SAMETEL JOINT STOCK COMPANY
A 9th Floor, Millennium Tower, No. 4 Quang Trung Street, Ha Dong Ward, Hanoi City, Vietnam
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MEETING DOCUMENTS

2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

Ha Noi, October 03, 2026

AGENDA AND PROGRAM
2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

(Time: 09h00, October 3, 2026)

Time	Agenda
Before 09:00	Delegate registration.
09:00 – 09:30	**Opening of the Meeting:** • State the purpose of the Meeting and introduce delegates; • Introduce the Presidium and appoint the Meeting Secretary; • The Chair introduces the Delegate Eligibility Verification Committee and conducts the election of the Vote Counting Committee; • Present the report on the verification of delegates' eligibility to attend the Meeting; • Approve the Meeting agenda and program; • Approve the Meeting Rules of Procedure.
09:30 – 09:45	**Proposals submitted to the Meeting:** • Approval of the change of the Company's registered office address; • Approval of the change of the Company's name; • Approval of the removal of members of the Board of Directors; • Approval of the election of additional members of the Board of Directors (with candidates' biographies attached).
09:45 – 10:00	• Discussion at the Meeting.
10:00 – 10:10	• Provide voting instructions and conduct voting; • Provide election instructions and conduct the election.
10:10 – 10:15	• Break.
10:15 – 10:30	• Announce the voting and election results.
10:30 – 10:40	• The Secretary reads the draft Minutes and Resolution of the General Meeting of Shareholders • Shareholders vote to approve the Minutes and Resolution
10:40	Closing of the Meeting.

RULES OF PROCEDURE

2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

SAMETEL JOINT STOCK COMPANY

Legal bases

- The Law on Enterprises No. 59/2020/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- The Law on Securities No. 54/2019/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019, and its implementing regulations;
- Decree No. 155/2020/ND-CP dated December 31, 2020;
- The Charter and Internal Corporate Governance Regulations of Sametel Joint Stock Company;
- Resolution No. 1008/2026/NQ-HDQT dated August 10, 2026 of the Board of Directors and the Meeting Invitation Notice dated September 11, 2026 regarding the convening of the 2026 Extraordinary General Meeting of Shareholders.

The Board of Directors (the "Board") respectfully submits to the General Meeting of Shareholders (the "GMS") the following Rules of Procedure for the 2026 Extraordinary General Meeting of Shareholders (the "Meeting"):

Article 1 Objectives

- To ensure that the procedures, rules of conduct and voting at the Meeting of Sametel Joint Stock Company comply with applicable regulations and that the Meeting is conducted successfully.
- To ensure that GMS resolutions reflect the collective will of the GMS, address shareholders' aspirations and interests, and comply with the law.

Article 2 Subjects and scope of application

- Subjects: All shareholders holding shares in Sametel Joint Stock Company, their representatives (authorized representatives), and invited guests attending the Meeting.
- Scope: These Rules apply to the organization of the 2026 Extraordinary General Meeting of Shareholders of Sametel Joint Stock Company on October 3, 2026.

Article 3 Quorum

The GMS may proceed when attending shareholders represent more than 50% of the total voting rights.

Article 4 Meeting participants

- All shareholders on the list of securities holders as of the record date of September 4, 2026 provided by the Vietnam Securities Depository and Clearing Corporation are entitled to attend the Meeting or authorize representatives to attend on their behalf.
- The Company's Board of Directors and Audit Committee.

• Invited guests:

• Relevant invited guests, members of the Company's management and members of the Meeting Organizing Committee who are not shareholders but are invited to attend the Meeting.

• Invited guests may not speak at the Meeting unless invited by the Meeting Chair or unless they have registered in advance with the Meeting Organizing Committee and obtained the Meeting Chair's approval.

Article 5 Rights and obligations of shareholders

1. Shareholders' rights:

• To attend the Meeting in person or authorize one or more other individuals or organizations in writing to attend. The written authorization must specify the authorizing shareholder's name, the authorized individual's or organization's name, the number of authorized shares, the subject matter, scope and duration of the authorization, and the signatures of the authorizing and authorized parties. Authorized attendees must submit the written authorization upon registration.

• To vote on all matters within the authority of the GMS.

• Shareholders, authorized representatives of corporate shareholders and other authorized attendees (collectively, "shareholders or shareholder representatives") arriving after the Meeting has commenced are entitled to register immediately and participate and vote in the Meeting, including elections, immediately after registration. The Chair is not required to suspend the Meeting to allow late arrivals to register. The validity of matters voted on or elections conducted before their registration remains unaffected.

