

Hanoi, April 24th 2025



AGENDA

2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Time	Content	Host
08:30-09:00	- Registration and shareholder eligibility check - Distribution of voting slips and meeting documents	Organizing Committee
09:00-09:10	- Start the meeting - Introduce the participants and meeting chairperson	Organizing Committee
09:10-09:20	Election of the Secretariat, Vote Counting Committee, and Shareholder Eligibility Verification Committee	Chairperson - Mr. Ngo Hong Minh
09:20-09:25	Report on shareholder eligibility verification	Shareholder Eligibility Verification Committee
09:25-09:30	- Approval of meeting agenda - Approval of meeting regulations	Chairperson - Mr. Ngo Hong Minh
09:30-09:35	Report on the activities and supervision work of the Board of Directors in 2024	Mr. Ngo Hong Minh
09:35-09:40	Report on the activities of the Supervisory Board in 2024 and the 2025 operating plan	Mr. Le Hoang Chinh
09:40-09:45	Report on business performance in 2024 and the business plan for 2025	Mr. Nguyen Van Dung
09:45-09:55	Report on the remuneration, salaries, and bonuses of the Board of Directors & Supervisory Board in 2024 and the payment plan for 2025 Approval of the audited financial statements for 2024	Mr. Nguyen Van Hung Cuong
09:55-10:00	Proposal for approval of the post-tax profit distribution plan for the 2024 fiscal year	Mr. Nguyen Van Dung
10:00-10:05	Proposal for signing contracts and transactions between the Company and Related Parties	Mr. Ngo Hong Minh



Time	Content	Host
10:05-10:10	Proposal for authorizing the selection of an independent audit firm to review and audit financial statements for 2025 – 2027 period	Mr. Le Hoang Chinh
10:10-10:30	Discussion and voting	Shareholders Committee
10:30-10:45	Tea break	
10:45-10:50	Announcement of vote counting results	Election and Vote Counting Committee
10:50-11:05	Approval of the Minutes and Resolutions of the meeting	Secretary
11:05	Meeting closure	Organizing Committee



**NOI BAI CATERING SERVICES JOINT STOCK COMPANY
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**



VOTING FORM

Shareholder's name: **ABC Company/Nguyen Van A**

Representative: Nguyen Van B (In the case of organization)

Ownership Registration no.: 12345678

(ID/Passport/Business Registration Certificate number)

Full name of the authorized person:

(In the case of authorization)

Representative owns:

123.000 shares



VOTING TO APPROVE
THE MATTERS IN THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Ordinal number	Matters of the voting for approval	Agree	Disagree	Other opinion (*)
1.	Agenda and working regulations of the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	2024 operation report of The Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	2024 operation report of the Supervisory Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	2024 business report, 2025 business plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Salary and remuneration of the Board of Directors and Supervisory Board for 2024, and the payment plan for 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	2024 audited financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Profit distribution plan for 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Signing contracts and transactions between the Company and related Parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Selecting the audit firm to implement the audit for 2025 – 2027 period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Drafting Resolutions, Memorandum of the General Meeting of shareholders			
11.	Other matters within the authority of the General Meeting of shareholders (if any)			

(*).....
.....

Hanoi, April 24, 2025

SHAREHOLDER

(Sign and write full name)

SOCIALIST REPUBLIC OF VIETNAM

Independence – Liberty - Happiness



CONFIRMATION FORM

(attend the 2025 annual general meeting of shareholders)

Dear: The Organizing Committee of the General Meeting of Shareholders
Noi Bai Catering Services Joint Stock Company

Shareholder's name:
Address:
Business Registration Certificate number/Investment License number:
by issued date
Shareholder code/Certificate of ownership:
Number of shares owned: shares

We have received the invitation to attend the Annual General Meeting of Shareholders 2025 of Noi Bai Aviation Catering Joint Stock Company, and hereby confirm my attendance in the following format:

- **Legal representative attending the meeting**
- **Authorized representative attending the meeting**
(With the power of attorney attached)

Sincerely notify to the Organizing Committee.

