

Number: 03 / PTC-Board of
Directors

Vinh, January 25, 2025

**REPORT
Corporate governance situation
in 2024**

Dear: - State Securities Commission ;
- Hanoi Stock Exchange

- Listed company name: **Phuong Dong Petroleum Tourism Joint Stock Company**
- Head office address : 218 Le Duan, Truong Thi Ward, Vinh City, Nghe An
- Phone: 02383.562 299 Fax: 0 2 383 . 593 479 Email: ptc@phuongdongpv.com.vn
- Charter capital : 150 billion VND
- Stock code : PDC
- Corporate governance model : General Meeting of Shareholders, Board of Directors, Board of Supervisors and Director .
- Regarding the implementation of internal audit function: Implemented .

I. Activities of the General Meeting of Shareholders

Information on meetings and Resolutions/Decisions of the General Meeting of Shareholders (including Resolutions of the General Meeting of Shareholders adopted in the form of written opinions) :

Status	Resolution/Decision Number	Day	Content
1	Resolution No.: 05/NQ-HĐQT	February 29, 2024	Resolution Re: Plan to organize the 2024 annual general meeting of shareholders of Phuong Dong Petroleum Tourism Joint Stock Company.
2	Resolution No.: 08 /NQ-ĐHĐCĐ	April 26, 2024	Resolution of the 2024 Annual General Meeting of Shareholders.

II. Board of Directors

1. Information about Board of Directors (BOD) members :

Status	Board Member	Position/ (independent member of the Board of Directors, non-executive member of the Board of Directors)	Date of starting/cease being a member of the Board of Directors/Independent Board of Directors	
			Date of appointment	Dismissal Date
1	Mr. Do Trung Kien	Chairman of the Board	April 26, 2023	
2	Mr. Le Hai An	Board Member	April 26, 2023	
3	Mr. Le Van Thin	Independent Member of Board of Directors	July 12, 2019	
4	Mr. Thai Hong Nha	Member of Board of Directors/Director of Company	July 12, 2019	
5	Ms. Pham Thi Thu Thuy	Board Member	July 12, 2019	

2. Board of Directors meetings :

Status	Member	Number of Board of Directors meetings attended/	Meeting attendance rate	Reason for not attending the meeting
1	Mr. Do Trung Kien	05/05	100%	
2	Mr. Le Hai An	05/05	100%	
3	Mr. Le Van Thin	05/05	100%	
4	Mr. Thai Hong Nha	05/05	100%	
5	Ms. Pham Thi Thu Thuy	05/05	100%	

3. Supervisory activities of the Board of Directors over the Board of Directors

Comply with the provisions of the Company Charter, Company Governance Regulations, internal management regulations/regulations and current laws.

4. Activities of subcommittees under the Board of Directors :

PTC Board of Directors has not established subcommittees.

5. Resolutions/Decisions of the Board of Directors

Stat us	Resolution Number/ Decision	Day	Content
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1	Resolution No.: 05/NQ-HĐQT	February 29, 2024	Resolution Re: Plan to organize the 2024 annual general meeting of shareholders of Phuong Dong Petroleum Tourism Joint Stock Company
2	Resolution No.: 11/NQ-HĐQT	June 28, 2024	Re: Selecting an auditing unit to review the semi-annual Financial Report (first 6 months of the year) and audit the Financial Report for 2024.
3	Resolution No. 14/NQ-HĐQT	July 26, 2024	Re: Implementing tasks for the last 6 months of 2024
4	Resolution No. 17/NQ-HĐQT	October 18, 2024	Re: Approval of appointment to the position of Deputy Director of Muong Thanh Phuong Dong Hotel Branch
5	Resolution No. 20/NQ - Board of Directors	December 30, 2024	Re: Assigning business plan targets for 2025.

