

Cam Pha, April 22<sup>nd</sup>, 2025

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

*Time: From 8:00 AM on April 25th, 2025*

No.	Content	Executor
1	Organizational stabilization and flag-raising ceremony.	Mr. Tran Quang Hung Head of the Organization and Administration Department
2	Announcement of the meeting's purpose and introduction of delegates.	Mr. Tran Quang Hung Head of the Organization and Administration Department
3	Invitation for the Chairperson to preside over the meeting.	Mr. Tran Quang Hung Head of the Organization and Administration Department
4	- Introduction of co-chairpersons to lead the meeting. - Appointment of the Secretary of the meeting, the assistant team, and the shareholder qualification verification committee.	Mr. Nguyen Van Tu Chairman of the Board of Directors
5	Report on the results of shareholder qualification verification	Shareholder Qualification Verification Committee
6	Approval of the meeting agenda and organizational regulations of the meeting	Mr. Tran Quang Hung Head of the Organization and Administration Department
7	Voting for approval of the meeting agenda and regulations.	Mr. Nguyen Van Tu Chairman of the Board of Directors
8	Report on business operations for 2024 and the direction for 2025.	Mr. Pham Minh Tuan Member of the Board of Directors - Director of the Company
9	Report on the activities of the Board of Directors for 2024; direction for 2025.	Mrs. Pham Thu Huong Member of the Board of Directors
10	Report on the audited Financial Statements for 2024.	Mr. Hoang Manh Hung Head of the Supervisory Board

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No.	Content	Executor
11	Report from the Supervisory Board on the on the Management and Oversight of the Board of Directors and the Executive Board in 2024; Report on the Supervisory Board's Activities in 2024.	Mr. Hoang Manh Hung Head of the Supervisory Board
12	Proposal for selecting an Independent Audit Firm For the Audit of the Company's 2025 Financial Statements	Mr. Hoang Manh Hung Head of the Supervisory Board
13	Proposal for the 2024 Profit Distribution and Dividend Payment Plan	Mrs. Nguyen Thi Hong Thinh Chief Accountant
14	Proposal for the Implementation of Salaries and Remuneration for 2024 and Proposed Salary and Remuneration Plan for Executive Management in 2025	Mrs. Nguyen Thi Hong Thinh Chief Accountant
15	Proposal for the approval of contracts with a value exceeding 35% of the total assets	Mrs. Nguyen Thi Hong Thinh Chief Accountant
16	Discussion by shareholders on the contents presented by the Board of Directors and the Supervisory Board.	Mr. Nguyen Van Tu Chairman of the Board of Directors
17	Chairperson's remarks on incorporating shareholders' feedback.	Mr. Nguyen Van Tu Chairman of the Board of Directors
18	Voting on the contents presented by the Board of Directors and the Supervisory Board.	Mr. Nguyen Van Tu Chairman of the Board of Directors
19	Conducting the process of electing additional member of the Board of Directors for the 2023 – 2028 term.	
19.1	Resignation process of Mr. Nguyen Van Tu from the position of Chairman: - Acceptance of resignation letter - Voting by shareholders on the resignation	Mr. Pham Minh Tuan Member of the Board of Directors - Director of the Company
19.2	Nomination of a new BOD member for 2023–2028 term: - Introduction of TKV's nominee - Voting on nomination and candidacy	Mr. Pham Minh Tuan Member of the Board of Directors - Director of the Company
19.3	Election of a Member of the Board of Directors for the 2023–2028 Term:: - Approval of the proposal on the nomination of candidates for the election of a member of the Board of Directors; - Approval of the proposal of the Company's Board of Directors regarding the Election Regulations for	Mr. Pham Minh Tuan Member of the Board of Directors - Director of the Company

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No.	Content	Executor
	Board Members; Voting to approve the Election Regulations and the list of candidates for the Board of Directors.	
19.4	Introduction and voting on the Election Committee	Mr. Pham Minh Tuan Member of the Board of Directors - Director of the Company
20	Conducting the election: - Instructions by Head of the Election Committee - Distribution of ballots - Voting - Ballot counting	Election Committee
21	Break	
22	Announcement and voting on the results of the election for additional member of the Board of Directors the 2023 – 2028 term (if applicable).	Election Committee
23	Approval of the draft minutes and resolutions of the meeting.	Secretary of the General Meeting
24	Discussion and voting on the minutes and resolutions of the meeting.	Mr. Nguyen Van Tu Chairman of the Board of Directors
25	Closing of the Meeting and flag-raising ceremony	Mr. Nguyen Van Tu Chairman of the Board of Directors

**Recipients:**

- All shareholders of the Company (e-copy);
- BOD, Party Committee (e-copy, for reporting);
- Executive Board, Supervisory Board (e-copy);
- Website: chetaomay.com.vn (e-copy);
- Archive: Company Secretary, Office.



**ON BEHALF OF THE BOD  
CHAIRMAN**

**Nguyen Van Tu**

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