

No.: 2276/NQ-PVCFC

*Ca Mau, July 29<sup>th</sup>, 2024*

**RESOLUTION**

**Approving the Three-Year Operations Plan (2024 - 2026)  
of Board of Directors of PetroVietnam Ca Mau Fertilizer JSC**

**BOARD OF DIRECTORS  
PETROVIETNAM CA MAU FERTILIZER JOINT STOCK COMPANY**

*Pursuant to Charter and Operation Regulation of the Board of Directors (BOD) of PetroVietnam Ca Mau Fertilizer Joint Stock Company (PVCFC), as approved by the General Meeting of Shareholders;*

*Based on conclusions of the Board of Directors of PVCFC as stipulated in July 2024 Meeting Minutes no. 12/BB-PVCFC-2024 dated July 25<sup>th</sup>, 2024.*

**RESOLVED:**

**Article 1.** Approving the Three-Year Operations Plan (2024 - 2026) of the Board of Directors of PVCFC. For further details, refer to the attached Appendix.

**Article 2.** Members of the Board of Directors, Chairpersons and members of Committees are responsible for assigning duties, orchestrating activities within the Board of Directors/Committees and in line with this operating plan, working closely with and providing guidance to the Board of General Directors to facilitate the execution and completion of the plan, in compliance with current regulations.

**Article 3.** This resolution is effective from the date of signing and supersedes Resolution no. 3405/NQ-PVCFC dated December 27<sup>th</sup>, 2023 approving the Three-Year Operations Plan for 2024-2026 of the Board of Directors.

**Article 4.** Members of the Board of Directors, the Board of General Directors, Head of functional Committees, units, member units of PVCFC are to carry out this Resolution./.

**C/c:**

- As article 4;
- Party Committee (to report);
- Supervisory Board;
- Filed: Archive, Office of BOD.

**Attachment:**

- Appendix: Three-Year Operations Plan (2024-2026) of BOD.

**FOR BOARD OF DIRECTORS  
CHAIRMAN**

*(Signed & Sealed)*

**Tran Ngoc Nguyen**

## APPENDIX:

### THREE-YEAR OPERATIONS PLAN (2024-2026) OF BOARD OF DIRECTORS AND COMMITTEES WITHIN THE BOARD OF DIRECTORS OF PETROVIETNAM CA MAU FERTILIZER JOINT STOCK COMPANY

(Issued under Resolution no. 2276/NQ-PVCFC dated 29/7/2024 of the BOD)

#### A. PLAN FOR CONVENING MEETINGS

No.	Meeting	Anticipated content	Anticipated time
<b>I. YEAR 2024</b>			
1	January regular meeting	<ul style="list-style-type: none"><li>- Estimation of implementation effort of the production and business plan for January 2024 and implementation effort of the 2024 production and business plan as approved by the Board of Directors;</li><li>- Implementation of development strategy to 2035, orientation to 2045;</li><li>- Approval of the Financial statements for Q4/2023;</li><li>- Preparation for the 2024 Annual General Meeting of Shareholders;</li><li>- Orientation program for new Board members.</li><li>- Implementation status of the Company's restructuring scheme;</li><li>- Implementation status of investment projects.</li><li>- Risk management report for 2023;</li><li>- Internal audit report for 2023;</li><li>- Approval of Bylaws/regulations that fall within the authority of the Board of Directors and processing of proposals and recommendations from the General Director during the month.</li></ul>	Completed (29/01/2024)
2	February regular meeting	<ul style="list-style-type: none"><li>- Estimation of production and business results in February 2024 and plan for March 2024;</li><li>- Completion of development strategy to 2035, orientation to 2045.</li><li>- Review of the audited 2023 Financial statements.</li><li>- Preparation status for the 2024 Annual General Meeting of Shareholders and preparation of the 2023 annual report.</li><li>- Office utilization plan in District 7, HCM.</li><li>- Approval of Bylaws/regulations that fall within the authority of the Board of Directors and processing of proposals and recommendations from the General Director during the month.</li></ul>	Completed (26/02/2024)
3	Q1 meeting	<ul style="list-style-type: none"><li>- Preliminary summary of Q1 - Start of Q2 tasks;</li><li>- Preparation for convening the 2024 Annual General Meeting of Shareholders;</li></ul>	Completed (26/3/2024)

