

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](http://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**



No.: 02/QĐ-HĐQT

*Ha Noi, date 27 month 03 year 2025*

**DECISION**

**Re: Promulgating the Regulations on nomination, candidacy, and election of members of the Board of Directors and Supervisory Board of Vinacomin Investment, Trade and Service Joint Stock Company**

**BOARD OF DIRECTORS  
OF VINACOMIN - INVESTMENT, TRADING AND SERVICE JOINT STOCK COMPANY**

**CÔNG TY CỔ PHẦN ĐẦU TƯ, THƯƠNG MẠI VÀ DỊCH VỤ – VINACOMIN**

- Pursuant to the Law on Enterprises and its implementing documents;
- Pursuant to the Charter of Vinacomin Investment, Trade and Service Joint Stock Company,

**DECISION:**

Promulgate the Regulations on nomination, candidacy, and election of members of the Board of Directors and Supervisory Board for the 2025 - 2030 term, with the following contents:

**ARTICLE 1. Subjects of election**

Shareholders owning shares with voting rights and authorized representatives of shareholders owning shares with voting rights (according to the list of shareholders of the Company as of March 20, 2025 of the Vietnam Securities Depository and Clearing Corporation).

**ARTICLE 2. Standards and conditions for membership in the Board of Directors and Supervisory Board (according to the current Enterprise Law)**

Basic standards:

**1. For members of the Board of Directors:**

- Have full civil act capacity, not be subject to the prohibition of enterprise management according to the provisions of the Enterprise Law.
- Have professional qualifications and experience in business management of the company and do not necessarily have to be a shareholder of the company.

**2. For members of the Board of Supervisors:**

- Have full civil act capacity and are not prohibited from establishing and managing enterprises according to the provisions of the Enterprise Law.
- Not being the wife or husband, biological father, adoptive father, biological mother, adoptive mother, biological child, adopted child, biological brother,



biological sister, or sibling of a member of the Board of Directors, General Director, or other managers of the Company.

- Not holding any management positions in the company; not necessarily being a shareholder or employee of the company.

**ARTICLE 3. Nomination of candidates for the Board of Directors, Board of Supervisors and number of elected members.**

- Shareholders holding voting shares for a continuous period of at least six (06) months have the right to combine the number of voting rights of each person to nominate candidates for the Board of Directors and Board of Supervisors.

**1. Nomination of candidates for the Board of Directors:**

- Shareholders or groups of shareholders holding from 10% to less than 20% of the voting shares may nominate 01 person to the Board of Directors.

- Shareholders or groups of shareholders holding from 20% to less than 50% of the voting shares may nominate up to 02 people to the Board of Directors.

- Shareholders or groups of shareholders holding from 50% to less than 65% of the shares may nominate up to 03 people to the Board of Directors.

- Shareholders or groups of shareholders holding from 65% or more of the voting shares may nominate enough candidates to participate in the Board of Directors.

**2. Nomination of candidates for the Board of Supervisors:**

- Shareholders or groups of shareholders holding from 10% to less than 20% of the voting shares may nominate 01 person to the Board of Supervisors.

- Shareholders or groups of shareholders holding from 20% to less than 50% of the voting shares may nominate up to 02 people to the Board of Supervisors.

- Shareholders or groups of shareholders holding from 50% or more of the voting shares may nominate enough candidates to participate in the Board of Supervisors.

**3. Number of members of the Board of Directors and Supervisory Board elected:**

- Number of members of the Board of Directors: 05 members.

- Number of members of the Supervisory Board: 03 members.

- The number of members of the Board of Directors and Supervisory Board will be approved by the Annual General Meeting of Shareholders before the election.

**ARTICLE 4. Application for candidacy and nomination to be elected to the Board of Directors and Supervisory Board.**

1. Application for self-nomination and nomination to be a member of the Board of Directors and Supervisory Board of Vinacomin Investment, Trade and Service Joint Stock Company for the 2025 - 2030 term according to the form, including:



- For a group of shareholders: Application for nomination, CV, diploma, certificate of professional qualifications of the nominee and candidate according to regulations.

- *For shareholders being organizations:* Nomination document of the organization with the signature and seal of the authorized representative or the person appointed to represent the capital of the nominating organization according to the request of that organization, CV of the nominee.

- For individual shareholders: Application for candidacy, nomination, CV, diploma, professional qualification certificate of the nominee, candidate according to regulations.

- ID card/Passport, diploma, professional qualification certificate of the nominee, candidate must have certified copies.

