

No: 20 /NQ-HĐQT

Hanoi, 11<sup>th</sup> May 2026

**RESOLUTION**

Regarding the Approval of the Plan for Organizing the 2026 Annual General Meeting of Shareholders

**BOARD OF DIRECTORS  
VIETNAM NATIONAL CONSTRUCTION CONSULTANT  
CORPORATION – JSC**

Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020; and the Law on Amendments and Supplements to the Law on Enterprises No. 76/2025/QH15 dated June 17, 2025;

Pursuant to the Charter on Organization and Operation of Vietnam National Construction Consultant Corporation – JSC approved by the General Meeting of Shareholders on October 15, 2021;

Pursuant to the voting results dated May 11, 2026 of the Board of Directors regarding the plan for organizing the 2026 Annual General Meeting of Shareholders;

**RESOLVES:**

**Article 1:** Approval of the plan for organizing the 2026 Annual General Meeting of Shareholders as follows:

- The record date for shareholders to exercise the right to attend the 2026 Annual General Meeting of Shareholders: June 1, 2026.
- Time of the Meeting: June 29, 2026.
- Venue: 8th Floor Hall of the Corporation, No. 183 Huynh Thuc Khang Street, Lang Ward, Hanoi.
- Agenda: To approve a number of matters falling under the authority of the General Meeting of Shareholders.

*(Detailed plan attached to this Resolution).*

**Article 2:** This Resolution shall take effect from the date of signing./.

**Article 3.** Members of the Board of Directors, the Board of Management, company executives, heads of functional departments, and relevant individuals shall carry out all necessary procedures in accordance with applicable laws and



current internal regulations in order to implement the tasks under the above-mentioned plan and shall be responsible for the implementation of this Resolution./.

***Recipients:***

- As stated in Article 3;
- SSC; HNX; VSD;
- Board of Supervisors;
- Internal Audit Department;
- Filed at: AD, Corporate Governance Department.

**ON BEHALF OF THE BOARD OF  
DIRECTORS  
CHAIRMAN**



**Thân Hong Linh**



**PLAN**  
**Organization of the 2026 Annual General Meeting of Shareholders**

Pursuant to the resolution of the Board of Directors dated 11./5/2026, the Board of Directors hereby issues the plan for the 2026 Annual General Meeting of Shareholders attached to Resolution No 20/NQ-HĐQT as follows:

**1. Time:**

Record date for shareholders entitled to attend the 2026 Annual General Meeting of Shareholders (final registration date): June 01, 2026.

Date of the Annual General Meeting of Shareholders (AGM): June 29, 2026.

**2. Venue:** Hall on the 8th Floor of the Corporation, No. 183 Huynh Thuc Khang, Lang Ward, Hanoi.

**3. Agenda:** The Meeting shall discuss and approve the following contents

- Report on the operational results of the Board of Directors in 2025 and operational orientation for 2026;
- Report on production and business performance in 2025 and orientations and tasks for 2026;
- Report on the operational results of the Supervisory Board in 2025 and operational orientation for 2026;
- Submission on the audited financial statements for 2025;
- Submission on the profit distribution plan, appropriation of funds for 2025 and plan for 2026;
- Submission on salaries and remuneration of the Board of Directors and Supervisory Board in 2025 and plan for 2026;
- Submission on the selection of an independent auditing firm for 2026;
- Submission on amendments to the Charter, corporate governance regulations, operating regulations of the Board of Directors, operating regulations of the Supervisory Board (if any), and amendments/supplements to business registration;
- Submission on consolidation of personnel of the Board of Directors and Supervisory Board;
- Other matters under the authority of the Meeting.

**4. Preparation work**

**4.1. Planning and Investment Department**

- Report on production and business performance in 2025 and orientations and tasks for 2026;
- Information disclosure work: dossiers and documents for working with the Vietnam Securities Depository and Clearing Corporation to finalize the list of shareholders entitled to attend the 2026 AGM; compilation of the shareholder



list for submission to the Organizing Committee; disclosure of information related to the AGM in accordance with the prescribed timeline;

- Submission on amendments and supplements to business registration.

- *Deadline for report submission: Before May 25, 2026.*

#### **4.2. Organization and Human Resource Development Department**

- Prepare the submission on payment of salaries and remuneration for the Board of Directors and Supervisory Board in 2025 and plan for 2026;
- Prepare voting ballots;
- Election ballots;
- Prepare the shareholder list for the Shareholder Eligibility Verification Committee and Vote Counting Committee;
- Submission on Charter amendments.

- *Deadline for report submission: Before May 25, 2026.*

#### **4.3. Finance and Accounting Department**

- Prepare the submission on the profit distribution plan, appropriation of funds for 2025 and plan for 2026;
- Submission on the audited financial statements for 2025;

- *Deadline for report submission: Before May 25, 2026.*

#### **4.3. Corporate Office**

- Photocopy documents for shareholders according to the list provided by the Planning and Investment Department;
- Prepare facilities at the Hall on the 8th Floor of the Corporation including tables and chairs, sound system, microphones, sockets, tables for the Presidium, Secretariat, Vote Counting Committee, Shareholder Eligibility Verification Committee, ballot box; computers and printers for the Shareholder Eligibility Verification Committee, Vote Counting Committee, Secretariat; and arrange security personnel and receptionists to guide shareholders attending the AGM...
- Security and order work at the AGM and other tasks during the Meeting;
- Prepare tea, water and lunch for the Organizing Committee, supporting committees, AGM support personnel and logistics staff of the Office (estimated 30–40 persons).

