

VINACOMIN - VIET BAC MINING  
INDUSTRY HOLDING CORPORATION  
VVMi QUAN TRIEU CEMENT JOINT  
STOCK COMPANY

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

No.: 599/CBTT-XMQT  
(Re: Information disclosure)

*Thai Nguyen, April 22, 2025*

**DISCLOSURE OF INFORMATION ON THE ELECTRONIC PORTAL  
OF THE STATE SECURITIES COMMISSION**

To: State Securities Commission  
Hanoi Stock Exchange (HNX)

VVMi Quan Trieu Cement Joint Stock Company

Head office: An Khanh Commune, Dai Tu District, Thai Nguyen Province

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Stock code: CQT

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Type of information disclosure:  24h  72h  Request  
 Extraordinary  Periodic

Information disclosure content: Minutes and Resolution of the 2025 Annual General Meeting of Shareholders No..... /NQ – DHDCD dated April 22, 2025. Details according to the attached file.

This information was published on the Company's website on April 23, 2025 at the link <http://www.ximangquantrieu.com/>

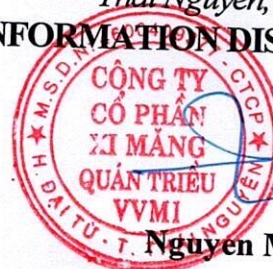
We hereby certify that the disclosed information is accurate and we assume full legal responsibility for the content of the disclosed information.

**Recipients:**

- As mentioned above;
- Archived at: Office.

*Thai Nguyen, April 22, 2025*

**INFORMATION DISCLOSURE PERSON**



**Nguyen Minh Hai**



Thai Nguyen, April 22, 2025

**AGENDA FOR 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
VVMI QUAN TRIEU CEMENT JOINT STOCK COMPANY**

No.	Time	General Meeting Content	Implementor
1	7:30 a.m - 8:15 a.m	- Welcoming delegates, shareholder confirmation procedures	The Shareholder's Eligibility Verification Committee
2	8:15 a.m - 8:25 a.m	- Organizational stability, salute the flag, introduce the delegates	Organizing Committee
3	8:25 a.m - 8:35 a.m	- Report on Eligibility Verification of shareholders and shareholder representatives; - Declaration of eligibility to hold the General Meeting according to the provisions of law.	The Shareholder's Eligibility Verification Committee
4	8:35 a.m - 8:40 a.m	- Introducing the General Meeting Chairman	Organizing Committee
5	8:40 a.m - 9:10 a.m	- Opening of the General Meeting; - The Chairman of the General Meeting appoints the Secretary of the General Meeting; - Approval of the General Meeting Agenda, Approval of the Regulations of the General Meeting; election regulations; - Instructions on voting rules to approve the contents of the General Meeting; - Report of the Board of Directors on the Company's Board of Directors' activities in 2024 and operating direction in 2025.	Chairman
6	9:10 a.m - 9:20 a.m	- Director's report on production and business results in 2024 and directions and tasks of production and business plan in 2025.	Mr. Tran Viet Cuong
7	9:20 a.m - 9:35 a.m	- Report of the Board of Supervisors on the Board of Supervisors' activities in 2024 and direction of activities in 2025.	Mr. Ta Van Long
8	9:35 a.m - 9:50 a.m	- Submission to approve audited financial statements for 2024 - Submission to approve the 2024 profit distribution plan. - Submission to approve the proposal of Vinacomin - Viet Bac Mining Industry Holding Corporation to guarantee for VVMI Quan Trieu Cement Joint Stock Company to borrow capital for production and business in 2025.	Chairman
9	9:50 a.m - 10:00 a.m	- Submission on approval of production and business plan and construction investment plan for 2025 - Submission to the General Meeting approving contracts and transactions signed with related parties according to Article 167 of the Enterprise Law. - Submission on approval of the settlement of allowances for the Board of Directors and the Board of Supervisors in 2024; Plan for allowances payment for the Board of Directors and the Board of Supervisors in 2025.	Chairman