III. Board of Control :

1. Information about Board of Supervisors (BOS) members :

Status	Member of the Board of Supervisors/Audit Committee	Position	Date of starting/no longer being a member of the Board of Supervisors	Professional qualifications
1	Ms. Le Thi Thu Huong	Head of Supervisory Board	Appointed date July 12, 2019	Bachelor of Accounting
2	Mrs. Phan Thi An	Member	Appointed date April 26, 2023	Bachelor of Accounting
3	Ms. Nguyen Thi Viet Ha	Member	Dismissed on April 26, 2024	Master of Business Administration - Bachelor of Accounting
4	Ms. Hoang Thi Bich Phuong	Member	Appointed date April 26, 2024	Bachelor of Accounting

2. Board of Supervisors meeting

Status	Board Member	Number of meetings attend	Meeting attendance rate	Voting ratio	Reason absent from meeting
1	Ms. Le Thi Thu Huong	2	100%	100%	
2	Mrs. Phan Thi An	2	100%	100%	
3	Ms. Hoang Thi Bich Phuong	2	100%	100%	

3. Supervisory activities of the Board of Supervisors towards the Board of Directors, Executive Board and shareholders

Comply with the provisions of the Company Charter and the Company's Governance Regulations.

4. Coordination of activities between the Supervisory Board and the activities of the Board of Directors, the Executive Board and other management staff :

The Supervisory Board attends meetings of the Board of Directors and the Management Board. The Board of Directors and the Management Board facilitate the performance of the Supervisory Board's duties.

5. Other activities of the Board of Directors (if any)

No other activity in 2024 .

IV. Executive Board

STT	Board Member	Date of birth	Professional qualifications	Date of appointment/removal of members of the Executive Board
1	Thai Hong Nha	October 6, 1976	Civil Engineer	Appointed date October 13, 2016
2	Tran Dinh Phuc	February 25, 1976	Bachelor of Economics	Appointed date 06/01/2022

V. Chief Accountant

Full name	Date of birth	Professional qualifications	Date of appointment/dismissal
Nguyen Thi Nguyet	September 10, 1991	Bachelor of Accounting	Appointed date June 23, 2020

VI. Training on corporate governance :

Corporate governance training courses attended by members of the Board of Directors, members of the Supervisory Board, Executive Director (General Director), other managers and Company Secretary in accordance with corporate governance regulations : Not attended in 2024.

VII. List of related persons of public companies in 2024 and transactions of related persons of the company with the Company itself

1. List of related persons of the company (*Appendix I attached*)
2. Transactions between the company and related persons of the company; or between the company and major shareholders, insiders, and related persons of insiders : No transactions occurred in 2024.

ST	Name of organization/individual	Relationship with the company	Certificate Number *, date of issue, place of issue	Head office address/Contact address	Time of transaction with the company	Resolution/Decision No. approved by the General Meeting of Shareholders/Board of Directors... (if any, specify the date of issue)	Content , quantity, total transaction value	Note

3. Transactions between company insiders, related persons of insiders and subsidiaries, companies controlled by the company : No transactions occurred in 2024 .

Status	The person who makes the transaction	Insider Relations	Position at CTNY	ID card/Passport number, date of issue, place of issue	Address	Name of subsidiary , company owned by CTNY takes control	Time of transaction	Content , quantity , total transaction value	Note

4. Transactions between the company and other entities

4.1 . Transactions between the company and companies in which members of the Board of Directors, members of the Board of Supervisors, Directors (General Directors) and other managers have been and are founding members or members of the Board of Directors, Directors (General Directors) operating within the past three (03) years (calculated at the time of reporting): None

4.2 . Transactions between the company and companies in which related persons of members of the Board of Directors, members of the Board of Supervisors, Directors (General Directors) and other managers are members of the Board of Directors, Directors (General Directors) and executives : None

4.3 . Other transactions of the company (if any) that may bring material or immaterial benefits to members of the Board of Directors, members of the Board of Supervisors, Director (General Director) and other managers: None

VIII. Stock transactions of insiders and related parties of insiders in 2024

1. List of insiders and related persons of company insiders (*Appendix II attached*)
2. Transactions of insiders and related persons on company shares