2. Shareholders' obligations when attending the Meeting:

• To comply with these Rules, the Meeting Organizing Committee's requirements (including punctuality, appropriate formal attire and adequate identification documents), and the instructions of the Meeting Chair;

• Shareholders or shareholder representatives attending the Meeting must bring the Meeting Invitation, a valid identity card, citizen identity card or passport, and the authorization document (if attending as an authorized representative) for registration with the Shareholder Eligibility Verification Committee. The Committee will provide:

• GMS meeting materials;

• Voting ballots;

• Ballots for the election of Board members;

• Voting cards corresponding to the number of shares held and/or represented under authorization.

Article 6 Meeting Chair and Presidium

• The Chairman of the Board shall chair meetings convened by the Board.

• The Presidium consists of one Chair and one member. The Chairman of the Board shall chair, or authorize another Board member to chair, a GMS meeting convened by the Board. Cases where the

Chairman is absent and other circumstances shall be handled in accordance with Points a and b, Clause 2, Article 19 of the Company's Charter.

• Duties of the Presidium:

• Introduce the members of the Presidium for approval by the Meeting;

• Introduce the members of the Vote Counting Committee for approval by the Meeting;

• Conduct the Meeting in accordance with the agenda and Rules approved by the Meeting;

• Assign and introduce representatives of the Board, Audit Committee and Executive Board to present reports at the Meeting;

• Facilitate discussion and voting on matters on the Meeting agenda and related matters throughout the Meeting;

• Oversee elections: introduce the list of nominated and self-nominated Board candidates; supervise voting and vote counting; and resolve election complaints, if any;

• Decide on the sequence, procedures and events arising outside the GMS agenda;

• Respond to and record matters within the agenda approved by the Meeting;

• Approve and issue the Meeting's documents, results, minutes and resolutions after the Meeting concludes.

Article 7 Delegate Eligibility Verification Committee

• The Shareholder Eligibility Verification Committee consists of one Head and other members, if necessary, is established by the Board, and is introduced to the Meeting by the Chair.

• Duties of the Shareholder Eligibility Verification Committee:

• Receive and verify the validity of documents presented by shareholders or shareholder representatives attending the Meeting;

• Provide Meeting materials and voting ballots to shareholders or shareholder representatives;

• Report the results of shareholder eligibility verification before the GMS formally proceeds.

Article 8 Meeting Secretary

• The Meeting Secretary is appointed by the Chair, is accountable to the Presidium and the GMS for the performance of their duties, and works under the direction of the Presidium.

• Duties of the Secretary:

• Fully and accurately record and prepare the GMS minutes, including all proceedings and matters approved by shareholders or requiring further attention at the Meeting;

• Assist the Chair in presenting the draft Meeting minutes and resolutions on matters approved by the Meeting.

Article 9 Vote Counting Committee

• The Vote Counting Committee consists of one Head and other members, proposed by the Chair and elected by the GMS.

• Duties of the Vote Counting Committee:

• Check and supervise voting and elections by shareholders or shareholder representatives;

• Count voting and election ballots submitted by shareholders or shareholder representatives and accurately determine the voting results for each matter at the Meeting;

• Prepare vote counting minutes and election minutes;

• Report voting and election results to the Meeting and forward the voting results to the Meeting Secretary.

Article 10 Discussion at the Meeting

• Discussion shall take place only within the allotted time and shall be limited to matters presented on the GMS agenda;

• Only shareholders and shareholder representatives may participate in the discussion;

• Shareholders wishing to speak must register the subject of their remarks in advance with the Meeting Organizing Committee, either before or during the Meeting, and obtain the Chair's approval.

• Shareholders shall speak concisely and focus on key issues relevant to the agenda approved by the Meeting.

• Responses to questions from shareholders or shareholder representatives:

Based on the question forms submitted by shareholders or shareholder representatives, the Chair or a person designated by the Chair shall respond to their questions.

• Where time constraints prevent questions from being answered directly at the Meeting, the Company shall respond to the questioners in writing.

Article 11 Voting and elections at the Meeting

1. Principles of voting:

All matters on the Meeting agenda shall be discussed and voted on openly by the GMS.

Voting cards and voting ballots shall be printed by the Company, stamped with the Company's seal at the top and provided directly to delegates at the Meeting together with the Meeting materials. Each delegate shall receive a voting card and a voting ballot specifying the delegate's code, full name and number of voting shares held and represented under authorization.

