

Số: 1469/TB-VMC

Quang Ninh, April 01st, 2026

**NOTICE**  
**Regarding the Organization of the 2026 Annual General Meeting of Shareholders**

Pursuant to the Charter on the organization and operation of VINACOMIN – Machinery Joint Stock Company;

Pursuant to Resolution No. 44/NQ-VMC dated March 2nd, 2026, and Plan No. 778/KH-VMC dated March 2nd, 2026, issued by the Board of Directors of the Company regarding the organization of the 2026 Annual General Meeting of Shareholders;

The Board of Directors of VINACOMIN - Machinery Joint Stock Company respectfully informs our Shareholders of the closing of the shareholder list and the organization of the 2026 Annual General Meeting of Shareholders as follows:

**1. Meeting Time:** 08:00 AM, Thursday, April 23rd, 2026

**2. Venue:** Conference Hall, VINACOMIN – Machinery Joint Stock Company (No. 486, Tran Phu Street, Quang Hanh Ward, Quang Ninh Province).

**3. Participants:** The Board of Directors, the Board of Management, the Supervisory Board, Shareholders of VINACOMIN – Machinery Joint Stock Company and authorized representatives in accordance with legal regulations.

**4. Meeting Agenda:**

*The General Meeting shall discuss and approve the following contents:*

- Report on business performance in 2025, orientation and tasks for 2026.
- Report on the activities of the Board of Directors in 2025 and strategic directions for 2026.
- Appraisal report on the audited 2025 financial statements.
- Supervisory Board's Report on the Management and Oversight of the Board of Directors and the Executive Board; Report on the Supervisory Board's Activities in 2025.
- Proposal for the 2025 Profit Distribution and Dividend Payment Plan.
- Proposal for the implementation of Salaries and Remuneration for 2025 and Proposed Salary and Remuneration Plan for Executive Management in 2026.
- Proposal for the selection of an independent audit firm for the audit of the Company's 2026 financial statements.
- Proposal on the approval of contracts exceeding 35% of the total assets.
- Proposal on the approval of amendments and supplements to the Company's Charter and related regulations



- 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. Registration and Confirmation Deadline:** Before 4:00 PM, April 20th, 2026.

- Shareholders are requested to submit their Confirmations of Attendance and authorization documents (if applicable) to confirm attendance at the meeting to the Organization – Administration Department, VINACOMIN – Machinery Joint Stock Company (Address: No. 486, Tran Phu Street, Quang Hanh Ward, Quang Ninh Province).

- Shareholders unable to attend the meeting may authorize another person to represent them. The authorization must be made in writing (using the Company's designated form) and signed by both the authorizing shareholder and the authorized representative. The authorized representative is not permitted to delegate this authority further. Shareholders and authorized representatives are requested to bring their Citizen Identity Card (ID Card) or a valid Power of Attorney when attending the General Meeting of Shareholders.

- Shareholders who neither attend the meeting nor authorize a representative shall be considered as voluntarily waiving their right to participate. Any subsequent complaints or disputes regarding attendance rights will not be addressed.

This notice serves as an official invitation in case a shareholder has not received a separate invitation.

**Recipients:**

- All shareholders of the Company;
- Board of Directors, Supervisory Board (e-copy);
- Executive Board (e-copy);
- Website: chetaomay.com.vn;
- Departments and organizations within the Company (e-copy);
- Archive: Company Secretary, Administrative Office.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN**



**Pham Tuan Ngoc**

**Note:**

- Shareholders seeking further details may contact Mr. Trần Tiến Thành – Company Secretary at Phone: 0362 857 786 or 0834 111 186; Email: [tienthanhvmc@gmail.com](mailto:tienthanhvmc@gmail.com); Fax: 0203 3862 034 for guidance.

- Relevant documents related to the meeting agenda are available on the Company's website at: [chetaomay.com.vn](http://chetaomay.com.vn).