Status	The person who makes the transaction	Insider Relations	Number of shares owned at the beginning of the period		Number of shares owned at the end of the period		Reason for increase, decrease (buy, sell, convert, enjoy ...)
			Number of shares	Proportion	Number of shares	Proportion	

No insider and related party reports

IX. Other issues to note : None

Recipient:

- As Dear
- Save: VT

CHAIRMAN OF BOARD OF DIRECTORS



Do Trung Kien

29/03/2017

APPENDIX I
List of Related Persons at Phuong Dong Petroleum Tourism Joint Stock Company
(Attached to Management Report No. 03 /BC-HDQT dated January 25, 2025)
of the Board of Directors of Phuong Dong Petroleum Tourism Joint Stock Company)

STT	Full name	Position in the company	The starting point is the person concerned.	Time is no longer relevant *	Reason	Relationship with the company
1	Do Trung Kien	Chairman of the Board	April 26, 2023		Appointing internal people	Insider
1.01	Le Thanh Than		April 26, 2023		Appointing internal people	Related person
1.02	Hoang Thi Hue		April 26, 2023		Appointing internal people	Related person
1.03	Le Thi Hoang Yen		April 26, 2023		Appointing internal people	Related person
1.04	CIENCO5 Real Estate Development Joint Stock Company	General Director	April 26, 2023		Appointing internal people	Related person
1.05	ZODA Construction Joint Stock Company	Chairman of the Board	April 26, 2023		Appointing internal people	Related person
2	Le Hai An	Board Member	April 26, 2023		Appointing internal people	Insider
2.01	Le Thanh Than		April 26, 2023		Appointing internal people	Related person
2.02	Hoang Thi Hue		April 26, 2023		Appointing internal people	Related person
2.03	Le Thi Hoang Yen		April 26, 2023		Appointing internal people	Related person
3	Le Van Thin (City)	Independent Board Member, Head of Corporate Governance	July 12, 2019		Appointing internal people	Insider
3.01	Tran Thi Hanh		July 12, 2019		Appointing internal people	Related person
3.02	Nguyen Thi Hoa		July 12, 2019		Appointing internal people	Related person
3.03	Le Thi Khanh Chi		July 12, 2019		Appointing internal people	Related person
3.04	Le Xuan Phuc		July 12, 2019		Appointing internal people	Related person
3.05	Le Xuan Lam		July 12, 2019		Appointing internal people	Related person
3.06	Le Thi Hien		July 12, 2019		Appointing internal people	Related person
3.07	Le Van Duc		July 12, 2019		Appointing internal people	Related person
3.08	Le Thi Tho		July 12, 2019		Appointing internal people	Related person
3.09	Private Enterprise, Phu Dien General Hospital		July 12, 2019		Appointing internal people	Related person
3.10	Muong Thanh Luxury Song Lam Hotel		July 12, 2019		Appointing internal people	Related person
4	Pham Thi Thu Thuy	Board Member	July 12, 2019		Appointing internal people	Insider
4.01	Hoang Minh Tuan		July 12, 2019		Appointing internal people	Related person
4.02	Hoang The Minh Khang		July 12, 2019		Appointing internal people	Related person
4.03	Hoang Minh Uyen		July 12, 2019		Appointing internal people	Related person
4.04	Hoang Minh Khue		July 12, 2019		Appointing internal people	Related person
4.05	Pham Van Hien		July 12, 2019		Appointing internal people	Related person