Voting methods at the 2026 Extraordinary GMS are as follows:

• Voting by raising voting cards: this method is used to approve the Meeting agenda, the Meeting Rules of Procedure, the Presidium, the Vote Counting Committee, the Meeting minutes and resolutions, and other matters at the Meeting, if any.

• Voting by completing voting ballots: this method is used to approve the reports and proposals submitted to the Meeting.

2. Voting procedures:

Delegates vote "For", "Against" or "Abstain" on a matter put to the Meeting by raising their voting cards or marking the corresponding options on their voting ballots, in accordance with Clause 1 of this Article.

When voting by raising a voting card, its front must face the Presidium. A delegate who does not raise their card during any of the three calls for "For", "Against" or "Abstain" on a matter shall be recorded as abstaining on that matter. A delegate who raises their card more than once during the three calls on the same matter shall have their vote recorded as invalid.

When voting by ballot, delegates shall select one of the three printed options, "For", "Against" or "Abstain", for each matter by placing an "X" in the relevant box. The ballot must bear the delegate's signature and full name.

3. Validity of voting ballots:

• A valid voting ballot must use the pre-printed form issued by the Meeting Organizing Committee, contain no erasures or alterations, be free from tears or other damage, and contain no additional text other than that permitted on the form. It must bear the attending delegate's signature, with their full name handwritten below the signature.

• A vote on an individual matter is valid when the delegate selects one of the three voting boxes. A vote is invalid if it does not comply with the requirements for a valid vote. Where a shareholder does not mark an "X" in a voting box, or leaves without returning the ballot, the shareholder shall be recorded as abstaining on the relevant matters.

4. Voting rules:

Each share carries one voting right. Each attending delegate represents one or more voting rights.

• As of the shareholder record date of September 4, 2026, the Company has a total of 6,560,739 voting shares, corresponding to 6,560,739 voting rights.

• For voting in person or through authorized representatives at the GMS, a decision shall be approved when votes in favor represent more than 50% of the voting shares represented at the Meeting. Certain matters specified in Clause 1, Article 20 of the Company's Charter require votes in favor representing at least 65% of the voting shares represented at the Meeting.

• Notes:

• Shareholders or authorized representatives with related interests are not entitled to vote on contracts and transactions valued at 35% or more of the Company's total assets stated in its latest financial statements. Such contracts or transactions shall be approved only when shareholders or authorized representatives accounting for at least 65% of the remaining voting rights vote in favor (pursuant to Clause 4, Article 167 of the Law on Enterprises 2020).

• Shareholders holding at least 51% of the total voting shares, their authorized representatives, or related persons of such shareholders are not entitled to vote on contracts and transactions with such shareholders valued at more than 10% of the Company's total assets stated in its latest financial statements (pursuant to Point b, Clause 3 and Clause 4, Article 167 of the Law on Enterprises 2020).

5. Recording voting and election results:

• The Vote Counting Committee shall check, consolidate and report to the Chair the vote counting results for each matter on the Meeting agenda. The Chair shall announce the results before the Meeting closes.

6. Rights to nominate and stand for election to the Board (pursuant to Article 24 of the Company's Charter):

Shareholders or groups of shareholders holding at least 10% of the total ordinary shares are entitled to nominate candidates for the Board in accordance with the Law on Enterprises and the Company's Charter. Holders of ordinary shares may combine their voting rights to nominate Board candidates. Shareholders or groups of shareholders holding from 10% to less than 20% of the total voting shares may nominate one (01) candidate; from 20% to less than 30%, up to two (02) candidates; from 30% to less than 40%, up to three (03) candidates; from 40% to less than 50%, up to four (04) candidates; from 50% to less than 60%, up to five (05) candidates; from 60% to less than 70%, up to six (06) candidates; from 70% to less than 80%, up to seven (07) candidates; and from 80% to less than 90%, up to eight (08) candidates.

Nominated candidates must meet all the qualifications set out in Section 7 below.

If the number of nominated and self-nominated Board candidates remains insufficient, the incumbent Board may nominate additional candidates or arrange nominations under a mechanism specified in the Company's Internal Corporate Governance Regulations.

7. Qualifications for Board candidates:

Board candidates must meet all the qualifications and conditions prescribed in Article 155 of the Law on Enterprises No. 59/2020/QH14 and Decree No. 155/2020/ND-CP.

8. Election principles:

• Elections shall comply with the law and the Company's Charter.

