



No.: ____/TTTr-HĐQT-SVC
Ho Chi Minh City, ____ April 2025

To: THE GENERAL MEETING OF SHAREHOLDERS

PROPOSAL

Regarding the Plan to Issue Shares to Pay the 2024 Dividend

Pursuant to the Enterprise Law No. 59/2020/QH14 dated 17 June 2020;

Pursuant to the Securities Law No. 54/2019/QH14 dated 26 November 2019;

Pursuant to the Charter of Saigon General Service Corporation;

Pursuant to the Audited Separate and Consolidated Financial Statements for 2024 of Saigon General Service Corporation;

The Board of Directors respectfully submits to the General Meeting of Shareholders for review and approval the Plan to Issue Shares to Pay the 2024 Dividend from the undistributed after-tax profits of Saigon General Service Corporation to existing shareholders at a ratio of 10:4 (meaning a shareholder owning 10 shares will receive an additional 4 new shares).

The detailed Plan for Issuing Shares to Increase Share Capital from the Company's Equity is attached to this Proposal.

We respectfully request the General Meeting of Shareholders to provide opinions and approve this proposal.

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

Ngo Duc Vu

APPENDIX
PLAN FOR ISSUING SHARES TO PAY THE 2024 DIVIDEND
FROM UNDISTRIBUTED AFTER-TAX PROFITS

(Attached to Proposal No./TTr-HĐQT-SVC dated .../04/2025 of the Board of Directors of Saigon General Service Corporation)

I. LEGAL BASIS

- *Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 17 June 2020;*
- *Securities Law No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on 26 November 2019;*
- *Decree No. 155/2020/NĐ-CP dated 31 December 2020, detailing the implementation of certain provisions of the Securities Law;*
- *Circular No. 118/2020/TT-BTC dated 31 December 2020, providing guidance on certain matters related to the offering and issuance of securities, public tender offers, share repurchasing, registration of public companies, and deregistration of public company status;*
- *Charter of Saigon General Service Corporation, first adopted on 08 October 2004, amended for the 13th time on 11 April 2024;*
- *Business and Investment Plan of Saigon General Service Corporation for 2025.*

II. ISSUANCE OF SHARES TO PAY THE 2024 DIVIDEND FROM UNDISTRIBUTED AFTER-TAX PROFITS TO EXISTING SHAREHOLDERS

Item	Details
1. Name of Shares	Shares of Saigon General Service Corporation
2. Type of Shares	Common Shares
3. Par Value	VND 10,000 per share
4. Stock Code	SVC
5. Total Shares Before Issuance	66,630,564 shares (Sixty-six million, six hundred thirty thousand, five hundred sixty-four shares)
6. Charter Capital Before Issuance	VND 666,305,640,000 (Six hundred sixty-six billion, three hundred five million, six hundred forty thousand Vietnamese Dong)
7. Number of Outstanding Shares	66,620,064 shares (Sixty-six million, six hundred twenty thousand, sixty-four shares)
8. Number of Treasury Shares	10,500 shares (Ten thousand five hundred shares)
9. Number of Shares to be Issued	26,648,026 shares (Twenty-six million, six hundred forty-eight thousand, twenty-six shares)
10. Total Issuance Value (at Par Value)	VND 266,480,256,000 (Two hundred sixty-six billion, four hundred eighty million, two hundred fifty-six thousand Vietnamese Dong)

Item	Details
11. Issuance Method	Issuance of shares to pay the 2024 dividend from undistributed after-tax profits.
12. Target Recipients	Existing shareholders listed in the shareholder register finalized by the Vietnam Securities Depository and Clearing Corporation (VSDC) on the record date for receiving the 2024 dividend in shares.
13. Issuance Ratio	10:4 (meaning on the record date, a shareholder holding 10 shares will receive 4 new shares).
14. Handling of Fractional Shares	Shares issued to shareholders will be rounded down to the nearest whole number. Any fractional shares arising (if any) will be canceled. Example: On the record date, Shareholder A owns 156 shares. The number of shares Shareholder A is entitled to receive is $(156 \div 10 \times 4) = 62.4$ shares. After rounding to the nearest whole number, Shareholder A will receive 62 shares. The fractional 0.4 share will be canceled.
15. Transfer Restrictions	Shares issued from undistributed after-tax profits to existing shareholders are not subject to transfer restrictions. Shares currently under transfer restrictions are still entitled to receive shares from this issuance. Treasury shares (if any) are not entitled to receive shares. The right to receive shares issued from equity is non-transferable.
16. Expected Issuance Timeline	In 2025, after obtaining approval from the State Securities Commission of Vietnam.
17. Capital Source for Issuance	The capital source for the share issuance is from undistributed after-tax profits as per the audited separate financial statements for 2024, specifically: VND 266,480,256,000 from accumulated undistributed after-tax profits as of 31 December 2024.
18. Use of Proceeds from Issuance	Upon completion of the issuance, the increased charter capital will be used to supplement the Company's working capital and investment activities.
19. Registration and Additional Listing	The shares issued to increase capital from equity for existing shareholders will be registered for depository and listed at the Vietnam Securities Depository and Clearing Corporation (VSDC) and the Ho Chi Minh City Stock Exchange (HSX) immediately upon completion of the issuance, in accordance with applicable legal regulations.

III. REGISTRATION OF SECURITIES AND ADDITIONAL LISTING

- All additional shares issued will be registered for supplementary securities registration at the Vietnam Securities Depository and Clearing Corporation (VSDC) and for supplementary listing on the Ho Chi Minh City Stock Exchange (HSX) upon completion of the offering.
- The General Meeting of Shareholders authorizes the Board of Directors to carry out the necessary procedures for supplementary securities registration and listing of the additional shares at VSDC and HSX in accordance with applicable legal regulations.

IV. AUTHORIZATION TO THE BOARD OF DIRECTORS

The General Meeting of Shareholders authorizes the Board of Directors to:

- Develop a detailed plan (if necessary) for issuing shares from equity to existing shareholders; supplement, amend, finalize, and/or approve all documents to adjust/finalize the issuance plan to suit the Company's practical needs, comply with legal regulations, ensure shareholders' rights, follow the guidance of regulatory authorities, and submit to relevant state authorities for approval and implementation of issuance procedures as required;
- Prepare and explain the issuance report to the State Securities Commission of Vietnam. Additionally, proactively supplement, amend, and finalize the issuance plan in accordance with the requirements of regulatory authorities to ensure the capital increase is conducted legally, in compliance with regulations, and safeguards the interests of shareholders and the Company;
- Select an appropriate time to execute the share issuance from equity after obtaining approval from the State Securities Commission of Vietnam, ensuring compliance with legal regulations;
- Carry out the issuance procedures, disclose information, and report the issuance results to the State Securities Commission of Vietnam;
- Amend the provisions related to the charter capital in the Company's Charter to reflect the increased charter capital after completing the share issuance from equity, and address any other related matters (if necessary);
- Complete the procedures for amending the business registration at the Ho Chi Minh City Department of Planning and Investment concerning the Company's charter capital and other related matters as required by law;
- Implement the necessary procedures to complete the registration/depository of securities and supplementary listing at VSDC and HSX for the total number of shares issued from the Company's equity;
- In addition to the above authorizations, during the implementation of the issuance plan, the General Meeting of Shareholders authorizes the Board of Directors to supplement, amend, and finalize the issuance plan (including decisions on matters not presented in this capital increase plan) as required by regulatory authorities to ensure the Company's capital increase is conducted legally, in compliance with regulations, and safeguards the interests of shareholders and the Company.

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**

Ngo Duc Vu