

**NOTIFICATION**

**Re: Nomination and candidacy of candidates for the election of the Board of Directors and the Supervisory Board of International Trade and Investment Services Joint Stock Company For the 2026–2031 Term**

**To: The Shareholders of International Trade and Investment Services Joint Stock Company**

*Pursuant to the Law on Enterprises No. 59/2020/QH14 dated 17 June 2020 and Law No. 76/2025/QH15 dated 17 June 2025 amending and supplementing a number of articles of the Law on Enterprises;*

*Pursuant to the Law on Securities No. 54/2019/QH14 dated 26 November 2019 and the legal documents guiding the implementation of the Law on Securities;*

*Pursuant to the Charter of International Trade and Investment Services Joint Stock Company (4th amendment) approved by the General Meeting of Shareholders on 26 June 2025;*

*Pursuant to the Letters of Resignation dated 11 May 2026 of Ms. Phung Thuy Hoa and Mr. Trieu Van Bang, members of the Board of Directors of International Trade and Investment Services Joint Stock Company for the 2022–2027 term.*

Implementing the policy of the Prime Minister under Decision No. 1479/QĐ-TTg dated 29 November 2022 on the Plan for the Reorganization of State-Owned Enterprises and Enterprises with State Capital, the Hanoi People's Committee – the State shareholder holding 45% of the charter capital of International Trade and Investment Services Joint Stock Company (the "Company") – has completed the procedures for the sale of all 45% of its shareholding in the Company, resulting in a change to the major shareholder structure. At the same time, 02 out of 05 members of the Board of Directors for the 2022–2027 term have submitted their letters of resignation, and the Board of Directors (BOD) and the Supervisory Board (SB) for the 2022–2027 term are entering the final phase. On that basis, at the 2026 Annual General Meeting of Shareholders (the "AGM"), the BOD will submit to the AGM for consideration and approval the early termination of the current term and the removal of all members of the BOD and the SB for the 2022–2027 term, together with the election of the BOD and the SB for the 2026–2031 term in accordance with regulations.

The Board of Directors of International Trade and Investment Services Joint Stock Company hereby respectfully notifies the Shareholders of the expected number

of members of the BOD and the SB for the 2026–2031 term, together with the criteria, conditions and regulations on nomination and candidacy for the election, as follows:

### **I. Provisions on the number of BOD and SB members for the 2026–2031 term**

#### **1. Number of BOD members:**

- Number of BOD members to be elected: 05 (five) persons.
- Number of BOD candidates: unlimited.

#### **2. Number of SB members:**

- Number of SB members to be elected: 03 (three) persons.
- Number of SB candidates: unlimited.

### **II. Criteria and conditions for BOD and SB members**

#### **1, Criteria and conditions for BOD members:**

- a) The person must have full civil legal capacity and must not be a person prohibited from managing enterprises under Clause 2, Article 17 of the Law on Enterprises.
- b) The person must have professional qualifications and experience in business management or in the Company's fields and lines of business.
- c) The person must have a complete personal dossier verified and confirmed by the competent authority.
- d) The person must be in good health, possess good moral character, be honest and incorruptible, and have an understanding of the law.
- e) The person must not be in the process of disciplinary enforcement, investigation, prosecution or trial.
- f) Other conditions as prescribed by law.

#### **2. Criteria and conditions for SB members:**

- a) The person must satisfy the criteria and conditions prescribed in Article 169 of the Law on Enterprises and the Company's Charter, and must not fall into any of the following cases:
  - Not working in the Company's accounting or finance department;
  - Not a member or employee of the independent auditing firm that has conducted the audit of the Company's financial statements in the immediately preceding 03 (three) years.
- b) Other criteria and conditions as prescribed by other relevant laws and the Company's Charter.

