SONG DA CORPORATION - JSC
SONG DA 6 JOINT STOCK COMPANY

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

TRẦN NGỌC ÁNH

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DRAFT NOTICE AND GUIDANCE
Re: Nomination and Self-Nomination for Election to the Board of Directors and the Board of Supervisors of Song Da 6 Joint Stock Company for the 2026 - 2031 Term

To: **Shareholders of the Company**

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26, 2019;
- Pursuant to the Charter of Song Da 6 Joint Stock Company promulgated under Decision No. 04/QĐ-ĐHĐCĐ dated June 26, 2026 of the 2026 Annual General Meeting of Shareholders of Song Da 6 Joint Stock Company.

In order for shareholders to properly implement the principles and procedures for nominating and self-nominating candidates for election to the Board of Directors and the Board of Supervisors of Song Da 6 Joint Stock Company for the 2026-2031 term at the 2026 Extraordinary General Meeting of Shareholders, the Board of Directors hereby provides the following notice and guidance:

I. Number, standards and conditions for nomination and self-nomination of candidates for election to the Board of Directors and the Board of Supervisors of the Company:

1. Number, standards and conditions for nomination and self-nomination of candidates for election to the Board of Directors:

1.1. The number of members of the Board of Directors to be elected is five (05) members.

1.2. The standards and conditions for members of the Board of Directors shall comply with Article 155 of the 2020 Law on Enterprises and applicable laws and regulations, specifically as follows:

a. Not falling under the cases specified in Clause 2, Article 17 of the Law on Enterprises;

b. Having professional qualifications and experience in business administration or in the business lines and sectors of the Company and not necessarily being a shareholder of the Company;

c. A member of the Board of Directors of the Company may concurrently serve as a member of the Board of Directors or the Members' Council of no more than five (05) other companies;

d. A member of the Board of Directors must not be a family member of the General Director or other managers of the Company; or of managers or persons having authority to appoint managers of the parent company.

1.3. Standards and conditions for Independent Members of the Board of

Directors:

a. Not being a person currently working for the Company, the parent company or any subsidiary of the Company; and not having worked for the Company, the parent company or any subsidiary of the Company for at least the preceding three (03) consecutive years;

b. Not being a person currently receiving salary or remuneration from the Company, except for allowances to which members of the Board of Directors are entitled in accordance with regulations;

c. Not being a person whose spouse, biological parents, adoptive parents, biological children, adopted children, biological siblings are major shareholders of the Company; or managers of the Company or its subsidiaries;

d. Not being a person who directly or indirectly owns at least one percent (1%) of the total voting shares of the Company;

d. Not being a person who has served as a member of the Board of Directors or the Board of Supervisors of the Company for at least the preceding five (05) consecutive years, except where such person has been appointed for two (02) consecutive terms.

1.4. Rights to Nominate and Self-Nominate Candidates for the Board of Directors:

Shareholders holding ordinary shares as of the record date for determining the list of shareholders (November 2, 2026) shall have the right to aggregate their voting rights to nominate candidates to the Board of Directors as follows:

a. Shareholders or groups of shareholders holding from 10% to less than 15% of the total voting shares may nominate one (01) candidate to the Board of Directors;

b. Shareholders or groups of shareholders holding from 15% to less than 30% may nominate up to two (02) candidates to the Board of Directors;

c. Shareholders or groups of shareholders holding from 30% to less than 45% may nominate up to three (03) candidates to the Board of Directors;

d. Shareholders or groups of shareholders holding from 45% to less than 60% may nominate up to four (04) candidates to the Board of Directors;

e. Shareholders or groups of shareholders holding from 60% to less than 90% may nominate up to five (05) candidates to the Board of Directors.;

2. Number, standards and conditions for nomination and self-nomination of candidates for election as Controllers of the Company:

2.1. The number of Controllers to be elected is three (03) Controllers.

2.2. Controllers must satisfy the standards and conditions stipulated in Article 169 of the 2020 Law on Enterprises, specifically as follows:

a. Not falling under the cases specified in Clause 2, Article 17 of the Law on Enterprises;

b. Having been trained in one of the following disciplines: economics, finance,

accounting, auditing, law, business administration or other disciplines relevant to the Company's business operations;

c. Not being a family member of any member of the Board of Directors, or the General Director and other managers;

d. Not being a manager of the Company; and not necessarily being a shareholder or employee of the Company;

d. Meeting other standards and conditions as prescribed by relevant laws.

2.3. A Controller of a public company or a state-owned enterprise as prescribed at Point b, Clause 1, Article 88 of the Law on Enterprises must not be a family member of managers of the Company or of the parent company.

2.4. Rights to Nominate and Self-Nominate Candidates for the Board of Supervisors:

Shareholders holding ordinary shares as of the record date for determining the list of shareholders (November 2, 2026) shall have the right to aggregate their voting rights to nominate candidates for Controllers as follows:

a. Shareholders or groups of shareholders holding from 10% to less than 30% of the total voting shares may nominate one (01) candidate for Controller;

b. Shareholders or groups of shareholders holding from 30% to less than 60% may nominate up to two (02) candidates for Controller;

c. Shareholders or groups of shareholders holding from 60% to less than 90% may nominate up to three (03) candidates for Controller.

II. Regulations on Dossiers and Submission Deadline for Nomination and Self-Nomination for Election to the Board of Directors and the Board of Supervisors of the Company:

1. Dossier for nomination and self-nomination for election to the Board of Directors and the Board of Supervisors of the Company includes:

1.1. Application for self-nomination or nomination of candidates for election to the Board of Directors or the Board of Supervisors (detailed forms attached);

1.2. Curriculum vitae self-declared by the candidate with attached photograph;

1.3. Certified true copy of Citizen Identification Card/Passport;

1.4. Certified true copies of diplomas, certificates and documents evidencing educational and professional qualifications;

1.5. Power of Attorney and/or Minutes of Shareholders' Group Meeting, in case the candidate is nominated by an authorized shareholders' group (detailed form attached).

2. Regulations on the deadline for submission of dossiers for nomination and self-nomination for election to the Board of Directors and the Board of Supervisors of the Company:

Nomination and self-nomination dossiers must be sent to Song Da 6 Joint Stock Company no later than ***4:00 PM on November 20, 2026*** *(10 days prior to the opening date of the Extraordinary General Meeting of Shareholders 2026 as stated in the Notice*

of Invitation to the Extraordinary General Meeting of Shareholders 2026) at the following address:

- Organizing Committee of the 2026 Extraordinary General Meeting of Shareholders – Song Da 6 Joint Stock Company *(Ms. Nguyen Thi Kim Dung – Human Resources and Administration Department, SĐT: 097-989-4435);*
- Commercial Building, Van Khe Urban Area, Ha Dong Ward, Hanoi City;
- Email:Congtycophansongda6@songda6.com.vn
- Telephone: 024.22253666

In case the dossier is submitted in scanned form, the original documents must be submitted upon registration for attendance at the General Meeting before the opening of the Meeting.

Only nomination/self-nomination dossiers satisfying all conditions for nomination and self-nomination, and only candidates satisfying all corresponding conditions for members of the Board of Directors and the Board of Supervisors, shall be included in the list of candidates announced at the General Meeting of Shareholders.

Hanoi, November 10, 2026
ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN

Recipients:
- *As above;*
- *Archived: BOD.*

Dang Quoc Bao