

**PTM AUTOMOBILE SERVICE,
TRADING AND MANUFACTURING
JOINT STOCK COMPANY**

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.: 12./2026/CBTT-PTM

Ha Noi, date 25 month 02 year 2026

EXTRAORDINARY INFORMATION DISCLOSURE

**To: - The State Securities Commission
- Hanoi Stock Exchange**

**1. Name of organization : PTM AUTOMOBILE SERVICE, TRADING AND
MANUFACTURING JOINT STOCK COMPANY**

- Stock code : PTM
- Address : 256 Kim Giang Street, Dinh Cong Ward, Ha Noi City
- Tel. : 8554589/8554591 Fax: 8554590
- E-mail : ptmgroup@mghaxaco.com.vn

2. Contents of disclosure: The Resolution of the Board of Directors No. 04./2026NQ-HĐQT-PTM approving the first draft documents for the 2026 Annual General Meeting of Shareholders (attached documents).

3. This information was published on the company's website 25./02/2026 as in the link <https://otoptm.com.vn/>

We hereby certify that the information provided is true and correct and we bear the full responsibility to the law.

Attached documents:

- The Resolution No. 04./2026/NQ-HĐQT-PTM

Organization representative

Legal representative


TỔNG GIÁM ĐỐC
Trần Văn Mỹ

**CÔNG TY CỔ
PHẦN SẢN
XUẤT,
THƯƠNG
MẠI VÀ DỊCH
VỤ Ô TÔ PTM**

Digitally signed by CÔNG TY CỔ PHẦN
SẢN XUẤT, THƯƠNG MẠI VÀ DỊCH VỤ
Ô TÔ PTM
DN: cn=Trần Văn Mỹ, o=PTM, ou=PTM,
c=VN, email=travm@ptm.vn, serial=1,
cn=Trần Văn Mỹ, o=PTM, ou=PTM, c=VN
Date: 2026.02.25 12:24:33
File: PTM-PDF-Vietnam-10.0.0

PTM AUTOMOBILE SERVICE, TRADING
AND MANUFACTURING JOINT STOCK
COMPANY

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No: 04/2026/NQ-HĐQT-PTM

Ha Noi City, February 25, 2026

RESOLUTION OF THE BOARD OF DIRECTORS PTM
AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY

- Pursuant to Law On Enterprise No. 59/2020/QH14 issued by the National Assembly dated June 17th, 2020 & its amemdments and supplements;
- Pursuant to Law On Securities No. 54/2019/QH14 issued by the National Assembly dated November 26th, 2019 & its amemdments and supplements;
- Based on the Charter of PTM Automobile Service, Trading and Manufacturing Joint Stock Company;
- Based on the Meeting Minutes of the Board of Directors No. 04/2026/BBH-HĐQT-PTM dated 25/02/2026;

RESOLVES

ARTICLE 1: The Board of Directors of PTM Automobile Service, Trading and Manufacturing Joint Stock Company hereby approves the first draft of the documents to be submitted to the 2026 Annual General Meeting of Shareholders (attached documents).

ARTICLE 2: This resolution takes effect from the date of signing. Members of the Board of Directors, the Board of Managements of PTM Automobile Service, Trading and Manufacturing Joint Stock Company, and all relevant units and individuals are responsible for implementing this resolution

Recipients:

- BOD;
- As article 2

PTM JSC.

ON BEHALF OF THE BOARD OF
DIRECTORS CHAIRWOMAN OF THE

BOARD
CÔNG TY
CỔ PHẦN
SẢN XUẤT,
THƯƠNG MẠI VÀ
DỊCH VỤ Ô TÔ
PTM
VU THI HANH



**PTM AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY**

Address : 256 Kim Giang, Dinh Cong Ward, Ha Noi City

Phone : 024 35590350

Email: ptmgroup@mghaxaco.com.vn Website: www.otoptm.com.vn



Ha Noi City, March 28th, 2026

CONTENTS

A. Reports at General Meeting :

1. Reports of Board of Directors on activities of the Company in 2025 and plan for 2026
2. Reports of Audit Committee on activities of the Company in 2025 and plan for 2026
3. Reports of Board of Managements on activities of the Company in 2025 and plan for 2026

