

No: 1802/GM-MTS

Ha Long, April 2, 2025

**INVITATION LETTER**  
**2025 Annual General Meeting of Shareholders**

**To: Shareholders of Vinacomin - Materials Trading Joint Stock Company**

Vinacomin - Materials Trading Joint Stock Company respectfully informs and cordially invites the Company's Shareholders to attend the 2025 Annual General Meeting of Shareholders with the following key contents:

**1. Main contents of the Meeting:**

The Meeting is expected to discuss and vote on the following matters:

- + Report on Business Performance in 2024 and the Business Plan for 2025.
- + Report on key indicators for the 5-year plan orientation for 2026–2030.
- + Report of the Board of Directors in 2024 on governance and performance of the Board and each of its members; orientation and tasks for 2025.
- + Report on the final settlement of remuneration, allowances, and salaries for members of the Board of Directors and the Board of Supervisors in 2024; plan for remuneration, allowances, and salaries in 2025.
- + Proposal for approval of the list of contracts and transactions between the Company and enterprises, major shareholders, and related parties in 2025.
- + Audited Financial Statements for 2024.
- + Report on the Dividend Payment and Profit Distribution Plan for 2024.
- + Report of the Board of Supervisors on the appraisal of the Business Performance Report, Financial Statements 2024, and Profit Distribution Plan of Vinacomin - Materials Trading Joint Stock Company.
- + Self-assessment report on the performance of the Board of Supervisors and supervision of the activities of the Board of Directors and Executive Management in 2024.
- + Report proposing approval of the list of approved auditing firms to audit the 2025 financial statements.
- + Proposal regarding the dismissal and nomination for election of members of the Board of Directors for Term III (2024–2029), to be elected/voted on at the 2025 Annual General Meeting of Shareholders.
- + Other matters under the authority of the General Meeting of Shareholders in accordance with the current Law on Enterprises (No. 59/2020/QH14)

Detailed meeting documents are posted in the "Shareholder Information General Meeting of Shareholders" section on the website: [vmts.vn](http://vmts.vn).

**2. Time and Venue of the Meeting:**

- Time: 8:00 AM, April 29, 2025
- Venue: Hall of Vinacomin - Materials Trading Joint Stock Company
- Address: Group 1, Zone 2, Hong Ha Ward, Ha Long City, Quang Ninh Province.

### 3. Participants of the Meeting:

- Members of the Board of Directors and the Board of Supervisors of Vinacomin - Materials Trading Joint Stock Company;
- Shareholders of the Company whose names appear on the list of shareholders as of the record date (March 26, 2025) provided by the Vietnam Securities Depository and Clearing Corporation (VSDC), or their legally authorized representatives;
- Shareholders or authorized representatives attending the Meeting are kindly requested to bring their Citizen ID Card/ID Card/Passport, and a notarized copy of the Business Registration Certificate (for institutional shareholders) for shareholder eligibility registration

\* In order to avoid disruption to the Company's production and business operations due to time arrangement for attending the Meeting, employee shareholders of the Company are kindly requested to consider authorizing a representative to attend the Meeting (authorization may be done by unit/workshop/department); external shareholders may attend in person or group together and authorize a representative to attend the Meeting.

### 4. Nomination and Candidacy for Additional Election of Members of the Board of Directors (Term III, 2024–2029):

Implementation shall comply with the Company's Charter and the Regulations on nomination, candidacy, and election of members of the Board of Directors for Term III (2024–2029). *(The notice of nomination and candidacy is enclosed)*

The nomination and candidacy dossier (using the prescribed form in the Election Regulations) must be submitted to the Company no later than 10:00 AM on April 19, 2025.

### 5. Proposals on Meeting Agenda:

A shareholder or group of shareholders holding 5% or more of the Company's voting shares continuously for at least six (06) consecutive months up to the record date may propose additional agenda items or contents of the Meeting in writing. Please kindly submit such proposals to the Company no later than 10:00 AM on April 26, 2025.

### 6. Registration for the Meeting:

To facilitate the organization of the Meeting, shareholders are kindly requested to confirm their attendance (by submitting directly to the Company, via post, fax, or email) by sending the Attendance Confirmation Form (using the prescribed form) to the Company Secretary no later than 10:00 AM on April 25, 2025.

For further information, please contact:

Ms. Hoang Mai Phuong – Company Secretary

Phone: 0978.566.888 – Email: [hdqt.vmts@gmail.com](mailto:hdqt.vmts@gmail.com).

*Sincerely!*

#### *Recipients:*

- Valued Shareholders;
- Members of the BOD and the BOS;
- Executive Management Board;
- MTS Website;
- Save at Company Office and the BOD

ON BEHALF OF BOD  
CHAIRMAN



**Pham Dang Phu**





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**PROXY LETTER**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**Authorizing Party:** .....  
ID/Passport: ..... Date of issue: .....  
Place of issue: .....  
Address: .....  
Phone number: .....  
Currently holding: ..... shares of Vinacomin - Materials Trading JSC Stock.

**Authorized Party:**

Mr/Ms: .....  
Enterprise: .....  
ID/Passport/Business Registration No.: ..... Date of issue: .....  
Place of issue: .....  
Phone number: .....

To represent me at the 2025 Annual General Meeting of Shareholders of Vinacomin - Materials Trading Joint Stock Company and to vote on all matters under the authority of the General Meeting of Shareholders, with voting rights corresponding to the number of shares represented.

I take full legal responsibility for this authorization and undertake not to raise any complaints or disputes regarding this authorization in the future.