....., date month 2025

(Sign and seal)

SOCIALIST REPUBLIC OF VIETNAM

Independence – Liberty – Happiness



CONFIRMATION FORM
(attend the Annual General Meeting of Shareholders 2025)

Dear: The Organizing Committee of the General Meeting of Shareholders
Noi Bai Catering Services Joint Stock Company

Shareholder's name:

Address:

ID/Passport number: Issued date: Issued place:

Shareholder code/Certificate of ownership:

Number of shares owned: shares

I have received the invitation to attend the Annual General Meeting of Shareholders 2025 of Noi Bai Aviation Catering Joint Stock Company, and hereby confirm my attendance in the following format:

- **Directly attend the meeting**
- **Authorize a representative to attend the General Meeting.**

(With the power of attorney attached)

Sincerely notify to the Organizing Committee.

....., date month 2025

(Signature)



POWER OF ATTORNEY

**Attending 2025 Annual General Meeting of shareholders
Noi Bai Catering Services Joint Stock Company**

1. Authorizing person:

Shareholder's name:

ID/Passport/ID Card/Business Registration no.:

Issued date: Issued place:

Address:

Currently owning: Shares

2. Authorized person:

Mr. (Ms.):

ID/Passport/ID Card/Business Registration no.:

Issued date: Issued place:

Address:

3. Authorization details:

On behalf of the authorizing person, attend 2025 Annual General Meeting of shareholders of Noi Bai Catering Services Joint Stock Company on 24/4/2025

Execute the right to speak and vote on all matters approved in the 2025 Annual General Meeting of shareholders of Noi Bai Catering Services Joint Stock Company in accordance with the law and the General Meeting's regulations with the authorized number of shares being:

All

A part: (specify the number of authorized shares)

4. Authorization duration:

This power of attorney is only valid during the 2025 Annual General Meeting of shareholders of Noi Bai Catering Services Joint Stock Company

5. Responsibility of authorized person:

The authorization cannot be further delegated to a third party to carry out the tasks specified in this power of attorney.

AUTHORIZED PERSON

(sign, write full name)

AUTHORIZING PERSON

(Sign, write full name, seal if the shareholder is an organization)

No:/QC-NCS-DHĐCĐ

Ha Noi, April 24th, 2025

DRAFT

**REGULATIONS ON
THE ORGANIZATION OF THE 2025 ANNUAL GENERAL MEETING
OF SHAREHOLDERS**



**CHAPTER I
GENERAL PROVISIONS**

Article 1. Entities of regulation

This regulation specifically stipulates the rights and obligations of participants, as well as the conditions, sequence and procedures for conducting the Annual General Meeting of Shareholders of Noi Bai Catering Joint Stock Company (hereinafter referred to as the Company).

Article 2. Scope of application

This regulation applies to the organization of the Company's Annual General Meeting of Shareholders in 2025.

**CHAPTER II
RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS IN THE
SHAREHOLDERS'S MEETING**

Article 3. Rights and obligations of Shareholders

Shareholders whose names appear on the Company's shareholder list as of the record date have the right to attend the 2025 Annual General Meeting of Shareholders and shall have the following rights and obligations:

1. Rights of Shareholders
 - a) To attend and speak at the General Meeting of Shareholders and exercise the voting rights directly or through a authorized representative;
 - b) To authorize in writing a representative to attend and vote on their behalf at the General Meeting of Shareholders.
 - c) To vote on all matters within the authority of the General Meeting of Shareholders in accordance with the law and the Company's Charter.
 - d) To be publicly notified of the full agenda and content of the meeting.
 - e) To receive voting ballots and all discussion materials at the meeting..

f) To provide opinions, all of which shall be discussed at the General Meeting of Shareholders.

g) To discuss, speak, and contribute opinions at the meeting.

h) Shareholders or authorized representatives arriving after the meeting has commenced shall be registered and have the right to vote immediately after registration. In this case, the validity of votes already cast shall not be affected.

2. Obligations of Shareholders

a) To attend or authorize participation in the General Meeting of Shareholders in accordance with the law and the Company's Charter.

b) To comply with the provisions of this regulation.

c) To complete registration for the General Meeting of Shareholders as instructed.

d) To respect the outcomes of the General Meeting of Shareholders.

e) To comply with the resolutions and decisions of the General Meeting of Shareholders.

f) To keep confidential the information provided as stipulated in the Company's Charter and applicable laws; to use the provided information solely for exercising and protecting their legitimate rights and interests; and to strictly prohibit the dissemination, duplication, or sharing of such information with any other organizations or individuals.