B. Proposals at General Meeting :

1. Proposal for approval of audited 2025 financial statements.
2. Proposal for profit distribution plan in 2025.
3. Proposal for production and business plan for 2026.
4. Proposal for remuneration of Board of Directors in 2025 and plan for 2026
5. Proposal for selection of independent auditor for financial statement in 2026
6. Proposal on other matters under the authority of the General Meeting of Shareholders in 2026
7. Draft 2026 Annual General Meeting of Shareholders Minutes
8. Draft 2026 Annual General Meeting of Shareholders Resolution



**PTM AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY**

Address: 256 Kim Giang, Dinh Cong Ward, Ha Noi City

Phone: 024 35590350

Email: ptmgroup@mghaxaco.com.vn Website: www.otoptm.com.vn



Ha Noi City,, 2026

Draft

INVITATION LETTER

TO ATTEND THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Pursuant to the Charter of PTM Automobile Service, Trading and Manufacturing Joint Stock Company, the Board of Directors of the Company respectfully invites shareholders to attend the 2026 Annual General Meeting of Shareholders as follows:

1. **Time:** 08:00 AM, Saturday – Marh 28th , 2026
2. **Address:** 256 Kim Giang, Dinh Cong Ward, Ha Noi City
3. **Meeting contents:**

Documents for 2026 Annual General Meeting of Shareholders are posted, updated on website: www.otoptm.com.vn and hard copy will be provided to Shareholders when attending the Meeting.

4. **Register to attend the meeting:**

For well-prepared facilities, please provide your confirmation or your Power of attorney via the information below before March 23th, 2026.

5. **Power of attorney:**

If you give authorization to another person to attend the General Meeting, please fill out the Power of Attorney form to attend the General Meeting or another form according to the provisions of civil law and send the signed Power of Attorney to the address below before March 23th, 2026 or present it when the Authorized Recipient attends the General Meeting.

(Note: The Power of Attorney must clearly state the name of the authorized individual or organization and must contain the number of authorized shares. The Power of Attorney must be an origin, with a wet signature. In case of receiving authorization from an organizational shareholder, the Power of Attorney must have the seal of the authorizing organization)

6. **Contact information:**

**PTM AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY**

- Address: 256 Kim Giang, Dinh Cong Ward, Ha Noi City
- Phone: (024) 35590350 – Fax: (024) 35590351

Contact: Ms. Le Thi Huyen – Accouting Department

Phone: 096 1455186

7. **For shareholders or authorized recipients attending the Meeting, please bring the following documents:**

- Invitation letter and Power of attorney (if any);
- Citizen Identification Card/Passport/Level-2 VNeID account or valid copy of the organization's Business Registration Certificate.

Sincerely yours,

It is our pleasure to welcome valued Shareholders at the 2026 Annual General Meeting of Shareholders.

**ON BEHALF OF BOARD OF DIRECTOR
CHAIRMAN OF THE BOARD**

(Signed)

VU THI HANH



**PTM AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY**

Address : 256 Kim Giang, Dinh Cong Ward, Ha Noi City

Phone : 024 35590350

Email: ptmgroup@mghaxaco.com.vn Website: www.otoptm.com.vn

**REGISTRATION FOR MEETING OR POWER OF ATTORNEY
TO ATTEND THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

To: PTM Automobile Service, Trading and Manufacturing Joint Stock Company

Shareholder name:.....

Legal representative (for Organization only):.....

Enterprise reg. no./ID or Passport no.:.....Date of issue:.....

Place of issue:.....

Address:Phone:

Total number of shares represented or/and owned: shares.

(Please select ☐ 1 among 2 below)

1. REGISTER FOR THE MEETING ☐

2. AUTHORIZE THE AUTHORIZED RECIPIENT BELOW ☐

Authorized Recipient:.....

Enterprise reg. no./ID or Passport no.:.....Date of issue:.....

Place of issue:.....

Address:.....Phone:

Total number of shares authorized: shares.

Authorization content:

The Authorized Recipient represents the Authorizing Party to attend the 2026 Annual General Meeting of Shareholders of PTM Automobile Service, Trading and Manufacturing Joint Stock Company held on March 28th, 2026 and represents the Authorizing Party to vote in the meeting.

We (the Authorizing Party and the Authorized Recipient) are fully responsible for this authorization and strictly commit to comply with the current provisions of law and the provisions of the charter of PTM Automobile Service, Trading and Manufacturing Joint Stock Company and will not have any future complaints.

