

Số: 1165 /TB-VMC

Cam Pha, March 31st, 2025

NOTICE
Regarding the Organization of the 2025 Annual General Meeting of Shareholders


Pursuant to the Charter on the organization and operation of VINACOMIN – Machinery Joint Stock Company;

Pursuant to Resolution No. 29 of the Board of Directors dated February 20th, 2025;

THE BOARD OF DIRECTORS

VINACOMIN – MACHINERY JOINT STOCK COMPANY

The Board of Directors of VINACOMIN – Machinery Joint Stock Company respectfully announces to all shareholders the record date for shareholder registration and the organization of the 2025 Annual General Meeting of Shareholders as follows:

- 1. Meeting Time:** 08:00 AM, Friday, April 25th, 2025
- 2. Venue:** Conference Hall, VINACOMIN – Machinery Joint Stock Company (No. 486, Tran Phu Street, Cam Thuy Ward, Cam Pha City, Quang Ninh Province).
- 3. Participants:** Shareholders of VINACOMIN – Machinery Joint Stock Company (as per the list recorded on March 20th, 2025) and authorized representatives in accordance with legal regulations.
- 4. Meeting Agenda:**
 - Report on business performance in 2024, orientation and tasks for 2025.
 - Report on the activities of the Board of Directors in 2024 and strategic directions for 2025.
 - Appraisal report on the audited 2024 financial statements.
 - Supervisory Board's Report on the Management and Oversight of the Board of Directors and the Executive Board; Report on the Supervisory Board's Activities in 2024.
 - Proposal for the selection of an independent audit firm for the audit of the Company's 2025 financial statements.
 - Proposal for the 2024 Profit Distribution and Dividend Payment Plan. 

- Proposal for the implementation of Salaries and Remuneration for 2024 and Proposed Salary and Remuneration Plan for Executive Management in 2025.

- Election Process for the Supplementation and Reorganization of the Board of Directors for the 2023–2028 term.

Registration and Confirmation Deadline: Before 4:00 PM, April 23rd, 2025.

- Shareholders are requested to submit their Confirmations of Attendance and authorization documents (if applicable) to confirm attendance at the meeting to the Organization – Administration Department, VINACOMIN – Machinery Joint Stock Company (Address: No. 486, Tran Phu Street, Cam Thuy Ward, Cam Pha City, Quang Ninh Province).

- Shareholders unable to attend the meeting may authorize another person to represent them. The authorization must be made in writing (using the Company's designated form) and signed by both the authorizing shareholder and the authorized representative. The authorized representative is not permitted to delegate this authority further. Required Documents for Attendance: Shareholders and authorized representatives must present a Citizen Identification Card (ID Card) or a valid authorization document upon arrival.

- Shareholders who neither attend the meeting nor authorize a representative shall be considered as voluntarily waiving their right to participate. Any subsequent complaints or disputes regarding attendance rights will not be addressed.

This notice serves as an official invitation in case a shareholder has not received a separate invitation.

Recipients:

- All shareholders of the Company;
- Board of Directors, Party Committee (e-copy);
- Executive Board, Supervisory Board (e-copy);
- Website: chetaomay.com.vn;
- Departments and organizations within the Company;
- Archive: Company Secretary, Administrative Office.

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN



Nguyen Van Tu

(Note: Shareholders seeking further details may contact Mr. Trần Tiến Thành – Company Secretary at Phone: 0362 857 786 or 0834 111 186; Email: tienthanhvmc@gmail.com; Fax: 0203 3862 034 for guidance. Relevant documents related to the meeting agenda are available on the Company's website at: chetaomay.com.vn.)

CONFIRMATION OF ATTENDANCE
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
VINACOMIN - MACHINERY JOINT STOCK COMPANY

To: THE BOARD OF DIRECTORS OF VINACOMIN - MACHINERY JOINT STOCK COMPANY

Shareholder's Name:

Address:

ID Card/Business Registration Certificate/Passport No.:..... Date of Issue:

Place of Issue:.....

Phone Number:Fax:

Number of Shares Owned:

Number of Shares Authorized (attached with the authorization document(s)):

Total Voting Shares:.....

I hereby confirm my attendance at the 2025 Annual General Meeting of Shareholders of VINACOMIN - Machinery Joint Stock Company, which will be held on April 25th, 2025, at the Company's Conference Hall (No. 486 Tran Phu Street, Cam Thuy Ward, Cam Pha City, Quang Ninh Province).

Request to speak on the following matters (if any):

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....., date..... month..... year.....

SIGNATURE OF SHAREHOLDER

(Signature, Full Name, and Seal if applicable)

Notes:

- Shareholders are kindly requested to send this Confirmation of Attendance via mail, fax (Fax: 020.33862034), or submit it directly to the Office of VINACOMIN - Machinery Joint Stock Company before 4:00 PM, April 23rd, 2025 (Address: No. 486 Tran Phu Street, Cam Thuy Ward, Cam Pha City, Quang Ninh Province). For any inquiries, please contact Mr. Tran Tien Thanh – Company Secretary at Phone: 0362.857.786 or 0834.111.186 for assistance.

- If the shareholder is attending the meeting by proxy, please submit the authorization document(s) along with this Confirmation of Attendance (the authorization document must follow the Company's template).

This is an English version. If there is any discrepancy or different understanding between the Vietnamese version and the English version, the Vietnamese version shall prevail.

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POWER OF ATTORNEY
TO ATTEND THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
VINACOMIN - MACHINERY JOINT STOCK COMPANY

1. PRINCIPAL:

Full Name/Organization:

Address/Phone:

ID Number/Business Registration Number/Passport Number:..... Date of Issue:.....

Place of Issue:.....

Number of Shares Owned:

(In words:))

2. AUTHORIZED REPRESENTATIVE

Full Name/Organization:

Address/Phone:

ID Number/Business Registration Number/Passport Number:..... Date of Issue:.....

Place of Issue:.....

Number of Shares Owned:

Number of Shares Authorized:

Total Number of Voting Shares:

(In words:))

3. SCOPE OF AUTHORIZATION

The authorized representative is authorized to represent the principal to attend and vote at the 2025 Annual General Meeting of Shareholders of VINACOMIN - Machinery Joint Stock Company.

This power of attorney is valid only during the period of the 2025 Annual General Meeting of Shareholders of VINACOMIN - Machinery Joint Stock Company.

We fully assume responsibility for this authorization and commit to complying with all applicable laws and regulations of VINACOMIN - Machinery Joint Stock Company.

AUTHORIZED REPRESENTATIVE

(Signature, Full Name, Seal)

PRINCIPAL

(Signature, Full Name, Seal)

Notes:

- The authorized representative is not allowed to delegate the authorization to another person to attend the meeting.
- This power of attorney is only valid when submitted to the Organizing Committee before the start of the Annual General Meeting.

This is an English version. If there is any discrepancy or different understanding between the Vietnamese version and the English version, the Vietnamese version shall prevail.



VINACOMIN – MACHINERY JOINT STOCK COMPANY
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

QUESTION SUBMISSION FORM

Shareholder's Name:.....- ID Number/Citizen Identification

Number:

Or Shareholder's Representative:

Question Content:

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