4.06	Hoang Thi Quyen		July 12, 2019		Appointing internal people	Related person
4.07	Pham Thi Huong		July 12, 2019		Appointing internal people	Related person
4.08	Doan Thi Sen		July 12, 2019		Appointing internal people	Related person
4.09	Hoang The Kiem		July 12, 2019		Appointing internal people	Related person
5	Thai Hong Nha	Member of Board of Directors; Company Director	October 13, 2016		Appointing internal people	Insider
5.01	Thai Van Nhuan		October 13, 2016		Appointing internal people	Related person
5.02	Tran Thi Lan		October 13, 2016		Appointing internal people	Related person
5.03	Phan Thi Hien		October 13, 2016		Appointing internal people	Related person
5.04	Thai Hong Ngoc		October 13, 2016		Appointing internal people	Related person
5.05	Thai Hong Vinh		October 13, 2016		Appointing internal people	Related person
5.06	Thai Van Trang		October 13, 2016		Appointing internal people	Related person
6	Le Thi Thu Huong	Head of the Board of Control, Announcer of Information	July 12, 2019		Appointing internal people	Insider
6.01	Le Hong Long		July 12, 2019		Appointing internal people	Related person
6.02	Nguyen Thi Tuyet		July 12, 2019		Appointing internal people	Related person
6.03	Nguyen Nguyen Tai		July 12, 2019		Appointing internal people	Related person
6.04	Nguyen Hoang Nam		July 12, 2019		Appointing internal people	Related person
6.05	Nguyen Hoang Hai		July 12, 2019		Appointing internal people	Related person
6.06	Le Thi Thu		July 12, 2019		Appointing internal people	Related person
6.07	Le Hong Lam		July 12, 2019		Appointing internal people	Related person
6.08	Le Hong Thao		July 12, 2019		Appointing internal people	Related person
6.09	Nguyen Thi My		July 12, 2019		Appointing internal people	Related person
6.10	Tran Phuong Thanh		July 12, 2019		Appointing internal people	Related person
7	Nguyen Thi Viet Ha	Board Member		April 26, 2024	Dismissal of insiders	Insider
7.01	Nguyen Huu Can			April 26, 2024	Dismissal of insiders	Related person
7.02	Nguyen Thi Tam			April 26, 2024	Dismissal of insiders	Related person
7.03	Bui Hong Quang			April 26, 2024	Dismissal of insiders	Related person
7.04	Nguyen Tuan Anh			April 26, 2024	Dismissal of insiders	Related person
7.05	Bui Tam Thu			April 26, 2024	Dismissal of insiders	Related person
7.06	Bui Khanh Toan			April 26, 2024	Dismissal of insiders	Related person
8	Hoang Thi Bich Phuong	Board Member		April 26, 2024	Appointing internal people	Insider

8.01	Dang Thi Chau		April 26, 2024		Appointing internal people	Related person
8.02	Chu Thi Mai		April 26, 2024		Appointing internal people	Related person
8.03	Phan The Hai		April 26, 2024		Appointing internal people	Related person
8.04	Hoang Thi Thu Thuong		April 26, 2024		Appointing internal people	Related person
8.05	Hoang Huu Han		April 26, 2024		Appointing internal people	Related person
8.06	Phan The Minh Bao		April 26, 2024		Appointing internal people	Related person
8.07	Phan Thi Minh Anh		April 26, 2024		Appointing internal people	Related person
9	Phan Thi An	Board Member	April 26, 2023		Appointing internal people	Insider
9.01	Phan Sy Son		April 26, 2023		Appointing internal people	Related person
9.02	Dao Thi Hoi		April 26, 2023		Appointing internal people	Related person
9.03	Bui Xuan Gian		April 26, 2023		Appointing internal people	Related person
9.04	Le Thi Yen		April 26, 2023		Appointing internal people	Related person
9.05	Bui Xuan Tien		April 26, 2023		Appointing internal people	Related person
9.06	Phan Sy Binh		April 26, 2023		Appointing internal people	Related person
9.07	Bui Huyen Tram		April 26, 2023		Appointing internal people	Related person
9.08	Bui Bao Ngoc		April 26, 2023		Appointing internal people	Related person
10	Nguyen Thi Nguyet	Chief Accountant of the Company	June 23, 2020		Appointing internal people	Insider
10.01	Duong Viet Hung		June 23, 2020		Appointing internal people	Related person
10.02	Duong Bao Son		June 23, 2020		Appointing internal people	Related person
10.03	Duong Tuan Anh		June 23, 2020		Appointing internal people	Related person
10.04	Nguyen Dinh Thang		June 23, 2020		Appointing internal people	Related person
10.05	Le Thi An		June 23, 2020		Appointing internal people	Related person
10.06	Nguyen Kim Ngan		June 23, 2020		Appointing internal people	Related person
11	Tran Dinh Phuc	Branch Director	1-Jun-22		Appointing internal people	Insider
11.01	Tran Van Toan		1-Jun-22		Appointing internal people	Related person
11.02	Nguyen Thi Uyen		1-Jun-22		Appointing internal people	Related person
11.03	Vu Quynh Nga		1-Jun-22		Appointing internal people	Related person
11.04	Tran Trung Duc		1-Jun-22		Appointing internal people	Related person
11.05	Tran Vu Quynh Huong		1-Jun-22		Appointing internal people	Related person

