

Uong Bi, March 05, 2026

No.: 74 /KH-TVD

PLAN
For Organizing the 2026 Annual General Meeting of Shareholders

Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020, the Law amending and supplementing a number of articles of the Law on Enterprises No. 76/2025/QH15 dated June 17, 2025, and the guiding documents for implementation;

Pursuant to the Charter on Organization and Operation of the Company and the Internal Regulation on Corporate Governance;

Based on the Company's business and production conditions and Resolution No. 04/TVD-HĐQT dated March 4, 2026 of the Board of Directors approving the Plan for organizing the 2026 Annual General Meeting of Shareholders of Vinacomin – Vang Danh Coal Joint Stock Company;

The Board of Directors hereby formulates the Plan for organizing the 2026 Annual General Meeting of Shareholders, as follows:

1. Meeting Time

- The notice of the record date shall be prepared no later than March 10, 2026; the expected record date is March 30, 2026.
- The date for holding the Annual General Meeting of Shareholders is expected to be April 28, 2026. In the event that the first meeting of the General Meeting of Shareholders is unsuccessful, the Board of Directors shall convene the second meeting one day after the first meeting.

2. Meeting Venue: The Hall of Vang Danh Coal - Vinacomin Joint Stock Company (No. 969 Bach Dang Street, Uong Bi Ward, Quang Ninh Province, Viet Nam).

3. Participants

- Members of the Board of Directors, the Board of Management, and the Supervisory Board of the Company.
- Shareholders representing state capital, institutional shareholders, individual shareholders, or their authorized representatives.

In order not to affect the Company's production and business plan for the second quarter of 2026, the Board of Directors requests that shareholders who are employees of the Company consider authorizing a representative to attend the Meeting. External shareholders may attend the Meeting in person, form a group of shareholders, or authorize a representative to attend the Meeting on their behalf.

- Representatives of the independent auditing firm that audited the 2025 financial statements and several other invited delegates shall also be invited.

4. Meeting Agenda

The General Meeting of Shareholders shall discuss and approve the following matters:

- Report on business performance in 2025 and the business plan for 2026;
- Report on the activities of the Board of Directors in 2025 and orientations for 2026;
- Report of the Supervisory Board evaluating the business performance and appraising the Company's audited financial statements for 2025;
- Report on the activities of the Supervisory Board and evaluation of the performance of the Board of Directors and the General Director in 2025;
- Report on the remuneration, allowances and salaries paid to the Board of Directors, the Supervisory Board and the Board of Management in 2025; and proposal for remuneration, allowances and salaries for 2026;
- Audited Financial Statements for 2025;
- Submission on the profit distribution plan for 2025;
- Proposal on the dividend rate for 2026;
- Approval of the amendment and supplementation to the Charter on Organization and Operation of the Company (supplementing the Company's business line: Surveying and mapping, industry code 71102), and amendments to several articles in accordance with Law No. 68/2015/QH15;
- Report on the selection of an independent auditing firm to audit the Company's financial statements for 2026;
- Other matters falling under the authority of the General Meeting of Shareholders.

5. Preparation tasks

5.1. Investment and Environment Department: Prepare the report on the implementation results of investment activities in 2025 and the orientations and tasks for 2026 (the report should be concise, clearly stating the achievements, unaccomplished tasks, and the reasons thereof).

Submission deadline: Before March 15, 2026.

5.2. Planning Department: Prepare the report on business performance in 2025 and the business plan for 2026 (the report should be concise—not exceeding 8 pages, clearly analyzing the tasks that have not been accomplished in

accordance with the Resolution of the 2025 Annual General Meeting of Shareholders).

Submission deadline: Before March 15, 2026.

5.3. Organization and Labor Department:

- Advise the General Director on the issuance of decisions on: (i) Establishment of the Steering Committee for organizing the 2026 Annual General Meeting of Shareholders; (ii) Establishment of the Organizing Committee for the 2026 Annual General Meeting of Shareholders; (iii) Establishment of the Committee for Verification of Shareholders' Eligibility and Representatives Attending the Meeting; (iv) Establishment of the Advisory Team assisting the Chairperson of the Meeting in responding to shareholders' questions; (v) Establishment of the Supporting Team for the Meeting (The list of personnel shall be prepared in accordance with Section 6 of this Plan).

