PETROVIETNAM TECHNICAL SERVICES CORPORATION
**PTSC SAO MAI TECHNICAL PORT JOINT STOCK COMPANY**

THE SOCIALIST REPUBLIC OF VIETNAM
**Independence – Freedom – Happiness**

CÔNG TY CỔ PHẦN CẢNG KỸ THUẬT PTSC SAO MAI
M.S.D.N: 3500794814-C.T.C.P
THÀNH PHỐ HỒ CHÍ MINH

No: 167../QĐ-HDQT

*Ho Chi Minh City, August 27, 2026*

# DECISION

On the Issuance of of the Information Disclosure Regulations
PTSC Sao Mai Technical Port Joint Stock Company

**BOARD OF DIRECTORS**
**PTSC SAO MAI TECHNICAL PORT JOINT STOCK COMPANY**

Pursuant to the Law on Enterprises of the National Assembly of the Socialist Republic of Vietnam;

Pursuant to the Charter of PTSC Sao Mai Technical Port Joint Stock Company;

Pursuant to the Company's Internal Governance Regulations and the Regulations on the Operation of the Board of Directors;

Pursuant to the written votes and the Minutes on the consolidation of the written votes of the Members of the Board of Directors regarding the issuance of the Company's Information Disclosure Regulations,

## HEREBY DECIDES:

**Article 1**. To issue the Information Disclosure Regulations of PTSC Sao Mai Technical Port Joint Stock Company *(as attached hereto).*

**Article 2.** This Decision shall take effect from the date of signing..

**Article 3**. The Board of Management, relevant departments and individuals shall be responsible for the implementation of this Decision.

***Recipient:***
- As stated in Article 3;
- Party Committee;
- Person in charge of corporate governance;
Information Disclosure Officer (e-copy);)
- Filed: Office, NTH.

**ON BEHALF OF THE BOARD OF DIRECTORS**
**CHAIRMAN**
**Tran Duc Thang**
**(Signed)**

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# INFORMATION DISCLOSURE REGULATIONS

**PTSC SAO MAI TECHNICAL PORT JOINT STOCK COMPANY**
*(Issued together with Decision No. 167 /QĐ-HĐQT dated 27 August 2026)*

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**Article 1. Scope of Regulations and applicable entities**

1. The Information Disclosure Regulations of PTSC Sao Mai Technical Port Joint Stock Company (the "Company") prescribe the Company's information disclosure obligations on the securities market, ensuring compliance with the prevailing regulations applicable to trading-registered companies, as well as the responsibilities and obligations of the Company's Departments, Divisions and other relevant entities to coordinate and provide information subject to disclosure in the performance of the Company's information disclosure obligations.

2. Applicable entities

These Regulations shall apply to:

a) PTSC Sao Mai Technical Port Joint Stock Company;

b) The Company's Information Disclosure Officer; and

c) Organizations and individuals generating information subject to disclosure and involved in the Company's information disclosure activities.

**Article 2. Definitions and Abbreviations**

**1. Definitions**

1.1. "The Company's Information Disclosure Officer". The person specified in Article 4 of these Regulations.

1.2. Organizations and individuals generating information subject to disclosure and involved in the Company's information disclosure activities. Such organizations and individuals include the following:

- **"Related Persons of the Company"** means individuals or organizations having relationships with each other in any of the following cases:

a) The Company and the Company's internal persons;

b) The Company and organizations or individuals holding more than 10% of the Company's voting shares or contributed capital;

c) Organizations or individuals that, in their relationship with another organization or individual, directly or indirectly control, are controlled by, or are under common control with such organization or individual;

d) Biological father, biological mother, adoptive father, adoptive mother, father-in-law, mother-in-law, father-in-law on the spouse's side, mother-in-law on the spouse's side, spouse, biological child, adopted child, daughter-in-law, son-in-law, biological sibling, and siblings-in-law of an internal person of the Company;

e) A contractual relationship in which one organization or individual acts as a representative for another organization or individual;

f) Other organizations or individuals being related persons as prescribed by the Law on Enterprises No. 59/2020/QH14 and applicable regulations.

- **"Internal Persons of the Company"** means persons holding important positions in the Company's governance and management structure, including:

a) Chairperson of the Board of Directors, members of the Board of Directors, Director, Deputy Director, Chief Accountant and equivalent managerial positions elected by the General Meeting of Shareholders;

b) Head of the Board of Supervisors and Controllers;

c) The person in charge of corporate governance and the Company's Information Disclosure Officer.

- **"Major Shareholders"** means major shareholders and groups of related persons holding 5% or more of the Company's voting shares.

1.3. "Information Disclosure Date" Means the date on which information is made available through any of the information disclosure means specified in Clause 1 of Article 6 of these Regulations.

1.4. "Information Disclosure Reporting Date" Means the date on which information is sent by fax or email, the date on which information is received through the information disclosure system of the State Securities Commission or the Hanoi Stock Exchange, or the date on which the State Securities Commission or the Hanoi Stock Exchange receives the written report, whichever occurs first, depending on the applicable type of information.

1.5. "Information Subject to Disclosure" Means information required to be disclosed under the prevailing regulations on information disclosure on the securities market applicable to large-scale public companies, including but not limited to the information required to be disclosed under the Lists attached as an Appendix to these Regulations, including:

1. List of periodic information disclosures;
2. List of extraordinary information disclosures within 24 hours;
3. List of information disclosures upon request and information relating to other activities of the Company;
4. List of information disclosures applicable to the Company's Internal Persons, Related Persons of Internal Persons, Major Shareholders and groups of Related Persons holding 5% or more of the Company's voting shares.

**2. Abbreviations**

- **Company, PTSC Sao Mai:** PTSC Sao Mai Technical Port Joint Stock Company.
- **Information Disclosure Regulations, Regulations:** Information Disclosure Regulations of PTSC Sao Mai Technical Port Joint Stock Company.
- **Securities Market:** Securities Market.
- **SSC:** State Securities Commission.
- **IDS Pro:** Information Disclosure System of the State Securities Commission.
- **Vietnam Stock Exchange:** Vietnam Stock Exchange.
- **HNX:** Hanoi Stock Exchange.
- **CIMS:** Corporate Information Management System of the Hanoi Stock Exchange.
- **VSD:** Vietnam Securities Depository and Clearing Corporation.
- **GMS:** General Meeting of Shareholders.
- **Information Disclosure:** Information Disclosure.
- **BOD:** Board of Directors.
- **BOS:** Board of Supervisors.
- **Director:** Director.
- **Management Board:** Management Board.
- **Chief Accountant:** Chief Accountant.
- **Company's Information Disclosure Officer:** The Company's Information Disclosure Officer.

- **Internal Person:** Internal Person.
- **Related Person:** Related Person.

Any other definitions and abbreviations not specified in these Regulations shall be interpreted in accordance with the prevailing laws and regulations, the Company's Charter, the Company's Internal Governance Regulations, the Health, Safety, Environment and Quality Management System Manual, and other internal regulations of the Company.

