

No: 36 /KH-TVD

Uong Bi, January 23, 2026

PLAN
To Organize the 2026 Extraordinary General Meeting of Shareholders

Enterprise Law No. 59/2020/QH14 dated June 17, 2020; Law amending and supplementing a number of articles of the Enterprise Law No. 76/2025/QH15 dated June 17, 2025 and relevant guiding documents;

The Company's Charter;

Charter of Operation of the Board of Directors of Vang Danh Coal - Vinacomin Joint Stock Company issued together with Decision No. 655/QĐ-HĐQT dated June 08, 2021;

Internal Corporate Governance Regulations issued together with Decision No. 656/QĐ-HĐQT dated June 08, 2021 of the Company's Board of Directors;

Resolution No. 02/ NQ-HĐQT dated January 23, 2026 of the Company's Board of Directors approving the Plan for Organizing the 2026 Extraordinary General Meeting of Shareholders.

The Board of Directors of Vang Danh Coal - Vinacomin Joint Stock Company develops and issues the Plan for Organizing the 2026 Extraordinary General Meeting of Shareholders as follows:

I. TIME, VENUE, AND MEETING FORMAT

1. Meeting Time

The last date for determining the list of shareholders eligible to attend the 2026 Extraordinary General Meeting of Shareholders: Tentatively **February 23, 2026**;

The date for holding the General Meeting of Shareholders: Tentatively **Wednesday, March 25, 2026**.

2. Meeting Venue

Hall, 2nd Floor, Canteen No. 1 of the Company, 969 Bach Dang Street, Uong Bi Ward, Quang Ninh Province.

3. Meeting Format: In-person meeting at the Hall.

II. PARTICIPANTS

1. Members of the Board of Directors, the Supervisory Board, and the Executive Board of the Company;

2. Shareholders or their authorized representatives;

3. Other invitees of the Board of Directors (if any).

To avoid affecting the Company's business and production plans, the Board of Directors recommends that shareholder-employees consider authorizing a representative to attend the Meeting; external shareholders may attend in person, group together, or authorize a representative to attend.

Note: The Notice of Meeting and meeting documents must be sent to the State Securities Commission, the Hanoi Stock Exchange, the Company's shareholders, and published on the Company's Website at least 21 days before the scheduled meeting date.

III. MEETING AGENDA

Approval of the content of the project for deep underground mining below level -175 at Vang Danh Coal Mine.

IV. PREPARATION TASKS

1. Personnel and Organization Department

Propose to the Director for consideration and signing of decisions to establish: (i) The Steering Committee for the Meeting; (ii) The Organizing Committee for the Meeting; (iii) The Committee for Verifying Shareholder/Representative Eligibility; (iv) The Advisory Team assisting the Chairperson in answering inquiries; (v) The Meeting Support Team.

Personnel for Committees/Teams:

No.	Full Name	Position	Role/Team
I	Steering Committee		
1	Nguyen Van Dung	Chairman of BOD	Head of Committee
2	Ho Quoc	BOD Member, Director	Deputy Head
3	Trinh Van An	BOD Member	Member
4	Tran Van Thuc	BOD Member	Member
5	Mr. Nguyen Ba Quang	BOD Member	Member
6	Tran Thi Van Anh	Head of Supervisory Board	Member
I	Organizing Committee		
1	Tran Van Thuc	Deputy Director	Head of Committee
2	Hoang Van	Head of Personnel Dept.	Deputy Head
3	Phung Trung Hoai	Head of Adm. Dept., Company Secretary	Permanent Member
4	Phung The Anh	Supervisory Board Member	Member

No.	Full Name	Position	Role/Team
5	Nguyen Thi Thuy Diu	Supervisory Board Member	Member
6	Tran Thi Thu Thao	Chief Accountant	Member
7	Duong Thanh Hung	Head of Security Dept.	Member
8	Nguyen Thanh Tung	Chief of Office	Member
9	Mr. Bui Ngoc Duc	Staff of Adm. Dept.	Member
III	Eligibility & Ballot Counting Committee		
1	Phung The Anh	Supervisory Board Member	Head of Committee
2	Nguyen Thi Thuy Diu	Supervisory Board Member	Member
3	Nguyen Thi Ha	Staff of Personnel Dept.	Member
IV	Meeting Secretary		
1	Mr. Bui Ngoc Duc	Staff of Adm. Dept.	
V	Meeting Support Team		
1. 1	Lai Duc Vuong	Deputy Head of Personnel Dept.	Team Leader
2. 2	Tran Thi Bich Lien	Deputy Head of Security Dept.	Member
3. 3	Bui Ngoc Duc	Staff of Adm. Dept.	Member
4. 4	Nguyen Thi Ha	Staff of Personnel Dept.	Member
5. 5	Nguyen Thi Thu Hien	Staff of Accounting Dept.	Member
6. 6	Vu Duc Trong	Staff of Gen. Affairs Dept.	Member