- Prepare the report on remuneration, allowances and salaries paid to the Board of Directors, the Supervisory Board and the Board of Management in 2025, and the proposal for remuneration, allowances and salaries for 2026.

Submission deadline: Before March 15, 2026.

5.4. Accounting Department: (i) Take the lead, in coordination with relevant departments of the Company, in preparing the profit distribution plan for 2025 and the dividend payment plan for 2026 for submission to the General Director and the State Capital Representative for reporting to Vinacomin; (ii) Complete the audited financial statements for 2025 for submission to the Supervisory Board and the Board of Directors, and distribute them to shareholders before March 22, 2026.

Deadline for obtaining the Group's opinion: Before March 22, 2026.

5.5. Surveying and Geology Department: Prepare a report on the necessity of supplementing the Company's business line (addition of the business line: Surveying and Mapping, industry code 71102) and submit it to the Investment and Environment Department before March 15, 2026.

5.6. Supervisory Board: Request the relevant functional departments of the Company to prepare the following:

- Report of the Supervisory Board evaluating the Company's business performance and appraising the audited financial statements for 2025;
- Report on the activities of the Supervisory Board and the evaluation of the performance of the Board of Directors and the General Director in 2025;
- Submission on the selection of an independent auditing firm to audit the Company's financial statements for 2026.

Deadline for submission of reports for disclosure as AGM materials: Before March 22, 2026

5.7. Company Secretary – Person in charge of information disclosure of the Company shall prepare:

- Dossiers and documents for working with the Vietnam Securities Depository and Clearing Corporation (VSDC) to determine the record date for shareholders entitled to attend the 2026 Annual General Meeting of Shareholders;
- Proposal for engaging a consulting service provider to organize the Meeting, printing the Invitation Letters and sending them to shareholders (estimated 2,000 invitation letters);
- Report on the activities of the Board of Directors in 2025 and the plan for 2026;
- Drafts of: Regulation on organization of the Meeting; agenda; minutes; resolution; voting ballots; election ballots; and the script for conducting the Meeting;
- Coordinate with relevant departments to complete reports and submissions on business performance, profit distribution, remuneration payment, etc., in accordance with the planned schedule;
- Consolidate, review and revise reports prepared by departments; arrange printing and distribution of AGM materials to shareholders and disclose information on the securities market in accordance with regulations, including: (i) Posting on the Company's website; (ii) Posting on the information disclosure portal of the State Securities Commission of Viet Nam; (iii) Posting on the Hanoi Stock Exchange's information disclosure system regarding the General Meeting of Shareholders;
- Coordinate with the Organization and Labor Department to compile the list of shareholders provided by the Vietnam Securities Depository and Clearing Corporation, send the notice of the Meeting, prepare specialized reports, and develop programs for shareholder management and voting management;
- Finalize dossiers for submission to the General Director and the State Capital Representative to obtain approval from Vietnam National Coal and Mineral Industries Group (Vinacomin) on matters to be voted at the General Meeting of Shareholders; prepare the budget estimate for organizing the Meeting and perform investor relations duties in accordance with legal regulations.

5.8. Office

- Design and install a banner at the Company's Headquarters entrance:
**"WELCOME SHAREHOLDERS AND REPRESENTATIVES
ATTENDING THE 2026 ANNUAL GENERAL MEETING OF
SHAREHOLDERS OF VANG DANH COAL - VINACOMIN JOINT
STOCK COMPANY"**
- Design and install a backdrop inside the Meeting Hall:

"2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF VANG DANH COAL - VINACOMIN JOINT STOCK COMPANY"

Uong Bi, April 28, 2026

- Arrange video recording and photography for documentation of the Meeting; prepare videos and clips introducing and promoting the Company's activities to be played before the Meeting and during the intermission.
- Direct the Life Services Workshop to properly carry out preparations, ceremonial arrangements, and reception services for delegates during the Meeting.

5.9. Mechanical, Electrical and Transportation Department:

- Direct the Life Services Workshop and the Electrical Workshop to ensure adequate preparation of sound and lighting equipment in the Hall and a backup generator in case of power outages;
- Arrange for the installation of internet networks inside and outside the Hall to facilitate the online data update system of the consulting firm organizing the Meeting (to be completed before April 27, 2026);
- Assign personnel to provide technical support for sound and lighting equipment during the Meeting;
- Post on the Company's website all information related to the organization of the 2026 Annual General Meeting of Shareholders, in accordance with the content and schedule requested by the Company Secretary.