2. The self-nomination and nomination dossiers for election to the Board of Directors and the Board of Supervisors of the Company shall be sent directly to Vinacomin Investment, Trade and Service Joint Stock Company. The deadline for submitting dossiers shall be in accordance with the Notice of Vinacomin Investment, Trade and Service Joint Stock Company. 3. Based on the nomination and nomination applications of shareholders and the attached dossiers of the candidates, the Company will prepare a list of candidates who meet the prescribed conditions and submit them to the General Meeting of Shareholders for approval to elect additional members to the Board of Directors and the Board of Supervisors in accordance with the provisions of law and the Company's Charter.

#### **ARTICLE 5. Ballots and ballots.**

1. The list of candidates for the Board of Directors and the Supervisory Board is arranged in alphabetical order by name, with full names written on the ballot.

2. Ballots and ballots:

- Ballots are printed uniformly, with the total number of voting rights according to the attendance code.

- Shareholders or authorized representatives are given ballots for the Board of Directors and the Supervisory Board according to the attendance code.

- In case of incorrect recording, shareholders shall request the Election Committee to change the ballot.

- Shareholders shall elect members of the Board of Directors and Supervisory Board up to the maximum number of members of the Board of Directors and Supervisory Board approved by the General Meeting of Shareholders at the General Meeting.

#### **ARTICLE 6. Election method.**

1. Voting to elect members of the Board of Directors and Supervisory Board shall be carried out by cumulative voting.

2. Each shareholder shall have a total number of voting rights corresponding to the number of voting shares (including owned and authorized) multiplied by the



number of elected members of the Board of Directors and Supervisory Board approved by the General Meeting of Shareholders.

3. Method of electing members of the Board of Directors and Supervisory Board:

Shareholders vote by recording the number of shares for the number of candidates they choose. Shareholders directly record the number of voting rights in the blank box of the number of candidates they choose. The number of voting rights for each candidate may vary depending on the trust of the shareholder/shareholder representative for each candidate. The total number of voting rights that shareholders vote for candidates must not exceed the total number of voting rights of that shareholder/shareholder representative.

#### **ARTICLE 7. Cases where ballots are invalid.**

1. Ballots that do not follow the Company's prescribed form and do not have the Company's seal.

2. Ballots that are erased or have additional names outside the list of candidates approved by the General Meeting of Shareholders before voting.

3. The ballot has the total number of voting rights for the candidates of the shareholders exceeding the total number of voting rights of the shareholders owning/authorized.

4. The ballot does not have the signature of the shareholder/shareholder representative.

5. The ballot exceeds the number of members of the Board of Directors and the Supervisory Board approved by the General Meeting.

#### **ARTICLE 8. Election Committee, voting and counting principles.**

##### **1. Election Committee:**

- The Election Committee is nominated by the Presidium and approved by the General Meeting of Shareholders;

- The Election Committee is responsible for:

- + Guiding shareholders on the election process and voting methods;

- + Issuing ballots;

- + Conducting vote counting;

- + Announcing the election results before the General Meeting.

- Members of the Election Committee must not be on the list of nominees and candidates for the Board of Directors and the Supervisory Board.

##### **2. Principles of voting and counting:**

- The Election Committee shall check the ballot box in the presence of shareholders;

- Voting shall begin when the distribution of ballots is completed and end when the last shareholder places his/her ballot in the ballot box;

- The counting of ballots must be conducted immediately after the voting ends;



- The results of the vote counting shall be recorded in writing and announced to the General Meeting.

**ARTICLE 9. Principles for election of members of the Board of Directors and Supervisory Board.**

1. Elected members of the Board of Directors and Supervisory Board are determined based on the number of voting rights from high to low, starting from the candidate with the highest number of voting rights until the number of members of the Board of Directors and Supervisory Board is sufficient to be approved by the General Meeting of Shareholders.

2. In case there are candidates with equal percentage of votes of confidence that need to be eliminated to reach the required number of elected members according to regulations, the General Meeting will organize a re-election among these candidates to select.

**ARTICLE 10. Preparation and publication of the Minutes of the vote counting.**

1. After counting the votes, the Election Committee must prepare the minutes of the vote counting. The contents of the minutes of the vote counting include: The total number of shareholders attending the meeting, the total number of shareholders participating in voting, the ratio of voting rights of shareholders participating in voting compared to the total number of voting rights of shareholders attending the meeting (according to the cumulative voting method), the number and ratio of valid votes, invalid votes, and blank votes; the number and ratio of voting rights for each candidate for the Board of Directors and the Supervisory Board.

2. The full text of the Minutes of the vote counting must be published before the General Meeting.

**ARTICLE 11. Complaints about nomination, election and vote counting.**

Complaints about election and vote counting will be resolved by the meeting chairman and recorded in the minutes of the General Meeting of Shareholders.

