

Hanoi, date    month    year 2025

**MINUTES OF MEETING**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**VIET FIRST SECURITIES CORPORATION**

**I. COMPANY INFORMATION:**

1. Company name: **VIET FIRST SECURITIES CORPORATION.**
2. Registered office address: Level 1, No. 117 - 119 - 121 Nguyen Du, Ben Thanh Ward, District 1, Ho Chi Minh City, Vietnam.
3. Securities company establishment and operation license No. 100/UBCK-GP issued by the State Securities Commission on October 13, 2008, and its subsequent amendments and supplements.
4. Enterprise registration certificate No. 0306081775 issued by the Department of Planning and Investment of Ho Chi Minh City on October 13, 2008, amended for the 7th time on January 11, 2024.

**II. TIME AND VENUE OF THE GENERAL MEETING:**

1. Time: Commencing at 8:30 AM, on ....., ..... 2025.
2. Venue: Hall, 3rd Floor, No. 37 Ba Trieu, Hang Bai Ward, Hoan Kiem District, Hanoi City.

**III. PARTICIPANTS:**

1. Shareholders and duly authorized representatives of shareholders (as per the registration list).
2. Members of the Board of Directors, Audit Committee, Executive Board, and employees of the Company.

**IV. OPENING OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS:**

1. Ms. ...., Head of the Shareholder Qualification Verification Committee, presented the Minutes of Shareholder Qualification Verification for the 2025 Annual General Meeting of Shareholders of Viet First Securities Corporation held on ..... / ..... / 2025 ("General Meeting"/"AGM"):
  - Total number of shareholders of the Company as of the record date for exercising the right to attend the 2025 AGM (on .....): ..... shareholders, representing 120,000,000 voting shares of the Company.
  - Total number of shareholders invited to attend the General Meeting: ..... shareholders, representing 120,000,000 voting shares of the Company.
  - As of 8:30 AM on March 20, 2025, the total number of shareholders present at the General Meeting (including those attending in person and by proxy) was ..... shareholders/shareholder representatives, representing ..... shares, accounting for .....% of the total voting shares of the Company.

Pursuant to the Law on Enterprises and the Charter of Viet First Securities Corporation, the 2025 Annual General Meeting of Shareholders **meets the conditions to proceed.**

**2. Introduction of the Presidium and the Ballot Counting Committee of the General Meeting:**

Mr. ...., Chairman of the Board of Directors of the Company, chaired the General Meeting in accordance with regulations. The Chairperson introduced the Presidium and the Ballot Counting Committee of the General Meeting as follows:

#### **a. Presidium of the General Meeting**

- Ms. Nghiem Phuong Nhi – Chairperson of the Board of Directors – Chairperson of the General Meeting;
- Mr. Tran Anh Thang – Standing Vice Chairperson of the Board of Directors cum General Director;
- Ms. Nguyen Thi Lan – Member of the Board of Directors cum Chairperson of the Audit Committee;
- Ms. Nguyen Thi Thu Hang – Deputy General Director cum Director of Hanoi Branch.

#### **b. Ballot Counting Committee of the General Meeting**

- Ms. Truong Thi Ngan – Head;
- Mr. Nguyen Anh Tu – Member;
- Ms. Pham Thi Bich Dung – Member.

The Presidium and the Ballot Counting Committee were unanimously approved by the AGM with 100% of the total votes of all attending and voting shareholders.

#### **3. The Chairperson appointed the Secretaries of the General Meeting:**

- Ms. Nguyen Thi Thuy Chung – Head of the Legal Department;
- Ms. Bui Thi Thuy Linh – Deputy Chief of the Office of the Board of Directors.

#### **4. Mr. Nguyen Xuan Diep – Member of the Board of Directors – presented the Regulations on the organization of the 2025 Annual General Meeting of Shareholders of Viet First Securities Corporation.**

The Regulations on the organization of the 2025 Annual General Meeting of Shareholders were unanimously approved by the AGM with 100% of the total votes of all attending and voting shareholders.

#### **5. Approval of the Agenda for the 2025 Annual General Meeting of Shareholders**

The Chairperson of the General Meeting presented the agenda, specifically as follows:

**Item 1.** Report of the Board of Directors at the 2025 Annual General Meeting of Shareholders.

**Item 2.** Report on the activities of the Audit Committee and independent members of the Board of Directors in the Audit Committee for the year 2024 at the 2025 Annual General Meeting of Shareholders.

**Item 3.** Report of the Executive Board on business results for 2024 and the business plan for 2025.

**Item 4.** Proposal for approval of the audited financial statements for 2024.

**Item 5.** Proposal for selecting the audit firm for 2025.

**Item 6.** Proposal on the profit distribution plan for 2024 and projections for 2025; remuneration for the Board of Directors and the Supervisory Board for 2024 and the planned remuneration for 2025.

