

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

SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness

No.: 620 / CBTT – XMQT  
(Re: Information Disclosure)

Thai Nguyen, April 4th 2026

**INFORMATION DISCLOSURE ON THE STATE SECURITIES  
COMMISSION'S E-PORTAL**

To: The State Securities Commission (SSC)  
Hanoi Stock Exchange (HNX)

VVMQ Quan Trieu Cement Joint Stock Company

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

Telephone: 02083.843.185

Fax: 02083.843.185

Stock Code: CQT

Person authorized to disclose information: Mr. Nguyen Minh Hai

Address: No. 06, Lane 45, Group 30, Quan Trieu Ward, Thai Nguyen  
Province

Telephone: 0977.995.831

Type of Information Disclosure:  24h  72h  Upon request

Extraordinary  Periodic

Content of Information Disclosure:

Invitation Letter and Documents for the 2026 Annual General Meeting of  
Shareholders.

Details are as follows:

1. Notice of the 2026 Annual General Meeting of Shareholders.
2. Agenda for the 2026 Annual General Meeting of Shareholders.
3. Working Regulations of the 2026 Annual General Meeting of Shareholders (Draft).
4. Regulations on the Election of Additional Members of the Board of Directors for the 2022-2027 term.
5. Report of the Board of Directors at the 2026 Annual General Meeting (Draft).





6. Report of the Company Director on 2025 business results and 2026 business directions and plans (Draft).
  7. Report of the Supervisory Board on its 2025 operations and 2026 operational directions (Draft).
  8. Submission for approval of the 2025 audited financial statements.
  9. Submission on requesting Vinacomin - Viet Bac Mining Industry Holding Corporation to provide a loan guarantee for the Company's 2026 business activities.
  10. Submission for approval of the 2026 business plan and 2026 investment and construction plan.
  11. Submission from the Supervisory Board on the selection of an independent auditor for the 2026 financial statements.
  12. Submission on the 2025 final settlement of remuneration for the Board of Directors and the Supervisory Board, and the 2026 remuneration plan.
  13. Submission on the 2025 profit distribution.
  14. Submission on the approval of the Company's contracts and transactions with related parties as prescribed in Article 167 of the Law on Enterprises.
  15. Draft Resolution of the 2026 Annual General Meeting of Shareholders.
- This information was published on the Company's website on April 4, 2026, at the following link: <http://www.ximangquantrieu.com/>

We hereby certify that the information disclosed above is true and we take full legal responsibility for the disclosed content.

*Thai Nguyen, April 4th 2026*

**PERSON AUTHORIZED TO DISCLOSE  
INFORMATION**

Recipients:

- As above;
- Archived at: Office.



*Nguyen Minh Hai*





No.: 03/TB-HDQT

Thai Nguyen, March 28, 2026

## NOTICE

**(Re: Organizing the 2026 Annual General Meeting of Shareholders)**

**To: Shareholders of VVMi Quan Trieu Cement Joint Stock Company**

Pursuant to Enterprise Law No. 59/2020/QH14 passed by the 14th National Assembly of the Socialist Republic of Vietnam at the 9th session on June 17, 2020;

Pursuant to the Charter of 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/QD-HDQT dated April 14, 2021;

Having completed the necessary preparations in accordance with applicable regulations, the Board of Directors of VVMi Quan Trieu Cement Joint Stock Company hereby decides to convene the 2026 Annual General Meeting of Shareholders as follows:

**1. Date and Time: Starting at 7:30 a.m., April 28, 2026.**

**2. Venue:** At the Office of VVMi Quan Trieu Cement Joint Stock Company  
An Khanh Commune - Thai Nguyen Province.

**3. Attendees:**

- Members of the Board of Directors (BOD) and Supervisory Board of the Company.

- All shareholders of the Company whose names appear on the list confirmed by the Vietnam Securities Depository Center as of March 25, 2026, pursuant to document No. VNMEETVSDC013864/VSDCQTX dated March 26, 2026, are entitled to attend the General Meeting. However, shareholders who are unable to attend may authorize a representative to attend on their behalf using the Company's standard proxy form.

