

Hanoi, January 26th 2025

REPORT ON CORPORATE GOVERNANCE
(Year 2024)

To: - State Securities Commission
- Hanoi Stock Exchange

- Listed company name: **MELIN STEEL JOINT STOCK COMPANY**
- Head office address: Administrative area No. 8 - Dong Da Ward - Vinh Phuc City
- Phone: (0211)2479553 Fax: (0211)2479553
- Email: <http://melinsteel.vn/>
- Charter capital: **VND 150,000,000,000** (One hundred and fifty billion VND)
- Stock code: **MEL**
- Trading: **HNX**
- Corporate governance model: General Meeting of Shareholders, Board of Directors, Supervisory Board and General Director

I. Activities of the General Meeting of Shareholders:

Information about Meetings and Resolutions/Decisions of the General Meeting of Shareholders (including Resolutions of the General Meeting of Shareholders adopted by way of written opinion):

No	Resolution Number	Date	Content
1	01/2024/NQĐHĐCĐ-MEL	24/05/2024	Resolution on Annual General Meeting of Shareholders 2024
2	04/2024/NQĐHĐCĐ-MEL	17/07/2024	Resolution on Extraordinary General Meeting of Shareholders 2024

II. Activities of the Board of Directors:

1. Information about members of the Board of Directors:

No.	Member of the Board of Directors	Position	Date of starting/cease being a member of the Board of Directors	
			Starting Date	
1	Lê Thị Hương Giang	Chairman of the Board of Directors	29/06/2020	
2	Phạm Quang	Member of the Board and Director	29/06/2020	
3	Bạch Thị Ngọc Thúy	Member of the Board	21/04/2018	

2. Board of Directors meetings:

No.	Member of the Board	Positions	Number of Board of Directors meetings attended	Meeting attendance rate	Reason for not attending the meeting
1	Lê Thị Hương Giang	Chairman of the Board of Directors	07	100%	
2	Phạm Quang	Member of the Board and Director	07	100%	
3	Bạch Thị Ngọc Thúy	Member of the Board	07	100%	

In 2024, at the Board of Directors' meetings, the Board member who is the Director reported that the implementation of new production and business tasks is going according to plan, the implementation and execution of the Resolutions from the General Meeting of Shareholders, and proposed contents for the Board of Directors' consideration.

3. Supervisory activities of the Board of Directors over the Board of Directors:

In 2024, the Board of Directors regularly supervised the activities of the Board of Directors and managers in implementing the tasks and objectives set out through regular meetings held during the year. Therefore, all activities of the Board of Directors are closely monitored to ensure compliance with the provisions of the Enterprise Law, the Securities Law, the Charter of the Company's organization and operation, and the Resolutions of the General Meeting of Shareholders.

4. Activities of subcommittees under the Board of Directors: none

5. Resolutions/Decisions of the Board of Directors in 2024

No.	Resolution Number	Date	Content
1	1001/2024/NQ - HDQT	10/01/2024	Borrowing capital at VietinBank Quang Minh Branch
2	3001/2024/NQ - HDQT	30/01/2024	Approving the results of production and business activities in the fourth quarter of 2023 and implementing the plan for the first quarter of 2024
3	1204/2024/NQ - HDQT	12/04/2024	Approving the results of production and business activities in the first quarter of 2024 and implementing the plan for the second quarter of 2024
4	04/2024/NQ - HDQT	31/05/2024	Personnel Changes

5	2507/2024/NQ - HDQT	25/07/2024	Approval of production and business results in the second quarter of 2024 and implementation of the plan for the third quarter of 2024
6	0908/2024/NQ - HDQT	09/08/2024	Borrowing capital at AgriBank My Dinh Branch
7	1010/2024/NQ - HDQT	10/10/2024	Approval of production and business results in the third quarter of 2024 and implementation of the plan for the fourth quarter of 2024

III. Board of Supervisors (Year 2024)

1. Information about the members of the Board of Supervisors (BKS):

No.	Board of Supervisors Members	Position	Starting/Ending date
1	Nguyễn Thế Giang	Head of Supervisory Board	Ended on 24/05/2024
	Đỗ thị Xuân Kiệm	Head of Supervisory Board	Started on 17/07/2024
2	Nguyễn Mạnh Hải	Member of Supervisory Board	21/05/2021
3	Chu Đức Khương	Member of Supervisory Board	08/10/2015

2. Board of Supervisors meeting

No.	Board of Supervisors Members	Position	No. of Meetings	Rate of attendance	Reason for non-attendance
1	Nguyễn Thế Giang	Head of Supervisory Board	3/4	75%	Ended serving as supervisor on 24/05/2024
	Đỗ thị Xuân Kiệm	Head of Supervisory Board	2/5	25%	Started serving as supervisors on 17/07/2024
2	Nguyễn Mạnh Hải	Member of Supervisory Board	5/5	100%	

3	Chu Đức Khương	Member of Supervisory Board	5/5	100%	
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3. Supervisory activities of the Supervisory Board over the Board of Directors, the Executive Board and shareholders:

• **Supervision over the Board of Directors**

The Board of Directors has implemented the Resolution of the General Meeting of Shareholders passed at the Annual General Meeting of Shareholders, the Board of Directors holds quarterly meetings to resolve issues under the authority of the Board of Directors in accordance with the provisions of law and the Resolution of the General Meeting of Shareholders.