11.06	Tran Huu Hoan		1-Jun-22		Appointing internal people	Related person
12	Nguyen Xuan Binh	Administrator and Company Secretary	12-Dec-23		Appointing internal people	Insider
12.01	Dao Thi Duong		12-Dec-23		Appointing internal people	Related person
12.02	Nguyen Thi Hai Yen		12-Dec-23		Appointing internal people	Related person
12.03	Nguyen Xuan Tinh		12-Dec-23		Appointing internal people	Related person
12.04	Nguyen Xuan Thuong		12-Dec-23		Appointing internal people	Related person
12.05	Nguyen Thi Thanh Tam		12-Dec-23		Appointing internal people	Related person

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APPENDIX II

List of Related Persons at Phuong Dong Petroleum Tourism Joint Stock Company
(Attached to Management Report No.03 /BC-HDQT dated January 25, 2025)
of the Board of Directors of Phuong Dong Petroleum Tourism Joint Stock Company)

STT	Full name	Position in the company	Relationship with the company	Number of shares owned at present	Current share ownership ratio
1	Do Trung Kien	Chairman of the Board	Insider	2,850,000	19.000%
1.01	Le Thanh Than		Related person	3,000,000	20.000%
1.02	Hoang Thi Hue		Related person	0	0.000%
1.03	Le Thi Hoang Yen		Related person	1,406,000	9.37%
1.04	CIENCOS Real Estate Development Joint Stock		Related person	0	0.000%
1.05	ZODA Construction Joint Stock Company		Related person	0	0.000%
2	Le Hai An	Board Member	Insider	0	0.000%
2.01	Le Thanh Than		Related person	3,000,000	20.000%
2.02	Hoang Thi Hue		Related person		
2.03	Le Thi Hoang Yen		Related person	1,406,000	9.37%
3	Le Van Thin (City)	Independent Board Member	Insider	0	0.000%
3.01	Tran Thi Hanh		Related person	0	0.000%
3.02	Nguyen Thi Hoa		Related person	0	0.000%
3.03	Le Thi Khanh Chi		Related person	0	0.000%
3.04	Le Xuan Phuc		Related person	0	0.000%
3.05	Le Xuan Lam		Related person	0	0.000%
3.06	Le Thi Hien		Related person	0	0.000%
3.07	Le Van Duc		Related person	0	0.000%
3.08	Le Thi Tho		Related person	0	0.000%
3.09	Private Enterprise, Phu Dien General Hospital		Related person	0	0.000%
3.10	Muong Thanh Luxury Song Lam Hotel		Related person	0	0.000%
4	Pham Thi Thu Thuy	Board Member	Insider	1,659,000	11.600%
4.01	Hoang Minh Tuan		Related person	0	0.000%
4.02	Hoang The Minh Khang		Related person	0	0.000%