No.	Meeting	Anticipated content	Anticipated time
		<ul style="list-style-type: none"> <li>- Status of capital redemption at Korea-Vietnam Fertilizer Co., Ltd.;</li> <li>- Establishment of corporate governance system according to best practices and action program for the ASEAN Corporate Governance Scorecard (ACGS) Award by 2025;</li> <li>- Discussion of the Board of Directors' operations plan for 2025;</li> <li>- Review and finalization of system of internal management documents and processing of proposals, recommendations from the General Director during the month.</li> </ul>	
4	April regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in April 2024; plan for May 2024;</li> <li>- Implementation status of the Board of Directors Resolutions;</li> <li>- Review of the Financial statements for Q1/2024;</li> <li>- Approval of agenda, documents for convening the General Meeting of Shareholders.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	Completed (22/4/2024)
5	May regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in May 2024 and plan for June 2024;</li> <li>- Implementation status of the Sustainable Development Report (ESG);</li> <li>- Implementation status of general investment projects across the entire Company.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	Completed (31/5/2024)
6	Q2 meeting	<ul style="list-style-type: none"> <li>- Preliminary summary of Q2 - Start of Q3 tasks;</li> <li>- Implementation status of the Board of Directors Resolutions;</li> <li>- Implementation status of Corporate governance projects according to best practices.</li> </ul>	Completed (26/6/2024)
7	July regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in July 2024 and plan for August 2024;</li> <li>- Review of the Financial statements for Q2/2024, and the examined semi-annual financial statements;</li> <li>- Implementation status of PVCFC Corporate Culture Development Projects.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	Completed (25/7/2024)
8	August regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in August 2024 and plan for September 2024;</li> <li>- Preparation for development of the 2025 Production and business plan;</li> </ul>	29/8/2024

No.	Meeting	Anticipated content	Anticipated time
		<ul style="list-style-type: none"> <li>- Implementation status of general investment projects across the Company.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	
9	Q3 meeting	<ul style="list-style-type: none"> <li>- Preliminary summary of Q3 - Start of Q4 tasks;</li> <li>- Implementation status of the Board of Directors and General Meeting of Shareholders' Resolutions;</li> <li>- Review and finalization of system of internal management documents;</li> <li>- Implementation status of conclusions of inspection, audit teams (if any)</li> </ul>	26/9/2024
10	October regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in October 2024 and plan for November 2024;</li> <li>- Review of the Financial statements for Q3/2024;</li> <li>- Implementation status of training courses for Board of Directors members in 2024 and Training plan for Board of Directors members in 2025;</li> <li>- Implementation of the 2024 Production and business plan (adjust if necessary)</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	31/10/2024
11	November regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in October 2024 and plan for November 2024;</li> <li>- Review of the List of key points for the Board of Directors' periodic inspection/review for the year 2025;</li> <li>- Development status of the 2025 Production and business plan.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	28/11/2024
12	Q4 meeting	<ul style="list-style-type: none"> <li>- Summary of production and business performance in 2024 and the 2025 Production and business plan;</li> <li>- Summary of development and implementation of the Company's strategy;</li> <li>- Summary of implementation status of Corporate governance projects according to best practices;</li> <li>- Report on the Board of Directors' activities in 2024 (including Committees activities);</li> <li>- Implementation status of the Board of Directors and General Meeting of Shareholders' Resolutions;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	26/12/2024
<b>II. YEAR 2025</b>			
1	January regular meeting	- Estimation of implementation effort of the production and business plan for January 2025 and implementation effort of	23/01/2025