Article 4. Rights and Responsibilities of the Meeting Chairperson

The Chairperson of the Board of Directors shall preside over the General Meeting of Shareholders. The Chairperson has the following rights and responsibilities:

1. Rights of the Chairperson

a) Nominate the Secretariat, the Shareholder Eligibility Verification Committee, the Election Committee, and the Vote Counting Committee for approval by the General Meeting of Shareholders.

b) Take necessary measures to conduct the meeting in an orderly and reasonable manner, ensuring compliance with the approved agenda and reflecting the majority's will.

c) Postpone the General Meeting of Shareholders, which has met the required attendance, to a later time or change the meeting venue in the following cases:

- The venue lacks sufficient seating for all attendees;
- Attendees engage in disruptive behavior, threatening the fairness and legality of the meeting.

The postponement shall not exceed three (03) working days from the scheduled meeting date.

2. Responsibilities of the Chairperson

a) Conduct the meeting in a reasonable and orderly manner, in compliance with the law, the Company's Charter, and the approved agenda.

b) Respect the opinions and statements of shareholders or their representatives at the meeting.

Article 5. Rights and responsibilities of the Shareholders's Eligibility Verification Committee

The Shareholder's Eligibility Verification Committee is nominated by the Chairman and approved by the General Meeting of Shareholders. The Shareholder's Eligibility Verification Committee has the rights and obligations:

1. Rights of the Shareholder Eligibility Verification Committee

a) To request shareholders or their representatives attending the meeting to present necessary documents proving their right to attend the General Meeting of Shareholders.

b) To retain documents proving the right to attend the General Meeting of Shareholders and distribute materials, voting cards to shareholders who are eligible to attend the meeting.

2. Obligations of the Shareholder Eligibility Verification Committee

a) To report honestly to the General Meeting of Shareholders on the results of verifying the eligibility of shareholders attending the meeting.

b) To be responsible before the law and the General Meeting of Shareholders for the results of verifying the eligibility of shareholders attending the meeting.

Article 6. Rights and Obligations of the Vote Counting Committee

The Vote Counting Committee is nominated by the Chairperson and approved by the General Meeting of Shareholders. The Vote Counting Committee has the following rights and obligations:

1. Rights of the Vote Counting Committee

The Vote Counting Committee has the right to check and record the entire voting results and election outcomes at the meeting.

2. Obligations of the Vote Counting Committee

a) To guide shareholders in carrying out voting and elections in accordance with the regulations.

b) To distribute and collect voting ballots.

c) To count votes honestly and accurately.

d) To be responsible before the law and the General Meeting of Shareholders for the vote counting results.

Article 7. Rights and Obligations of the Secretariat

The Secretariat is nominated by the Chairperson and approved by the General Meeting of Shareholders. The Secretariat has the following rights and obligations:

1. Rights of the Secretariat

Under the assignment of the Chairperson, the Secretary has the right to take necessary measures to ensure that the meeting is conducted reasonably, orderly, in accordance with the approved agenda, and reflects the will of the majority of attendees.



2. Obligations of the Secretariat
 - a) To prepare the meeting minutes honestly and accurately; be responsible for the integrity and accuracy of the minutes.
 - b) To perform other tasks as assigned by the Chairperson of the meeting.

CHAPTER III

CONDUCT OF THE GENERAL MEETING OF SHAREHOLDERS

Article 8. Conditions, procedures for conducting the General Meeting of Shareholders

1. The General Meeting of Shareholders shall be conducted when the attending shareholders represent more than 50% of the total voting shares.
2. Before the opening of the meeting, the Company shall register shareholders for attendance until all eligible shareholders have been duly registered. Each registered attendee will be issued voting cards corresponding to the number of voting matters on the agenda;
3. The Chairperson of the Board of Directors shall preside over the meeting. In case the Chairperson is absent or temporarily unable to perform duties, the remaining members shall elect one among themselves to chair the meeting;
4. The agenda and meeting content shall be approved by the General Meeting of Shareholders during the opening session.
5. The General Meeting of Shareholders shall discuss and vote on each item of the agenda. Voting shall be conducted by collecting the approval voting cards first, followed by the disapproval voting cards, and finally tallying the results, including approvals, disapprovals, and abstentions. The Chairperson shall announce the voting results before the meeting is adjourned.