**Article 3. General provisions on information disclosure**

1. .Information disclosure must be complete, accurate and timely and comply with applicable regulations. Disclosed information must be clear and easy to understand.

2. The disclosure of personal information, including Citizen Identity Card numbers, Identity Card numbers, Military Identity Card numbers, valid passport numbers, contact addresses, permanent residential addresses, telephone numbers, fax numbers, email addresses, securities trading account numbers, securities depository account numbers, bank account numbers, foreign investor trading codes, and information relating to economic organizations with foreign investment capital holding more than 50% of charter capital, shall only be made with the consent of the relevant individual.

3. The entities specified in Clause 2 of Article 1 of these Regulations shall be responsible for the contents of information disclosed in accordance with applicable regulations. Where any information previously disclosed is subsequently changed, the relevant entity must promptly and fully disclose the changed information and the reasons for such changes compared with the previously disclosed information.

4. When making an information disclosure, the Company must simultaneously report the contents of the disclosed information to the SSC and the relevant Hanoi Stock Exchange, including all information required by applicable regulations. Where the disclosed information contains personal information specified in Clause 2 of this Article and the relevant information-disclosure subjects do not consent to the public disclosure of such personal information, the Company must submit two (02) sets of documents to the SSC and the Hanoi Stock Exchange, of which one (01) set contains the full personal information and one (01) abbreviated set excludes such personal information.

5. Where an information disclosure obligation arises on a weekend or public holiday, the Company shall still make the disclosure on its website on such weekend or public holiday and shall fully perform its information disclosure obligations in accordance with applicable laws on the first working day immediately following the weekend or public holiday.

**Article 4. The Company's information disclosure officer**

1. The Company's Information Disclosure Officer shall be the Company's legal representative (the Director) or a person authorized to perform information disclosure.

2. The Company must report, or re-report, information concerning the Company's Information Disclosure Officer to the SSC and the Hanoi Stock Exchange within twenty-four (24) hours from the effective date of the change of the Company's Information Disclosure Officer. The report shall include: Enterprise Registration Certificate, in case of a change of the legal representative; Authorization Letter for Information Disclosure, in case of a change of the authorized information disclosure person; and Information disclosure form as prescribed by applicable regulations.

3. The Company's Information Disclosure Officer shall have the following functions and responsibilities:

- Act honestly, responsibly, prudently and diligently and possess the necessary knowledge and experience regarding information disclosure on the securities market.

- Be responsible for the completeness, accuracy and timeliness of information disclosed by the authorized information disclosure person. Where an information disclosure event arises and neither the legal representative nor the authorized information disclosure person is able to perform the information disclosure, the Board of Directors shall appoint one (01) person responsible for information disclosure.

- Regularly and continuously update the List of information subject to disclosure attached to these Regulations and notify the entities subject to these Regulations of relevant changes and updates to the information subject to disclosure.

- Receive, screen and disclose relevant information in accordance with applicable regulations. The Information Disclosure Officer shall refuse to receive and disclose information that is submitted using an incorrect form, is inaccurate or fraudulent, or falls outside the scope of information required to be disclosed under applicable laws and regulations.

- Monitor and promptly provide explanations to relevant authorities regarding matters relating to compliance with information disclosure regulations upon request.

- Safeguard and maintain the confidentiality of the Company's digital signature information used for information disclosure.

- Publicize a business telephone number for relevant parties to make contact.

- Consolidate, review, approve, reconcile and prepare information disclosure documents, and control and archive information disclosure documents.

**Article 5. Information disclosure documents**

1. Documents in hard-copy form

Hard-copy documents must contain all required contents and be valid in accordance with applicable laws. A valid document means an original document or a duly certified copy satisfying the following requirements:

a) For hard-copy documents issued by an individual: the document must contain the individual's full name and signature.

b) For hard-copy documents issued by an organization: the document must be certified by an authorized person and contain the authorized person's full name, position and signature and bear the organization's seal.

2. Documents and electronic data

1. Scanned copies of documents used for information disclosure must contain all contents required for a valid document and must be sent from an email address or authentication application that enables the identity of the sender to be properly verified.

2. Electronic data used for information disclosure shall be in doc/docx/xls/xlsx/pdf format and use Unicode encoding.

3. . In certain special cases, where the Hanoi Stock Exchange specifies different requirements for the format of disclosed information, the Company shall comply with such requirements of the Hanoi Stock Exchange.

**Article 6. Means of information disclosure of the Company**

| No. | Recipient / Receiving Entity | Means of Information Disclosure |
|---|---|---|
| 1 | Company | The Company's website: **https://www.ptscsaomai.com.vn**. The website must display the time of information posting and allow data to be easily searched and accessed. The Company must notify the SSC, the Hanoi Stock Exchange and relevant parties of the establishment or change of the website address within three (03) working days from the date of completion of such establishment or change. |
| 2 | State Securities Commission | SSC Information Disclosure System – **IDS Pro** |
| 3 | Hanoi Stock Exchange | CIMS System |
| 4 | Other mass media as prescribed by law in certain cases | Website of the Vietnam Securities Depository and Clearing Corporation |
| 5 | | Printed newspapers, electronic newspapers, etc. |

**Article 7. Language of information disclosure**

1. The languages used for the Company's information disclosure on the securities market shall be **Vietnamese and English**.

2. Information disclosed in English is for reference purposes only. In the event of any discrepancy between the Vietnamese and English versions, the **Vietnamese version shall prevail.**