No.	Meeting	Anticipated content	Anticipated time
		<p>the 2025 Production and business plan as approved by the Board of Directors;</p> <ul style="list-style-type: none"> <li>- Approval of the Financial statements for Q4/2023;</li> <li>- Preparation for the 2024 Annual General Meeting of Shareholders;</li> <li>- Risk management report for 2024;</li> <li>- Internal audit report for 2024;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	
2	February regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in February 2025 and plan for March 2025;</li> <li>- Review of the audited 2024 Financial statements;</li> <li>- Preparation status for the 2025 Annual General Meeting of Shareholders, Preparation of the 2024 annual report and sustainable development report;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	27/02/2025
3	Q1 meeting	<ul style="list-style-type: none"> <li>- Preliminary summary of Q1- Start of Q2 tasks;</li> <li>- Preparation for convening the 2025 Annual General Meeting of Shareholders;</li> <li>- Implementation status of investment projects across the Company.</li> <li>- Discussion of the Board of Directors' operations plan for 2026;</li> <li>- Review of corporate governance system according to best practices and action program for the ASEAN Corporate Governance Scorecard (ACGS) Award by 2025;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	27/3/2025
4	April regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in April 2025; plan for May 2025;</li> <li>- Implementation status of the Board of Directors Resolutions;</li> <li>- Review of the Financial statements for Q1/2025;</li> <li>- Approval of agenda, documents for convening the General Meeting of Shareholders.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	24/4/2025
5	May regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in May 2025 and plan for June 2025;</li> <li>- Implementation status of PVCFC Corporate Culture Development Projects.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	29/5/2025
6	Q2 meeting	<ul style="list-style-type: none"> <li>- Preliminary summary of Q2 - Start of Q3 tasks;</li> </ul>	26/6/2025

No.	Meeting	Anticipated content	Anticipated time
		<ul style="list-style-type: none"> <li>- Implementation status of the Board of Directors Resolutions;</li> <li>- Implementation status of Corporate governance projects according to best practices.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	
7	July regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in July 2025 and plan for August 2025;</li> <li>- Review of the Financial statements for Q2/2025, and the examined semi-annual financial statements;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	31/7/2025
8	August regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in August 2025 and plan for September 2025;</li> <li>- Preparation for development of the 2026 Production and business plan;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	28/8/2025
9	Q3 meeting	<ul style="list-style-type: none"> <li>- Preliminary summary of Q3 - Start of Q4 tasks;</li> <li>- Implementation status of the Board of Directors and General Meeting of Shareholders' Resolutions;</li> <li>- Review and finalization of system of internal management documents;</li> <li>- Implementation status of conclusions of inspection, audit teams (if any)</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	25/9/2025
10	October regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in October 2025 and plan for November 2025;</li> <li>- Review of the Financial statements for Q3/2025;</li> <li>- Implementation status of training courses for Board of Directors members in 2025 and Training plan for Board of Directors members in 2026;</li> <li>- Implementation of the 2025 Production and business plan (adjust if necessary)</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	30/10/2025
11	November regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in October 2025 and plan for November 2025;</li> <li>- Review of the List of key points for the Board of Directors' periodic inspection/review for the year 2026;</li> <li>- Development status of the 2026 Production and business plan.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	27/11/2025

No.	Meeting	Anticipated content	Anticipated time
12	Q4 meeting	<ul style="list-style-type: none"> <li>- Summary of production and business performance in 2025 and the 2026 Production and business plan;</li> <li>- Summary of development and implementation of the Company's strategy;</li> <li>- Summary of implementation status of Corporate governance projects according to best practices;</li> <li>- Report on the Board of Directors' activities in 2025 (including Committees activities);</li> <li>- Implementation status of the Board of Directors and General Meeting of Shareholders' Resolutions;</li> </ul>	25/12/2025
<b>III. YEAR 2026</b>			
1	January regular meeting	<ul style="list-style-type: none"> <li>- Estimation of implementation effort of the production and business plan for January 2026 and implementation effort of the 2026 Production and business plan as approved by the Board of Directors;</li> <li>- Approval of the Financial statements for Q4/2025;</li> <li>- Preparation for the 2026 Annual General Meeting of Shareholders;</li> <li>- Risk management report for 2025;</li> <li>- Internal audit report for 2025;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	29/01/2026
2	February regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in February 2026 and plan for March 2026;</li> <li>- Review of the audited 2025 Financial statements.</li> <li>- Preparation status for the 2026 Annual General Meeting of Shareholders, Preparation of the 2025 annual report and sustainable development report;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	26/02/2026
3	Q1 meeting	<ul style="list-style-type: none"> <li>- Preliminary summary of Q1- Start of Q2 tasks;</li> <li>- Preparation for convening the 2026 Annual General Meeting of Shareholders;</li> <li>- Discussion of the Board of Directors' operations plan for 2027;</li> </ul>	26/3/2026
4	April regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in April 2026; plan for May 2026;</li> <li>- Implementation status of the Board of Directors Resolutions;</li> <li>- Review of the Financial statements for Q1/2026;</li> <li>- Approval of agenda, documents for convening the General Meeting of Shareholders.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	23/4/2026