### **III. Provisions on the nomination and candidacy of BOD and SB members**

#### **1. Right to nominate and stand as candidate for BOD members:**

- a) Shareholders holding ordinary shares are entitled to cumulate their voting rights to nominate and stand as candidates for the Board of Directors. A shareholder or group of shareholders holding from 10% to less than 30% of the total ordinary shares is entitled to nominate a maximum of 01 (one) candidate; from 30% to less than 40%,



a maximum of 02 (two) candidates; from 40% to less than 50%, a maximum of 03 (three) candidates; from 50% to less than 60%, a maximum of 04 (four) candidates; from 60% to less than 70%, a maximum of 05 (five) candidates; from 70% to less than 80%, a maximum of 06 (six) candidates; from 80% to less than 90%, a maximum of 07 (seven) candidates.

- b) In the event that the number of BOD candidates through nomination and candidacy is insufficient, the incumbent BOD may nominate additional candidates or organize the nomination in accordance with the mechanism prescribed in the Company's Charter and the Internal Regulations on Corporate Governance. The procedure for the incumbent BOD's nomination of BOD candidates must be clearly disclosed and must be approved by the GMS before the election is conducted in accordance with the provisions of law.

**2. Right to nominate and stand as candidate for SB members:**

- a) Shareholders holding ordinary shares are entitled to cumulate their voting rights to nominate and stand as candidates for the Supervisory Board. A shareholder or group of shareholders holding from 10% to less than 30% of the total ordinary shares is entitled to nominate a maximum of 01 (one) candidate; from 30% to less than 40%, a maximum of 02 (two) candidates; from 40% to less than 50%, a maximum of 03 (three) candidates; from 50% to less than 60%, a maximum of 04 (four) candidates; from 60% to less than 70%, a maximum of 05 (five) candidates; from 70% to less than 80%, a maximum of 06 (six) candidates; from 80% to less than 90%, a maximum of 07 (seven) candidates.
- b) In the event that the number of SB candidates through nomination and candidacy is insufficient, the incumbent SB may nominate additional candidates or organize the nomination in accordance with the mechanism prescribed in the Company's Charter and the Internal Regulations on Corporate Governance. The mechanism for the incumbent SB's nomination of SB candidates must be clearly disclosed and must be approved by the GMS before the election is conducted

**IV. Application dossier and deadline for submission of nomination/candidacy dossiers**

**1. The nomination/candidacy dossier for the election of BOD and SB members comprises:**

- Letter of Nomination/Candidacy for BOD/SB membership (Form No. 01A, 01B);
- Curriculum Vitae (self-declared by the candidate) (Form No. 02);
- Notarized copies of the Citizen Identification Card or Passport, and diplomas, degrees and certificates evidencing the candidate's academic qualifications and professional expertise.

*(Note: The person entitled to nominate or stand as candidate for BOD/SB membership shall bear responsibility before the law and the Company's GMS for the accuracy and truthfulness of his/her nomination/candidacy dossier; All documents in the dossier must be prepared in Vietnamese; documents issued by a foreign competent authority must be notarized and translated into Vietnamese.)*

Only nomination/candidacy dossiers that fully satisfy the nomination/candidacy conditions and candidates who satisfy the corresponding criteria and conditions for BOD/SB membership shall be included in the Official List of Candidates for submission to the General Meeting of Shareholders for the conduct of the election.

**2. Deadline for submission of nomination/candidacy dossiers:**

- Submission deadline: Before 4:30 PM on 02 June 2026.

- Place of submission:

Corporate Governance Department – International Trade and Investment Services Joint Stock Company

Address: No. 17 Pham Hung Road, Cau Giay Ward, Hanoi City

Telephone: 024 7308 6004 (ext. 834); 0985.733.429 – Mrs. Huyen

Email: [contact@ils.com.vn](mailto:contact@ils.com.vn)

**Note:**

- All documents in the dossier must be prepared in Vietnamese with diacritical marks.

- For assistance with the procedures relating to the candidate's dossier, shareholders are kindly requested to contact Ms. Do Thi Huong – BOD Secretary at mobile number: 0903 408 656.

Yours faithfully./.

**Recipients:**

- As addressed above;
- BOD, Supervisory Board;
- State Securities Commission;
- Archived: Administration, BOD Secretary.

**ON BEHALF OF THE BOARD OF DIRECTORS**



**Phung Tien Toan**