<b>No.</b>	<b>Time</b>	<b>General Meeting Content</b>	<b>Implementor</b>
10	10:00 a.m - 10:05 a.m	- Submission on Authorizing the Company's Board of Directors to select an Auditing Company to audit the 2025 Financial Statements.	Chairman
11	10:05 a.m - 10:10 a.m	- Submission on dismissal and election of 01 additional member of the Board of Supervisors for the 2022-2027 term	Chairman
12	10:10 a.m - 10:30 a.m	- Discuss reports and submissions in the General Meeting, conduct votes to approve reports and submissions of the General Meeting	Chairman
13	10:30 a.m - 10:45 a.m	- Vote to elect additional members of the Board of Supervisors.	Vote counting committee
14	10:45 a.m - 11:00 a.m	- General Meeting break.	
15	11:00 a.m - 11:05 a.m	- Announcement of results of election of additional members of the Board of Supervisors	Vote counting committee
16	11:05 a.m - 11:20 a.m	- Presenting draft Resolutions and Minutes of the General Meeting.	Secretary of General Meeting
17	11:20 a.m - 11:30 a.m	- Voting to approve Resolutions, Minutes, General Meeting; - Closing of the General Meeting.	Chairman

**Organizing Committee Of The General Meeting**

**REGULATIONS ON ORGANIZATION OF  
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam on 17 June 2020.

Pursuant to Circular No. 116/2020/TT-BTC dated December 31, 2020, of the Minister of Finance on guidelines for certain provisions on corporate governance applicable to public companies under Decree No. 155/2020/NĐ-CP dated December 31, 2020, of the Government, detailing the implementation of certain provisions of the Law on Securities;

Pursuant to the Charter on the Organization and Operation of VVMI Quan Trieu Cement Joint Stock Company approved by the General Meeting of Shareholders and issued and amended in Decision No. 09/2021/QĐ-HĐQT dated April 14, 2021;

Pursuant to Resolution No. 06/NQ-HĐQT dated February 21, 2025 of the Board of Directors of VVMI Quan Trieu Cement Joint Stock Company, on organizing the 2025 Annual General Meeting of Shareholders;

To ensure that the 2025 Annual General Meeting of Shareholders (AGMS) is conducted in accordance with regulations successfully, The Company's Board of Directors develops the Working Regulations and Voting Rules of the General Meeting with the following provisions:

**Chapter 1  
GENERAL PROVISIONS**

**Article 1. Working Principles of the General Meeting**

1. Ensuring the principles of transparency, fairness, and democracy.
2. Prioritizing the benefits of the shareholders of VVMI Quan Trieu Cement Joint Stock Company.

**Article 2. Conditions for attending the General Meeting**

Shareholders of VVMI Quan Trieu Cement Joint Stock Company, named in the List of shareholders eligible to attend the 2025 Annual General Meeting of Shareholders of VVMI Quan Trieu Cement Joint Stock Company, as finalized by the Vietnam Securities Depository, are entitled to attend or authorize their

representatives to attend and vote at the General Meeting.

### **Article 3. Conditions for conducting the General Meeting**

1. The Meeting is conducted when the number of shareholders attending represents more than 50% of the total voting shares of VVMI Quan Trieu Cement Joint Stock Company.

2. In case the first General Meeting is convened without the required number of delegates, the subsequent Meetings shall be conducted in accordance with Sections 2 and 3, Article 19 of the Charter on the Organization and Operation of the Company, as follows:

- If the first GMS does not reach the required number of delegates within thirty (30) minutes from the scheduled opening time, the convener shall cancel the meeting. The GMS must be reconvened within thirty (30) days from the originally scheduled date of the first meeting. The reconvened General Meeting can only proceed if shareholders and authorized representatives attending the meeting represent at least 33% of the total voting shares.

- If the second GMS cannot be held due to the lack of required delegates within thirty (30) minutes from the scheduled opening time, the third GMS may be convened within twenty (20) days from the intended date of the second meeting. In this case, the meeting shall be conducted regardless of the number of attending shareholders or authorized representatives and shall be considered valid, with the authority to decide on all issues expected to be approved at the first General Meeting.