**Item 7.** Proposal on amendments and supplements to the Company's Charter.

**Item 8.** Proposal on amendments and supplements to the Regulations on the operation of the Board of Directors.

**Item 9.** Proposal on amendments and supplements to the Internal Corporate Governance Regulations.

**Item 10.** Proposal on the continued implementation of the plan to issue shares to pay dividends for 2023; the plan to issue shares to pay dividends for 2024.

**Item 11.** Proposal on the plan to offer shares to existing shareholders.

**Item 12.** Proposal for approval of transactions and contracts with related parties and approval of major contracts and transactions.

**Item 13.** Proposal on the report regarding the addition of derivative securities business operations and continued application for an additional license.

The agenda was unanimously approved by the AGM with .....% of the total votes of all attending and voting shareholders in favor.

## **V. REPORTS AND PROPOSALS PRESENTED**

1. The General Meeting listened to Mr./Ms. .... presenting:
  - Report of the Board of Directors at the 2025 Annual General Meeting of Shareholders (According to Report No. 01/2024/BC-HDQT-VFS).
2. The General Meeting listened to Ms. Nguyen Thi Lan – Chairperson of the Audit Committee presenting:
  - Report on the activities of the Audit Committee and independent members of the Board of Directors in the Audit Committee for 2024 at the 2025 Annual General Meeting of Shareholders (According to Report No. ..../2025/BC-UBKT-VFS).
  - Proposal for approval of the audited financial statements for 2024 (According to Proposal No. 01/2025/TTr-HDQT-VFS attached).
  - Proposal for selecting the audit firm for 2025 (According to Proposal No. 02/2025/TTr-HDQT-VFS).
  - Proposal on the profit distribution plan for 2024 and projections for 2025; remuneration for the Board of Directors and the Supervisory Board for 2024 and the planned remuneration for 2025 (According to Proposal No. 03/2025/TTr-HDQT-VFS).
3. The General Meeting listened to Mr. Tran Anh Thang – Standing Vice Chairperson of the Board of Directors and Chief Executive Officer presenting:
  - Report of the Executive Board on business results for 2024 and the business plan for 2025 (According to the Board of Management’s Report).
4. The General Meeting listened to Mr. Nguyen Xuan Diep – Member of the Board of Directors presenting:
  - Proposal on amendments and supplements to the Company’s Charter (According to Proposal No. 04/2025/TTr-HDQT-VFS).
  - Proposal on amendments and supplements to the Regulations on the operation of the Board of Directors (According to Proposal No. 05/2025/TTr-HDQT-VFS).
  - Proposal on amendments and supplements to the Internal Corporate Governance Regulations (According to Proposal No. 06/2025/TTr-HDQT-VFS).
  - Proposal on the continued implementation of the plan to issue shares to pay dividends for 2023; the plan to issue shares to pay dividends for 2024 (According to Proposal No. 07/2025/TTr-HDQT-VFS).
  - Proposal on the plan to offer shares to existing shareholders (According to Proposal No. 08/2025/TTr-HDQT-VFS).
5. The General Meeting listened to Mr. Hoang The Hung – Member of the Board of Directors presenting:
  - Proposal for approval of transactions and contracts with related parties and approval of major contracts and transactions (According to Proposal No. 09/2025/TTr-HDQT-VFS).

- Proposal on the report regarding the addition of derivative securities business operations and continued application for an additional license (According to Proposal No. 10/2025/TTr-HDQT-VFS).

## VI. DISCUSSIONS AND SHAREHOLDER OPINIONS

The Presidium and the General Meeting listened to shareholders' opinions and engaged in discussions on the reports and proposals presented at the Meeting. The General Meeting unanimously agreed with the contents presented and explained at the Meeting, with no additional comments.

## VII. VOTING AND ELECTIONS

The Chairperson directed the General Meeting to conduct voting on the reports and proposals presented at the Meeting and to proceed with the election of members to the Board of Directors.

The Vote Counting Committee guided shareholders on the voting and election procedures.

After shareholders completed casting their voting and election ballots, the ballot boxes were moved to the vote-counting area for processing.

During the vote counting process, the General Meeting took a break.

## VIII. VOTING AND ELECTION RESULTS

### Voting Results

After the vote counting process concluded, Ms. Truong Thi Ngan – Head of the Vote Counting Committee, announced the voting results to the General Meeting as follows:

- Voting method: Voting by ballot.
- Each common share carries one (01) voting right.
- The total number of shareholders attending and voting at the Meeting is ... shareholders, representing ..... voting rights.