Notes:

The implementation of authorization must comply with relevant provisions of civil law and the company charter. Authorized Recipients can only perform tasks within the scope of authorization and must bring their Citizen Identification Card/Passport/Level-2 VNeID account or other legal personal identification when attending the 2026 Annual General Meeting of Shareholders.

This power of attorney is only valid when there is a wet signature of both the authorizing and authorized parties. In case the authorizing parties is an organizational shareholder, a valid stamp of the authorizing organization is required. In case of authorization to the Board of Directors of PTM Automobile Service, Trading and Manufacturing Joint Stock Company, the signature of the Board Member is not required. This power of attorney is effective from the date of signing until the 2026 Annual General Meeting of Shareholders of PTM Automobile Service, Trading and Manufacturing Joint Stock Company ends.

Shareholders who register to attend or authorize to attend the General Meeting can send it directly to the Company or send it by post to the Company in advance.

Datemonthyear 2026

Shareholder/Authorizing Party
(Sign and write full name, stamp if any)

Authorized Recipient
(Sign and write full name)



**PTM AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY**

Address : 256 Kim Giang, Dinh Cong Ward, Ha Noi City

Phone : 024 35590350

Email: ptmgroup@mghaxaco.com.vn Website: www.otoptm.com.vn



AGENDA

THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS

- Time: 08:00 AM, Saturday – March 28th , 2026
- Address: 256 Kim Giang, Dinh Cong Ward, Ha Noi City

Time	Contents
08:00 – 08:30	Welcome guests and check delegate/shareholder eligibility • Welcome delegates and shareholders; • Check delegate eligibility, provide voting card, voting ballot, election ballot, & documents.
08:30 – 09:00	Opening of the General Meeting: • Report on checking delegate eligibility to attend the General Meeting; • Statement of reasons, introduction of the Chairman and the Secretariat; • Approval on Chairman Board, Checking Voting Board; • Approval of Regulation of Annual General Meeting of Shareholder; • Approval of Agenda of Annual General Meeting of Shareholder.
09:00 – 09:30	Reports and Proposals: • Reports of Board of Directors on activities of the Company in 2025 and plan for 2026; • Reports of Audit Committee on activities of the Company in 2025 and plan for 2026; • Reports of Board of Managements on activities of the Company in 2025 and plan for 2026; • Proposal for approval of audited 2025 financial statements; • Proposal for profit distribution plan in 2025. Resolved to distribute a cash dividend at the rate of 30% • Proposal for production and business plan for 2026; • Proposal for remuneration of Board of Directors in 2025 and plan for 2026; • Proposal for selection of independent auditor for financial statement in 2026; • Proposal on other matters under the authority of the General Meeting of Shareholders in 2026 • Other issues under the authority of the General Meeting of Shareholders.
09:30 – 11:00	Discussion
11:00 – 11:15	Guidance on Voting and Voting for the Approval of Reports and Proposals
11:15 – 11:30	Break - Counting of Voting Ballots
11:30 – 11:45	Release the voting results
11:45 – 11:50	The Secretary reads the draft Meeting Minutes and Resolution of the General Meeting of Shareholders Voting to approve the content of the Meeting Minutes and Resolution of the General Meeting of Shareholders
11:50	Closing the General Meeting

**ON BEHALF OF THE BOARD OF
DIRECTORS
CHAIRMAN OF THE BOARD
(Signed)**

VU THI HANH



PTM AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY

THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS



SAMPLE

VOTING CARD

SHAREHOLDER CODE: **PTM.000...**

Name of Shareholder:

Number of shares owned: ... shares

Number of shares authorized: ... shares

Amount of voting shares: ... shares



PTM AUTOMOBILE SERVICE, TRADING AND

MANUFACTURING JOINT STOCK COMPANY

THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS



Draft

VOTING BALLOT

SHAREHOLDER CODE: PTM.000...

SAMPLE

Name of Shareholder: ...