• Voting rights in elections are determined by the number of shares held or represented. Election results are calculated based on the voting shares of shareholders attending the Meeting.

• For each election, each shareholder delegate may use only one election ballot corresponding to the number of shares held or represented.

• The Vote Counting Committee shall be nominated by the Presidium and approved by the Meeting. Members of the Vote Counting Committee must not be included in the list of nominated or self-nominated candidates for the Board of Directors or the Supervisory Board.

9. Election method:

• Elections shall be conducted by cumulative voting (pursuant to Clause 3, Article 148 of the Law on Enterprises No. 59/2020/QH14).

• Each delegate has a total number of votes equal to the total number of shares held or represented multiplied by the number of Board members to be elected.

• Attending delegates may allocate all their votes to one or more candidates.

10. Conducting elections and determining results

• Casting and counting votes

• Instructions for completing election ballots:

• A delegate may vote for no more candidates than the number of members to be elected. Number of additional Board members to be elected: 02, for the 2024–2029 term.

• To allocate all votes to one candidate or divide all votes equally among selected candidates, the delegate shall mark the "Equal allocation of cumulative votes" box for the relevant candidate(s).

• To allocate different numbers of votes to individual candidates, the delegate shall specify the number of votes in each relevant candidate's "Number of votes" box.

• The Vote Counting Committee shall prepare the vote counting minutes, announce the results and, together with the Chair, resolve shareholders' questions and complaints, if any.

• For sensitive matters, and at shareholders' request, the Company must appoint an independent organization to collect and count votes.

• Principles for determining elected candidates (pursuant to Article 148 of the Law on Enterprises No. 59/2020/QH14)

• Elected candidates shall be determined in descending order of votes received, starting with the candidate receiving the highest number of votes, until all available positions are filled.

• If two (02) or more candidates receive the same number of votes for the final available position, a further election shall be held among the tied candidates.

• If the first election does not fill all available positions, further elections shall be conducted until the required number of members has been elected.

11. Documents required for nomination or self-nomination for election to the Board:

Documents required for nomination or self-nomination for election to the Board include:

• An application for nomination or self-nomination for election to the Board (using the prescribed form);

• A curriculum vitae (using the prescribed form);

• Copies of the following documents: identity card/citizen identity card/passport/permanent household registration book;

• Certificates of educational and professional qualifications, if any;

• Confirmation of the shareholding percentage of the shareholder or group of shareholders meeting the nomination requirements specified in the Company's Charter.

• Persons making nominations for the Board shall be accountable under the law and to the GMS for the accuracy and truthfulness of their application documents. Only nomination or self-nomination applications that meet all requirements and are submitted to the Company in accordance with the Meeting Invitation Notice, and candidates who meet the applicable qualifications for Board membership specified in Section 7, Article 11, shall be included in the list announced at the Meeting.

Applications should be submitted to Sametel Joint Stock Company before 8:30 a.m. on October 3, 2026.

Article 12 GMS minutes and resolutions

• GMS resolutions must be read out and approved before the Meeting concludes.

• The Meeting minutes and resolutions shall be retained and published on the Company's website at https://sametel.com.vn/.

Article 13 Implementation provisions

Shareholders, authorized representatives and invited guests attending the Meeting must strictly comply with these GMS Rules of Procedure. In the event of a violation, the Presidium shall consider and take appropriate action according to the severity of the violation, in accordance with the Company's Charter and the Law on Enterprises.

Matters not specifically provided for in these Rules shall be governed by the Company's Charter, the Law on Enterprises 2020 and other applicable laws and regulations.

These Rules shall take effect immediately upon approval by the Company's GMS.

FOR AND ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN

M.S.D.N:3600850734 CÔNG TY CỔ PHẦN SAMETEL SAMETEL CORPORATION

NGUYEN DONG HUNG

Ha Noi City, October 3, 2026

PROPOSAL

Re: Change of the Company's Head Office Address.

To: General Meeting of Shareholders of Sametel Corporation

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;*
- *Pursuant to the Charter of Sametel Joint Stock Company;*
- *Based on the practical need to reorganize the Company's workplace and improve operational efficiency.*

The Board of Directors respectfully submits the following matters to the General Meeting of Shareholders for consideration and approval:

1. Change of the Company's head office address as follows:
   - Current head office address: 9th Floor, Millennium Tower, No. 4 Quang Trung Street, Ha Dong Ward, Hanoi City, Vietnam.
   - New head office address: 3rd Floor, Kepler Building, Plot HH-02, Mo Lao Urban Area, Ha Dong Ward, Hanoi City, Vietnam.
2. Assignment to the Board of Directors and the General Director:
   - Carry out the necessary legal procedures with the competent state authorities to register the new head office address and amend the Enterprise Registration Certificate in accordance with applicable regulations;
   - Update the Company's Charter and internal records to reflect the new head office address;
   - Carry out other related tasks to ensure that the change is implemented in accordance with applicable laws.

