QUANG NINH SCHOOL EQUIPMENT
AND BOOKS JOINT STOCK COMPANY

No: 05-BC/HĐQT-2025

SOCIALIST REPUBLIC OF VIETNAM
Independence- Freedom- Happiness
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Ha Long, January 22, 2025

REPORT OF COMPANY ADMINISTRATION
YEAR: 2024

To: State Securities Commission
Stock Exchange

- Public company name: Quang Ninh School Equipment and Books JSC.
- Head office address: No. 10 Long Tien Street, Bach Dang ward, Ha Long city, Quang Ninh province
- Tel: 02033 826331 Fax: 02033 829823
- Email: sachquangninh@gmail.com
- Charter capital: 32,400,000,000 VND
- Stock code: QST
- Company administration model: General meeting of shareholders, Board of Directors, Supervisory Board and Director.
- Regarding the implementation of internal audit function: Not yet implemented.

I. Activities of the General Meeting of Shareholders

Information on meetings and Resolutions/Decisions of the General Meeting of Shareholders (including Resolutions of the General Meeting of Shareholders adopted in the form of written opinions):

Signature Not Verified
Ký bởi: Công ty CP Sách và Thiết bị trường học Quảng Ninh
Ký ngày: 22/1/2025 15:48:45

Order	Resolution No.	Date	Content
1	12/NQ/ĐHĐCĐ-2024	14/4/2024	- Approval of business results and profit distribution plan after tax for 2023. - Approval of business plan and profit distribution after tax for 2024. - Election of 02 additional members of the Board of Directors for the 2023-2028 term.

II. Board of Directors:

1. Information about members of the Board of Directors (BOD):

Order	Board Member	Position *(independent member of the Board of Directors, non-executive member of the Board of Directors)*	Date of starting/cease being a member of the Board of Directors/Independent Board of Directors	
			Date of appointment	***Dismissal Date***
1	Mr. Vu The Hoa	Chairman	27/04/2023	
2	Mrs. Nguyen Thi Yen	Commissioner	27/04/2023	
3	Mr. Pham Xuan Truong	Commissioner	27/04/2023	
4	Mr. Vu The Trieu	Commissioner	27/04/2023	
5	Ms. Hoang Thi Kim Khanh	Commissioner	27/04/2023	
6	Mr. Nguyen Trong Nha	Commissioner	27/04/2023	
7	Mr. Vu The Anh	Commissioner	27/04/2023	
8	Mrs. Tran Hoai An	Commissioner	14/04/2024	
9	Mrs. Vu Thanh Huyen	Commissioner	14/04/2024	

2. Board of Directors meetings:

Order	Members of BOD	Number of attended BOD meetings	Meeting attendance rate (%)	Reason for not attending the meeting
1	Mr. Vu The Hoa	11	100	
2	Mrs. Nguyen Thi Yen	11	100	
3	Mr. Pham Xuan Truong	11	100	
4	Mr. Vu The Trieu	11	100	
5	Mrs. Hoang Thi Kim Khanh	11	100	
6	Mr. Nguyen Trong Nha	5	50	Quarterly meeting
7	Mr. Vu The Anh	5	50	Quarterly meeting
8	Mrs. Tran Hoai An	10	90	Joined the Board of Directors since April
9	Mrs. Vu Thanh Huyen	10	90	Joined the Board of Directors since April

3. Supervisory activities of the Board of Directors over the Board of Management: Fully implement the regulations on the operation of the Company's Board of Directors.

4. Activities of subcommittees under the Board of Directors (if any): In the 2023-2028 term, subcommittees under the Board of Directors will not be established

5. Resolutions/Decisions of the Board of Directors:

Order	Resolution/Decision Number	Date	Content	Approved Rate
1	01-NQ/HĐQT-2024	05/01/2024	2024 orientation of the Board of Directors and Executive Board of the Company	100%