Number of votes owned: ... votes

Number of votes authorized: ... votes

Total number of representative votes: ... votes

(Please select for each voting content)

CONTENTS	Agree	Disagree	Abstention
Content 01: Reports of Board of Directors on activities of the Company in 2025 and plan for 2026			
Content 02: Reports of Audit Committee on activities of the Company in 2025 and plan for 2026			
Content 03: Reports of Board of Managements on activities of the Company in 2025 and plan for 2026			
Content 04: Proposal for approval of audited 2025 financial statements.			
Content 05: Proposal for profit distribution plan in 2025. Resolved to distribute a cash dividend at the rate of 30%			
Content 06: Proposal for production and business plan for 2026.			
Content 07: Proposal for remuneration of Board of Directors in 2025 and plan for 2026			
Content 08: Proposal for selection of independent auditor for financial statement in 2026			
Content 09: Proposal on other matters under the authority of the General Meeting of Shareholders in 2026			

Instruction:

Please tick (X) 1 among 3: Agree/ Disagree/ Abstention for each voting content

Date 28 month 03 year 2026

SHAREHOLDER

(Sign and write full name)



**PTM AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY**

Address : 256 Kim Giang, Dinh Cong Ward, Ha Noi City

Phone : 024 35590350

Email: ptmgroupp@mgghaxaco.com.vn Website: www.otoptm.com.vn

**REGULATION OF THE 2026 ANNUAL GENERAL MEETING OF
SHAREHOLDERS
PTM AUTOMOBILE SERVICE, TRADING AND MANUFACTURING
JOINT STOCK COMPANY**

Pursuant to:

- Law On Enterprise No. 59/2020/QH14 dated June 17th, 2020;
- Law On Securities No. 54/2019/QH14 dated November 26th, 2019 and accompanying documents under the Law;
- Decree 155/2020/ND-CP Detailed regulations implementing a number of articles of the Securities Law passed on December 31st, 2020;
- Charter of PTM Automobile Service, Trading and Manufacturing Joint Stock Company;
- Internal regulations on governance of PTM Automobile Service, Trading and Manufacturing Joint Stock Company.

In order to ensure that the 2026 Annual General Meeting of Shareholders of PTM Automobile Service, Trading and Manufacturing Joint Stock Company takes place successfully, the Board of Directors develops regulations, principles, conduct, and voting during the General Meeting for the General Meeting of Shareholders as follows:

1. PURPOSE

- Ensure that the order, principles of conduct, and voting at the Annual General Meeting of Shareholders of PTM Automobile Service, Trading and Manufacturing Joint Stock Company take place according to regulations and are successful.
- The Resolutions of the General Meeting of Shareholders express the unified will of the General Meeting of Shareholders, meet the aspirations and interests of shareholders and comply with the law.

2. SUBJECT AND SCOPE

- Subjects of application: All shareholders, representatives (authorized person) of shareholders who own shares of PTM Automobile Service, Trading and Manufacturing Joint Stock Company and guests attending the Annual General Meeting of Shareholders of PTM Automobile Service, Trading and Manufacturing Joint Stock Company must comply with the provisions of these Regulations, the Company's Charter and current provisions of the law.
- Scope of application: This regulation is used for organizing the 2026 Annual General Meeting of Shareholders of PTM Automobile Service, Trading and Manufacturing Joint Stock Company.

3. EXPLANATION OF TERMS/ACRONYMS

Regulation of the 2026 Annual General Meeting of Shareholders

- Company : PTM Automobile Service, Trading and Manufacturing
Joint Stock Company
- BOD : Board of Directors
- BOO : Board of Organization
- AGMS : Annual General Meeting of Shareholders
- Delegate : Shareholders, representatives (authorized persons)
- Meeting : General Meeting of Shareholders

4. CONTENTS OF REGULATIONS

4.1 Conditions for conducting the General Meeting of Shareholders

- The General Meeting of Shareholders is conducted when the number of delegates attending the meeting represents more than 50% of the total voting shares.
- In case the first meeting does not meet the conditions to proceed as prescribed in Clause 1, Article 19 of the Company's Charter, the second meeting invitation notice will be sent within 30 days from the intended date of the first meeting. The second General Meeting of Shareholders is convened when the number of shareholders attending the meeting represents 33% or more of the total voting shares.
- In case the second meeting does not meet the conditions to proceed as prescribed in Clause 2, Article 19 of the Company's Charter, the third meeting invitation notice will be sent within 20 days from the intended date of the second meeting. The third General Meeting of Shareholders is conducted regardless of the total number of voting shares of shareholders attending the meeting.