#### **4.4. Marketing and Market Development Department**

- Arrange personnel for photography and video recording at the Meeting.
- Post information disclosures on the Corporation's website regarding the organization of the 2026 AGM.

#### **4.5. Supervisory Board**

- Finalize reports including: Report on the operational results of the Supervisory Board in 2025, term 2021–2026 and operational orientation for 2026, term 2026–2031;
- Submission on the selection of an independent auditing firm for 2026;
- Submission on amendments to the operating regulations of the Supervisory Board (if any).

- *Deadline for report submission: Before May 25, 2026.*

#### **4.6. Person in charge of corporate governance**

- Report on the operational results of the Board of Directors in 2025, term 2021–2026 and operational orientation for 2026, term 2026–2031;
- Notice of invitation; draft agenda; Meeting organization regulations; minutes; Resolution and Meeting administration contents.
- Responsible for shareholder relations matters.
- Prepare procedures for the Meeting to be conducted in accordance with legal regulations.
- Coordinate with functional departments to complete reports and submissions on schedule and submit them to the Board of Directors.
- Compile dossiers and report to the representative to seek voting opinions from SCIC.
- Report AGM results to SCIC.
- Submission on amendments to corporate governance regulations and operating regulations of the Board of Directors.
- *Deadline for report submission: Before May 25, 2026.*

### **5. Meeting Organizing Committee**

Establish the Steering Committee and Organizing Committee; Shareholder Eligibility Verification and Vote Counting Committee; Secretariat and supporting personnel for AGM work, including:

<b>No.</b>	<b>Full Name</b>	<b>Position</b>	<b>Assignment</b>
<b>I</b>	<b>Steering Committee and Organizing Committee</b>		
01	Mr. Than Hong Linh	Chairman of the BOD	Head
02	Mr. Tran Duc Toan	BOD Member – General Director	Deputy Head
03	Mr. Nguyen Ba Minh	BOD Member	Standing Member
04	Ms. Kieu Bich Hoa	BOD Member	Member
05	Mr. Tong Van Toan	BOD Member	Member
06	Mr. Nguyen Van Phuc	Head of Supervisory Board	Member
07	Mr. Nguyen Minh Hong	Deputy General Director	Member
08	Ms. Dinh Thi Thuy	Person in charge of Corporate Governance	Member
09	Ms. Dam Thi Hai Yen	Chief of Office	Member
10	Mr. Nguyen Cong Trung	Deputy Head of OHRD Department	Member
<b>II</b>	<b>Shareholder eligibility verification committee</b>		
01	Mr. Bui Xuan Phuoc	Director of VPKC2	Head
02	Mr. Nguyen Cong Trung	Deputy Head of Organization and HR Development Department	Member
03	Ms. Ngo Hoai An	Director of VPMEP1	Member

04	Mr. Pham Vu Thanh	Deputy Head of Planning and Investment Department	Member
05	Mr. Trinh Tuan Anh	Deputy Head of Accounting Department	Member
06	Ms. Dao Thu Thuy	Officer of Finance Department	Member
07	Ms. Nguyen Chau Giang	Office Staff	Member
08	Ms. To Thuy Linh	Marketing Department Staff	Member
09	Mr. Bui Thanh Tung	Officer of Finance Department	Member
III	Vote Counting Committee		
01	Ms. Dao Thi Tuyet Thanh	Head of Planning and Investment Department	Head
02	Mr. Nguyen Cong Trung	Deputy Head of Organization and Human Resource Development Department	Member
03	Mr. Pham Vu Thanh	Deputy Head of Planning and Investment Department	Member
04	Ms. Do Thi Thanh Hoa	Deputy Head of Marketing Department	Member
05	Mr. Trinh Tuan Anh	Deputy Head of Accounting Department	Member
06	Ms. Dao Thu Thuy	Officer of Finance Department	Member
07	Mr. Bui Thanh Tung	Officer of Finance Department	Member
08	Ms. Nguyen Ngoc Bich	Marketing Department Staff	Member
09	Mr. Nguyen Ngoc Tan	Officer of Planning and Investment Department	Member
IV	Secretariat and Supporting Personnel for the AGM		
01	Ms. Dinh Thi Thuy	Person in charge of Corporate Governance	Head
02	Mr. Bui Thanh Tung	Officer of Finance Department	Member
03	Ms. Tran Hai Yen Chi	Internal Audit Department Staff	Member
04	Ms. Quach Huyen Phuong	Internal Audit Department Staff	Member

**Note:** The Head of each committee is responsible for assigning tasks to members to ensure the best conditions for organizing the Meeting; committees shall automatically dissolve upon completion of their tasks.

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