Respectfully submitted for approval.

ON BEHALF OF THE BOARD OF DIRECTORS
Chairman of the Board of Directors

M.S.D.N: 0100850734 CÔNG TY CỔ PHẦN SAMETEL SAMETEL CORPORATION

Nguyen Dong Hung

Ha Noi City, October 3, 2026

PROPOSAL

Re: Change of the Company's Name.

To: General Meeting of Shareholders of Sametel Corporation

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;*
- *Pursuant to the Charter of Sametel Joint Stock Company;*

The Board of Directors respectfully submits the proposed change of the Company's name to the General Meeting of Shareholders for consideration and approval as follows:

1. Reason for the change of the Company's name: The proposed name change aims to align with the Company's development direction in the new phase and facilitate the expansion of its business activities and cooperation with domestic and international partners.

2. Details of the proposed change:

Item	Current name	Proposed name
Company name in Vietnamese	**Công Ty Cổ Phần Sametel**	**Công Ty Cổ Phần Onesphere**
Company name in a foreign language	**Sametel Corporation**	**Onesphere Joint Stock Company**
Abbreviated company name	**Sametel**	**Onesphere**

3. Implementation: Assign the Board of Directors to organize the implementation and instruct the legal representative to carry out the procedures for registering the name change; update the Company's Charter, seal, invoices and related records; and fulfill information disclosure obligations in accordance with applicable regulations.

Respectfully submitted for approval.

ON BEHALF OF THE BOARD OF DIRECTORS
Chairman of the Board of Directors

MST: 0600850734 - VIETNAM
CÔNG TY CỔ PHẦN SAMETEL
SAMETEL CORPORATION

Nguyen Dong Hung

Hanoi, October 3, 2026

PROPOSAL

Re: Approval of the removal of 2 members of the Board of Directors for the 2024–2029 term.

To: The General Meeting of Shareholders of Sametel Joint Stock Company.

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;*
- *Pursuant to the Charter of Sametel Joint Stock Company;*
- *Pursuant to the letters of resignation submitted by Mr. Nguyen Ngoc Huy and Ms. Tran Thuy Linh as members of the Board of Directors of Sametel Joint Stock Company for the 2024–2029 term.*

The Board of Directors respectfully requests that the General Meeting of Shareholders consider and approve the removal of Mr. Nguyen Ngoc Huy and Ms. Tran Thuy Linh from their positions as members of the Board of Directors of Sametel Joint Stock Company for the 2024–2029 term, effective from the date of approval by the General Meeting of Shareholders.

Respectfully submitted.

ON BEHALF OF THE BOARD OF DIRECTORS
Chairman of the Board of Directors

M.S.D.N: 3600[illegible] - VIETNAM
CÔNG TY CỔ PHẦN SAMETEL
SAMETEL CORPORATION

Nguyen Dong Hung

Hanoi, October 3, 2026

PROPOSAL

Re: Approval of the election of 2 additional members to the Board of Directors for the 2024–2029 term.

To: The General Meeting of Shareholders of Sametel Joint Stock Company.

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 adopted by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;*
- *Pursuant to the Charter of Sametel Joint Stock Company.*

The Board of Directors respectfully requests that the General Meeting of Shareholders approve the election of 2 additional members to the Board of Directors of Sametel Joint Stock Company for the 2024–2029 term.

The Board of Directors nominates the following individuals as candidates for election to the Board of Directors of Sametel Joint Stock Company for the 2024–2029 term:

1. Ms. Vu Thi Phuong,
2. Mr. Dinh Truong Phong.

The candidates' brief biographies are attached.

Respectfully submitted.