4.2 Conditions for shareholders to attend the General Meeting

Shareholders with voting rights of the Company according to the list finalized on February 25th, 2026 have the right to attend the General Meeting of Shareholders; can directly attend or authorize to attend. In case there is more than one authorized representative according to the provisions of law, the number of shares of each representative must be specifically determined.

4.3 Guests at the Meetings

- Management positions of the Company, guests and members of the Board of Organization who are not shareholders of the Company but are invited to attend the Meeting.
- Guests do not participate in stating at the Meeting (*unless invited by the Chairman of the Meeting, or registered in advance with the Board of Organization and approved by the Chairman of the Meeting*).

4.4 Delegates attending the Meetings must comply with the following regulations

- Be punctual, dress politely and formally, comply with security checks (if any), identification documents, etc. as required by the Board of Organization.
- Receive documents and others at the reception section in front of the Meeting hall.

Regulation of the 2026 Annual General Meeting of Shareholders

- Delegates arriving late have the right to register immediately, participate and vote immediately at the Meeting. The Chairman is not responsible for stopping the Meeting to allow late-arriving delegates to register to attend; Voting results on issues that were voted on before that delegate attended will not be affected.
- Leave the phone on vibrate or turn it off, go outside to talk when needed.
- Do not smoke and maintain order in the Meeting room.
- Comply with the regulations of the Board of Organization and the Chairman/Chairman Board.
- In cases where a delegate does not comply with the inspection regulations or the aforementioned measures and regulations, or engages in disruptive or obstructive behavior at the Meetings, the Chairman, after careful consideration, may refuse or expel that delegate from the Meeting venue to ensure the event proceeds smoothly according to the planned program.

4.5 Chairman and Chairman Board

- The Chairman Board consists of the Chairman and its Members.
- The Chairman of the Board of Directors acts as the Chairman or authorizes another member of the Board of Directors to act as the Chairman of the General Meeting of Shareholders convened by the Board of Directors.
- In case the Chairman is absent or temporarily unable to work, the remaining members of the Board of Directors shall elect one of them to act as the Chairman of the meeting by majority vote. If no Chairman is elected, the person who signs the convening notice of the General Meeting of Shareholders shall preside over the meeting until the General Meeting of Shareholders elects a Chairman, and the person with the highest number of votes shall be appointed as the Chairman of the meeting.
- The Chairman has the authority to take necessary measures to conduct the meeting reasonably, orderly, in accordance with the approved agenda, and reflecting the wishes of the majority of attendees.
- The Chairman has the authority to postpone the General Meeting of Shareholders, which has had enough registered attendees, for a maximum of 3 working days from the scheduled opening date and may only postpone the meeting or change the meeting location as specified in Clause 8, Article 146 of the Law On Enterprise.
- Duties of the Chairman Board:
 - Manage the activities of the General Meeting of Shareholders according to the agenda approved by the General Meeting of Shareholders;
 - Guide the delegates and the General Meeting in discussing the contents of the agenda;
 - Present drafts and conclusions on necessary issues for the General Meeting to vote on;
 - Answer issues raised by the General Meeting;

Regulation of the 2026 Annual General Meeting of Shareholders

- Solve arising issues throughout the General Meeting.
- Working Principles of the Chairman Board: The Chairman Board works based on the principles of collective operation, democratic centralism, and decisions by majority vote.
- The Chairman of the General Meeting of Shareholders has the following rights:
 - Request all attendees to undergo inspection or other lawful and reasonable security measures;
 - Request the competent authorities to maintain order at the meeting; expel those who do not comply with the Chairman's authority, deliberately cause disturbances, hinder the normal progress of the meeting, or do not comply with security inspection requirements from the General Meeting of Shareholders.

4.6 General Meeting Secretary

- The Chairman appoints one or several people as Secretaries of the meeting.
- Duties and powers:
 - Accurately and faithfully record the contents of the General Meeting;
 - Receive the speech registration forms from the delegates;
 - Prepare the meeting minutes and draft the Resolutions of the General Meeting of Shareholders;
 - Assist the Chairman in announcing information related to the General Meeting of Shareholders and notifying the Shareholders in accordance with legal regulations and the Company Charter;
 - Other tasks as requested by the Chairman.