**Article 8. Responsibilities for providing information**

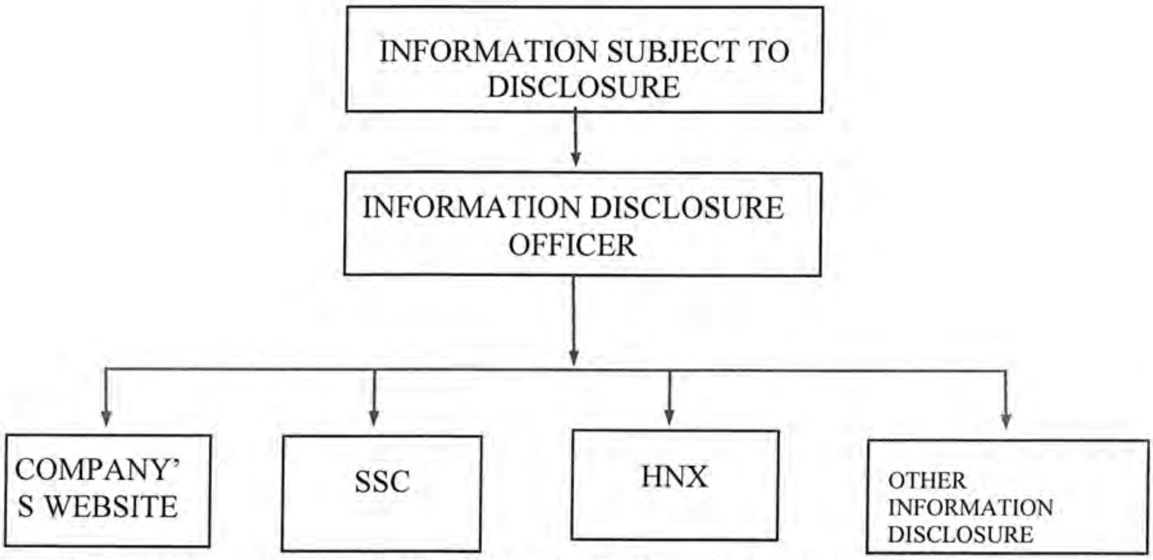
1. Based on the List of information subject to disclosure attached as an Appendix to these Regulations, Heads of Departments and Divisions where information subject to disclosure arises shall be responsible and obligated to promptly provide information arising from the units under their management that is subject to disclosure and shall be responsible for the accuracy of such information so that the Company's Information Disclosure Officer can make the disclosure in accordance with applicable regulations. For extraordinary information and information disclosed upon request, the relevant Departments and Divisions shall provide the information to the Company's Information Disclosure Officer within three (03) hours from the occurrence of the extraordinary event or receipt of the request from the Company's Information Disclosure Officer.

2. For information that is unclear or inaccurate, the Company's Information Disclosure Officer shall respond, clarify and reach agreement with the relevant Departments, Divisions and individuals within five (05) hours from receipt of such information in order to ensure that the disclosed information is accurate, complete, appropriate and compliant with applicable regulations.

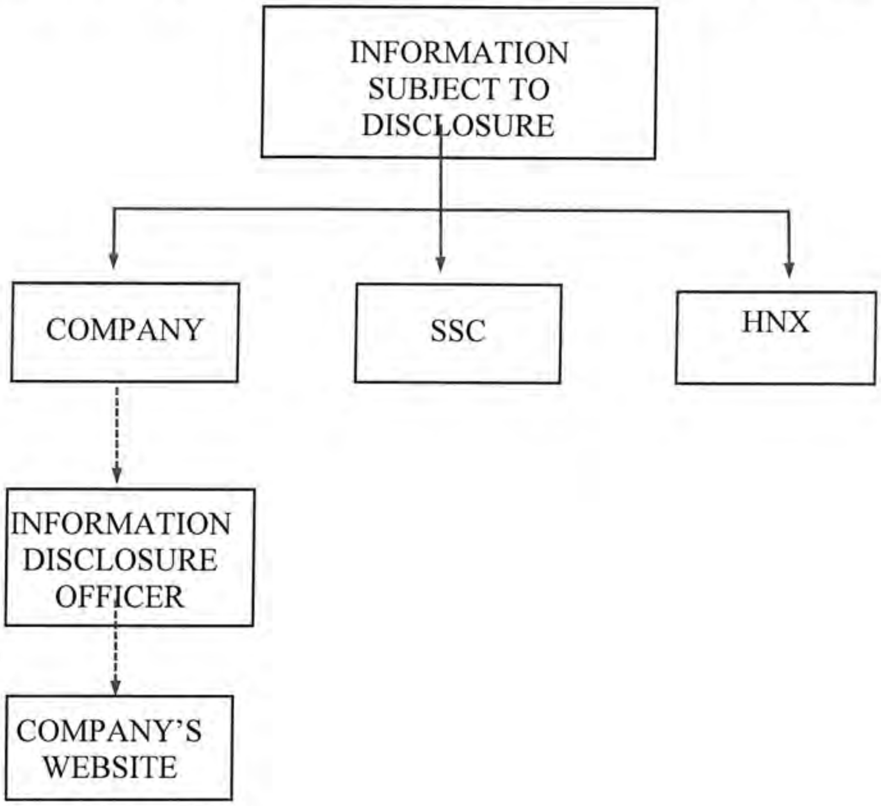
3. Individuals who are Internal Persons of the Company shall fully and promptly provide, whenever arising, information relating to such Internal Persons and their Related Persons to the Company's Information Disclosure Officer for disclosure and reporting to relevant parties in accordance with these Regulations and applicable laws.

**Article 9. Information disclosure process flow:**

1. For the entities specified in Points (a) and (b) of Clause 2 of Article 1 of these Regulations:




2. For the entity specified in Point (c) of Clause 2 of Article 1 of these Regulations:




**Note:** *Information shall be sent directly to the Company, the SSC and the Hanoi Stock Exchange.*

The Company's Information Disclosure Officer shall receive the information, conduct a review and disclose the information on the Company's website.

3. Safekeeping and archiving of information after disclosure

Information that has been disclosed and reported shall be archived at the Company in accordance with applicable regulations for purposes of reference, retrieval and reconciliation by investors when necessary, specifically as follows:

a) Periodic information and information relating to the registration of the public company must be retained in hard-copy form (where applicable) and electronic data for at least ten (10) years. Such information must remain accessible on the Company's website for at least five (05) years.

b) Extraordinary information, information disclosed upon request and information relating to other activities must be retained and remain accessible on the Company's website for at least five (05) years.

**Article 10. Postponement of information disclosure**

1. Information disclosure may be postponed in cases of force majeure, such as natural disasters, fire, war, epidemics and other force majeure events.

2. The Company must report the postponement of information disclosure to the SSC and the Hanoi Stock Exchange immediately upon the occurrence of the relevant event or force majeure circumstance, clearly stating the reason for the postponement, and shall simultaneously disclose the postponement of information disclosure.

3. Immediately after the force majeure circumstance has been remedied, the Company shall be responsible for fully disclosing all information that had not previously been disclosed in accordance with applicable laws.

1. Entities specified in Clause 2 of Article 1 of these Regulations that violate these Regulations or violate applicable laws and regulations, thereby causing damage to the Company in connection with the performance or management of information disclosure activities, shall, depending on the nature and severity of the violation, be subject to handling in accordance with applicable laws and regulations.

2. Violations of information disclosure regulations shall be handled in accordance with regulations issued by competent authorities concerning administrative penalties for violations in the securities sector and securities market and other relevant legal documents.

3. The Director shall decide on appropriate forms of disciplinary or remedial action for violations of these Information Disclosure Regulations. In cases of serious violations falling beyond the Director's authority, the Director shall report the matter to the Board of Directors for handling in accordance with applicable regulations.

**Article 12. Implementation**

1. These Regulations shall take effect from the date of signing and issuance.

2. The Board of Directors shall decide on amendments and supplements to these Regulations based on proposals of the Company's Director and in accordance with the actual circumstances of the Company's information disclosure activities and/or updates to changes in applicable laws and regulations.

3. Any matters or activities relating to the Company's information disclosure that are not provided for in these Regulations, and/or any discrepancies between these Regulations and applicable laws and regulations, shall be governed by and subject to the applicable laws and regulations.