- Shareholders attending the General Meeting shall be responsible for their own accommodation, meals, and travel expenses, and must comply with the Company's regulations at the meeting venue.

This is an English version. If there is any discrepancy or different understanding between the Vietnamese version and the English version, the Vietnamese version shall prevail.



**CONFIRMATION OF ATTENDANCE**  
**THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**VINACOMIN - MACHINERY JOINT STOCK COMPANY**

**To: THE BOARD OF DIRECTORS OF VINACOMIN - MACHINERY JOINT STOCK COMPANY**

Shareholder's Name: .....

Address: .....

ID Card/Business Registration Certificate/Passport No.: ..... Date of Issue: .....

Place of Issue: .....

Phone Number: ..... Fax: .....

Number of Shares Owned: .....

Number of Shares Authorized (attached with the authorization document(s)): .....

Total Voting Shares: .....

I hereby confirm my attendance at the 2026 Annual General Meeting of Shareholders of VINACOMIN - Machinery Joint Stock Company, which will be held on April 23rd, 2026, at the Company's Conference Hall (No. 486 Tran Phu Street, Quang Hanh Ward, Quang Ninh Province).

Request to speak on the following matters (if any):

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....., date.....month.....year.....

**SIGNATURE OF SHAREHOLDER**

(Signature, Full Name, and Seal if applicable)

**Notes:**

- Shareholders are kindly requested to send this Confirmation of Attendance via mail, fax (Fax: 020.33862034), or submit it directly to the Office of VINACOMIN - Machinery Joint Stock Company

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*before 4:00 PM, April 20th, 2026 (Address: No. 486 Tran Phu Street, Quang Hanh Ward, Quang Ninh Province). For any inquiries, please contact Mr. Tran Tien Thanh – Company Secretary at Phone: 0362.857.786 or 0834.111.186 for assistance.*

*- If the shareholder is attending the meeting by proxy, please submit the authorization document(s) along with this Confirmation of Attendance (the authorization document must follow the Company's template).*



**POWER OF ATTORNEY**  
**TO ATTEND THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**VINACOMIN - MACHINERY JOINT STOCK COMPANY**

**1. PRINCIPAL:**

Full Name/Organization: .....

Address/Phone: .....

ID Number/Business Registration Number/Passport Number:..... Date of Issue:.....

Place of Issue: .....

Number of Shares Owned: .....

(In words: .....)

**2. AUTHORIZED REPRESENTATIVE**

Full Name/Organization: .....

Address/Phone: .....

ID Number/Business Registration Number/Passport Number:..... Date of Issue:.....

Place of Issue: .....

Number of Shares Owned: .....

Number of Shares Authorized: .....

Total Number of Voting Shares: .....

(In words: .....)

**3. SCOPE OF AUTHORIZATION**

The authorized representative is authorized to represent the principal to attend and vote at the 2026 Annual General Meeting of Shareholders of VINACOMIN - Machinery Joint Stock Company.

This power of attorney is valid only during the period of the 2026 Annual General Meeting of Shareholders of VINACOMIN - Machinery Joint Stock Company.

We fully assume responsibility for this authorization and commit to complying with all applicable laws and regulations of VINACOMIN - Machinery Joint Stock Company.

**AUTHORIZED REPRESENTATIVE**

(Signature, Full Name, Seal)

**PRINCIPAL**

(Signature, Full Name, Seal)

**Notes:**

- *The authorized representative is not allowed to delegate the authorization to another person to attend the meeting.*
- *This power of attorney is only valid when submitted to the Organizing Committee before the start of the Annual General Meeting.*

**VINACOMIN – MACHINERY JOINT STOCK COMPANY**  
**THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

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**QUESTION SUBMISSION FORM**

**Shareholder's Name:**.....– **ID Number/Citizen Identification**

**Number:** .....

**Or Shareholder's Representative:** .....

**Question Content:** .....

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