4.7 Checking Voting Board

- The General Meeting of Shareholders elects one or several people to the Checking Voting Board as proposed by the Chairman of the meeting. Candidates running for election or nomination are not allowed to participate in the Checking Voting Board.
- Duties of the Checking Voting Board:
 - Explain the principles, regulations, and voting, election instructions;
 - Check and record the voting and election cards, prepare the vote counting minutes, announce the results; submit the minutes to the Chairman for approval of the voting results;
 - Quickly notify the Secretary of the voting results;
 - Review and report to the General Meeting any violations of voting and election regulations or complaints about the voting and election results.

4.8 Delegate Eligibility Verification Board

- Chairman appoints one or several people to the Delegate Eligibility Verification Board.

Regulation of the 2026 Annual General Meeting of Shareholders

- The Delegate Eligibility Verification Board of the General Meeting consists of 1 Head and other members.
- Duties of The Delegate Eligibility Verification Board:
 - Verify the eligibility of shareholders and shareholder representatives attending the meeting;
 - The Head of the Delegate Eligibility Verification Board reports to the General Meeting of Shareholders on the eligibility of attending shareholders. If the meeting has enough shareholders and authorized representatives representing more than 50% of the total voting shares, the General Meeting of Shareholders shall proceed;
 - Participate in vote counting on other contents before the establishment of the Checking Voting Board.

4.9 Speech at the General Meeting

- Delegates attending the General Meeting must obtain the consent of the Chairman if they would like to speak. Delegates should speak briefly and focus on the key issues that need to be discussed, in accordance with the agenda approved by the General Meeting, or submit their comments in writing to the General Meeting Secretary for compilation and reporting to the Chairman;
- The Chairman will arrange for delegates to speak in the order of registration and will address the shareholders' queries at the General Meeting or record the answers to be provided later in writing/other forms.

4.10 Voting at the General Meeting

4.10.1 Principles

- All issues in the agenda and content of the General Meeting must be discussed and voted on publicly by the General Meeting of Shareholders.
- Voting cards, voting ballots, and election ballots are printed, sealed by the Company, and directly handed to the delegates at the meeting (along with the General Meeting's documents). The voting cards, voting ballots, and election ballots clearly state the delegate's code, full name, number of shares owned, and the voting authorization received by that delegate.
- The Chairman proposes the voting methods for each issue on the agenda for the General Meeting to approve.
- The forms of direct voting or absentee voting on issues at the 2026 Annual General Meeting of Shareholders are as follows:
 - Voting by raising the Voting Card: this method is used to approve issues such as the General Meeting agenda; Working regulations at the General Meeting; Election regulations; Personnel of the Chairman Board; Personnel of the Checking Voting Board; approval of the General Meeting minutes, Resolutions, and other matters at the General Meeting (if any)

Regulation of the 2026 Annual General Meeting of Shareholders

- Voting by filling in the Voting Ballot: this method is used to approve issues such as the Board of Directors' report on the supervision and results of production and business management in 2025 and the operational plan for 2026; the Audit Committee's report in 2025 and the plan for 2026; the Board of Management's report on the production and business situation in 2025 and the operational plan for 2026; the audited financial statements for 2025; and voting to approve the contents of the proposals at the General Meeting.

4.10.2 Voting Methods

- Delegates conduct voting to Agree, Disagree, or Abstention on an issue presented at the General Meeting by raising the Voting Card or filling the Voting Ballot corresponding to the content to be voted on as stipulated in Section 4.10.1.
- When voting by raising the Voting Card, the front side of the Voting Card must be raised high towards the Chairman Board. If a delegate does not raise the Voting Card in all three rounds of voting for Agree, Disagree, or Abstention on an issue, it is considered as voting Agree. If a delegate raises the Voting Card more than once (01) during voting for Agree, Disagree, or Abstention on an issue, it is considered as an invalid vote. For the voting method by raising the Voting Card, members of the Delegate Eligibility Verification Board/Checking Voting Board mark the delegate code and the corresponding number of voting shares for each Agree, Disagree, Abstention, and Invalid vote.
- When voting by filling in the Voting Ballot, for each content, delegates select one of the three options "Agree", "Disagree", "Abstention" printed on the Voting Ballot by marking "X" or "✓" in the selected box. After completing all the voting content of the General Meeting, delegates submit the Voting Ballot to the sealed ballot box at the General Meeting as instructed by the Checking Voting Board. The Voting Ballot must be signed and clearly state the delegate's full name.