ON BEHALF OF THE BOARD OF DIRECTORS
Chairman of the Board of Directors

M.S.D.N: 0600830734 - VIỆT NAM
CÔNG TY CỔ PHẦN SAMETEL
SAMETEL CORPORATION

Nguyen Dong Hung

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
SOCIALIST REPUBLIC OF VIETNAM

Độc lập – Tự do – Hạnh phúc
Independence – Freedom – Happiness

SƠ YẾU LÝ LỊCH
CURRICULUM VITAE

(Dùng cho các ứng viên vào Hội đồng quản trị)
(For candidates for the Board of Directors)

Họ và tên: Vũ Thị Phương
Full name: Vu Thi Phuong

Ứng cử viên: Thành viên Hội đồng quản trị
Candidate for: Member of the Board of Directors

Họ và tên: *Full name:*	Vũ Thị Phương *Vu Thi Phuong*
Giới tính: *Gender:*	Nữ Female
Ngày tháng năm sinh: *Date of birth:*	24/08/1994 24/08/1994
Nơi sinh: *Place of birth:*	Xã Linh Hồ, Tỉnh Tuyên Quang Linh Ho Commune, Tuyen Quang Province
CMND/CCCD: *Identity card / Citizen identity card:*	
Quốc tịch: *Nationality:*	Việt Nam Vietnamese
Địa chỉ thường trú: *Permanent address:*	
Số điện thoại liên lạc: *Contact telephone number:*	
Trình độ chuyên môn: *Professional qualifications:*	Đại Học University degree

QUÁ TRÌNH CÔNG TÁC VÀ CÁC THÔNG TIN LIÊN QUAN
EMPLOYMENT HISTORY AND RELATED INFORMATION

Thời gian *Period*	Quá trình công tác *Employment history*
Từ 2016 đến 2019 *From* 2016 *to* 2019	Làm việc tại Công ty Kỹ Thương Duy Hưng- Chức vụ: Trợ lý GĐ Employment at Duy Hung Trading and Engineering Company – Position: Assistant to the General Director
Từ 2019 đến 2020 *From* 2019 *to* 2020	Làm việc tại Công Ty Glasso- Chức vụ: Trợ lý GĐ Employment at Glasso Company – Position: Assistant to the General Director
Từ 2020 đến 2022 *From* 2020 *to* 2022	Làm việc tại Công ty Kỹ Thương Duy Hưng- Chức vụ: Trợ lý GĐ Employment at Duy Hung Trading and Engineering Company – Position: Assistant to the General Director
Từ 2023 đến nay *From* 2023 *to 2026*	Làm việc tại Công Ty Cổ Phần Sametel-Chức Vụ: TGĐ Employment at Sametel Joint Stock Company – Position: General Director (CEO)

Các chức vụ công tác hiện nay tại Công ty: Tổng Giám Đốc
Current positions at the Company: General Director (CEO)

Các chức vụ hiện đang nắm giữ tại tổ chức khác: Không có.
Current positions at other organizations: None.

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Các lợi ích liên quan đến Công ty (nếu có):
Interests related to the Company (if any):

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Số CP nắm giữ (tại thời điểm 01/10/2026): 321,480 cổ phần, chiếm 4.9 % vốn điều lệ
Shares held (as of October 01, 2026): 321,480 shares, representing 4.9 % of the charter capital

Đại diện sở hữu: ..... cổ phần, chiếm .....% vốn điều lệ
Shares held as a representative: ..... shares, representing .....% of the charter capital

Cá nhân sở hữu: 321,480 cổ phần, chiếm 4.9 % vốn điều lệ
Shares held personally:): 321,480 shares, representing 4.9 % of the charter capital

Các cam kết nắm giữ (nếu có): .....
Shareholding commitments (if any): .....

NGƯỜI CÓ LIÊN QUAN VÀ CAM ĐOAN

RELATED PERSONS AND DECLARATION

Những người liên quan có nắm giữ cổ phiếu của Công ty: Không có.

Related persons holding shares in the Company: None.

Mối quan hệ: .....; Tên cá nhân/tổ chức: .....; nắm giữ: ..... CP, chiếm .....% vốn điều lệ.

Relationship: .....; Individual/organization name: .....; shares held: ....., representing .....% of the charter capital.

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Tôi cam đoan những thông tin trên đây là hoàn toàn đúng sự thật, nếu sai tôi hoàn toàn chịu trách nhiệm trước pháp luật và cam kết thực hiện nhiệm vụ một cách trung thực, cẩn trọng và vì lợi ích cao nhất của Công ty nếu được bầu làm thành viên Hội đồng quản trị.

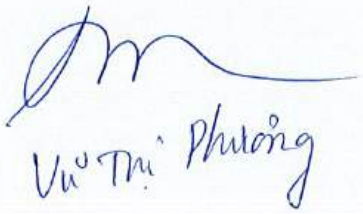
I declare that all information provided above is true and correct. I accept full legal responsibility for any inaccurate information and undertake to perform my duties honestly, diligently and in the best interests of the Company if elected as a member of the Board of Directors.

