

No: 778 / KH-VMC

Quang Ninh, March 2nd, 2026

PLAN
For Organizing the 2026 Annual General Meeting of Shareholders

Pursuant to The Law on Enterprises No. 59/2020/QH14 dated June 17th, 2020, and its guiding documents for implementation;

Pursuant to The Charter on the organization and operation of VINACOMIN - Machinery Joint Stock Company, approved by the Annual General Meeting of Shareholders on April 27th, 2021;

Pursuant to Resolution No 44/NQ-VMC dated March 2nd, 2026 of the Board of Directors regarding the issuance of the Plan for Organizing the 2026 Annual General Meeting of Shareholders (the General Meeting). The specific contents are as follows:

1. Time:

- Date of the General Meeting of Shareholders: April 23rd, 2026 (Thursday).

In the event that the first General Meeting of Shareholders is unsuccessful, the Company's Board of Directors shall organize the second General Meeting of Shareholders exactly 01 day after the date of the first meeting

2. Location: Headquarters of VINACOMIN - Machinery JSC (No. 486, Tran Phu Street, Quang Hanh Ward, Quang Ninh Province)..

3. Participants:

- Members of the Board of Directors, Board of Management, and Supervisory Board;

- Shareholders representing the State capital; Shareholders listed by the Vietnam Securities Depository and Clearing Corporation (VSDC) on the record date.

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

The General Meeting shall discuss and approve the following contents:



- Report on 2025 business performance and 2026 plan targets;
- Report on Board of Directors activities in 2025 and 2026 directions;
- Appraisal Report on the 2025 Audited Financial Statements;
- The Supervisory Board's Report on the management of the Company by the Board of Directors and the Board of Management; Report on the activities of the Supervisory Board in 2025;
- Plan for 2025 dividend payment and profit distribution after Corporate Income Tax;
- Report on the 2025 remuneration and salary implementation for members of the Board of Directors and the Supervisory Board; proposal for the 2026 remuneration and salary for members of the Board of Directors and the Supervisory Board;
- Proposal on the selection of an independent auditing firm to perform the audit of the Company's 2026 Financial Statements;
- Dismissal and supplementary election of members of the Board of Directors for the 2023-2028 term (if any);
- Other matters within the authority of the General Meeting of Shareholders.

5. Regarding the preparations for the General Meeting

5.1. Preparing meeting documentation and relevant agenda items:

No.	Content	Person/Department in Charge	Completion Date
1	Disclose the Board of Directors' Resolution on convening the 2026 Annual General Meeting of Shareholders (AGM) on the Company's Website, the State Securities Commission (SSC), and the Hanoi Stock Exchange (HNX)	Company Secretary, Organization and Administration Department	Before March 4th, 2026
2	Issue the Notice on the Record Date for the entitlement to attend the 2026 Annual General Meeting of Shareholders	Finance and Accounting Department	Before March 5th, 2026
3	Disclosure of information on the Record Date for the entitlement to attend the 2026 Annual General Meeting of Shareholders	Company Secretary, Organization and Administration Department	Before March 6th, 2026
4	Draft and submit for the Director's approval the Decision to establish the Organizing Committee and support teams for the General Meeting	Company Secretary, Organization and Administration Department	March 12th, 2026
5	Compile, draft, and submit Meeting documents to the BOD for approval:	Company Secretary; Executive Board	March 15th, 2026

No.	Content	Person/Department in Charge	Completion Date
	+ 2025 Business Performance Report & 2026 Business Plan.	Members, relevant departments	
	+ BOD Report on the supervision of the CEO and other managers.		
6	Prepare the Audited Financial Statements for 2025.	Finance and Accounting Department	March 10th, 2026
7	Draft the 2025 dividend payment and profit distribution plan.	Finance and Accounting Department	March 15th, 2026
8	Draft the appraisal report of the 2025 Financial Statements.	Supervisory Board	March 15th, 2026
9	Draft the Supervisory Board's report on the corporate management activities of the BOD and CEO.	Supervisory Board	March 15th, 2026
10	Draft the 2025 remuneration and salary implementation for members of the Board of Directors and the Supervisory Board; proposal for the 2026 remuneration and salary for members of the Board of Directors and the Supervisory Board	Organization and Administration Department	March 15th, 2026
11	Draft the proposal for the selection of the 2026 Auditing Firm.	Supervisory Board	March 15th, 2026
12	Prepare contents for the dismissal and supplementary election of BOD members for the 2023-2028 term (if any).	Company Secretary, relevant departments	Before Mar 28th, 2026
13	Draft and submit for approval: Meeting regulations and agenda.	Company Secretary	Mar 25th, 2026
14	Verify shareholder list and establish proxy authorization plans for representatives.	Company Secretary, Organization and Administration Department	Mar 25th, 2026
15	Send meeting notices and invitations to Shareholders; receive registrations from attending Shareholders.	Company Secretary, Organization and Administration Department	Before April 1st, 2026
16	Send discussion documents to registered Shareholders.	Company Secretary, Organization and Administration Department	Before April 1st, 2026
17	Draft the Meeting Minutes and the 2026 AGM Resolution.	Company Secretary	April 1st, 2026