4. Members of the Board of Directors, Controllers, the Management Board, functional Departments and Divisions, and relevant organizations and individuals of the Company shall be responsible for implementing these Regulations./.

# APPENDIX

## LIST OF INFORMATION SUBJECT TO DISCLOSURE

*(Attached to the Information Disclosure Regulations of PTSC Sao Mai Technical Port Joint Stock Company)*

| No. | Legal Basis | Information Subject to Disclosure | Documents / Disclosure Materials | Form | Disclosure Deadline | Responsible Person / Department | Means of Disclosure |
|---|---|---|---|---|---|---|---|
| A | INFORMATION DISCLOSURE APPLICABLE TO THE COMPANY, ORGANIZATIONS AND INDIVIDUALS GENERATING INFORMATION SUBJECT TO DISCLOSURE | | | | | | |
| I | LIST OF PERIODIC INFORMATION DISCLOSURES | | | | | | |
| 1 | Financial Statements (FS) | | | | | | |
| 1.1 | Article 10.1 of Circular No. 96/2020/TT-BTC | The Company's audited annual financial statements | - The annual financial statements must comprise all reports, appendices and notes as prescribed by the laws on enterprise accounting.<br>- The information subject to disclosure includes:<br>+ The audited annual financial statements;<br>+ The Company's written explanation where the audit organization issues an audit opinion other than an unqualified opinion on the financial statements;<br>+ The Company's written explanation in the cases specified in Item 1.4 of this Appendix (Clause 4, Article 14 of Circular No. 96/2020/TT-BTC and relevant guiding documents of the Hanoi Stock Exchange). | Bản cứng, | Within ten (10) days from the date on which the audit organization signs the audit report, but not later than ninety (90) days from the end of the fiscal year. | - Finance and Accounting Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System. |
| 1.2 | **Article 14.2 of Circular No. 96/2020/TT-BTC** | **The Company's reviewed interim financial statements** | - The interim financial statements must be complete-form interim financial statements prepared in accordance with the Accounting Standard "Interim Financial Reporting", presenting the Company's financial information for the first six (6) months of the fiscal year, as prescribed in Point a, Clause 1, Article 10 of Circular No. 96/2020/TT-BTC.<br>- The interim financial statements must be reviewed in accordance with the Standards on Review Engagements for Financial Statements.<br>- The information subject to disclosure includes:<br>+ The full set of interim financial statements;<br>+ The review conclusion;<br>+ The Company's written explanation where the review conclusion is other than an unmodified conclusion;<br>+ The Company's written explanation in the cases specified in Item 1.4 of this Appendix (Clause 4, Article 14 of Circular No. 96/2020/TT-BTC and relevant guiding documents of the Hanoi Stock Exchange) | Bản cứng, | Within five (5) days from the date on which the audit organization signs the review report, but not later than forty-five (45) days from the end of the first six (6) months of the fiscal year. | - Finance and Accounting Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System. |

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|---|---|---|---|---|---|---|---|
| 1.3 | Article 14.3 of Circular No. 96/2020/TT-BTC | The Company's quarterly financial statements | - The quarterly financial statements must be complete-form interim financial statements prepared in accordance with the Accounting Standard "Interim Financial Reporting", as prescribed in Point a, Clause 1, Article 10 of Circular No. 96/2020/TT-BTC.<br>- The information subject to disclosure includes:<br>+ The full quarterly financial statements;<br>+ The Company's written explanation in the cases specified in Item 1.4 of this Appendix (Clause 4, Article 14 of Circular No. 96/2020/TT-BTC). | Bản cứng, | Within twenty (20) days from the end of each quarter, specifically:<br>- First-quarter financial statements: no later than April 20 each year.<br>- Second-quarter financial statements: no later than July 20 each year.<br>- Third-quarter financial statements: no later than October 20 each year.<br>- Fourth-quarter financial statements: no later than January 20 of the following year. | - Finance and Accounting Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System. |
| 1.4 | Article 14.4 of Circular No. 96/2020/TT-BTC | Explanation of the causes of matters relating to the financial statements (annual, interim and quarterly) | When disclosing the annual, interim or quarterly financial statements, the Company must provide an explanation of the reasons where any of the following circumstances occurs:<br>**a)** Profit after corporate income tax reported in the income statement for the reporting period changes by ten percent (10%) or more compared with the corresponding period of the previous year;<br>**b)** Profit after tax for the reporting period is a loss, changes from a profit in the corresponding period of the previous year to a loss in the current period, or vice versa;<br>**c)** Profit after tax for the reporting period differs by five percent (5%) or more before and after audit or review, or changes from a loss to a profit or vice versa;<br>**d)** The accumulated figures and business results reported in the disclosed fourth-quarter financial statements differ by five percent (5%) or more from those in the audited annual financial statements, or change from a loss to a profit or vice versa;<br>**e)** The figures and business results reported in the income statement for the reporting period differ by five percent (5%) or more before and after audit or review. | Bản cứng, | Disclosed simultaneously with the relevant annual, interim or quarterly financial statements. | -<br>- Finance and Accounting Department | .<br>- The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System. |
| **2** | Annual Report | | | | | | |
| 2.1 | Article 10.2 of Circular No. 96/2020/TT-BTC | Annual Report | - Prepared in accordance with Appendix IV to Circular No. 96/2020/TT-BTC.<br>- Financial information presented in the Annual Report must be consistent with the audited annual financial statements. | Bản cứng, | No later than twenty (20) days from the date of disclosure of the audited annual financial statements, but not later than one hundred and ten (110) days from the end of the fiscal year. | - Information Disclosure Officer.<br>- Relevant departments in coordination. | - The Company's website; - SSC's IDS System; - HNX's CIMS System. |
| **3** | Corporate Governance Report | | | | | | |
| 3.1 | Article 10.4 of Circular | Six-Month Corporate Governance Report | In accordance with the form provided in Appendix V to Circular No. 96/2020/TT-BTC. | Bản cứng, | Within thirty (30) days from the end of the first six (6) months of the year (July 30) each year. | - Secretary to the Board of Directors.<br>- Information | - The Company's website; - SSC's IDS |