TP.HCM, ngày 01 tháng 10 năm 2026

HCM City, date 01/10/ 2026

Người khai ký tên, ghi rõ họ tên

Declarant's signature and full name



CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
SOCIALIST REPUBLIC OF VIETNAM

Độc lập – Tự do – Hạnh phúc
Independence – Freedom – Happiness

SƠ YẾU LÝ LỊCH
CURRICULUM VITAE

(Dùng cho các ứng viên vào Hội đồng quản trị)
(For candidates for the Board of Directors)

Họ và tên: ĐINH TRƯỜNG PHONG
Full name: DINH TRUONG PHONG

Ứng cử viên: Thành viên Hội đồng quản trị
Candidate for: Member of the Board of Directors

Họ và tên: *Full name:*	Đinh Trường Phong
Giới tính: *Gender:*	Nam
Ngày tháng năm sinh: *Date of birth:*	13/03/1991
Nơi sinh: *Place of birth:*	Hà Nội
CMND/CCCD: *Identity card / Citizen identity card:*	
Quốc tịch: *Nationality:*	Việt Nam
Địa chỉ thường trú: *Permanent address:*	
Số điện thoại liên lạc: *Contact telephone number:*	
Trình độ chuyên môn: *Professional qualifications:*	Cử nhân quản lý

QUÁ TRÌNH CÔNG TÁC VÀ CÁC THÔNG TIN LIÊN QUAN
EMPLOYMENT HISTORY AND RELATED INFORMATION

Thời gian *Period*	Quá trình công tác *Employment history*
Từ 2016 đến 2019 *From 2016 to 2019*	Công ty Cổ phần Chứng khoán MB
Từ *2019* đến 2022 *From 2016 to 2019*	Kinh Doanh tự do
Từ 2022 đến *2026* *From* 2022 *to 2026*	Công ty TNHH Chứng khoán SHINHAN VIỆT NAM

Các chức vụ công tác hiện nay tại Công ty:
Current positions at the Company:

KHÔNG

Các chức vụ hiện đang nắm giữ tại tổ chức khác:
Current positions at other organizations:

KHÔNG

Các lợi ích liên quan đến Công ty (nếu có):
Interests related to the Company (if any):

KHÔNG

Số CP nắm giữ (tại thời điểm 01/10/2026): KHÔNG cổ phần, chiếm KHÔNG % vốn điều lệ
Shares held (as of October 1, 2026): NONE shares, representing NONE of the charter capital

Đại diện sở hữu: KHÔNG cổ phần, chiếm KHÔNG % vốn điều lệ
Shares held as a representative: NONE shares, representing NONE % of the charter capital

Cá nhân sở hữu: KHÔNG cổ phần, chiếm KHÔNG % vốn điều lệ
Shares held personally: NONE shares, representing NONE % of the charter capital

Các cam kết nắm giữ (nếu có): KHÔNG
Shareholding commitments (if any): NONE

NGƯỜI CÓ LIÊN QUAN VÀ CAM ĐOAN
RELATED PERSONS AND DECLARATION

Những người liên quan có nắm giữ cổ phiếu của Công ty: KHÔNG CÓ
Related persons holding shares in the Company: NONE

Mối quan hệ: ……; Tên cá nhân/tổ chức: ……; nắm giữ: …… CP, chiếm ……% vốn điều lệ.
Relationship: ……; Individual/organization name: ……; shares held: ……, representing ……% of the charter capital.

……
……

Tôi cam đoan những thông tin trên đây là hoàn toàn đúng sự thật, nếu sai tôi hoàn toàn chịu trách nhiệm trước pháp luật và cam kết thực hiện nhiệm vụ một cách trung thực, cẩn trọng và vì lợi ích cao nhất của Công ty nếu được bầu làm thành viên Hội đồng quản trị.
I declare that all information provided above is true and correct. I accept full legal responsibility for any inaccurate information and undertake to perform my duties honestly, diligently and in the best interests of the Company if elected as a member of the Board of Directors.