2	11-NQ/HĐQT-2024	05/04/2024	Review of first quarter work, orientation of second quarter work and organization of 2024 Annual General Meeting of Shareholders.	100%
3	18-NQ/HĐQT-2024	23/04/2024	Implement the Resolution of the 2024 General Meeting of Shareholders and work in May.	100%
4	22-NQ/HĐQT-2024	14/05/2024	Resolution on the Company's activities for Van Lang School.	100%
5	25-NQ/HĐQT-202	29/06/2024	Work resolution of June 2024.	100%
6	29-NQ/HĐQT-2024	24/04/2024	Resolution on the policy of attracting students with high admission scores	100%
7	30-NQ/HĐQT-2024	05/08/2024	Resolution of the Board of Directors for the third quarter	100%
8	34-NQ/HĐQT-2024	22/08/2024	Resolution on preparation for the 2024-2025 school year of Van Lang School.	100%
9	38-NQ/HĐQT-2024	09/10/2024	Resolution approving the 2024-2025 school year plan of Van Lang School.	100%
10	45-NQ/HĐQT-2024	05/11/2024	Resolution on November's management work	100%
11	47-NQ/HĐQT-2024	21/12/2024	Resolution on evaluating work in 2024, orientation for work in the first quarter of 2025	100%

III. Board of Supervisors/Audit Committee:

1. Information about members of the Board of Supervisors /Audit Committee:

Order	Board of Supervisors/Audit Committee Member	Position	Date of starting/cease of membership in the Board of Supervisors	Professional qualifications

1	Mrs. Nguyen Thi Hong Hai	Chief of committee	27/04/2023	University
2	Mr. Pham Dinh Lap	Commissioner	27/04/2023	University
3	Mr. Dinh Van Nghiem	Commissioner	27/04/2023	University

2. Meeting of the Board of Supervisors/Audit Committee

Order	Board of Supervisors/Audit Committee Member	Number of attended meetings	Meeting attendance rate	Voting ratio	Reason for not attending the meeting
1	Ms. Nguyen Thi Hong Hai	1	100%	100%	
2	Mr. Pham Dinh Lap	1	100%	100%	
3	Mr. Dinh Van Nghiem	1	100%	100%	

3. Supervisory activities of the Board of Supervisors/Audit Committee over the Board of Directors, Executive Board and shareholders: Implemented in accordance with the Company's charter and regulations.

4. Coordination of activities between the Board of Supervisors/Audit Committee over the activities of the Board of Directors, Executive Board and other managers: Implemented in accordance with the regulations.

5. Other activities of the Board of Supervisors/Audit Committee (if any):

IV. Executive Board

Order	**Executive Board member**	**Date of birth**	**Professional qualifications**	**Date of appointment/removal of members of the Executive Board/**
1	Nguyen Thi Yen	02/08/1967	University	01/06/2023
2	Pham Xuan Truong	29/10/1965	University	30/06/2022
3	Vu The Trieu	08/08/1967	University	13/04/2022

V. Chief Accountant

Full name	Date of birth	Professional qualifications	Date of appointment/dismissal
Tran Hoai An	03/04/1973	University	01/06/2023

VI. Company Administrative training:

Company Administrative training courses attended by members of the Board of Directors, members of the Supervisory Board, the Executive Director (General Director), other managers and the Company Secretary in accordance with the provisions on corporate governance:

VII. List of related persons of the public company and transactions of related persons of the company with the Company itself

1. List of related persons of the company

Order	Name of organization/individual	Securities trading account (if any)	Position in the company (if any)	NSH Certificate number *, date of issue, place of issue	Head office address/Contact address	The time is the person concerned.	The time is no longer relevant person	Reason	Relationship with the company/
1	Hoang Thi Mong				Group 16, area 2, Ha Trung Ward, Ha Long, Quang Ninh	27/04/2023			Wife of Mr. Vu The Hoa - Chairman of the Board of Directors
2	Vu Thuy Hai				Hong Hai Ward, Ha Long, Quang Ninh	27/04/2023			Child of Mr. Vu The Hoa - Chairman of the Board of Directors
3	Vu Thanh Huyen		Board Member Vice Principal of Van Lang School		Ha Trung Ward, Ha Long, Quang Ninh	27/04/2023			Daughter of Mr. Vu The Hoa - Chairman of the Board of Directors

