

No: 582/KH-VMC

Cam Pha, February 21st, 2025

THE PLAN

For organizing the 2025 Annual General Meeting of Shareholders

Based on the Resolution of the 29th Meeting on February 20th, 2025, by the Board of Directors of VINACOMIN - Machinery Joint Stock Company, regarding the organization of the 2025 Annual General Meeting of Shareholders;

Based on the agenda of the 2025 Annual General Meeting of Shareholders of VINACOMIN – Machinery Joint Stock Company;

The 2025 Annual General Meeting of Shareholders of VINACOMIN - Machinery Joint Stock Company will be held as planned, specifically as follows:

- 1. Time:** From 08:00 on April 25th, 2025.
- 2. Location:** 3rd Floor Conference Hall, Head Office (Address: No. 486, Tran Phu Street, Cam Pha City, Quang Ninh Province).
- 3. Participants:**

The shareholders holding voting shares of the Company, consist of 955 individuals and 04 organizations (this number will be updated upon the final shareholder list from the Viet Nam Securities Depository and Clearing Corporation).

No.	Shareholder Name	Address	Number of Shares Owned	Percentage (%)
1	Vietnam National Coal and Mineral Industries Holding Corporation Limited	226 Le Duan Street, Dong Da, Hanoi	1,925,100	40.98
2	Trade Union of VINACOMIN - Machinery Joint Stock Company	486 Tran Phu Street, Cam Pha, Quang Ninh	70,466	1.5
3	GTN ASIA FINANCIAL SERVICES (PTE) LTD.	50 Raffles Place Level # 15-05/06, Singapore Land Tower, Singapore 048623	9,900	0.21
4	HIPT Group Joint Stock Company	152 Thuy Khue, Thuy Khue Ward, Tay Ho District, Hanoi City, Vietnam	777,253	16.55
5	950 Shareholders are individuals		1,914,632	40.76
Total number:			4,697,351	100

Due to the constraints of the conference hall and organizational matters, for individual shareholders who are employees currently working at the Company, it is requested that they authorize representatives from their respective departments to attend the meeting.

For individuals who are former employees, including staff and workers of the Company who have retired, terminated their employment contracts, or transferred to other positions, should be assigned to the departments that previously managed those shareholders. These departments are responsible for encouraging them to authorize representatives from their respective units to attend the General Meeting.

The expected number of shareholders attending the meeting is estimated to be between 20 and 25 delegates.

4. Agenda for the General Shareholders' Meeting:

No.	Content	Executor
1	Registration of shareholders and issuance of voting cards.	Mr. Tran Quang Hung Head of the Organization and Administration Department
2	Organizational stabilization and flag-raising ceremony.	Mr. Tran Quang Hung Head of the Organization and Administration Department
3	Announcement of the meeting's purpose and introduction of delegates.	Mr. Tran Quang Hung Head of the Organization and Administration Department
4	Invitation for the Chairperson to preside over the meeting.	Mr. Tran Quang Hung Head of the Organization and Administration Department
5	- 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
6	Report on the results of shareholder qualification verification	Shareholder Qualification Verification Committee
7	Approval of the meeting agenda and organizational regulations of the meeting	Mr. Tran Quang Hung Head of the Organization and Administration Department
8	Voting for approval of the meeting agenda and regulations.	Mr. Nguyen Van Tu Chairman of the Board of Directors
9	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
10	Report on the activities of the Board of Directors for 2024; direction for 2025.	Mr. Nguyen Van Tu Chairman of the Board of Directors
11	Report on the audited Financial Statements for 2024.	Mr. Hoang Manh Hung Head of the Supervisory Board

No.	Content	Executor
12	Report from the Supervisory Board on the management activities of the Company by the Board of Directors and the Executive Board; report on the activities of the Supervisory Board for 2024.	Mr. Hoang Manh Hung Head of the Supervisory Board
13	Proposal for selecting an independent auditing firm to audit the financial statements for 2025.	Mr. Hoang Manh Hung Head of the Supervisory Board
14	Proposal for the dividend payment plan and distribution of after-tax profits for 2024.	Mrs. Nguyen Thi Hong Think Chief Accountant
15	Proposal for the distribution of remuneration for 2024 and the remuneration plan for 2025.	Mrs. Nguyen Thi Hong Think 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 members of the Board of Directors and the Supervisory Board for the term 2023 – 2028 (if applicable).	Mr. Nguyen Van Tu Chairman of the Board of Directors
20	Break	
21	Announcement and voting on the results of the election for additional members of the Board of Directors and the Supervisory Board for the term 2023 – 2028 (if applicable).	Ballot Counting Committee
22	Approval of the draft minutes and resolutions of the meeting.	Secretary of the General Meeting
23	Discussion and voting on the minutes and resolutions of the meeting.	Mr. Nguyen Van Tu Chairman of the Board of Directors
24	Closing of the meeting.	Mr. Nguyen Van Tu Chairman of the Board of Directors