……, ngày …. tháng …. năm 2026
……, date …… / …… / 2026

Người khai ký tên, ghi rõ họ tên
Declarant's signature and full name

Đinh Thường Phong

SAMETEL
JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

POWER OF ATTORNEY

(Re: Authorization to attend the 2026 Extraordinary General Meeting of Shareholders)

1. AUTHORIZING PARTY:

Full name of individual/organization: ……
ID/Passport/Business Registration No.:.....
Date of issue: .....Place of issue: ……
Shareholder code: .....
Address: .....
Phone:.....
Email:..... .....
Number of shares owned/represented: …….(In words: ...……..
.....shares)

2. AUTHORIZED PARTY:

Full name:.....
ID/Passport/Business Registration No.:.....
Date of issue: .....Place of issue: ……
Address:: .....
Phone:.....
Email : .....
Number of shares authorized: …….(In words: .....……
……shares)

Note: *In case the shareholder cannot attend and is unable to authorize another person, the shareholder may authorize one of the following members of the Board of Management/Board of Directors:*

No.	Full name	Position	Tick (X)	No. of shares authorized
01	Mr. Nguyen Dong Hung	Chairman of the Board		
02	Mr. Nguyen Ngoc Huy	Member of the Board		
03	Ms. Tran Thuy Linh	Member of the Board		
04	Mr. Do Tu Cuong	Member of the Board		
05	Ms. Vu Thi Phuong	Chief Executive Officer		

Instruction*:*

- *Please mark (X) next to the name of the person you choose to authorize for all of your shares.*

3. SCOPE OF AUTHORIZATION:

- The authorized person is entitled to represent the authorizing party in attending the General Meeting of Shareholders and to exercise all rights and obligations at the Meeting corresponding to the number of shares authorized.
- This Power of Attorney is valid only during the period of the 2026 Extraordinary General Meeting of Shareholders of Sametel Joint Stock Company.
- We fully accept responsibility for this authorization and commit to strictly comply with applicable laws and the Charter of Sametel Joint Stock Company.

Date: …… / …… / 2026

AUTHORIZED PERSON
(Signature, Full name)

AUTHORIZING PERSON
(Signature, Full name)

2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

SAMETEL JOINT STOCK COMPANY

VOTING CARD

Shareholder Code

Full Name of Shareholder:

Number of shares owned: **Share**

Number of shares represented: **Share**

Total number of owned and represented shares: **Share**

Ownership ratio:

Hanoi, October 3, 2026

Shareholder (Signature and full name)

ANNUAL GENERAL MEETING OF SHAREHOLDERS 2026

SAMETEL JOINT STOCK COMPANY

VOTING BALLOT

Shareholder Code:

Full Name of Shareholder:

Number of shares owned: shares

Number of shares represented: shares

Total number of owned and represented shares: **shares**

Ownership ratio:

No.	CONTENT	FOR	AGAINST	ABSTAIN
Item 1	Proposal on Changing the Company's Head Office Address.			
Item 2	Proposal on Changing the Company's Name.			
Item 3	Approval of the removal of 2 members of the Board of Directors for the 2024–2029 term			
Item 4	Approval of the election of 2 additional members to the Board of Directors for the 2024–2029 term			

Hanoi, October 3, 2026
Shareholder (Signature and full name)

Note: Shareholders shall mark (X) only once (in one of the three boxes) for each voting item.

2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS
SAMETEL JOINT STOCK COMPANY

BALLOT FOR THE ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS FOR THE 2024–2029 TERM

1. Information on the shareholder participating in the election:

Shareholder voting code:
Shareholder's name:
Number of shares owned:
Number of shares represented:
Total number of shares owned and represented:

Total number of votes for the election of members of the Board of Directors:

2. Voting section:

No.	List of candidates	Unequal allocation of cumulative votes	Equal allocation of cumulative votes
1			
2			
	Total		

3. Instructions:

- Unequal allocation of cumulative votes:

* Shareholders may allocate all or part of their total available votes to one or two candidates and may leave any remaining votes unallocated. The total number of votes allocated to the candidates must not exceed the total number of available votes stated in the shareholder information section.

* Shareholders shall enter the number of votes allocated to each candidate directly in the "Unequal allocation of cumulative votes" column. The number of votes allocated to each candidate may vary depending on the shareholder's confidence in each candidate.

- Equal allocation of cumulative votes: Shareholders need only mark an "X" in the "Equal allocation of cumulative votes" column for each candidate they wish to vote for.

Notes:
+ Shareholders may vote for a maximum of two (02) candidates from the list of candidates for the Board of Directors.

- Shareholders may select only one of the two voting methods: unequal allocation of cumulative votes or equal allocation of cumulative votes.

Hanoi, October 03, 2026
Shareholder
(Signature and full name)