The Resolution of the Board of Directors in 2024 focused on directing the implementation of the Company's production and business plan.

The meeting format, content, meeting minutes, Resolutions, Decisions and documents of the Board of Directors are in accordance with the Law on Enterprises and the Company's Charter.

• **Supervision of the Board of Directors**

The Board of Directors has complied with the provisions of law in management and operation as well as in transactions according to the provisions of the Company's Charter and the Resolutions of the General Meeting of Shareholders to achieve the set goals and strategies, ensuring the interests of shareholders.

• **Supervision of shareholders**

The Company has performed well in disclosing information in accordance with current regulations, promptly and accurately.

4. Coordination of activities between the Board of Supervisors and the activities of the Board of Directors, the Executive Board and other managers:

In 2024, the Board of Supervisors was provided with full information on the decisions of the Board of Directors and the Board of Directors, and at the same time received support and facilitation to serve the inspection work. The Board of Directors and the Board of Supervisors always exchanged information on issues related to the company's orientation, closely following the assigned tasks.

5. Other activities of the Supervisory Board: none

IV. The Company's Executive Board:

TT	Executive board members	DOB	Professional Qualifications	Date of Appointment
1	Ông Phạm Quang	07/10/1970	Engineer	29/06/2020
2	Ông Lê Hồng Minh	09/11/1995	Bachelor of Economics	28/06/2022

V. Head of Accounting

Name	DOB	Professional Qualifications	Date of Appointment
Bà Đỗ Thị Xuân Kiệm	11/05/1959	Bachelor of Economics	Unappointed on 27/05/2024
Ông Nguyễn Thế Giang	24/08/1980	Bachelor of Economics	Appointed on 27/05/2024

VI. Training on corporate governance

The Company continues to create all conditions for sending staff to attend training courses to improve their knowledge of corporate governance organized by competent authorities.

VII. List of related personnel and/or entity to the company

No.	Organization/ Individual	Trading Accounts (if any)	Position at Company (IF Any)	NSH Certificate Number*, date of issue, place of issue	Head office address/Contact address	Starting date on being Related personnel	ending date on being Related personnel	Reason
I Board of Directors								
1	Lê Thị Hương Giang	059C636363	Chairman of the Board			08/10/2015		
2	Phạm Quang	058C523388	Member of the Board/General Director			08/10/2015		
3	Bạch Thị Ngọc Thúy		Member			21/04/2017		
II								
1	Nguyễn Thế Giang		Head of the Board of supervisor			18/05/2022		Unappointed on 24/05/2024

	Đỗ Thị Xuân Kiệm		Head of the Board of Supervisor			08/10/2015		Appointed on 17/07/2024
2	Nguyễn Mạnh Hải		Member			21/05/2021		
3	Chu Đức Khương		Member			08/10/2015		
III								
1	Phạm Quang	058C523388	Member of the Board of Director/ General Director			08/10/2015		
2	Lê Hồng Minh		Vice - Director			08/10/2015		
3	Đỗ Thị Xuân Kiệm		Head of Accounting			08/10/2015		Unappointed on 24/05/2024
	Nguyễn Thế Giang		Head of Accounting			18/05/2022		Appointed on 27/05/2024

2. Transactions between the company and related persons of the company; or between the company and its major shareholders, insiders, related persons of insiders: **none**

3. Transactions between insiders of the listed companies, related persons of insiders and subsidiaries, companies controlled by the listed company: **none**

4. Transactions between the company and other entities:

4.1. Transactions between the company and companies in which members of the Board of Directors, members of the Supervisory Board, Executive Director (General Director) have been and are founding members or members of the Board of Directors, Executive Director (General Director) in the past three (03) years (calculated at the time of preparing the report): **none**

4.2. Transactions between the company and companies in which related persons of

members of the Board of Directors, members of the Supervisory Board, Executive Director (General Director) are members of the Board of Directors, Executive Director (General Director): **none**

4.3. Other transactions of the company (if any) that may bring material or immaterial benefits to members of the Board of Directors, members of the Board of Supervisors, Executive Director (General Director): **none**

VIII. Stock transactions of insiders and related persons of insiders (Report in 2024)

1. List of insiders and related persons of insiders: Attached in Appendix 03
2. Transactions of insiders and related persons on shares of listed companies:
None

IX. Other issues to note: none

Chairman of the Board of Directors

(Signed and Seal)



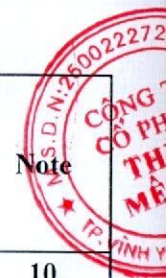
Lê Thị Hương Giang



APPENDIX 03: LIST OF INSIDERS AND RELATED PERSONS (INDIVIDUALS, ORGANIZATIONS) TO INSIDERS

Stock Code: MEL
 Company Name: MELIN STEEL JOINT STOCK COMPANY
 Date : 17/07/2024