5.10. Internal Control and Security Department:

- Arrange parking supervision for delegates attending the Meeting and guide them to the Hall on the 2nd floor of Canteen No. 1, ensuring that delegates do not enter the working areas of the Company's departments;
- Assign two staff members at the Hall to maintain order and security throughout the duration of the Meeting.

5.11. Life Services Workshop:

- Arrange tables and chairs in the Hall (Chairperson's table and Secretary's table); prepare nameplates for the Chairperson and the Secretary; prepare 01 ballot box and 01 voting ballot collection box; prepare voting cards (mica cards);
- Arrange tables and chairs outside the Hall to serve the verification of shareholders' eligibility and the areas for vote counting and election ballot counting;
- Provide drinking water (bottled water and tea) for shareholders during the break while the Organizing Committee conducts the vote counting;
- Arrange lunch on April 28, 2026 (expected 50 servings, buffet style);

- Coordinate with workers of Uong Bi Coal Production and Trading Joint Stock Company to operate the fountain and clean the entire Company premises, ensuring cleanliness.


6. Personnel for the Meeting:

Establishment of the Steering Committee, the Organizing Committee, the Committee for Verification of Shareholders' Eligibility and Vote Counting, and the Supporting Team for the Meeting, including:

No.	Full Name	Position	Role
I	Steering Committee		
1	Nguyen Van Dung	Chairman of BOD	Head of Committee
2	Ho Quoc	BOD Member, Director	Deputy Head
3	Trinh Van An	BOD Member	Member
4	Tran Van Thuc	BOD Member	Member
5	Mr. Nguyen Ba Quang	BOD Member	Member
6	Tran Thi Van Anh	Head of Supervisory Board	Member
II	Organizing Committee		
1	Tran Van Thuc	Deputy Director	Head of Committee
2	Hoang Van	Head of Personnel Dept.	Deputy Head
3	Bui Ngoc Duc	Company Secretary	Permanent Member
4	Phung The Anh	Supervisory Board Member	Member
5	Nguyen Thi Thuy Diu	Supervisory Board Member	Member
6	Tran Thi Thu Thao	Chief Accountant	Member
7	Phung Trung Hoai	Head of Adm. Dept	Member
8	Duong Thanh Hung	Head of Security Dept.	Member
9	Nguyen Thanh Tung	Chief of Office	Member
III	Eligibility & Ballot Counting Committee		
1	Phung The Anh	Supervisory Board Member	Head of Committee
2	Nguyen Thi Thuy Diu	Supervisory Board Member	Member
3	Nguyen Thi Ha	Staff of Personnel Dept.	Member

No.	Full Name	Position	Role
IV	Meeting Secretary		
1	Bui Ngoc Duc	Company Secretary	
VI	Meeting Support Team		
1	Bui Ngoc Duc	Company Secretary	Team Leader
2	Le Xuan Quang	Deputy Chief of Office	Member
3	Lai Duc Vuong	Deputy Head of the Organization and Labor Dept.	Member
4	Nguyen Bich Nhien	Deputy Head of the Accounting Dept.	Member
5	Tran Thi Bich Lien	Deputy Head of Security Dept.	Member
6	Nguyen Thi Ha	Staff of Personnel Dept.	Member
7	Nguyen Thi Thu Hien	Staff of Accounting Dept.	Member
8	Vu Duc Trong	Staff of Gen. Affairs Dept.	Member

*** Note:** The Head of each Committee and the Leader of the Supporting Team shall be responsible for assigning tasks to their members to ensure the best conditions for organizing the Meeting. The committees and supporting teams shall be automatically dissolved upon completion of their duties.

Upon receipt of this Plan, all departments and individuals concerned are requested to seriously implement it. 

Nơi nhận:

- SSC; HNX (for reporting);
- BOD; SB: hard copy & e-copy;
- Party Committee; Trade Union; Youth Union: e-copy;
- GD; DGDs; Chief Accountant: e-copy;
- Departments/Units: e-copy;
- Shareholders: posted on the Company's website;
- Filed at: Admin.; O&L Dept.; Company Secretary (05).

ON BEHALF OF THE BOARD OF DIRECTORS CHAIRMAN



Nguyễn Văn Dung