4	Dao Trung Kien				Ha Trung Ward, Ha Long, Quang Ninh	14/04/2024			Husband of Ms. Vu Thanh Huyen - Member of Board of Directors
5	Dao Huyen Chi				Ha Trung Ward, Ha Long, Quang Ninh	14/04/2024			Daughter of Ms. Vu Thanh Huyen - Member of Board of Directors
6	Vu Trong Nam				Group 7C, area 2, Hung Thang Ward, Ha Long, Quang Ninh	27/04/2023			Husband of Ms. Nguyen Thi Yen - Director
7	Vu Thi Thuong Huyen					27/04/2023			Daughter of Mrs. Nguyen Thi Yen - Director
8	Pham Minh Chau				46b, lane 203, Kim Nguu, Thanh Luong Ward, Hai Ba Trung, Ha Noi	27/04/2023			Daughter of Mr. Pham Xuan Truong - Member of Board of Directors
9	Pham Truong Thang				C9B, Nam Thanh Cong Collective, Lang Ha, Hanoi	27/04/2023			Son of Mr. Pham Xuan Truong - Member of Board of Directors
10	Dang Thi Muoi				Group 31, area 3, Cao Thang Ward, Ha Long, Quang Ninh	27/04/2023			Mr. Vu The Trieu's wife - Member of the Board of Directors

11	Vu The Anh Dao				Group 31, area 3, Cao Thang Ward, Ha Long, Quang Ninh	27/04/2023			Child of Mr. Vu The Trieu - Member of Board of Directors
12	Vu Nhu Linh				Group 31, area 3, Cao Thang Ward, Ha Long, Quang Ninh	27/04/2023			Child of Mr. Vu The Trieu - Member of Board of Directors
13	Nguyen Van Huy				Hong Gai Ward, Ha Long, Quang Ninh	27/04/2023			Husband of Ms. Hoang Thi Kim Khanh - Member of Board of Directors
14	Nguyen Hoang Son				Hong Gai Ward, Ha Long, Quang Ninh	27/04/2023			Son of Ms. Hoang Thi Kim Khanh - Member of Board of Directors
15	Nguyen Hoang Anh				Hong Gai Ward, Ha Long, Quang Ninh	27/04/2023			Son of Ms. Hoang Thi Kim Khanh - Member of Board of Directors
16	Pham Thi Thuy Nga					27/04/2023			Wife of Mr. Nguyen Trong Nha - Member of Board of Directors
17	Nguyen Quynh Trang					27/04/2023			Daughter of Mr. Nguyen Trong Nha - Member of Board of Directors
18	Nguyen Trong Dung					27/04/2023			Son of Mr. Nguyen Trong Nha - Member of Board of Directors

19	Dong Thi Oanh				Group 31, area 3, Cao Xanh Ward, Ha Long, Quang Ninh	27/04/2023			Mother of Mr. Vu The Anh- Member of the Board of Directors
20	Vu Kim Yen				Group 12, area 2, Hong Hai Ward, Ha Long, Quang Ninh	27/04/2023			Mr. Vu The Anh's sister - Member of Board of Directors
21	Nguyen Thi Huong Giang				Group 3, Area 6C, Hong Hai Ward, Ha Long, Quang Ninh	27/04/2023			Mr. Vu The Anh's wife - Member of the Board of Directors
22	Nguyen Duc Minh				Group 52, Area 4A, Cao Xanh Ward, Ha Long, Quang Ninh	01/06/2023			Son of Mrs. Tran Hoai An - Member of Board of Directors - Chief Accountant
23	Le Duc Quan				Group 6, Area 3, Hong Hai Ward, Ha Long	27/04/2023			Husband of Ms. Nguyen Thi Hong Hai - Head of the Board of Supervisors
24	Le Duc Hoang Long				Group 6, Area 3, Hong Hai Ward, Ha Long	27/04/2023			Con bà Nguyễn Thị Hồng Hải – Tr.BKS Son of Mrs. Nguyen Thi Hong Hai - Head of the Board of Supervisors
25	Trinh Thi Mien				Area 3, Cao Thang Ward, Ha Long,	27/04/2023			Mr. Dinh Van Nghiem's wife - Member of Board of

					Quang Ninh				Supervisors
26	Do Thi Tam				44B, Hung Vuong, Ka Long ward, Mong Cai, Quang Ninh	27/04/2023			Mr. Pham Dinh Lap's wife - Member of Board of Supervisors
27	Bui Thi Tuyet Mai				Area 3, Hong Hai Ward, Ha Long, Quang Ninh	27/04/2023			Wife of Mr. Nguyen Trong Khai - Major shareholder

Note: NSH Certificate number*: ID card/Passport number (for individuals) or Business Registration Certificate, Operating License or equivalent legal documents (for organizations)/NSH.