No.	Content	Person/Department in Charge	Completion Date
18	Organize a campaign to encourage proxy authorization for representatives at departments and workshops.	The Company Trade Union, Company Secretary, units	March 30 th , 2026 - April 15 th , 2026
19	Prepare logistics, decorations, gifts for shareholders (if any), and lunch arrangements for attendees.	Organization and Administration Department	3 days before the Meeting
20	Ensure security and safety for the Meeting.	Organization and Administration Department	Before and during the Meeting
21	Reception and welcoming of Shareholders to the Meeting.	Organization and Administration Department	On the Meeting day

5.2. Organization and Administration Department

*** Office Section:**

- AGM Backdrop/Branding Preparation:

“THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS VINACOMIN - MACHINERY JOINT STOCK COMPANY”

Quang Ninh, April 23rd, 2026

- Organize video recording and photography for corporate records; prepare promotional content regarding Company activities to be broadcasted before the Meeting and during breaks

- Handle floral arrangements, decorations, and guest services throughout the Meeting.

- Arrange the Meeting Hall, including signage for the Chairperson and Secretary; prepare one (01) ballot box; arrange tables and chairs for shareholder eligibility verification (outside the hall) and for the vote-counting committee;

- Arrange refreshments during the Meeting and coordinate lunch services for April 23rd, 2026.

- Ensure high-quality audio-visual (AV) and lighting systems in the Hall; assign technical support staff to monitor AV equipment during the event

*** Security Section:**

- Develop a comprehensive security and safety plan for before, during, and after the Meeting.

- Manage vehicle parking and provide directions for Delegates moving to the Company Hall;

- Deploy security personnel at the venue to ensure order and security throughout the proceedings.

5.3. Person in Charge of Corporate Governance & Information Disclosure (cum Company Secretary):

- Urge relevant departments to finalize reports according to the established timeline before the Meeting;

- Compile, review, edit, and print Meeting materials for Shareholders; conduct information disclosure on the stock market as regulated, including: (i) Company Website and (ii) Hanoi Stock Exchange (HNX), before April 01st, 2026.

- Coordinate with Organization and Administration Department, Finance and Accounting Department to finalize the Shareholder List (provided by VSDC) for sending Meeting Invitations

- Upload all AGM 2026-related information (Notice of Meeting, documents, etc.) to the Website at least 21 days prior to the Meeting date.

5.4. Relevant Departments and Units

Coordinate the preparation of related dossiers and documents upon request; prepare organizational conditions according to specific functions and assigned tasks (if any).

6. Personnel for Direction, Organization, and Support Services of the General Meeting:

No.	Full Name	Title/Position	Assignment/Role
I	Steering Committee		
1	Pham Tuan Ngoc	Chairman of the Board	Head of Committee
2	Pham Minh Tuan	General Director	Deputy Head
3	Pham Thu Huong	Member of the Board	Member
4	Le Viet Su	Member of the Board	Member
5	Hoang Manh Hung	Head of Supervisory Board	Member
II	Organizing Committee		
1	Pham Minh Tuan	General Director	Head of Committee
2	Pham Thanh Tung	Deputy Director	Deputy Head
3	Tran Ngoc Thang	Deputy Director	Member
4	Pham Thu Huong	Member of the Board	Member
5	Tran Quang Hung	Manager of Organization and Administration Department	Member
6	Tran Tien Thanh	Company Secretary	Standing Member
7	Nguyen Thi Hong Thinh	Chief Accountant	Member
III	Eligibility Verification & Vote Counting Committee		
1	Pham Minh Tuan	Head of Planning & Materials Dept.	Head of Committee

No.	Full Name	Title/Position	Assignment/Role
2	Bui Thi My	Staff of Organization and Administration Department	Member
3	Nguyen Thi Thu Ha	Staff of Finance and Accounting Department	Member
IV	Meeting Secretariat		
1	Tran Tien Thanh	Company Secretary	
V	AGM Support Team		
1	Truong Thi Thu Ha	Staff of Organization and Administration Department	Team Leader
2	Tong Thi Giang	Staff of Organization and Administration Department	Team Member
3	Dang Thuy Lieu	Staff of Organization and Administration Department	Team Member
4	Bui Thi Thuy Nga	Staff of Organization and Administration Department	Team Member
5	Pham Thi Dung	Staff of Organization and Administration Department	Team Member
6	Dinh Thi Hoa	Staff of Organization and Administration Department	Team Member
7	AV, Backdrop & Hall Setup; Security & Shareholder Guidance	03 Persons	

*** Note:** The Heads of Committees and the Leader of the Support Team are responsible for assigning specific tasks to their respective members to ensure the best possible conditions for the organization of the General Meeting. All committees and the Support Team shall automatically dissolve upon the completion of their assigned duties.

Upon receipt of this Plan, all relevant units and individuals are required to strictly implement their assigned tasks

Recipients:

- SSC ; HNX ; VSDC (for reporting)
- Board of Directors, Supervisory Board (e-copy) ;
- Party Committee, Trade Union, Youth Union (e-copy) ;
- General Director, Deputy Directors, Chief Accountant (e-copy) ;
- Assigned units (e-copy);
- Shareholders (website);
- Archives: Administrative Office, Organization and Administration Department, Secretary.

ON BEHALF OF THE BOARD OF
DIRECTORS
CHAIRMAN



Pham Tuan Ngoc