*April ... 2025*

**AUTHORIZED PARTY**

*(Signature, full name)*

**AUTHORIZING PARTY**

*(Signature, full name)*

*Note:*

This proxy form is applicable to individual shareholders. Shareholders are kindly requested to send this Proxy Letter to the following address:

- Ms. Hoang Mai Phuong – Company Secretary
- Vinacomin - Materials Trading Joint Stock Company -Group 1, Zone 2, Hong Ha Ward, Ha Long City, Quang Ninh Province
- Deadline for submission: Before 10:00 AM on April 25, 2025.



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**PROXY LETTER**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**Authorizing Party:** .....

Business Registration No: ..... Date of issue: .....

Date of issue: .....

Address: .....

Phone number: .....

Currently holding: .....shares of Vinacomin - Materials Trading JSC Stock.

**Authorized Party:**

Mr/Ms: .....

Enterprise: .....

ID/Passport/Business Registration No.: ..... Date of issue: .....

Place of issue: .....

Address: .....

Phone number: .....

On behalf of ..... (name of the organization) to attend the 2025 Annual General Meeting of Shareholders of Vinacomin - Materials Trading Joint Stock Company and vote on all matters under the authority of the General Meeting of Shareholders with voting rights corresponding to the number of shares represented.

..... (name of the organization) shall take full legal responsibility for this authorization and undertakes not to raise any complaints or disputes regarding this authorization in the future.

*April ... 2025*

**AUTHORIZED PARTY**

*(Signature, full name)*

**AUTHORIZING PARTY**

*(Legal Representative (sign and stamp))*

**Note:**

This proxy form is applicable to institutional shareholders. Shareholders are kindly requested to send this Proxy Letter to the following address:

- Ms. Hoang Mai Phuong – Company Secretary
- Vinacomin - Materials Trading Joint Stock Company -Group 1, Zone 2, Hong Ha Ward, Ha Long City, Quang Ninh Province
- Deadline for submission: Before 10:00 AM on April 25, 2025

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**PROXY LETTER**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**COLLECTIVE AUTHORIZATION LIST**

We are:

No.	Full Name of Authorizing Person	Shareholder Code	ID/Passport No.	Number of Shares Owned	Signature of Authorizing Person
1					
2					

**Authorized Representative's Information:**

Full name:

Organization:

ID/Passport No.:

Shareholder code:

To represent us at the 2025 Annual General Meeting of Shareholders of Vinacomin - Materials Trading Joint Stock Company and to vote on all matters under the authority of the General Meeting of Shareholders, with voting rights corresponding to the number of shares represented.

any complaints or disputes regarding this authorization in the future.

*Apr-25*

**AUTHORIZED PARTY**

(Signature, full name)

*Note:*

This proxy form is applicable to individual shareholders. Shareholders are kindly requested to send this Proxy Letter to the following address:

- Ms. Hoang Mai Phuong – Company Secretary
- Vinacomin - Materials Trading Joint Stock Company -Group 1, Zone 2, Hong Ha Ward, Ha Long City, Quang Ninh Province
- - Deadline for submission: Before 10:00 AM on April 25, 2025



VINACOMIN - MATERIALS  
TRADING JOINT STOCK COMPANY

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**ATTENDANCE CONFIRMATION FORM**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Shareholder: .....

ID/Passport: ..... Date of issue: .....

Place of issue: .....

Phone number: .....

Currently holding: ..... shares of Vinacomin - Materials Trading JSC Stock.

I have received the Invitation Letter to attend the 2025 Annual General Meeting of Shareholders and the instructions for accessing the meeting documents. I hereby confirm to Vinacomin - Materials Trading Joint Stock Company my attendance at the 2025 Annual General Meeting of Shareholders as follows:

☐ **Attending in person**

☐ **Attending by proxy**

☐ **Not attending**

*April ... 2025*

**Shareholder**

*(Signature, full name)*

**Note:**

This proxy form is applicable to individual shareholders. Shareholders are kindly requested to send this Attendance Confirmation Form to the following address:

- Ms. Hoang Mai Phuong – Company Secretary
- Vinacomin - Materials Trading Joint Stock Company -Group 1, Zone 2, Hong Ha Ward, Ha Long City, Quang Ninh Province
- Deadline for submission: Before 10:00 AM on April 25, 2025.
- In case of proxy attendance, the Shareholder shall authorize a representative using the attached Proxy Letter and submit it to the address mentioned above.

**VINACOMIN - MATERIALS  
TRADING JOINT STOCK COMPANY**

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**ATTENDANCE CONFIRMATION FORM**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Name of the organization: .....

Enterprise Registration Certificate No: .....Date of issue: .....

Place of issue: .....

Phone number: .....

Currently holding: ..... shares of Vinacomin - Materials Trading JSC Stock.

I have received the Invitation Letter to attend the 2025 Annual General Meeting of Shareholders and the instructions for accessing the meeting documents. I hereby confirm to Vinacomin - Materials Trading Joint Stock Company my attendance at the 2025 Annual General Meeting of Shareholders as follows:

☐ **Attending in person**      ☐ **Attending by proxy**      ☐ **Not attending**

*April ... 2025*

**Legal Representative**  
(Signature and Company Seal)

*Note:*

This form is applicable to institutional shareholders. Shareholders are kindly requested to send the Attendance Confirmation Form to the following address:

- Ms. Hoang Mai Phuong – Company Secretary
- Vinacomin - Materials Trading Joint Stock Company -Group 1, Zone 2, Hong Ha Ward, Ha Long City, Quang Ninh Province
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