5. Preparation for the General Shareholders' Meeting:

No.	Content	Assignment of Responsibilities	Deadline
1	Announce the BOD Resolution to Convene the 2025 Annual General Shareholders' Meeting on the Company Website, State Securities Commission, and Hanoi Stock Exchange.	The Company Secretary, The Organization and Administration Department	21/02/2025
2	Finalize the Shareholder List with the Viet Nam Securities Depository and	Finance and Accounting Department	24/02/2025

No.	Content	Assignment of Responsibilities	Deadline
	Clearing Corporation		
3	Announce relevant shareholder information as of the record date.	The Company Secretary, The Organization and Administration Department	24/02/2025
4	Draft and present to the Director for approval the Decision to Establish the Preparation Committee for the General Meeting.	The Company Secretary, The Organization and Administration Department	20/3/2025
5	Collect, draft, and submit for BOD the approval documents for the meeting: + Report on business operations for 2024 and business direction for 2025. + Report on the activities of the Board of Directors regarding the supervision of the CEO and other management personnel.	The Company Secretary; Executive Members of the Board of Directors; Related Departments	12/3/2025
6	Prepare the Financial Statement for 2024.	Finance and Accounting Department	10/3/2025
7	Draft the dividend payment plan and profit distribution for 2025.	Finance and Accounting Department	12/3/2025
8	Draft the audit report on the Financial Statement for 2024.	Supervisory Board	12/3/2025
9	Draft the Supervisory Board's report on the management activities of the Company by the Board of Directors and the CEO.	Supervisory Board	12/3/2025
10	Draft the remuneration report for Board members and the Supervisory Board for 2024. Propose remuneration for Board members and the Supervisory Board for 2025.	The Organization and Administration Department	12/3/2025
11	Draft the selection report for the auditing firm for 2025.	Supervisory Board	12/3/2025
12	Prepare the content for the process of supplementing Board members and the Supervisory Board for the 2023-2028 term (if applicable).	The Company Secretary, Related Departments	Before March 28th, 2025
13	Draft and submit for approval the regulations and agenda for the meeting.	The Company Secretary	25/3/2025
14	Check the shareholder list and prepare a proxy voting plan for representatives.	The Company Secretary, The Organization and Administration Department	25/3/2025

No.	Content	Assignment of Responsibilities	Deadline
15	Send notifications and invitations to shareholders for the meeting and collect registration information from shareholders.	The Company Secretary, The Organization and Administration Department	Before April 4th, 2025
16	Send the documents to be discussed at the meeting to the registered shareholders.	The Company Secretary, The Organization and Administration Department	Before April 4th, 2025
17	Draft the minutes and resolutions of the 2025 General Shareholders' Meeting.	The Company Secretary	20/4/2025
18	Organize efforts to encourage proxy voting for representatives attending the meeting at various locations.	The Company Trade Union, The Company Secretary, and Units	25-31/3/2025
19	Prepare logistics for the meeting, gifts for shareholders (if any), and lunch arrangements for attendees.	The Organization and Administration Department	Three Days Before the Meeting day
20	Ensure safety for the meeting.	The Organization and Administration Department	Before and During the Meeting day
21	Welcome shareholders attending the meeting.	The Organization and Administration Department	On the Day of the Meeting

Requirements: The assigned units and individuals must strictly adhere to the assigned tasks and complete them on schedule. All documents should be sent to the Company Secretary for consolidation and review before being submitted to the Chairman of the Board of Directors for signature and issuance.

To effectively prepare for the 2025 Annual General Meeting of Shareholders of VINACOMIN – Machinery Joint Stock Company, if there are any obstacles or difficulties during the preparation and execution process, the responsible units and individuals must promptly report to the Director and the Chairman of the Board of Directors for consideration and resolution. *gk*

Recipients:

- Party Committee, Board of Directors (e-copy)
- Supervisory Board, Executive Board (e-copy)
- Assigned organizations and units (e-copy)
- Archive: Company Secretary.

ON BEHALF OF THE BOD
CHAIRMAN



Nguyễn Văn Tu