### **Article 4. Orders of the General Meeting**

1. All shareholders attending the General Meeting must dress formally.

2. Shareholders must sit in designated areas as assigned by the Organizing Committee.

3. Smoking; private conversations; or mobile phone usage is not allowed in the meeting room during the Meeting.

4. The General Meeting will proceed continuously and breaks according to the program approved by the General Meeting.

### **Article 5. Rights of shareholders when attending the General Meeting**

1. To vote on all issues of the General Meeting on the Meeting agenda according to the Charter of VVMI Quan Trieu Cement Joint Stock Company and the provisions of the law.

2. Shareholders conduct their voting rights in person or through an authorized representative. Each (1) common share carries one (1) voting right.

3. Shareholders who are unable to attend the 2025 Annual General Meeting of Shareholders of Company may authorize a representative (*using the Power of attorney in the prescribed form*).

4. The Organizing Committee of the General Meeting sent the meeting notice and documents of the Company's 2025 Annual General Meeting of Shareholders to shareholders by secured means, and at the same time announced them on the Company's website and the State Securities Commission in accordance with the provisions of Section 4 - Article 18 of the Company's Charter. Shareholders attending the General Meeting will be sent the General Meeting agenda and documents directly during the meeting for further study, discussion and comments at the General Meeting or in writing to the General Meeting Organizing Committee for synthesis.

5. Shareholders attending the General Meeting must bring the Invitation Letter and identification documents such as the ID card or Passport to present to the Shareholder Eligibility Verification Committee and receive a Voting Card specifying the Shareholder's full name, Shareholder Code, and the number of shares represented by shareholders. Each share with voting rights corresponds to one vote (*e.g., if a shareholder's Voting Card states 1,000 shares, meaning that he has 1,000 votes*).

6. Shareholders wishing to speak at the General Meeting must raise their Voting cards or fill in their questions on the voting papers (*provided by the Organizing Committee*), and submit them to the Secretariat for compilation and submission to the Chairman; Shareholders may only speak upon approval by the Chairman. Speeches should be concise, avoid repetition, and focus on key discussion points relevant to the approved General Meeting agenda.

7. Shareholders vote on reports and submissions by raising voting cards directly at the General Meeting. For each Voting content, the Chairman must ask for shareholder's opinions 03 times:

- Approver.
- Disapprover.
- Abstain.

8. Shareholders who arrive after the General Meeting has opened, still have the right to attend the meeting after completing the registration procedure, then have the right to participate and vote immediately at the General Meeting, but are not entitled to participate and vote on the contents previously approved by the General Meeting when the shareholder is not present (*the validity of the votes that have been conducted will not be affected*).

#### **Article 6. Obligations of shareholders when attending the General Meeting**

1. Comply with the provisions of these Regulations.
2. Respect the control of the Chairman and respect the results of duly conducted voting at the General Meeting.
3. Bear their own travel, accommodation, and other expenses for attending

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the General Meeting.

### **Article 7. Rights and Obligations of Shareholder Eligibility Verification Committee**

1. The Shareholder Eligibility Verification Committee is established by the Board of Directors of the Company, and has the following obligations:

- Prepare the list of shareholders attending the General Meeting and post it at the General Meeting venue.

- Collect and check Attendance confirmations/ Power of attorney to attend the General Meeting.

- Check that the attending shareholders are fully present and correctly qualified to participate.

- Prepare the Shareholder Eligibility Verification Report to be presented at the General Meeting.

- Distribute voting cards to shareholders before entering the hall where the General Meeting is held.

- Arrange the seats, distribute documents, and print voting papers to distribute to shareholders.

2. The Shareholder Eligibility Verification Committee has obligations to be faithful and cautious when conducting their duties and must be responsible for the results of their work.

### **Article 8. Rights and obligations of the Chairman and the Secretariat of the General Meeting**

1. Chairman of the Meeting:

According to the Charter of Organization and Operation of the Company, the Chairman of the General Meeting is the Chairman of the Board of Directors of VVMI Quan Trieu Cement Joint Stock Company.

2. The Meeting Chairman has the following rights and obligations:

a) Preside over the General Meeting to ensure that the agenda is carried out in a valid and orderly manner.