Note: Heads of Committees/Teams are responsible for assigning tasks to members to ensure optimal conditions for the Meeting. All committees/teams will dissolve upon completion of their tasks.

2. Company Secretary

a) Prepare a request document for VSDC to compile the shareholder list based on the final registration date for attending the 2026 Extraordinary General Meeting of Shareholders. The list compilation date is January 23, 2026, for the Director's approval and issuance.

Announce information regarding the final registration date for shareholder meeting rights within 24 hours of the document's issuance.

b) Draft: (i) Meeting Agenda; (ii) Notice of Meeting; (iii) Meeting Resolutions; (iv) Voting Slips + Voting Cards...; (v) Meeting Working Regulations, Election Regulations; proxy forms, registration forms; nomination/application forms for BOD membership; authorization forms for company units; speaking registration forms; (vi) Chairperson's script.

c) Coordinate with the Personnel Dept. to filter the shareholder list received from VSDC for sending the meeting notice.

d) Consolidate reports, complete documentation for reporting to the Director and the capital representative to seek approval from TKV before submitting to the BOD and the 2026 Extraordinary GMS.

- Deadline for TKV approval: Before February 26, 2026.
- e) Gather reports and submissions for the Office to print;
- f) Compile related documents for information disclosure before and after the Meeting.
- g) Propose procurement of stationery for meeting preparation.

3. Office

a) Print all documents for the Meeting.

b) Design and install a banner at the Company's Headquarters entrance:
**"WELCOME SHAREHOLDERS AND REPRESENTATIVES ATTENDING THE
 2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF
 VANG DANH COAL - VINACOMIN JOINT STOCK COMPANY"**

c) Design and install a backdrop inside the Meeting Hall:
**"2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF
 VANG DANH COAL - VINACOMIN JOINT STOCK COMPANY"**
Uong Bi, March 25, 2026

d) Organize video recording and photography for documentation; prepare promotional videos/clips about the Company's activities to be shown before the Meeting and during breaks.

e) Direct the Catering Unit to prepare receptions and serve delegates during the Meeting.

4. General Affairs Department:

a) Direct the Catering Unit and Electrical Unit to prepare sound & lighting equipment in the Hall and backup generators.

b) Arrange and set up internet connection inside and outside the Hall for online data updates by the Meeting organizing consultant (before March 24, 2026).

c) Assign technical support staff for sound/lighting equipment during the Meeting.

d) Publish all information related to the 2026 Extraordinary GMS on the Company Website as per the Company Secretary's request regarding content and timing.

5. Service Unit

a) Arrange tables and chairs in the Hall (for Chairperson, Secretary); prepare nameplates; prepare ballot boxes and voting cards.

b) Arrange tables/chairs for eligibility verification outside the Hall and for ballot counting.

c) Provide drinking water (filtered water, tea) for shareholders during breaks for ballot counting.

d) Coordinate with workers from Uong Bi Coal Production, Trading & Service JSC to operate the fountain and ensure overall cleanliness of the Company's headquarters.

6. Security Department:

a) Manage parking for delegates and guide them to the 2nd-floor Hall, Canteen No.1, preventing access to other working areas.

b) Assign 02 security staff in the Hall to maintain order throughout the Meeting.

This is the content of the Plan for Organizing the 2026 Extraordinary General Meeting of Shareholders of Vang Danh Coal - Vinacomin Joint Stock Company. Upon receiving this Plan, all collectives and individuals are required to seriously implement it. / *D.V.D.*

Distribution:

- BOD, Supervisory Board (e-copy);
- Director, Deputy Directors, Chief Accountant (e-copy);
- Party Committee, Trade Union, Youth Union (e-copy);
- All departments/units (e-copy);
- For information disclosure: State Securities Commission, Hanoi Stock Exchange;
- Shareholders (via Website);
- or filing: Office; Personnel Dept.; Secretary;

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



Nguyen Van Dung