No.	Meeting	Anticipated content	Anticipated time
5	May regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in May 2026 and plan for June 2026;</li> <li>- Implementation status of general investment projects across the Company.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	28/5/2026
6	Q2 meeting	<ul style="list-style-type: none"> <li>- Preliminary summary of Q2 - Start of Q3 tasks;</li> <li>- Implementation status of the Board of Directors Resolutions;</li> <li>- Implementation status of Corporate governance projects according to best practices.</li> </ul>	25/6/2026
7	July regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in July 2026 and plan for August 2026;</li> <li>- Review of the Financial statements for Q2/2026, and the examined semi-annual financial statements;</li> <li>- Implementation status of PVCFC Corporate Culture Development Projects.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	30/7/2026
8	August regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in August 2026 and plan for September 2026;</li> <li>- Preparation for development of the 2026 Production and business plan;</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	27/8/2026
9	Q3 meeting	<ul style="list-style-type: none"> <li>- Preliminary summary of Q3 - Start of Q4 tasks;</li> <li>- Implementation status of the Board of Directors and General Meeting of Shareholders' Resolutions;</li> <li>- Review and finalization of system of internal management documents;</li> <li>- Implementation status of conclusions of inspection, audit teams (if any)</li> </ul>	24/9/2026
10	October regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in October 2026 and plan for November 2026;</li> <li>- Review of the Financial statements for Q3/2026;</li> <li>- Implementation status of training courses for Board of Directors members in 2026 and Training plan for Board of Directors members in 2027;</li> <li>- Implementation of the 2026 Production and business plan (adjust if necessary);</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	29/10/2026
11	November regular meeting	<ul style="list-style-type: none"> <li>- Estimation of production and business results in October 2026 and plan for November 2026;</li> </ul>	26/11/2026

No.	Meeting	Anticipated content	Anticipated time
		<ul style="list-style-type: none"> <li>- Review of the List of key points for the Board of Directors' periodic inspection/review for the year 2026;</li> <li>- Development status of the 2026 Production and business plan.</li> <li>- Processing of proposals and recommendations from the General Director during the month.</li> </ul>	
12	Q4 meeting	<ul style="list-style-type: none"> <li>- Summary of production and business performance in 2026 and the 2027 Production and business plan;</li> <li>- Summary of development and implementation of the Company's strategy;</li> <li>- Summary of implementation status of Corporate governance projects according to best practices;</li> <li>- Report on the Board of Directors' activities in 2026 (including Committees activities);</li> <li>- Implementation status of the Board of Directors and General Meeting of Shareholders' Resolutions;</li> </ul>	31/12/2026

**B. PLAN FOR CONVENING MEETINGS OF COMMITTEES WITHIN THE BOARD OF DIRECTORS:**

No.	Meeting	Anticipated content	Anticipated time
<b>I. YEAR 2024</b>			
1	1st session in 2024 of Audit and Risk Management (ARM) Committee	<ul style="list-style-type: none"> <li>- Approval of the 2024 Operations plan of ARMC;</li> <li>- Assignment of duties to Committee members.</li> </ul>	Completed (06/3/2024)
2	2nd session in 2024 of ARM Committee	<ul style="list-style-type: none"> <li>- Review of Financial statements Q1 2024.</li> <li>- Risk management report for Q1 2024</li> </ul>	Completed (22/4/2024)
3	First meeting in 2024 of Environmental - Social and Governance (ESG) Committee	<ul style="list-style-type: none"> <li>- Evaluation report and proposal for developing strategic orientation for sustainable development of the Company.</li> </ul>	Completed (24/5/2024)
4	1st session in 2024 of HR - Compensation (HRC) Committee	<ul style="list-style-type: none"> <li>- Assignment of duties to Committee members</li> <li>- Evaluation of Committee performance in first half of 2024.</li> <li>- Review of regulations on salary, bonus, welfare policy for Executive and Management Board and Employees.</li> <li>- Implementation of plan for second half of 2024.</li> </ul>	Completed (11/6/2024)
5	3rd session in 2024 of ARM Committee	<ul style="list-style-type: none"> <li>- Risk management report for Q2 2024</li> <li>- Approval of audit findings of Human Resource Management Committee.</li> </ul>	Completed (18/7/2024)
6	2nd session of HRC Committee	Pending approval of contents in statement no. 50, 52, 54 of the General Director.	Completed (18/7/2024)