4.03	Hoang Minh Uyen		Related person	0
4.04	Hoang Minh Khue		Related person	0
4.05	Pham Van Hien		Related person	0
4.06	Hoang Thi Quyen		Related person	0
4.07	Pham Thi Huong		Related person	0
4.08	Doan Thi Sen		Related person	0
4.09	Hoang The Kiem		Related person	0
5	Thai Hong Nha	Member of Board of Directors; Company Director	Insider	0
5.01	Thai Van Nhuan		Related person	0
5.02	Tran Thi Lan		Related person	0
5.03	Phan Thi Hien		Related person	0
5.04	Thai Hong Ngoc		Related person	0
5.05	Thai Hong Vinh		Related person	0
5.06	Thai Van Trang		Related person	0
6	Le Thi Thu Huong	Control, Announcer of Information	Insider	1,900
6.01	Le Hong Long		Related person	0
6.02	Nguyen Thi Tuyet		Related person	0
6.03	Nguyen Nguyen Tai		Related person	0
6.04	Nguyen Hoang Nam		Related person	0
6.05	Nguyen Hoang Hai		Related person	0
6.06	Le Thi Thu		Related person	0
6.07	Le Hong Lam		Related person	0
6.08	Le Hong Thao		Related person	0
6.09	Nguyen Thi My		Related person	0
6.10	Tran Phuong Thanh		Related person	0
7	Nguyen Thi Viet Ha	Board Member	Insider	0
7.01	Nguyen Huu Can		Related person	0
7.02	Nguyen Thi Tam		Related person	0
7.03	Bui Hong Quang		Related person	0
7.04	Nguyen Tuan Anh		Related person	0

7.05	Bui Tam Thu		Related person	0	0.000%
7.06	Bui Khanh Toan		Related person	0	0.000%
8	Hoang Thi Bich Phuong	Board Member	Insider	0	0.000%
8.01	Dang Thi Chau		Related person	0	0.000%
8.02	Chu Thi Mai		Related person	0	0.000%
8.03	Phan The Hai		Related person	0	0.000%
8.04	Hoang Thi Thu Thuong		Related person	0	0.000%
8.05	Hoang Huu Han		Related person	0	0.000%
8.06	Phan The Minh Bao		Related person	0	0.000%
8.07	Phan Thi Minh Anh		Related person	0	0.000%
9	Phan Thi An	Board Member	Insider	0	0.000%
9.01	Phan Sy Son		Related person	0	0.000%
9.02	Dao Thi Hoi		Related person	0	0.000%
9.03	Bui Xuan Gian		Related person	0	0.000%
9.04	Le Thi Yen		Related person	0	0.000%
9.05	Bui Xuan Tien		Related person	0	0.000%
9.06	Phan Sy Binh		Related person	0	0.000%
9.07	Bui Huyen Tram		Related person	0	0.000%
9.08	Bui Bao Ngoc		Related person	0	0.000%
10	Nguyen Thi Nguyet	Chief Accountant of the Company	Insider	0	0.000%
10.01	Duong Viet Hung		Related person	0	0.000%
10.02	Duong Bao Son		Related person	0	0.000%
10.03	Duong Tuan Anh		Related person	0	0.000%
10.04	Nguyen Dinh Thang		Related person	0	0.000%
10.05	Le Thi An		Related person	0	0.000%
10.06	Nguyen Kim Ngan		Related person	0	0.000%
11	Tran Dinh Phuc	Branch Director	Insider	0	0.000%
11.01	Tran Van Toan		Related person	0	0.000%
11.02	Nguyen Thi Uyen		Related person	0	0.000%
11.03	Vu Quynh Nga		Related person	300	0.002%

11.04	Tran Trung Duc		Related person	0	0.000%
11.05	Tran Vu Quynh Huong		Related person	0	0.000%
11.06	Tran Huu Hoan		Related person	0	0.000%
12	Nguyen Xuan Binh	Administrator and Company Secretary	Insider	0	0.000%
12.01	Dao Thi Duong		Related person	0	0.000%
12.02	Nguyen Thi Hai Yen		Related person	0	0.000%
12.03	Nguyen Xuan Tinh		Related person	0	0.000%
12.04	Nguyen Xuan Thuong		Related person	0	0.000%
12.05	Nguyen Thi Thanh Tam		Related person	0	0.000%