4.10.3 Validity of Voting Ballots

- **A valid Voting Ballot** is a pre-printed form issued by the Board of Organizations tamped with the company's red seal, not erased, scratched, torn, or damaged,... and no additional content is written other than what is stipulated for this ballot. In the case of direct voting/absentee voting (via mail, fax, email, or other means as stipulated in the company's Charter), it must be signed and clearly state the full name (handwritten) of the delegate attending and submitted to the Checking Voting Board before the vote counting time.

On the Voting Ballot, the voting content (Report, Proposal) is valid when the delegate marks one (01) of the three (03) voting squares.

- **Invalid Voting Ballots**

- Adding other content to the voting ballot.
- Voting ballots that are not pre-printed forms issued by the Board of Organizations, ballots without the company's red seal, or ballots that have been erased, scratched, torn, or damaged,... ballots with additional content beyond what is stipulated, ballots without a

Regulation of the 2026 Annual General Meeting of Shareholders

signature, or ballots not clearly stating the delegate's full name (handwritten) are considered invalid. In such cases, all voting content on the voting ballot is invalid.

4.10.4 Voting Rules

One ordinary share corresponds to one voting right. Each attending delegate representing one or multiple voting rights will be issued a Voting Card and a Voting Ballot.

- As of the record date (February 25th, 2026), the total number of shares of the Company is: 32,000,000 shares, equivalent to 32,000,000 voting rights.
- Issues requiring voting at the General Meeting shall only be approved if more than 50% of the total voting shares of all shareholders attending the meeting are in Agree. However, for certain cases specified in Clause 1, Article 21 of the Company's Charter, approval must be obtained from at least 65% of the total voting shares of all shareholders attending the meeting.
- **Notes:**
 - Shareholders/authorized representatives with related interests do not have the right to vote on contracts and transactions valued at 35% or more of the Company's total assets as recorded in the latest financial statements; such contracts or transactions are only approved when shareholders/ authorized representatives holding 65% or more of the remaining voting shares are in Agree (as per Clause 4, Article 167, Law On Enterprise 2020).
 - Shareholders/ authorized representatives of shareholders owning 51% or more of the total voting shares or related parties of those shareholders do not have the right to vote on contracts and transactions valued at more than 10% of the Company's total assets as recorded in the latest financial statements between the Company and those shareholders (as per Point b, Clause 3 and Clause 4, Article 167, Law On Enterprise 2020).

4.10.5 Recording Voting/Election Results

- At the General Meeting, the General Meeting of Shareholders will approve the Checking Voting Board.
- The Checking Voting Board is responsible for collecting voting and election ballots.
- The Checking Voting Board will verify the number of votes in Agree, Disagree, Abstention for each issue, and is responsible for recording, compiling, and reporting the voting results at the General Meeting of Shareholders.

4.11 Minutes and Resolutions of the General Meeting of Shareholder

All contents of the General Meeting of Shareholders must be recorded in the minutes by the General Meeting Secretary. The minutes of the General Meeting of Shareholders must be read and approved before the meeting is adjourned.

5. Implementation

- All delegates, representatives, and guests attending the General Meeting are responsible for fully complying with the provisions of these Regulations, the Company's current regulations,

Regulation of the 2026 Annual General Meeting of Shareholders

rules, and management regulations, as well as relevant legal regulations.

- The convener of the General Meeting of Shareholders has the right to:
 - Require all attendees to undergo inspection or other security measures;
 - Request the competent authorities to maintain order at the meeting; expel those who do not comply with the Chairman's authority, intentionally disrupt the order, hinder the normal progress of the meeting, or fail to comply with security inspection requirements from the General Meeting of Shareholders.
- Any content not specifically detailed in these Regulations will be uniformly applied according to the Company's Charter, the Law On Enterprise 2020, the Law On Securities 2019 and the current legal documents of the State.

This Regulation takes effect immediately upon approval by the General Meeting of Shareholders.

Recipients:

- General Meeting of Shareholders
- Board of Directors, Board of Managements;
- Archive: Office, Secretary.

PTM JSC.
ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN OF THE BOARD

(Signed)

VU THI HANH

