

REPORT

Re: Amending and supplementing the Company Charter and Internal Regulations on corporate governance

To: Shareholders of DamiK Group Joint Stock Company

Pursuant to:

- Enterprise Law No. 59/2020/QH14 issued on June 17, 2020;*
- Securities Law No. 54/2019/QH14 issued on November 26, 2019;*
- The Company's Charter and Internal Regulations on corporate governance.*
- Requirements for business operations and executive management of the Company in 2026 and subsequent years.*

The Board of Directors respectfully submits to the General Meeting of Shareholders of DamiK Group Joint Stock Company (DKG) to approve the supplementation and amendment of certain articles of the Company's Charter as follows:

1. Amending and supplementing the Company Charter as follows:

No.	Current Charter	Amended and supplemented Charter	Legal basis	Notes
1	Clause 3 Article 2. Name, form, head office, branch, representative office, business location and operating term of the Company The registered office of the Company is: Address: Lot 20, Phu Thu Industrial Cluster, Phu Thu Ward, Kinh Mon Town, Hai Duong Province	Clause 3 Article 2. Name, form, head office, branch, representative office, business location and operating term of the Company The registered office of the Company is: Address: Lot 20 Phu Thu Industrial Cluster, Nhi Chieu Ward, Hai Phong City	Resolution No. 1669/NQ-UBTVQH15 of the NASC on the arrangement of commune-level administrative units of Hai Phong city in 2025	

2	<p>Clause 1 Article 6. Charter capital, shares, founding shareholders</p> <p>The total charter capital of the company is divided into 14,375,000 (Fourteen million three hundred and seventy-five shares)</p>	<p>Clause 1 Article 6. Charter capital, shares, founding shareholders</p> <p>The total charter capital of the company is divided into 14,375,000 (Fourteen million three hundred and seventy-five thousand shares)</p>		
3	<p>Clause 4 Article 18. Convening meetings, meeting agendas, and notice of the General Meeting of Shareholders</p> <p>Shareholders or groups of shareholders mentioned in Clause 2, Article 12 of this Charter have the right to propose issues to be included in the agenda of the General Meeting of Shareholders. The proposal must be made in writing and must be sent to the company at least (03) working days before the opening date of the General Meeting of Shareholders. The petition shall include the full name of the shareholder, address, nationality, number of the citizen's identity card/identity card/passport or authentication of other lawful personal identification for individual shareholders; name, enterprise code or establishment decision number, address of the head office for institutional shareholders; number and type of shares held by such persons, and the contents proposed for inclusion in the meeting agenda</p>	<p>Clause 4 Article 18. Convening meetings, meeting agendas, and notice of the General Meeting of Shareholders</p> <p>Shareholders or groups of shareholders mentioned in Clause 2, Article 12 of this Charter have the right to propose issues to be included in the agenda of the General Meeting of Shareholders. The proposal must be made in writing and must be sent to the company at least (03) working days before the opening date of the General Meeting of Shareholders. The petition must include the full name of the shareholder, permanent residence address, nationality, number of citizen identity card/passport or other lawful personal identification for individual shareholders; name, enterprise code or establishment decision number, address of the head office for institutional shareholders; number and type of shares held by such person, and the contents</p>	<p>Clause 2, Article 46 of the 2023 Law on Identification</p>	

		proposed for inclusion in the meeting agenda		
4	<p>Clause 1, Article 22. Authority and procedures for collecting shareholders' written opinions to pass resolutions of the General Meeting of Shareholders</p> <p>The Board of Directors has the right to collect shareholders' written opinions to pass resolutions of the General Meeting of Shareholders when deemed necessary for the interests of the Company as prescribed in Clause 2, Article 147 of the Enterprise Law</p>	<p>Clause 1, Article 22. Authority and procedures for collecting shareholders' written opinions to pass resolutions of the General Meeting of Shareholders</p> <p>The Board of Directors has the right to collect shareholders' written opinions to pass resolutions of the General Meeting of Shareholders when deemed necessary for the interests of the Company, including the contents specified in Clause 2, Article 147 of the Enterprise Law.</p>	Article 149 of the Law on Enterprises 2020	
5	<p>Clause 2, Article 26. Composition and term of office of members of the Board of Directors</p> <p>The structure of the members of the Board of Directors is as follows: The Company minimizes the number of Board of Directors members holding executive positions of the Company to ensure the independence of the Board of Directors</p>	<p>Clause 2, Article 26. Composition and term of office of members of the Board of Directors</p> <p>The structure of the members of the Board of Directors is as follows: The structure of the Company's Board of Directors must ensure a minimum of 01 non-executive member of the Board of Directors. The Company minimizes the number of Board of Directors members holding executive positions of the Company to ensure the independence of the Board of Directors.</p>	Clause 2, Article 276 of Decree 155/2020/ND-CP detailing the implementation of a number of articles of the Securities Law (amended and supplemented by Decree 245/2025/ND-CP)	

6	<p>Clause 3, Article 34. Executives of the Company</p> <p>The General Director is paid salary and bonus. The salary and bonus of the Director are decided by the Board of Directors.</p>	<p>Clause 3, Article 34. Executives of the Company</p> <p>The General Director is paid salary and bonus. The salary and bonus of the General Director are decided by the Board of Directors.</p>		
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2. Amending and supplementing the Internal Regulations on corporate governance as follows:

No	Current Internal Regulations on corporate governance	Amended and Supplemented Internal Regulations on corporate governance	Legal basis	Notes
1	<p>Article 21. Procedures for holding a General Meeting of Shareholders to pass resolutions by online conference and a combination of in-person and online conference</p> <p>None</p>	<p>Article 21. Procedures for holding a General Meeting of Shareholders to pass resolutions by online conference and a combination of in-person and online conference</p> <p>21.1 Procedures for holding a General Meeting of Shareholders to pass resolutions by online conference:</p> <p>a. The Board of Directors shall decide to hold the General Meeting of Shareholders by online conference in the event of force majeure events as prescribed by law such as: war, natural disasters, epidemics, restrictive decisions of state agencies, or based on the company's need to organize the General Meeting of Shareholders, creating conditions for shareholders to attend the meeting in full.</p>	<p>Circular 116/2020/TT-BTC dated 31/12/2020</p>	

		<p>b. The Board of Directors is responsible for issuing and publishing the Regulations on holding meetings in the form of online conferences (including: How to register to attend the online General Meeting of Shareholders; Authorization of representatives to attend the online General Meeting of Shareholders; Conditions for conducting the meeting; Method of adopting resolutions of the online General Meeting of Shareholders; Method of online voting; Method of online vote counting; Notification of vote counting results).</p> <p>c. Resolutions and minutes of the online General Meeting of Shareholders shall be published in accordance with current laws.</p>		
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Enclosed documents: Draft amended Charter and Internal Regulations on corporate governance of DamiK Group Joint Stock Company.

Respectfully submitted to the Annual General Meeting of Shareholders in 2026 for consideration and approval./.

**ON BEHALF OF BOARD OF DIRECTORS
CHAIRMAN**



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