**4. Agenda:**

+ Report of the Board of Directors on the BOD's activities in 2025 and the direction for 2026.

+ Director's report on the production and business results in 2025 and the production and business plan for 2026.

+ Report of the Board of Supervisors on the activities of the Board of Supervisors in 2025 and the direction for 2026.

+ Approval of the audited financial statements for 2025.

+ Approval of the 2025 profit distribution plan.

+ Approval of the settlement of allowances for the BOD and Supervisory Board in 2025; Plan for allowances payment to the BOD and Supervisory Board in 2026.

+ Approval of the production and business plan and the construction investment plan for 2026.



+ Approval of the submission requesting 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 2026.

+ Approval of the submission to the General Meeting to approve contracts and transactions signed with related parties pursuant to Article 167 of the Enterprise Law.

+ Approval of the submission to authorize the Company's Board of Directors to select an Auditing Company to audit the 2026 Financial Statements.

+ Other matters within the authority of the General Meeting of Shareholders.

#### **5. Registration, Information Reception, and Other Matters:**

- Shareholders attending or authorizing another person to attend the General Meeting are requested to register by completing the **Attendance Confirmation/Proxy Form for the Annual General Meeting of Shareholders** (as per the attached template).

- To ensure thorough preparation of the General Meeting, shareholders are kindly requested to confirm their attendance or submit their proxy form by post or email to the Company *before 3:30 p.m., April 25, 2026*.

\* Contact address for sending confirmation and proxy forms:

**VVMI Quan Trieu Cement Joint Stock Company**

An Khanh Commune - Thai Nguyen Province.

- Phone: 0208 3843 185; 0334 113 578 (contact Mr. Toan - Human Resources and Administration Department)

- Email: [toanxmqt@gmail.com](mailto:toanxmqt@gmail.com)

#### **6. Documents for the General Meeting:**

All documents serving the General Meeting are posted on the Company's website: <http://www.ximangquantrieu.com> - Section: "Investor Relations".

Attendees are requested to present their Citizen Identity Card or Passport, and a proxy form (if applicable).

This Notice serves as a formal invitation./.

The Company sincerely looks forward to your participation!

#### **Recipient:**

- As above;
- Archived at: Office, Secretary of BOD;
- State Securities Commission, SSC;
- Information disclosure on Company Website.

**ON BEHALF OF BOARD OF DIRECTORS  
CHAIRMAN**



**Nguyen Van Dung**



Form 02  
For personal  
authorization

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

....., Date .... Month .... Year 2026



**CONFIRMATION LETTER**

**For Attendance / Proxy Attendance at the 2026 Annual General Meeting of Shareholders of VVMI Quan Trieu Cement Joint Stock Company**

**To: Board of Directors of VVMI Quan Trieu Cement Joint Stock Company**

Full name: .....

Address: .....

Citizen ID/Passport No.: ..... Date of issue: ..... at: .....

Phone: .....

Number of shares owned: ..... shares, in words: .....

Pursuant to the Notice on the organization of the 2026 Annual General Meeting of Shareholders of VVMI Quan Trieu Cement Joint Stock Company.

**1. Personal attendance:**

**2. Authorize the following person to attend on my behalf:**

Full name: .....

Address: .....

Citizen ID/Passport No.: ..... Date of issue: ..... at: .....

Phone: .....

**3. Or:** The shareholder may authorize one of the incumbent BOD members listed below:

- Mr. Nguyen Van Dung - Chairman of BOD

- Mr. Tran Viet Cuong - BOD Member

- Mr. Ha Van Chuyen - BOD Member

- Mr. Do Ngoc Huy - BOD Member

- Ms. Do Thu Huong - BOD Member

**4. Scope of authorization and term of authorization:**

- To represent me in attending and exercising my rights and obligations at the 2026 Annual General Meeting of Shareholders as representative of all shares I own;

- This Power of Attorney is effective only from the date of signing and ceases to be effective upon completion of the tasks.