2. Transactions between the company and related persons of the company; or between the company and major shareholders, insiders, related persons of insiders. (Not incurred)

3. Transactions between insiders of the company, related persons of insiders and subsidiaries, companies controlled by the company. (Not incurred)

4. Transactions between the company and other entities: (Not incurred)

4.1. Transactions between the company and companies in which members of the Board of Directors, members of the Board of Supervisors, Directors (General Directors) and other managers have been and are founding members or members of the Board of Directors, Directors (General Directors) in the past three (03) years (as of the time of reporting): (not incurred)

4.2. Transactions between the company and companies in which related persons of members of the Board of Directors, members of the Board of Supervisors, Directors (General Directors) and other managers are members of the Board of Directors, Directors (General Directors) in the past: (not incurred)

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, Directors (General Directors) and other managers: (not incurred)

VIII. Stock transactions of insiders and related persons of insiders

1. List of insiders and related persons of insiders

Order	Full name	Securities trading account (if any)	Position in the company (if any)	ID card/Passport number, date of issue, place of issue	Contact address	Number of shares owned at the end of the period	End of period share ownership ratio	Note
1	Vu The Hoa		Chairman of the Board of Directors		Group 16, area 2, Ha Trung Ward, Ha Long, Quang Ninh	267.474	8,26%	
1.01	Hoang Thi Mong				Group 16, area 2, Ha Trung Ward, Ha Long, Quang Ninh	14.160	0,44%	
1.02	Vu Thuy Hai				Hong Hai Ward, Ha Long, Quang Ninh	43.440	1,34%	
2	Nguyen Thi Yen		Member of BOD, Director		No. 10, Long Tien, Ha Long, Quang Ninh	60.000	1,85%	
3	Pham Xuan Truong		Member of BOD, Vice Director		Group 1, area 1, Hong Hai Ward, Ha Long, Quang Ninh	16.024	0,5%	
4	Vu The Trieu		Member of BOD, Vice Director		Group 31, area 3, Cao Thang	29.440	0,91%	

					Ward, Ha Long, Quang Ninh			
5	Hoang Thi Kim Khanh		Member of BOD, Principal		Hong Gai Ward, Ha Long, Quang Ninh	73.280	2,26%	
6	Nguyen Trong Nha		Member of BOD		Hong Hai Ward, Ha Long, Quang Ninh	188.000	5,8%	
7	Vu The Anh		Member of BOD		Group 3, Area 6C, Hong Hai Ward, Ha Long, Quang Ninh	330.000	10,02%	
7.1	Dong Thi Oanh				Group 31, area 3, Cao Xanh Ward, Ha Long, Quang Ninh	73.200	2,25%	
7.2	Vu Kim Yen				Group 12, area 2, Hong Hai Ward, Ha Long, Quang Ninh	70.000	2,16%	
7.3	Nguyen Thi Huong Giang				Group 3, Area 6C, Hong Hai Ward, Ha	29.440	0,91%	

					Long, Quang Ninh			
8	Tran Hoai An		Member of BOD, Chief Accountant		Group 52, Area 4A, Hong Hai Ward, Ha Long, Quang Ninh	63.120	1,95%	
9	Vu Thanh Huyen		Member of BOD, Vice Principal of Van Lang School		Ha Trung Ward, Ha Long, Quang Ninh	36.720	1,13%	
10	Nguyen Thi Hong Hai		Head of Supervisory Board, Head of Sales Division		Group 6, area 3, Hong Hai Ward, Ha Long, Quang Ninh	17.200	0,53%	
10.1	Le Duc Quan				Group 6, area 3, Hong Hai Ward, Ha Long, Quang Ninh	48.000	1,48%	
11	Pham Dinh Lap		Supervisory Board		44B, Hung Vuong, Ka Long Ward, Mong Cai, Quang Ninh	14.000	0,43%	
12	Dinh Van Nghiem		Supervisory Board Vice Principal of Van Lang School		Area 3, Cao Thang Ward, Ha Long,	1.300	0,04%	

					Quang Ninh			
13	Nguyen Trong Khai	Not yet LK	Major shareholder		Area 3, Hong Hai Ward, Ha Long, Quang Ninh	273.600	8,44%	

2. Transactions of insiders and related persons on company shares: (not incurred)

IX. Other issues to note.

CHAIRMAN OF THE BOARD OF DIRECTORS



Vu The Hoa

Sent to:
- As directed
- Kept by office