- Citizen ID or passport registered with VSDC;
- In case of receiving authorization to attend the Congress, the authorized representatives shall be requested to present their Citizen ID or passport, the meeting invitation (original) and the authorization letter (original).

5.2. For organizations:

- Meeting invitation;
- Business Registration Certificate (copy);
- Citizen ID or passport of the Legal Representative;
- In case of receiving authorization to attend the Congress, the authorized representatives shall be requested to present their Citizen ID or passport, the meeting invitation (original), Business Registration Certificate (copy) and the authorization letter (original).

6. Comments on the content of the Meeting: In order for the Meeting to be well prepared, in case shareholders or groups of shareholders holding 5% or more of the voting shares, please send a written comment to Song Da 5 no later than 8:30 A.M. on April 17<sup>th</sup>, 2025.

7. The attached documents to the Notice of Meeting Invitation:

- The Confirmation of Attendance/Authorization to Attend Form.
- Other documents of the General Meeting of Shareholders can be found and downloaded on Song Da 5 JSC's website at [www.songda5.com.vn](http://www.songda5.com.vn); Otherwise, please contact Song Da 5 to directly receive the documents from Song Da 5.

8. Confirmation of attendance at the General Meeting: To help us organize the General Meeting effectively, you are kindly requested to conduct the procedures of your attendance confirmation or conduct the authorization to another person to attend on your behalf. Please send this confirmation to Song Da 5 head office's address by post or fax: (+84-24).222.555.58 no later than 16:30 on 17 April 2025.

9. For any details related to the General Meeting, please contact Song Da 5 with the following information:

- Office address: 5<sup>th</sup> Floor, Tower B, HH4 Building, Song Da – My Dinh Urban Zone, My Dinh 1 Ward, Nam Tu Liem District, Hanoi City.

- Tel: (+84- 24) 222 555 86 Fax: (+84- 24) 222 555 58

- Email: [tchc@songda5.com.vn](mailto:tchc@songda5.com.vn)

This notice is in lieu of the Invitation./.

We look forward to welcoming you to the 2025 Annual General Meeting of Shareholders of Song Da 5 Joint Stock Company.

Best regards,

Archive: 

- As addressed;
- Members of Board of Directors;
- Members of Board of Supervisors;
- Filed in Board of Directors, HR.

FOR AND ON BEHALF OF BOARD OF DIRECTORS 



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