I take full legal responsibility for this authorization and commit to not having any complaints whatsoever./.

**AUTHORIZED PERSON**

(Signature, full name / stamp if organization)

**SHAREHOLDER / AUTHORIZING PERSON**

(Signature and full name)



**SOCIALIST REPUBLIC OF VIETNAM**

Independence - Freedom - Happiness

Form 01  
For collective  
authorization

Day ..... Month ..... Year 2026



**POWER OF ATTORNEY**

**For Attendance at the 2026 Annual General Meeting of Shareholders of VVMI Quan Trieu Cement Joint Stock Company**

We are shareholders who own ..... voting shares of VVMI Quan Trieu Cement Joint Stock Company, comprising the persons listed below:

No.	Full name	Shareholder Code	Number of shares owned	Citizen ID No.	Signature of authorizing person
	<b>Total</b>				



We hereby unanimously authorize:

Mr./Ms.: .....

Address: .....

Citizen ID No.: ..... Date of issue: ..... Place of issue: .....

Phone: .....

To represent us in attending and exercising our rights and obligations at the 2026 Annual General Meeting of Shareholders of VVMI Quan Trieu Cement Joint Stock Company, as representative of all shares we own.

The authorized person shall not sub-delegate the authorization to any other person and is responsible for complying with the Working Regulations of the General Meeting as stipulated by the General Meeting of Shareholders Organizing Committee of the Company.

This Power of attorney is effective only from the date of signing and ceases to be effective upon completion of the tasks.

We accept full legal responsibility for this authorization and have agreed to sign this Power of attorney.

**Signature of authorized person: .....**





Thai Nguyen, April 28, 2026

**AGENDA FOR 2026 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	Shareholder Eligibility Verification Committee
2	8:15 a.m - 8:25 a.m	- Organizational setup, salute the flag, introduce delegates	Organizing Committee
3	8:25 a.m - 8:35 a.m	- Report on Eligibility Verification of shareholders and shareholders representatives; - Declaration of eligibility to hold the General Meeting according to the provisions of law.	Shareholder 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 BOD activities in 2025 and operating direction in 2026.	Chairman
6	9:10 a.m - 9:20 a.m	- Director's report on production and business results in 2025 and directions and tasks of production and business plan in 2026.	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 2025 and direction of activities in 2026.	Mr. Pham Quang Nam
8	9:35 a.m - 9:50 a.m	- Submission to approve the 2025 audited financial statements - Submission to approve the 2025 profit distribution plan. - Submission to approve the proposal requesting 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 2026.	Chairman



No.	Time	General Meeting Content	Implementor
9	9:50 a.m - 10:00 a.m	- Submission on approval of production and business plan and construction investment plan for 2026 - Submission on approving contracts and transactions of the Company with related parties pursuant to Article 167 of the Enterprise Law. - Submission on approval of the settlement of allowances for the BOD and Supervisory Board in 2025; Plan for allowances payment to the BOD and Supervisory Board in 2026.	Chairman
10	10:00 a.m - 10:05 a.m	- Submission on selecting an Auditing Company to audit the 2026 Financial Statements.	Mr. Pham Quang Nam
12	10:05 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	- Election of replacement Board of Directors members with institutional shareholders replacing the representative. Approval of the dismissal of Board of Directors members for the 2022-2027 term. Proposal on the election of Board of Directors members for the 2022-2027 term. Nomination, candidacy, and election process.	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 Directors	Vote counting committee
14	11:05 a.m - 11:20 a.m	- Presenting draft Resolutions and Minutes of the General Meeting.	Secretary of General Meeting
15	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**



No.: .../QC-DHDCD

Thai Nguyen, ..... 2026

Draft



**WORKING REGULATIONS  
2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

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

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

Pursuant to the Charter of 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/QD-HDQT dated April 14, 2021;