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|---|---|---|---|---|---|---|---|
| | No. 96/2020/TT-BTC | Corporate Governance Report | | | Within 30 days from the end of the calendar year, i.e. by January 30 of each year. | Disclosure Officer. - Relevant departments in coordination. | System; - HNX's CIMS System. |
| 3.2 | Article 37.2.c of Decision No. 23/QĐ-HĐTV dated April 18, 2025 of the Vietnam Stock Exchange | List of Internal Persons and Related Persons | Appendix 01 attached to Official Letter No. 2070/SGDHN-QLNY dated September 14, 2023 of the Hanoi Stock Exchange | Hard copy and electronic copy | Within 24 hours whenever there is any change | - Information Disclosure Officer. - Internal Persons and Related Persons in coordination. | - CIMS System of the Hanoi Stock Exchange |
| | | Corporate Governance Information Form and Electronic Data | Appendix IV issued together with the Regulations promulgated under Decision No. 23/QĐ-HĐTV dated April 18,2025 of the Vietnam Stock Exchange | | Within 30 days from the end of the first six (6) months of the year and from the end of the calendar year | - Information Disclosure Officer | |
| **4** | **ANNUAL GENERAL MEETING OF SHAREHOLDERS** | | | | | | |
| 4.1 | Article 11.4.b of Circular No. 96/2020/TT-BTC | Preparation of the List of Shareholders Entitled to Attend the Annual General Meeting of Shareholders | - Resolution of the Board of Directors approving the record date for exercising the right to attend the Annual General Meeting of Shareholders;<br>- Form No. 07/THQ under Decision No. 109/QĐ-VSD dated August 20, 2021 on the promulgation of the Regulations on the Exercise of Rights by Securities Holders at VSD: Notice of the Record Date for Preparing the List of Shareholders Entitled to Exercise Rights. | Bản cứng, bản mềm | At least 20 days prior to the record date | - Secretary to the Board of Directors. - Annual General Meeting of Shareholders Organizing Committee. | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 4.2 | Article 10.3 of Circular No. 96/2020/TT-BTC | Information on the Annual General Meeting of Shareholders | Notice of Meeting, meeting agenda, voting ballot, documents to be used at the meeting and draft resolutions for each matter on the meeting agenda. The meeting documents of the Annual General Meeting of Shareholders must be updated to reflect any amendments or supplements, if any, and must provide a link to the complete set of documents for the Annual General Meeting of Shareholders. | Bản cứng, bản mềm | At least 21 days prior to the opening date of the General Meeting | - Secretary to the Board of Directors. - Annual General Meeting of Shareholders Organizing Committee. | - The Company's website; - SSC's IDS System; - HNX's CIMS System |
| 4.3 | Article 10.3.b of Circular No. 96/2020/TT-BTC | Minutes and Resolutions of the Annual General Meeting of Shareholders and documents attached thereto, if any | - Minutes of the Annual General Meeting of Shareholders;<br>- Resolution of the Annual General Meeting of Shareholders and documents attached to the minutes and resolution, if any. | Hard copy and electronic copy | Within 24 hours from the occurrence of the event | - General Meeting Secretary. - Annual General Meeting of Shareholders Organizing Committee. | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| **II** | **LIST OF EXTRAORDINARY INFORMATION DISCLOSURES** | | | | | | |
| **5** | **EXTRAORDINARY GENERAL MEETING OF SHAREHOLDER / WRITTEN CONSULTATION OF SHAREHOLDERS** | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 5.1 | Article 11.4.b of Circular No. 96/2020/TT-BTC | Disclosure of information on the preparation of the list of shareholders entitled to attend the Extraordinary General Meeting of Shareholders | - Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Stock Exchange: Extraordinary Information Disclosure;<br>- Resolution of the Board of Directors approving the record date for exercising the right to attend the Extraordinary General Meeting of Shareholders;<br>- Form No. 07/THQ under Decision No. 109/QĐ-VSD dated August 20, 2021 on the promulgation of the Regulations on the Exercise of Rights by Securities Holders at VSD: Notice of the Record Date for Preparing the List of Shareholders Entitled to Exercise Rights. | Hard copy and electronic copy | At least 20 days prior to the record date | - Secretary to the Board of Directors.<br>- Annual General Meeting of Shareholders Organizing Committee. | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 5.2 | **Article 10.3, Article 11.3(a) of Circular No. 96/2020/TT-BTC** | Information on the holding of an Extraordinary General Meeting of Shareholders. | **Notice of invitation to the meeting, agenda, voting ballots, documents to be used at the meeting, and draft resolutions on each matter on the meeting agenda.** The meeting documents of the General Meeting of Shareholders must be updated with any amendments or supplements, if any; **including a clear link to the full set of documents for the Extraordinary General Meeting of Shareholders.** | Hard copy and electronic copy | At least twenty-one (21) days prior to the opening date of the General Meeting | – General Meeting of Shareholders Organizing Committee<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 5.3 | Article 11.1(c) of Circular No. 96/2020/TT-BTC | Minutes and Resolution of the Extraordinary General Meeting of Shareholders and documents attached to the Minutes and Resolution (if any). | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;- Biên bản họp ĐHĐCĐ bất thường;<br>– Minutes of the Extraordinary General Meeting of Shareholders;<br>- Resolution of the Extraordinary General Meeting of Shareholders and documents attached to the Minutes and Resolution (if any)<br>– In the event that the General Meeting of Shareholders approves the delisting, the Company shall disclose information on the delisting, together with the approval ratio of shareholders who are not major shareholders. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Meeting Secretary<br>– General Meeting of Shareholders Organizing Committee | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| **6** | Written consultation of shareholders | | | | | | |

| | | | | | | | |
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| 6.1 | Article 11.4(a) of Circular No. 96/2020/TT-BTC | Disclosure of information on the preparation of the list of shareholders entitled to participate in the written consultation of shareholders. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution of the Board of Directors approving the record date for determining the list of shareholders entitled to exercise their right to participate in the written consultation of shareholders;<br>– Form 07/THQ (issued under Decision No. 109/QĐ-VSD dated August 20, 2021 on the Promulgation of the Regulations on the Exercise of Rights by Securities Owners at SVD): Notice of the Record Date for Preparing the List of Shareholders Entitled to Exercise Rights. | Hard copy and electronic copy | At least ten (10) days prior to the Record Date | – Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 6.2 | Article 11.3(b) of Circular No. 96/2020/TT-BTC | Written ballot for shareholder consultation | – Written ballot for shareholder consultation and accompanying documents (if any);<br>– Draft Resolution of the General Meeting of Shareholders on the matter subject to written consultation and explanatory documents for the draft Resolution (if any). | Hard copy and electronic copy | At least fifteen (15) days prior to the deadline for returning the written voting ballot | – Secretary to the Board of Directors | - Website Công ty. |
| 6.3 | Article 11.1(c) of Circular No. 96/2020/TT-BTC | Approval of a Resolution or Decision of the General Meeting of Shareholders on the matter subject to written consultation | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Vote-counting Minutes;<br>– Resolution of the General Meeting of Shareholders;<br>– In the event that the General Meeting of Shareholders approves the delisting, the Company shall disclose information on the delisting, together with the approval ratio of shareholders who are not major shareholders. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 7 | RECORD DATE FOR EXERCISING RIGHTS BY EXISTING SHAREHOLDERS | | | | | | |