<b>No.</b>	<b>Meeting</b>	<b>Anticipated content</b>	<b>Anticipated time</b>
7	2nd session of ESG Committee	- Review of ESG performance in the first 9 months of 2024. - Development of ESG performance plan for 2025.	08/10/2024
8	4th session in 2024	Review and approval of separate and consolidated Financial statements Q2 2024.	26/7/2024
9	5th session in 2024 of ARM Committee	- Review of Financial statements Q3 2024. - Review of internal audit performance in Q3, approval of Internal Audit Report of units. - Risk management report for Q3 2024.	24/10/2024
10	6th session in 2024 of ARM Committee	- Evaluation of Committee performance in 2024. - Development, implementation of plan for 2025. - Approval of internal audit plan for 2025.	19/12/2024
11	3rd session in 2024 of HRC Committee	- Evaluation of Committee performance in 2024. - Development, implementation of plan for 2025.	20/12/2024
<b>II. YEAR 2025</b>			
1	1st session in 2025 of ARM Committee	- Approval of Financial statements Q1 2025; - Approval of audit findings Q1 2025. - Risk management report for Q1 2025.	20/4/2025
2	1st meeting in 2025 of ESG Committee	Review of ESG performance in 2024.	11/3/2025
3	2nd session in 2025 of ARM Committee	- Approval of Financial statements Q2 2025. - Risk management report for Q1 2025. - Approval of audit findings Q2 2025.	17/7/2025
4	1st session in 2025 of HRC Committee	- Evaluation of Committee performance in first half of 2025. - Implementation of plan for second half of 2025.	19/6/2025
5	3rd session in 2025 of ARM Committee	- Review of Financial statements Q3 2025. - Risk management report for Q3 2025. - Review of internal audit performance in Q3 2025, approval of Internal Audit Report of units.	18/10/2025
6	2nd meeting in 2025 of ESG Committee	- Review of ESG performance in the first 9 months of 2025. - Development of ESG performance plan for 2026.	07/10/2025
7	4th session in 2025 of ARM Committee	- Risk management report for Q4 2025. - Review of internal audit performance in 2025, approval of Internal Audit Report of units. - Evaluation of Committee performance in 2025. - Development, implementation of plan for 2026. - Approval of internal audit plan for 2026.	19/12/2025

No.	Meeting	Anticipated content	Anticipated time
8	2nd session in 2025 of HRC Committee	- Evaluation of Committee performance in 2025. - Development, implementation of plan for 2026.	20/12/2025
<b>III. YEAR 2026</b>			
1	1st session in 2025 of ARM Committee	- Approval of Financial statements Q1 2025; - Approval of audit findings Q1 2025. - Risk management report for Q1 2025.	20/4/2026
2	1st meeting in 2025 of ESG Committee	Review of ESG performance in 2024.	10/3/2026
3	2nd session in 2025 of ARM Committee	- Approval of Financial statements Q2 2025. - Risk management report for Q1 2025. - Approval of audit findings Q2 2025.	18/7/2026
4	1st session in 2025 of HRC Committee	- Evaluation of Committee performance in first half of 2025. - Implementation of plan for second half of 2025.	19/6/2026
5	3rd session in 2025 of ARM Committee	- Review of Financial statements Q3 2025. - Risk management report for Q3 2025. - Review of internal audit performance in Q3 2025, approval of Internal Audit Report of units.	17/10/2026
6	2nd meeting in 2025 of ESG Committee	- Review of ESG performance in the first 9 months of 2025. - Development of ESG performance plan for 2026.	06/10/2026
7	4th session in 2025 of ARM Committee	- Risk management report for Q4 2025. - Review of internal audit performance in 2025, approval of Internal Audit Report of units. - Evaluation of Committee performance in 2025. - Development, implementation of plan for 2026. - Approval of internal audit plan for 2026.	23/12/2026
8	2nd session in 2025 of HRC Committee	- Evaluation of Committee performance in 2025. - Development, implementation of plan for 2026.	24/12/2026

