

No.: 01/HĐQT-ITASCO

Ha Noi, date 27 month 03 year 2025

**INVITATION OF ANNUAL SHAREHOLDERS
MEETING 2025**

Dear Sirs/madams: SHAREHOLDERS.
**OF VINACOMIN - INVESTMENT, TRADING AND SERVICE JOINT STOCK
COMPANY**

VINACOMIN - INVESTMENT, TRADING AND SERVICE JOINT STOCK COMPANY

- Address: No. 1 Phan Dinh Giot, Phuong Liet Ward, Thanh Xuan District - Hanoi City;

- Phone: 024.36647595;

- Business Registration Certificate issued by Hanoi Department of Planning and Investment No. 0200170658, 19th change on June 23, 2022.

The Board of Directors of Vinacomin Investment, Trade and Service Joint Stock Company (V-ITASCO) respectfully announces and invites shareholders of the Company to attend the Annual General Meeting 2025 of Shareholders of V-ITASCO:

1. General information:

1.1. Time of organization: Opening at 9:00 a.m. on April 22, 2025 (Tuesday).

1.2. Location: Meeting room, 11th floor, No. 01 Phan Dinh Giot, Phuong Liet ward, Thanh Xuan district, Hanoi city.

1.3. Contents of the Meeting:

Discuss and approve:

- + Report of the Board of Directors of the Company;
- + Audited financial statements for 2024;
- + Report of the Board of Supervisors; and selection of an auditing company for 2025;
- + Profit distribution plan for 2024;
- + Remuneration of the Board of Directors and Board of Supervisors of the Company;
- + Election of members of the Board of Directors and Board of Supervisors of the Company for the term 2025 - 2030.

2. Participants:

All shareholders owning shares of Vinacomin Investment, Trade and Service Joint Stock Company, closing the list until March 20, 2025.

Due to the large number of shareholders of the Company, the Company requests shareholders to consider authorizing another shareholder to attend the General Meeting.

Note: In case a shareholder authorizes his/her representative to attend the meeting, the authorization for the representative to attend the General Meeting of Shareholders must be made in writing (*according to the form*).

3. Registration procedures:

In order for the organization of the 2025 Annual General Meeting of Shareholders to proceed smoothly and successfully, the Board of Directors of the Company proposes:

3.1. Shareholders shall carry out the registration procedure to confirm their attendance or authorize others to attend the General Meeting from April 10, 2025.

3.2. Shareholders are requested to register to attend the meeting directly or authorize others to attend the General Meeting at the address:

General Administration Department, Investment, Trade and Service Joint Stock Company - Vinacomin. Address: No. 1 Phan Dinh Giot Street, Phuong Liet Ward, Thanh Xuan District, Hanoi City, in one of the following forms:

- a) Bring the registration documents directly to the Company;
- b) Register to participate according to the form, send to the Company by post;
- c) Register to participate according to the form, send via zalo (0983.389585).

Shareholders, please contact the officer in charge, if you need instructions:

Phone number: 0243 6647595 (office hours from Monday to Friday)

Phone number: 0983.389585 (Mr. Dung).

3.3. When attending the General Meeting, shareholders/authorized representatives of shareholders are requested to bring their ID card or passport (original); Original authorization letter, in case of authorization. 3.4. All travel, food and accommodation expenses before, after and during the General Meeting are borne by shareholders.

4. For candidacy and nomination documents for membership in the Board of Directors and Supervisory Board of Vinacomin Investment, Trade and Service Joint Stock Company for the 2025 - 2030 term.

- Documents (according to the form) include:

+ For shareholders being organizations: Nomination documents of the organization with the signature and seal of the authorized representative or the person appointed to represent the capital portion of the nominating organization as required by that organization, CV of the nominee.

+ For a group of shareholders: Minutes of the meeting of the nominating group of shareholders, Nomination application, CV of the nominee.

+ For individual shareholders: Application for candidacy, nomination, CV of the nominee, nominee.

Certified copies of diplomas and certificates proving the professional qualifications of the nominee, candidate according to regulations.

- The application must be sent directly to Vinacomin Investment, Trade and Service Joint Stock Company by **10:00 a.m. on April 18, 2025** at the address: General Administration Department - Vinacomin Investment, Trade and Service Joint Stock Company; No. 1 Phan Dinh Giot, Phuong Liet Ward, Thanh Xuan District, Hanoi City. Any application or nomination documents received by the Company after the above time (10:00 a.m. on April 18, 2025) will be considered invalid.

5. Documents for the General Meeting:

5.1. Documents attached to the Invitation Letter:

To facilitate the sending of invitation letters and to facilitate the discussion of issues at the 2025 Annual General Meeting of Shareholders, the Board of Directors of the Company sends (directly) to shareholders an invitation letter with the authorization form, registration form, regulations for nomination, candidacy, and election of members of the Board of Directors and the Supervisory Board.

5.2. Detailed set of documents: Shareholders are requested to view and download at the Company's website www.itasco.vn/vi

The detailed set of documents for the 2025 Annual General Meeting of Shareholders includes:

- + Agenda of the General Meeting of Shareholders;
- + Sample of confirmation/authorization to attend the General Meeting of Shareholders;
- + Regulations on nomination, candidacy, and election of members of the Board of Directors and the Supervisory Board.
- + Working regulations at the Company's General Meeting of Shareholders;
- + Report of the Board of Directors; Audited financial statements; Report of the Supervisory Board;
- + Other relevant documents.

The Board of Directors of the Company respectfully invites shareholders to arrange their time to attend the meeting to ensure the success of the General Meeting.

Sincerely!

Receiving place:

- As regards;
- Board of Directors;
- Board of Supervisors
- Archived: Board of Directors.

**CHAIRMAN OF THE BOARD OF
DIRECTORS**



Thieu Quang Thao