Pursuant to Resolution No. 02/NQ-HDQT dated March 02, 2026 of the Board of Directors of VVMI Quan Trieu Cement Joint Stock Company, on the organization of the 2026 Annual General Meeting of Shareholders;

With the aim of ensuring that the 2026 Annual General Meeting of Shareholders (GMS) is conducted in accordance with applicable regulations and achieves successful results, the Company's Board of Directors has established the Working Regulations and Voting Rules of the General Meeting as follows:

**CHAPTER I  
GENERAL PROVISIONS**

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

1. To ensure the principles of openness, fairness, and democracy in all proceedings.
2. All matters are conducted in the interest 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 whose names appear on the list of shareholders entitled to attend the 2026 Annual General Meeting of Shareholders confirmed by the Vietnam Securities Depository Center are entitled to attend in person or authorize another person to attend and vote at the General Meeting.

**Article 3. Conditions for Holding the General Meeting**

1. When shareholders attending the meeting represent more than 50% of the total voting shares of VVMI Quan Trieu Cement Joint Stock Company.
2. In the event that the first convened General Meeting does not have the required number of attendees, subsequent meetings shall be conducted in accordance with Sections 2 and 3 of Article 19 of the Company's Charter. Specifically:



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

- If the second General Meeting is not held due to insufficient attendees within thirty (30) minutes from the scheduled opening time, the third General Meeting may be convened within twenty (20) days from the intended date of the second meeting. In such a case, the meeting shall proceed regardless of the number of shareholders or authorized representatives in attendance, and shall be deemed valid and shall have the authority to decide all matters that the first General Meeting intended to approve.

#### **Article 4. Order and Decorum of the General Meeting**

1. All shareholders attending the General Meeting must wear formal clothes.
2. Shareholders shall be seated in their designated areas as arranged by the Organizing Committee of the General Meeting.
3. Smoking is prohibited in the meeting room; private conversations are not permitted; mobile phones must be turned silent or off during the General Meeting.
4. The General Meeting shall conduct its proceedings continuously, with breaks as scheduled and approved by the General Meeting.

#### **Article 5. Rights of Shareholders when Attending the General Meeting**

1. To vote on all matters included in the agenda of the General Meeting in accordance with the Charter of VVMI Quan Trieu Cement Joint Stock Company and applicable laws.
2. Shareholders exercise their voting rights directly or through an authorized representative. Each 1 (one) ordinary share carries 1 (one) voting right.
3. Shareholders unable to attend the 2026 Annual General Meeting of Shareholders may authorize a representative (*via a written proxy in the prescribed form*).
4. The Organizing Committee of the General Meeting shall send meeting notices for the 2026 Annual General Meeting of Shareholders to attending shareholders, together with a draft of the Working Regulations, the meeting agenda, and relevant documents, so that shareholders may review, discuss, and provide comments directly at the General Meeting or in writing to the Organizing Committee for consolidation.
5. Shareholders attending the General Meeting must bring the meeting notice and personal identification documents such as Citizen Identity Card, National Identity Card, or Passport, for verification by the Shareholder Eligibility Verification Committee, and will receive a Voting Card clearly indicating their full name, shareholder code, and the number of shares they represent. Each voting share represented by the shareholder corresponds to one vote (*for example: if a shareholder's Voting Card shows 1,000 shares, that shareholder has 1,000 votes*).
6. Shareholders wishing to speak at the General Meeting shall raise their Voting Card or submit their questions in writing on the opinion form (*provided by the Organizing Committee*) to the Secretary for consolidation and submission to the Chairman. Shareholders may only speak when the Chairman consents. Speeches should be concise, non-repetitive, and focused on the key issues relevant to the approved agenda of the General Meeting.



7. Shareholders vote on reports and submissions by raising their Voting Cards directly at the General Meeting. For each item put to a vote, the Chairman must ask shareholders three times:

- Those in favor.
- Those against.
- Those with other opinions.

8. Shareholders arriving late at the General Meeting are entitled to register and attend the meeting immediately after completing registration procedures, and thereafter may participate and vote at the General Meeting; however, they may not participate or vote on matters that have already been approved by the General Meeting prior to their arrival (*the validity of previously voted matters shall not be affected*).