- The Chairman arranges for shareholders to speak in the order of registration, addresses shareholders' inquiries, and directly responds only to key questions related to the General Meeting agenda that represent the interests of multiple shareholders. The Chairman does not provide direct answers or detailed explanations for matters that have already been publicly disclosed, regulated by law, or require specialized explanations that serve the specific requirements of individual shareholders.

- Questions that cannot be answered during the General Meeting due to time constraints will be responded to in writing to the shareholders or published on the

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Company's website.

b) Decide on issues of order and procedures or any issues arising outside the agenda of the General Meeting.

c) Have the right to postpone the General Meeting when there are enough delegates required to hold the meeting to a different time and location determined by the Chairman, without approval from the General Meeting, if it is found that:

- Acts of attendees obstruct or are likely to obstruct the orderly proceedings of the General Meeting.

-Postponement is necessary to ensure that the General Meeting can be conducted validly.

3. The Meeting Secretariat shall be appointed or recommended by the Chairman and approved by the General Meeting. The Secretariat is responsible for assisting the Chairman in conducting the General Meeting by:

- Compile the written opinions of shareholders and present them for submission to the Chairman.

- Accurately and truthfully record the entire proceedings of the General Meeting, including matters approved or noted by the shareholders at the Meeting.

- Draft the Meeting Minutes and Resolutions on the matters approved at the General Meeting.

## **Chapter2**

### **ORDERS AND CONTENTS OF THE GENERAL MEETING**

#### **Article 9. Orders for conducting the General Meeting**

1. The General Meeting shall proceed in the following orders and include the following contents:

- Flag salute, statement of purpose, and introduction of delegates.

- Report on the verification of shareholder eligibility.

-Introduction of the Chairman of the General Meeting; opening of the General Meeting.

-Approval of the List of the General Meeting Secretariat, Vote counting committee.

-Approval of the General Meeting Agenda.

-Approval of the General Meeting Regulations, Election regulations.

-The Chairman presides over the General Meeting and conducts voting on the Meeting's contents.

- Approval of the Meeting Minutes, Resolution of the General Meeting, and

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closing of the General Meeting.

2. Methods of approval for contents in the General Meeting Agenda:

-Reports and submissions shall be voted on by raising Voting cards at the General Meeting.

3. Resolutions on the following contents shall be approved when receiving at 65% or more of the total votes of shareholders with voting rights who are present in person or through authorized representatives at the General Meeting of Shareholders:

a) Types of shares and the total number of shares for each type;

b) Changes in business lines, industries, and fields;

c) Changes in the Company's management structure;

d) Decisions on investment, sales of assets, or transactions with related parties as stipulated in Clause 1, Article 167 of the Law on Enterprises, with a transaction value of 35% or more of the total assets value of the Company, as presented in the latest audited financial statements;

đ) Decisions on capital contributions or share acquisitions in other enterprises with a total investment value of 35% or more of the total assets value of the Company, as presented in the latest audited financial statements;

e) Forms of corporate restructuring, dissolution, or bankruptcy;

g) Amendments and supplements to the Company's Charter.

4. Resolutions on other contents within the authority of the General Meeting of Shareholders (*except for those specified in Clause 3 of this Article*) shall be approved when receiving more than 50% of the total votes of shareholders with voting rights who are present in person or through authorized representatives at the General Meeting of Shareholders.

#### **Article 10. Minutes of the General Meeting of Shareholders**

All proceedings of the 2025 Annual General Meeting of Shareholders must be recorded in the Meeting Minutes by the Secretariat. The Meeting Minutes shall be read and approved before the closing of the General Meeting and shall be kept at the Company.

### **Chapter 3**

#### **EFFECTIVENESS**

#### **Article 11. Implementation**

These Regulations will take effect immediately upon approval by the General Meeting of Shareholders and serve as the legal basis for organizing the 2025 Annual General Meeting of Shareholders of VVMI Quan Trieu Cement Joint Stock Company./.

**Recipients:**

- As mentioned above;
- State Securities Commission of Vietnam (For reporting);
- Hanoi Stock Exchange (For reporting);
- Board of Directors, Supervisory Board, Website;
- Archived at: Office, Secretary.

**ON BEHALF OF THE BOD  
CHAIRMAN**



**Nguyen Van Dung**