No.	Content	Result	Total Votes	Percentage (*)	Result	Total Votes	Percentage (*)
1	Report on the Board of Directors (BOD) at the 2025 Annual General Shareholders' Meeting	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
2	Report on the activities of the Audit Committee and Independent Members of the BOD in the Audit Committee in 2024 at the	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		

No.	Content	Result	Total Votes	Percentage (*)	Result	Total Votes	Percentage (*)
	2025 Annual General Shareholders' Meeting						
3	Report on the business operations of the Board of Management for 2024 and Plan for 2025	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
4	Approval of the Audited Financial Statements for the year of 2024	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
5	Proposal for the Selection of Auditors for the 2025 Financial Statements	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
6	Proposal for Distribution of net profit of the year 2024 and Plan for 2025; the Remuneration of the Board of Directors and the Supervisory Board (BOS) for 2024 and the Remuneration	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		

No.	Content	Result	Total Votes	Percentage (*)	Result	Total Votes	Percentage (*)
	Plan for 2025						
7	Proposal to amend and supplement the Company's Charter	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
8	Proposal to amend and supplement the Regulations on operation of the Board of Directors	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
9	Proposal to amend and supplement the Internal regulations on company administration	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
10	Proposal to continue implementing the Plan for issuing shares to pay dividends for the Year 2023; Plan for issuing shares to pay dividends for the Year 2024	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
11	Proposal for the Plan to	Total			Approved		
		Valid			Disapproved		

No.	Content	Result	Total Votes	Percentage (*)	Result	Total Votes	Percentage (*)
	issue shares to shareholders	Invalid			No opinion		
12	Proposal for the approval of transactions and contracts with related parties and the approval of major contracts and transactions	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		
13	Proposal report on the addition of derivative securities business operations and the continued application for additional business operation licenses	Total			Approved		
		Valid			Disapproved		
		Invalid			No opinion		

(\*) calculated based on the total number of voting shares of all shareholders attending and voting at the meeting.

Ms. Truong Thi Ngan – Head of the Vote Counting Committee announced to the General Meeting the results of the vote counting for the election of Board of Directors members as follows:

#### **IX. RESOLUTIONS APPROVED BY THE GENERAL MEETING**

Based on the vote counting results, the Company's Charter, and the Enterprise Law, the following matters were approved by the 2025 Annual General Meeting of Shareholders:

1. Approval of Report on the Board of Directors (BOD) at the 2025 Annual General Shareholders' Meeting (According to Report No. 01/2025/BC-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
2. Approval of the Report on the activities of the Audit Committee and Independent Members of the BOD in the Audit Committee in 2024 at the 2025 Annual General Shareholders' Meeting

- (According to Report No. .../2025/BC-UBKT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
3. Approval of the Report on the business operations of the Board of Management for 2024 and Plan for 2025 (According to the Board of Management's Report attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  4. Approval of the Audited Financial Statements for the year of 2024 (According to Proposal No. 01/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  5. Approval of the Selection of Auditors for the 2025 Financial Statements (According to Proposal No. 02/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  6. Approval of the proposal for Distribution of net profit of the year 2024 and Plan for 2025; the Remuneration of the Board of Directors and the Supervisory Board (BOS) for 2024 and the Remuneration Plan for 2025 (According to Proposal No. 03/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  7. Approval to amend and supplement the Company's Charter (According to Proposal No. 04/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  8. Approval to amend and supplement the Regulations on operation of the Board of Directors (According to Proposal No. 05/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  9. Approval to amend and supplement the Internal regulations on company administration (According to Proposal No. 06/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  10. Approval of the proposal to continue implementing the Plan for issuing shares to pay dividends for the Year 2023; Plan for issuing shares to pay dividends for the Year 2024 (According to Proposal No. 07/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  11. Approval of the proposal for the Plan to issue shares to shareholders (According to Proposal No. 08/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  12. Approval for the approval of transactions and contracts with related parties and the approval of major contracts and transactions (According to Proposal No. 09/2025/TTr-HDQT-VFS attached) with ...% of the total voting shares of all shareholders attending and voting at the meeting in favor.
  13. Approval report on the addition of derivative securities business operations and the continued application for additional business operation licenses (According to Proposal No. 10/2024/TTr-HDQT-VFS attached) with 100% of the total voting shares of all shareholders attending and voting at the meeting in favor.

#### **X. APPROVAL OF THE RESOLUTION AND MINUTES OF THE GENERAL MEETING**

Ms. .... – Secretary of the General Meeting presented the Minutes and Resolution of the 2025 Annual General Meeting of Shareholders.

The Minutes and Resolution were unanimously approved by the General Meeting of Shareholders with 100% of the total voting shares of all shareholders attending and voting at the meeting in favor. The meeting was adjourned at .... hours .... minutes on the same day.

**Recipients:**

- AGM
- Board of Directors,  
Audit Committee,  
Board of Management.
- Archive: Admin. Dept.
- Information disclosure  
as required

**SECRETARY OF THE  
GENERAL MEETING**

**CHAIRMAN**

**NGHIEM PHUONG NHI**