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| 7.1 | Article 11.4(a) of Circular No. 96/2020/TT-BTC | Information relating to the record date for exercising rights by existing shareholders (excluding the exercise of the right to attend the General Meeting of Shareholders and the written consultation of shareholders). | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution of the Board of Directors approving the record date;<br>– Form 07/THQ (issued under Decision No. 109/QĐ-VSD dated August 20, 2021 on the Promulgation of the Regulations on the Exercise of Rights by Securities Owners at VSD): Notice of the Record Date for Preparing the List of Shareholders Entitled to Exercise Rights;<br>-– Documents serving as the relevant legal basis for the proposed record date for exercising rights by existing shareholders. | Hard copy and electronic copy | At least ten (10) days prior to the expected Record Date | – Secretary to the Board of Directors-<br>– General Meeting of Shareholders Organizing Committee | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| **8** | OTHER EXTRAORDINARY INFORMATION | | | | | | |
| 8.1 | Article 11.1.1 of Circular No. 96/2020/TT-BTC | Change, new appointment, reappointment or dismissal of an internal person; receipt of a resignation letter from an internal person | – Resignation letter of the internal person (clearly specifying the effective date in accordance with the Law on Enterprises and the Charter);<br>– Appendix II to Decision No. 21/QĐ-SGDVN: Notice of changes to related persons of internal persons: Notice of personnel changes;<br>– Appendix III issued together with Circular No. 96/2020/TT-BTC: Information Disclosure Form;<br>- – Resolution/Decision of the General Meeting of Shareholders/Board of Directors. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Secretary to the Board of Directors<br>– Organization and Human Resources Department<br>– Information Disclosure Officer<br>– Relevant organizations and individuals | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.2 | Article 10.2(a) of Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange | In the event of any change to the information of an internal person and the related persons of such internal person previously provided under Appendix III to Circular No. 96/2020/TT-BTC | – The Company shall report to the Hanoi Stock Exchange using the form in Appendix II to Decision No. 21/QĐ-SGDVN: Notice of changes to related persons of internal persons. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Internal Persons and Related Persons of Internal Persons | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.3 | Article 11.5 of Circular No. 96/2020/TT-BTC | In the event that the audit organization issues an audit opinion or review conclusion other than an unqualified audit opinion or review conclusion on the financial statements, or the financial statements are subject to retrospective adjustments. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>-– The written audit opinion, review conclusion, and results of retrospective adjustments to the financial statements within the time limits prescribed in Clause 1, Article 10, Clauses 2 and 3, Article 14 of Circular No. 96/2020/TT-BTC. | Hard copy and electronic copy | – For the annual financial statements: within ten (10) days from the date on which the audit organization signs the audit report;<br>- – For the semi-annual financial statements: within five (05) days from the date on which the audit organization signs the review report. | – Finance and Accounting Department | -- The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 8.4 | Article 11.1(g) of Circular No. 96/2020/TT-BTC | – Decision on changing the accounting period or applicable accounting policies (except where the change in applicable accounting policies results from changes in laws and regulations);<br>– Notice of the appointment of an audit firm under a signed contract for the audit of the annual financial statements, or change of the audit firm (after the contract has been signed);- – Cancellation of a signed audit contract. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Relevant accompanying documents;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.5 | Article 11.6 of Circular No. 96/2020/TT-BTC | Disclosure of information following a change in the accounting period. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>- – Financial statements for the period between the two accounting periods of the old financial year and the new financial year, in accordance **with the laws** | Hard copy and electronic copy | Within ten (10) days from the date on which the audit organization signs the audit report, but no later than ninety (90) days from the beginning of the new fiscal year. | – Finance and Accounting Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.6 | Article 11.1(h) of Circular No. 96/2020/TT-BTC | Decision to make a capital contribution to establish, or acquire additional ownership in, a company resulting in such company becoming a subsidiary or an associate; or to sell ownership interests to reduce the ownership ratio in a subsidiary or an associate, resulting in such company no longer being a subsidiary or an associate; or to dissolve a subsidiary or an associate. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Relevant accompanying documents;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department<br>– Planning and Investment Department<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.7 | Article 15.2(a) of Circular No. 96/2020/TT-BTC | Increase or decrease in charter capital | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors relating to the increase or decrease in charter capital. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 8.8 | Article 15.2(b) of Circular No. 96/2020/TT-BTC | Decision to make an investment in or contribute capital to an organization or project, borrow or lend, or enter into other transactions with a value of 10% or more of the Company's total assets, based on the latest audited annual financial statements or the latest reviewed semi-annual financial statements (based on the consolidated financial statements where the public company is a parent company). | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Other relevant documents. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.9 | Article 15.2(c) of Circular No. 96/2020/TT-BTC | Decision to make a capital contribution with a value of 50% or more of the charter capital of an organization (determined based on the charter capital of the capital- | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Decision of the General Meeting of Shareholders/Board of Directors;<br>– Other relevant documents. khác; | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department<br>– Planning and Investment Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.10 | Article 11.1(m) of Circular No. 96/2020/TT-BTC | Purchase or sale of assets or execution of transactions with a value exceeding 15% of the Company's total assets, based on the latest audited annual financial statements or the latest six-month reviewed financial statements. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Other relevant documents;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if **any.** | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department<br>– Planning and Investment Department<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.11 | Article 11.1(a) of Circular No. 96/2020/TT-BTC | – The Company's account at a bank or foreign bank branch is frozen at the request of a competent authority or when the payment service provider detects signs of fraud or violations of laws relating to the payment account;<br>– The account is permitted to resume operations after being frozen in the cases prescribed in this Point. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Document issued by a competent State authority;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Other relevant documents;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 8.12 | Article 11.1(b) of Circular No. 96/2020/TT-BTC | – Upon receipt of a document from a competent State authority or when the Company decides to suspend part or all of its business operations;<br>- – Change in the contents of enterprise registration; revocation of the Enterprise Registration Certificate; amendment, supplementation, suspension or revocation of the Establishment and Operation License or Operation License. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Document issued by a competent State authority;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Certified true copy of the Enterprise Registration Certificate, Establishment and Operation License, etc.;<br>– Other relevant documents;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Planning and Investment Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.13 | Article 11.1(dd) of Circular No. 96/2020/TT-BTC | Decision on the dividend rate, method of dividend payment and dividend payment date; decision on the stock split or stock consolidation. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Document issued by a competent State authority;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors on the dividend rate, method of dividend payment and dividend payment date;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors on stock split or stock consolidation;<br>– Other relevant documents;<br>- – Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 8.14 | Article 11.1(e) of Circular No. 96/2020/TT-BTC | – Decision on corporate reorganization (division, separation, consolidation, merger or conversion of the enterprise type), dissolution or bankruptcy of the enterprise; change of tax identification number, change of the Company's name or company seal;<br>– Change of location;<br>– Establishment or closure of the head office, branch, factory or representative office;<br>– Issuance, amendment or supplementation of the Charter;<br>-Medium-term development strategy, plan and annual business plan of the Company; | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Other relevant documents;<br>- – Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department<br>– Planning and Investment Department<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.15 | Article 11.1(i) of Circular No. 96/2020/TT-BTC | Approval of contracts and transactions between the Company and an internal person, a related person of an internal person, or a related person of the Company. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Other relevant documents;<br>- – Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Business and Technical Department<br>– Project Management Department<br>– Organization and Human Resources Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.16 | Article 11.1(n) of Circular No. 96/2020/TT-BTC | Upon receipt of a decision to initiate criminal proceedings against the Company or an internal person of the Company; detention or criminal prosecution of an internal person of the Company; | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Decision of a competent State authority;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Relevant Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 8.17 | Article 11.1(o) of Circular No. 96/2020/TT-BTC | Upon receipt of a legally effective judgment or decision of a court relating to the Company's operations; a decision imposing penalties for violations of tax laws; | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Legally effective judgment or decision of the Court;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | - Finance and Accounting Department<br>– Relevant Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.18 | Article 11.1(p) of Circular No. 96/2020/TT-BTC | Upon receipt by the Company of a notice from the Court accepting and processing a petition for the commencement of bankruptcy proceedings against the Company; | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Notice issued by the Court;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Relevant Department | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.19 | Article 11.1(d) of Circular No. 96/2020/TT-BTC | – Decision to repurchase the Company's shares or sell treasury shares;<br>– Exercise date of the right to purchase shares by holders of bonds with attached share purchase rights, or conversion date of convertible bonds into shares;<br>– Decision to conduct a public offering of securities overseas and other decisions relating to the offering and issuance of securities. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Document issued by a competent authority;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Relevant accompanying documents;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Finance and Accounting Department<br>– Planning and Investment Department<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 8.20 | Article 11.1(k) of Circular No. 96/2020/TT-BTC | Upon any change in the number of voting shares | – Appendix V to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution/Decision of the General Meeting of Shareholders/Board of Directors;<br>– Relevant accompanying documents;<br>– Report on the results of the issuance or conversion in accordance with the laws and regulations on securities issuance;<br>– Report on transaction results in accordance with the laws and regulations on the repurchase of the Company's own shares and sale of treasury shares;<br>– Report on the repurchase of shares from employees in accordance with the Company's employee share issuance regulations, or repurchase of odd-lot shares at the request of shareholders;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | – Within twenty-four (24) hours from the occurrence of the event. The timing for disclosure of information relating to changes in the number of voting shares shall be as follows:<br>In the case of the Company's issuance of additional shares or conversion of bonds or preference shares into shares, from the time the Company reports the results of the issuance or conversion to the State Securities Commission in accordance with the laws and regulations on securities issuance;<br>In the case of the Company's repurchase of its own shares or sale of treasury shares, from the time the Company reports the transaction results in accordance with the laws and regulations governing the repurchase of the Company's own shares and sale of treasury shares;<br>In the case of the Company repurchasing shares from employees in accordance with the Company's employee share issuance scheme, or repurchasing odd-lot shares at the request of shareholders; or a securities company repurchasing its own shares to correct trading errors or | – Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.21 | Article 11.1(q) of Circular No. 96/2020/TT-BTC | Confirmation or correction of events or information affecting the Company's share price | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Secretary to the Board of Directors<br>– Information Disclosure Officer | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 8.22 | Article 11.1(r) of Circular No. 96/2020/TT-BTC | Upon the occurrence of other events that have a material impact on the Company's production and business activities or corporate governance. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Relevant documents;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Relevant Departments<br>– Secretary to the Board of Directors<br>– Person in Charge of Corporate Governance | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 8.23 | Article 11.1(s) of Circular No. 96/2020/TT-BTC | Upon being approved for listing or having its listing cancelled on a foreign stock exchange. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Documents issued by competent State authorities, the State Securities Commission (SSC), the Hanoi Stock Exchange (HNX), etc.;<br>– Relevant documents;<br>– Clearly state the event that has occurred, the reasons therefor, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| **9** | **INFORMATION UPON REQUEST AND INFORMATION ON OTHER ACTIVITIES OF THE COMPANY** | | | | | | |
| 9.1 | Article 12.1(a) of Circular No. 96/2020/TT-BTC | Upon the occurrence of an event that seriously affects the legitimate interests of | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Information disclosed upon request must clearly state the event for which the State Securities Commission or the Hanoi Stock Exchange has requested disclosure;<br>- – The reasons for the event and the Company's assessment of the authenticity of such event, and remedial measures, if any. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Relevant Departments<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 9.2 | Article 12.1(b) of Circular No. 96/2020/TT-BTC | Where there is information relating to the Company that has a material impact on its share price and such information needs to be confirmed. | | | | | |
| 9.3 | Official Letter No. 789/SGDHN-QLNY dated May 18, 2022 | Where the Company's share price reaches the ceiling price or floor price for five (5) or more consecutive trading sessions, the Company must report and disclose information relating | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Documents, if any, that have resulted in the Company's share price reaching the ceiling price or floor price for five (5) consecutive trading sessions. | Hard copy and electronic copy | Within twenty-four (24) hours from the occurrence of the event | – Relevant Departments<br>– Secretary to the Board of Directors | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 9.4 | Article 13.1 of Circular No. 96/2020/TT-BTC | Activities relating to the offering, issuance, listing, registration for trading of securities and reporting on the use of proceeds. | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Notices of securities offering, issuance and public tender offer: Forms prescribed in Appendices 13, 15, 17, 18 and 20 to Circular No. 118/2020/TT-BTC dated December 31, 2022, providing guidance on certain matters concerning securities offering and issuance, public tender offers, share repurchases, registration of public companies and cancellation of public company status;<br>– Reports on the results of securities offerings, securities issuances and public tender offers: Forms 21, 22, 23, 28, 29, 32, 33 and 39 under Circular No. 118/2020/TT-BTC dated December 31, 2022.<br>- – Documents of the Company relating to activities of offering, issuance, listing, registration for trading and reporting on the use of proceeds in accordance with the laws and regulations on securities offering and issuance, listing and registration for trading of securities. | Hard copy and electronic copy | In accordance with the laws and regulations governing the offering, issuance, listing and registration for trading of securities | – Secretary to the Board of Directors<br>– Shareholder Relations Officer | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| 9.5 | Article 13.2 of Circular No. 96/2020/TT-BTC | Foreign ownership ratio | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>- Documents of the Company regarding the maximum foreign ownership ratio and any changes thereto in accordance with the laws and regulations governing foreign investment activities in the Vietnamese securities market. | Hard copy and electronic copy | In accordance with the laws and regulations guiding foreign investment activities in the Vietnamese securities market | – Secretary to the Board of Directors<br>– Shareholder Relations Officer | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |

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| 9.6 | Article 13.3 of Circular No. 96/2020/TT-BTC | Transactions involving the repurchase of the Company's own shares and sale of treasury shares | – Appendix VI to Decision No. 21/QĐ-SGDVN dated December 21, 2021 of the Vietnam Exchange: Disclosure of extraordinary information;<br>– Resolution of the General Meeting of Shareholders/Board of Directors and relevant documents concerning the repurchase of the Company's own shares and sale of treasury shares.<br>(In the event that the Company repurchases its own shares, after full payment for the repurchased shares has been made, if the total value of assets recorded in the accounting books decreases by more than 10%, the Company must notify all creditors and disclose information within 15 days from the date of completion of the payment obligation for the share repurchase.) | Hard copy and electronic copy | In accordance with the laws and regulations governing the repurchase of the Company's own shares and the sale of treasury shares | – Secretary to the Board of Directors<br>– Relevant Departments | - The Company's website;<br>- SSC's IDS System;<br>- HNX's CIMS System |
| B | INFORMATION DISCLOSURE BY OTHER SUBJECTS | | | | | | |
| 1 | MAJOR SHAREHOLDERS; GROUPS OF RELATED PERSONS HOLDING 5% OR MORE OF THE VOTING SHARES OF THE COMPANY | | | | | | |
| 1.1 | Article 31.1 of Circular No. 96/2020/TT-BTC | An organization or individual that becomes or ceases to be a major shareholder; a group of related persons holding 5% or more of the voting shares of the Company (from the date of completion of the securities transaction). | – Appendix VII to Circular No. 96/2020/TT-BTC | Hard copy and electronic copy | Within five (05) working days from the date on which it becomes or ceases to be a Major Shareholder | Major Shareholder | SSC, HNX, and the Company |
| 1.2 | Article 31.2 of Circular No. 96/2020/TT-BTC | A major shareholder or a group of related persons holding 5% or more of the voting shares of the Company, upon any change in the number of shares held resulting in crossing each 1% threshold of the voting shares (from the date of completion of the securities transaction). | – Appendix VIII to Circular No. 96/2020/TT-BTC | Hard copy and electronic copy | Within five (05) working days from the date on which such change occurs | Cổ đông lớn | SSC, HNX, and the Company |