Article 9. Conditions and procedures for passing resolutions of the General Meeting of Shareholders

1. A resolution of the General Meeting of Shareholders shall be adopted during the meeting when the following conditions are met:
 - a) The following matters shall be approved if they receive consent from shareholders representing at least 65% of the total voting shares of all attending shareholders:
 - Types of shares and total number of shares for each type;
 - Changes in business sectors, industries, and fields of operation;
 - Changes in the company's management structure;
 - Decisions regarding asset investments valued at 35% or more of the company's total assets as recorded in the most recent financial statements and plans to increase charter capital must be approved by shareholders representing at least 65% of the total voting shares of all attending shareholders;

b) Other matters shall be approved if they receive consent from shareholders holding more than 50% of the total voting shares of all attending shareholders;

c) The election of members of the Board of Directors and the Supervisory Board shall be conducted using the cumulative voting method. Accordingly, each shareholder has a total number of votes equal to the number of shares they own multiplied by the number of members to be elected to the Board of Directors or the Supervisory Board. Shareholders have the right to allocate all their votes to one or multiple candidates. The elected members of the Board of Directors or Supervisory Board shall be determined based on the number of votes received, ranked from highest to lowest, until the required number of members specified in the Company's Charter is met.

2. Decisions passed at the General Meeting of Shareholders with 100% of the voting shares represented by shareholders attending in person or by proxy are legal and effective, even if the procedures for convening the meeting, the agenda, and the meeting procedures were not carried out in accordance with the Company's harter.

Article 10. Procedures for Shareholders to Speak and Contribute Opinions

1. Shareholders are allowed to speak and contribute opinions within the time frame specified in the meeting agenda.

2. Shareholders may speak and contribute opinions only after obtaining approval from the Chairperson and must follow the Chairperson's moderation.

Article 11. Rules of the Shareholders' Meeting Room

Attendees of the General Meeting of Shareholders are responsible for:

1. Complying with the company's regulations and following the organizing committee's instructions regarding seat arrangements and movement within the meeting room.

2. Dressing appropriately and maintaining order in the meeting room....

CHAPTER IV

CLOSING OF THE GENERAL MEETING OF SHAREHOLDERS

Article 12. Minutes of the General Meeting of Shareholders

1. All contents at the General Meeting of Shareholders must be recorded by the Secretariat in the minutes of meeting.

2. The minutes of the General Meeting of Shareholders must be completed and approved before the meeting is adjourned.

3. The Chairman and the Secretar of the meeting shall be jointly responsible for the accuracy and truthfulness of the meeting minutes.

4. The minutes of the General Meeting of Shareholders shall be sent to all shareholders within fifteen (15) days from the date of adjournment of the meeting.

Article 13. Resolutions of the General Meeting of Shareholders



1. The decisions of the General Meeting of Shareholders shall be documented as Resolutions of the meeting.

2. The Resolutions of the General Meeting of Shareholders must be completed and approved before the meeting is adjourned.

3. The Resolutions shall be communicated to shareholders entitled to attend the General Meeting of Shareholders within fifteen (15) days from the date of approval.

Article 14. Method of objecting to decisions of the General Meeting of Shareholders

Within ninety (90) days from the date of receipt of the minutes of the General Meeting of Shareholders, shareholders, members of the Board of Directors, the General Director, and the Supervisory Board have the right to request the Court or Arbitration to review and annul decisions of the General Meeting of Shareholders in the following cases:

1. The procedures for convening the General Meeting of Shareholders were not conducted in accordance with legal regulations and the Company's Charter;

2. The procedures for making decisions and the content of the decisions violate the law or the Company's Charter.

**CHAPTER V
IMPLEMENTING PROVISION**

Article 15. Effective date

This regulation was approved by the General Meeting of Shareholders on April 24th, 2025 and shall come into effect from the date of signing.

**ON BEHAFL OF THE GENERAL MEETING
OF SHAREHOLDERS
CHAIRPERSON**

Ngo Hong Minh