**ARTICLE 12. Effective date.**

These regulations take effect from the date of signing.

The contents of the regulations are publicly presented to the General Meeting of Shareholders.

***Receiving place:***

- Shareholders of the Company;
- Board of Directors, Supervisory Board of V-ITASCO;
- Archived: VT, Board of Directors.

**CHAIRMAN OF THE BOARD OF DIRECTORS**



**Thieu Quang Thao**





**SOCIAL REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**

....., date month year 2025

**REGISTER**

**Attending the Annual General Meeting of Shareholders 2025  
of Vinacomin Investment, Trade and Service Joint Stock Company**

**Dear: Vinacomin Investment, Trade and Service Joint Stock Company**

Name of shareholder:.....

Address:.....

ID card/Business Registration Certificate No.:..... issued on: .....

at: .....

(Or) Business Registration Certificate No.: ..... issued

by ..... on ..... month ..... year .....

Contact phone number: ..... Fax: ..... Email:.....

Shareholder code:.....

Number of shares owned: ..... shares.

I have received the notice of the 2025 Annual General Meeting of Shareholders of Vinacomin Investment, Trade and Service Joint Stock Company. I now register to attend the Meeting in the following form:

- Attend the Congress in person
- Not attending the Congress
- Receive authorization to attend the Congress  
(with power of attorney attached)

☐☐☐

**\* Note:**

- Shareholders are requested to mark (X) in the corresponding box.
- If authorizing another person to attend, please attach the Authorization Letter to the Company.

**Shareholder signature**  
(Sign and full name)



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....., date      month      year 2025



**POWER OF ATTORNEY**

**Attending the Annual General Meeting of Shareholders 2025  
of Vinacomin Investment, Trade and Service Joint Stock Company**

**Dear: Vinacomin Investment, Trade and Service Joint Stock Company**

**Authorizing party:** .....

- ID card/Business Registration Certificate No.: ..... issued on: ..... at: .....
- Address: .....
- Contact phone number: .....
- Shareholder code: ..... Current number of shares: .....

**Authorized party (Mr./Ms.):** .....

- ID card/Business Registration Certificate No.: ..... issued on: ..... at: .....
- Address: .....
- Contact phone number: .....

**Authorization content:**

The authorized party represents the Authorizing Party to attend and vote on relevant issues at the 2025 Annual General Meeting of Shareholders within the scope of ..... shares out of the total ..... shares owned by the Authorizing Party.

**Commit:**

- The authorized party shall not re-authorize to another person and shall be responsible for strictly complying with the current provisions of the Law; the Charter of Vinacomin Investment, Trade and Service Joint Stock Company and the Regulations on organizing the General Meeting of Shareholders. - The authorized party shall be fully responsible for this authorization and shall commit to strictly comply with the current provisions of the Law; the Charter of Vinacomin Investment, Trade and Service Joint Stock Company and shall commit not to make any complaints or lawsuits against the Company.

We look forward to your consideration and approval. Thank you very much./.

**Authorized party**  
(Sign and full name)

**Authorizing party**  
(Sign and full name)



**SOCIAL REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**



....., date      month      year 2025

**POWER OF ATTORNEY**

**Attending the Annual General Meeting of Shareholders 2025  
of Vinacomin Investment, Trade and Service Joint Stock Company**

**Dear: Vinacomin Investment, Trade and Service Joint Stock Company**

**Authorizing party:** We, the shareholders owning .....voting shares of Vinacomin Investment, Trade and Service Joint Stock Company, including the following persons:

Oder	Full name	Ownership registration number	Number of shares owned	ID card (or passport)	Signature of Authorizing party
1					
2					
...					
<b>Total</b>					

Together agree to authorize:

**Authorized party (Mr./Ms.):**.....

- ID card/Business Registration Certificate No.:..... issued on: ..... at: .....

- Address: .....

- Contact phone number: .....

**Authorization content:**

The authorized party represents the authorized party to attend and vote on relevant issues at the 2025 Annual General Meeting of Shareholders within the scope of ..... shares out of the total ..... shares owned by the authorized party.

**Commit:**

- The authorized party shall not re-authorize to another person and shall be responsible for strictly complying with current regulations of the Law; Charter of Vinacomin Investment, Trade and Service Joint Stock Company and Regulations on organizing the General Meeting of Shareholders.

- The authorized party is fully responsible for this authorization and commits to strictly comply with current regulations of the Law; Charter of Vinacomin Investment, Trade and Service Joint Stock Company and commits not to make any complaints or lawsuits against the Company.

We look forward to your consideration and approval. Thank you very much./.

**Authorized party**  
(Sign and full name)