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| 1.3 | Article 31.4 of Circular No. 96/2020/TT-BTC | – A group of related foreign investors holding 5% or more of the voting shares of the Company (from the date of completion of the securities transaction);<br>- – A group of related foreign investors holding 5% or more of the voting shares of the Company, upon any change in the number of shares held resulting in crossing each 1% threshold of the voting shares (from the date of completion of the securities transaction). | – Appendix IX to Circular No. 96/2020/TT-BTC<br>- – Appendix X to Circular No. 96/2020/TT-BTC | Hard copy and electronic copy | – Within five (05) working days from the date on which the investor becomes or ceases to be a Major Shareholder;<br>– Within five (05) working days from the date on which such change occurs. | Foreign Investor | SSC, HNX, and the Company |
| 1.4 | Article 31.6 of Circular No. 96/2020/TT-BTC | The Company shall disclose information on its website upon receipt of a report regarding any change in the ownership ratio of shares, share purchase rights or fund certificates held by a major shareholder or a group of related persons holding 5% or more | Information documents and reports submitted by major shareholders (using the forms prescribed in Appendices VII, VIII, IX and X to Circular No. 96/2020/TT-BTC). | Hard copy and electronic copy | Within three (03) working days after receiving the report from the major shareholder | – Shareholder Relations Officer<br>- – Secretary to the Board of Directors | Company's Website |
| 2 | TRADING IN THE COMPANY'S SHARES BY INTERNAL PERSONS AND RELATED PERSONS OF INTERNAL PERSONS | | | | | | |
| 2.1 | | Where the expected transaction value per day is less than VND 50 million or the expected transaction value per month is less than VND 200 million, calculated based on par value:<br>Internal persons and related persons of internal persons shall provide information on the transaction results to the Company's Information Disclosure Officer for the purpose of updating the Company's six-month and | Internal persons and related persons of internal persons shall provide information to the Information Disclosure Officer for information updating purposes. | Hard copy and electronic copy | Periodically, on the last day of each month | Internal Persons and Related Persons of Internal Persons | |

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| 2.2 | Article 33.1 of Circular No. 96/2020/TT-BTC | Where the expected transaction value per day exceeds VND 50 million or the expected transaction value per month exceeds VND 200 million, calculated based on par value, internal persons and related persons of internal persons must provide information and report before and after conducting the transaction to the State Securities Commission, the Hanoi Stock Exchange and the Company, specifically as follows: | | | | | Company |
| | | *Before conducting the transaction:*<br>+ Internal persons of the Company and related persons of internal persons must disclose information and report to the State Securities Commission, the Hanoi Stock Exchange and the Company regarding the proposed transaction in the Company's shares;<br>+ + The transaction period must not exceed 30 days from the date of registration for conducting the transaction, and the transaction may only commence in the first trading session on the trading day immediately following the date on which the Hanoi Stock Exchange publishes | Văn bản theo mẫu Phụ lục XIII, Thông tư số 96/2020/TT-BTC | Hard copy and electronic copy | At least three (03) working days prior to the transaction date. | Internal Persons and Related Persons of Internal Persons | SSC, HNX, and the Company |

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| | | After conducting the transaction:<br>+ + Internal persons of the Company and related persons of internal persons must report to the State Securities Commission, the Hanoi Stock Exchange and the Company on the transaction results, and provide an explanation of the reasons for failure to conduct the transaction or failure to complete the registered transaction volume, if any. | – Document in the form prescribed in Appendix XV to Circular No. 96/2020/TT-BTC;<br>– Explanation of the reasons for failure to conduct the transaction or failure to complete the registered transaction volume, if any. | Hard copy and electronic copy | Within five (05) working days from the date of completion of the transaction (in the event that the transaction is completed before the registered transaction period) or from the expiry of the expected transaction period. | Internal Persons and Related Persons of Internal Persons | SSC, HNX, and the Company |
| 2.3 | Article 33.6 of Circular No. 96/2020/TT-BTC | In the event that PTSC Corporation, political organizations, socio-political organizations (trade unions, youth unions, etc.), or individuals holding other managerial positions as prescribed in the Company's Charter conduct share transactions, they shall fulfill the information disclosure obligations applicable to Internal Persons. | – As prescribed in Section 2.2. | Hard copy and electronic copy | – As prescribed in Section 2.2. | PTSC or the Company's political organizations and socio-political organizations | SSC, HNX, and the Company |
| 2.4 | Article 33.7 of Circular No. 96/2020/TT-BTC | The Company shall disclose information on its website upon receipt of reports relating to securities transactions conducted by Internal Persons and Related Persons of Internal Persons. | – Documents submitted by Internal Persons and Related Persons of Internal Persons (using the forms prescribed in Appendices XIII and XV to Circular No. 96/2020/TT-BTC). | Hard copy and electronic copy | Within three (03) working days after receiving the documents from the Internal Person and Related Persons of the Internal Person. | – Shareholder Relations Officer<br>– Secretary to the Board of Directors | Company's Website |