No.	Stock Code	Name	Company Position	Relation with insider	Loại hình Giấy NSH (CMND, CCCD, Passport, ĐKKD)	NSH No.	Date of issue	Date Start as Insider	Note
1	2	3	4	5	6	7	8	9	10
<i>Text</i>	<i>Text</i>	<i>Text</i>	<i>Text</i>	<i>Text</i>				<i>Date (dd/mm/yyyy)</i>	<i>Text</i>
1	MEL	Lê Thị Hương Giang	Chairman of the Board of Directors					02/10/2015	
1.01	MEL	Lê Quý Nho		Father					
1.01	MEL	Đặng Thị Tuất		Mother					
1.01	MEL	Lê Hồng Minh		Son					
1.02	MEL	Lê Minh Quang		Son					
1.03	MEL	Lê Thanh Tùng		Brother					
1.04	MEL	Hoàng Thị Vũ Thủy		Sister in Law					
1.05	MEL	Lê Anh Tuấn		Brother					
1.06	MEL	Nguyễn Diệu Linh		Sister in Law					
2	MEL	Phạm Quang	Member of the Board of Directors/General Director					02/10/2015	
2.01	MEL	Phạm Hưng		Father					Passed
2.02	MEL	Nguyễn Thị Tòng		Mother					
2.03	MEL	Lê Thanh Hà		Wife					
2.04	MEL	Phạm Lê Hà Linh		Daughter					
2.05	MEL	Phạm Lê Nhật Anh		Daughter					Children
2.06	MEL	Phạm Lê Minh Anh		Daughter					Children
2.07	MEL	Phạm Hùng		Brother					
2.08	MEL	Nguyễn Thị Hoa		Sister in Law					



No.	Stock Code	Name	Company Position	Relation with insider	Loại hình Giấy NSH (CMND, CCCD, Passport, ĐKKD)	NSH No.	Date of issue	Date Start as Insider	Note
1	2	3	4	5	6	7	8	9	10
2.09	MEL	Phạm Thị Huyền Mai		Sister					
2.10	MEL	Cao Phúc Trung		Brother in Law					
3	MEL	Lê Hồng Minh	Member of the Board of Directors/Vice Director					02/10/2015	
3.01	MEL	Lê Thị Hương Giang		Mother					
3.02	MEL	Lê Hồng Sơn		Father					
3.03	MEL	Lê Minh Quang		Brother					
4	MEL	Bạch Thị Ngọc Thúy	Member of the Board of Director						
4.01	MEL	Vũ Minh Giang		Husband					
4.02	MEL	Vũ Mạnh Hà		Son					
4.03	MEL	Vũ Minh Thắng		Son					
5	MEL	Đỗ Thị Xuân Kiệm	Head of the Board of Supervisor						
5.01	MEL	Nguyễn Kim Chi		Daughter					
5.02	MEL	Nguyễn Kim Thu		Daughter					
5.03	MEL	Đỗ Xuân Thanh		Brother					
5.04	MEL	Đỗ Xuân Hạ		Brother					
6	MEL	Nguyễn Mạnh Hải	Member of the Board of Supervisors						
6.01	MEL	Đỗ Thị Hy		Mother					
6.02	MEL	Nguyễn Văn Ứng		Father					
6.03	MEL	Nguyễn Thị Hiền		Wife					Passed
6.04	MEL	Nguyễn Văn Hưng		Son					
6.05	MEL	Nguyễn Gia Linh		Daughter					Children



No.	Stock Code	Name	Company Position	Relation with insider	Loại hình Giấy NSH (CMND, CCCD, Passport, ĐKKD)	NSH No.	Date of issue	Date Start as Insider	Note
1	2	3	4	5	6	7	8	9	10
7	MEL	Chu Đức Khương	Member of the Board of Supervisors						
7.01	MEL	Trịnh Thị Hồng Quyên		Wife					
7.02	MEL	Chu Đức Châu Long		Son					Children
7.03	MEL	Chu Thị Huệ		Sister					
7.04	MEL	Phạm Thanh Trúc		Brother in Law					
7.05	MEL	Chu Thị Huyền		Sister					
7.06	MEL	Ngô Xuân Trường		Brother in Law					
7.07	MEL	Chu Đức Cường		Brother					
7.08	MEL	Trịnh Thị Hương		Sister in Law					
8	MEL	Nguyễn Thế Giang	Head of Accounting						
8.01	MEL	Dương Thị Kiều Oanh		Wife					
8.02	MEL	Nguyễn Thế Hải		Son					Children
8.03	MEL	Nguyễn Thế An		Son					Children
8.04	MEL	Nguyễn Thế Đệ		Father					
8.05	MEL	Đàm Thị Nhâm		Mother					
8.06	MEL	Nguyễn Thanh Thủy		Sister					
8.07	MEL	Nguyễn Kim Ngân		Sister					
8.08	MEL	Nguyễn Thế Hải Quỳnh		Brother					

Chart maker

Trịnh Thị Hương

Representing the Company



CHỦ TỊCH HĐQT
Lê Thị Hương Giang

