

No.	Time	Contents	Person in charge
		+ Ms. Phan Vu Anh Ngoc – Deputy Head of HR Department + Ms. Duong Kim Loan – Finance Department + Mr. Ta Quang Loc – Finance Department => Consulting the Meeting – show of votes	Member Member Member
		II. MEETING CONTENTS	Presenter at the Meeting
6	09:00 – 10:00	1. Report of the Board of Directors Term IV (2019 – 2023)	BOD member
		2. Report of the Audit Committee and the Independent Board Member under the Audit Committee in 2023 (Report of the Audit Committee in 2023)	Chairman of Audit Committee
		3. Statement No.002/2024/TTr.ĐHĐCĐ on the selection of an independent auditor for financial statements FY 2024	Chairman of Audit Committee
		4. Audited financial statements FY 2023	Chief Accountant
		5. Statement No.001/2024/TTr.ĐHĐCĐ on the profit distribution 2023 and the profit distribution plan 2024.	BOD member
		6. Statement No.003/2024/TTr.ĐHĐCĐ on the quantity and list of candidates for the BOD members Term V (2024 – 2028) => Consulting the Meeting – show of votes	Finance Director
		7. Election regulation of BOD Members. => Consulting the Meeting – show of votes	Vote Counting Committee
7	10:00 – 10:30	Discussion + Q&A Section	
		III. VOTING	
8	10:30 – 10:40	Announcement of % shareholders before voting	Shareholder Eligibility Verification Committee
		Voting on contents of the agenda and election	Vote Counting Committee
9	10:40 – 11:20	Tea break + Vote counting	
10	11:20 – 11:30	Announcement of the voting result: - Contents approved at the Meeting - The BOD election Term V (2024 – 2028)	Vote Counting Committee
11	11:30 – 11:45	Introduction of the elected BOD members	BOD member
		Approval of the Meeting minutes	Meeting Secretariat Committee
		Approval of the Meeting resolution	BOD member
12	11:45	IV. CLOSING	