### C. TOPICS

No.	Topic name	Anticipated time
<b>I. YEAR 2024</b>		
1	Keep up to date with the fertilizer industry, global and Vietnam's economy	January 2024
2	Enterprise Value Map (EVM)-Linking strategy to PVCFC's value	February 2024
3	M&A deal of Korea-Vietnam Fertilizer Factory (KVF)	March 2024
4	Plan and strategy formulation	April 2024

No.	Topic name	Anticipated time
5	Sustainable development, action programs for ASEAN Corporate Governance Scorecard (ACGS) Award	July 2024
6	Digitalization and cyber security	August 2024
7	Marketing strategy	October 2024
<b>II. YEAR 2025</b>		
1	Keep up to date with the fertilizer industry, global and Vietnam's economy	January 2025
2	Urea and NPK factory production technology.	February 2025
3	Investment projects	March 2025
4	Human resource development strategy	July 2025
5	Corporate governance according to best practices	August 2025
6	Internal control system, risk management	October 2025
7	Production, Optimization	November 2025
<b>III. YEAR 2026</b>		
1	Keep up to date with the fertilizer industry, global and Vietnam's economy	January 2026
2	Legislation, System of internal management documents	April 2026
3	Research and development, New products	July 2026
4	Finance accounting	August 2026
5	Internal audit	October 2026

#### **D. PLAN FOR REGULAR TASK IMPLEMENTATION**

No.	Content	Task	Anticipated time
1	Organize extraordinary Board of Directors meetings	Resolve tasks that fall within the authority of the Board of Directors	Based on actual situation
2	Gather written opinions from the Board of Directors	Board of Directors member shall discuss and adopt Resolutions and Decisions by reviewing records, documents and submitting written opinions	Based on actual situation
3	Manage and supervise operations for the General Director, executive apparatus and Representative of the PPC company	<ul style="list-style-type: none"> <li>- Attend and give direction in important meetings of the Executive Board and periodic meetings of the company</li> <li>- Monitor and understand the production and business management process, through reports and documents of the Executive Board/Representatives</li> <li>- Provide direct guidance and feedback to the Executive Board/Representatives on critical issues encountered in the course of production and business management.</li> </ul>	Regularly
4	Supervision - inspection of capital management, production and business activities of	Work in tandem with the Supervisory Board to inspect, supervise the management and use of capital for the Executive Board regarding implementation of investment projects, operating costs, factory operations, maintenance and repair, and procurement.	Regularly

No.	Content	Task	Anticipated time
	the Board of Directors for the Executive Board		
5	Evaluate the performance of the Board of Directors, Committees and Board Members	<ul style="list-style-type: none"> <li>- Evaluate operational efficiency according to Construction Regulations</li> <li>- Solutions to improve the operational efficiency of the Board of Directors, Committees and individual members</li> </ul>	Yearly
6	Collaborate with the Supervisory Board to engage with the Independent Auditor, jointly review and approve Quarterly, Semi-annual, and Annual financial statements	<ul style="list-style-type: none"> <li>- Review and evaluate Quarterly, Semi-annual, and Annual financial statements</li> <li>- Address shortcomings (if any), reach agreement with the Independent Auditor; Organize meetings for the Independent Auditor to present reports to the Board of Directors and Supervisory Board prior to the official release.</li> <li>- Approve the content of the financial statements</li> </ul>	Quarterly/yearly
7	Work in tandem with the Supervisory Board to supervise and inspect departments/units within the Company (Implemented by Internal Audit Committee)	Carry out inspections according to the Supervisory Board's operations plan	As outlined by the Supervisory Board's initiatives
8	Evaluate the implementation of the main targets of the Annual Plan: Revenue, Cost, Earnings, Investment (capital, procurement, projects); etc.	Assess the current implementation status against the Board of Directors' assigned plan, and identify solutions to enhance efficiency in the upcoming period	Quarterly/Board of Directors meetings
9	Investment in key projects and factory optimization projects	Monitor, direct, expedite the implementation of key projects and factory optimization projects	According to actual requirements and at the discretion of the Board of Directors

*\* Note:*

- *The outlined plan is subject to quarterly review, adjustment, and additions;*
- *Based on work requirements, appropriate meeting contents and agenda shall be added at the time of meeting.*
- *Topics outlined in section C shall be incorporated into the regular monthly meetings. Alternatively, separate seminars may be organized based on actual situation./.*