#### **Article 6. Obligations of Shareholders when Attending the General Meeting**

1. To comply with all provisions of these Regulations.
2. To respect the authority of the Chairman of the General Meeting and to respect the results of votes duly conducted at the General Meeting.
3. To bear their own travel and accommodation expenses for attending the General Meeting.

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

1. The Shareholder Eligibility Verification Committee shall be established by the Company's Board of Directors and shall be responsible for:

- Compiling the list of shareholders attending the General Meeting and posting it at the venue.
- Collecting and verifying attendance confirmations/proxy forms for the General Meeting.
- Verifying that attending shareholders are qualified and duly authorized.
- Preparing the shareholder eligibility verification report to be approved before the General Meeting.
- Distributing Voting Cards to shareholders before they enter the meeting hall.
- Arranging seating, distributing meeting documents, and printing Voting Cards for shareholders.

2. Members of the Shareholder Eligibility Verification Committee are obliged to be absolutely honest and diligent in the performance of their duties and shall be held responsible for the results of their work.

#### **Article 8. Rights and Obligations of the Chairman and Secretary of the General Meeting**

1. Chairman of the General Meeting:

Pursuant to the Charter of organization and operation of the Company, the Chairman of the General Meeting shall be the Chairman of the Board of Directors of VVMI Quan Trieu Cement Joint Stock Company.

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

- a) To conduct the General Meeting in accordance with the working agenda in a lawful and orderly manner:
  - The Chairman shall arrange for shareholders to speak in order of registration, while answering shareholders' questions and responding directly only to key questions





related to the items on the General Meeting agenda that are representative of many shareholders; the Chairman shall not respond directly or provide detailed explanations of matters that have already been publicly disclosed, are provided for by law, or are of a specialized explanatory nature serving the specific needs of individual shareholders.

- Questions that cannot be answered during the General Meeting due to time constraints shall be answered in writing to shareholders or posted on the Company's website.

b) To decide on matters of procedure and process for the General Meeting, or events arising outside the agenda of the General Meeting.

c) To have the right to adjourn the General Meeting, even when a sufficient quorum has been reached, to another time and place decided by the Chairman without seeking the opinion of the General Meeting, if the Chairman determines that:

- The conduct of shareholders present is obstructing or may obstruct the orderly proceedings of the General Meeting.

- The adjournment is necessary for the business of the General Meeting to be conducted in a lawful manner.

3. The Secretary of the General Meeting shall be appointed or nominated by the Chairman and approved by the General Meeting. The Secretary shall assist the Chairman in conducting the General Meeting:

- Consolidating written opinions from shareholders and submitting them to the Chairman.

- Recording fully and accurately all proceedings of the General Meeting and all matters approved by or noted at the General Meeting.

- Drafting the Minutes and Resolution on matters approved at the General Meeting.

## **CHAPTER II**

### **PROCEEDINGS AND CONTENT OF THE GENERAL MEETING**

#### **Article 9. Proceedings of the General Meeting**

1. The General Meeting shall be conducted in the following order and shall include the following main items:

- National anthem, statement of purpose, introduction of delegates.

- Report on the results of the Shareholder Eligibility Verification.

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

- Approval of the list of Secretaries and the Vote Counting Committee of the General Meeting.

- Approval of the General Meeting agenda.

- Approval of the Working Regulations of the General Meeting and Election Regulations.

- The Chairman conducts the General Meeting and puts items to a vote.

- Approval of the Minutes and Resolution of the General Meeting and Closing of the General Meeting.

2. Form of approval of items on the General Meeting agenda:

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



3. Resolutions on the following matters shall be approved when at least 65% or more of the total votes of shareholders entitled to vote who are present in person or through authorized representatives at the General Meeting of Shareholders vote in favor:

- a) Types of shares and total number of shares of each type;
- b) Changes in the business sectors and fields;
- c) Changes in the organizational and management structure of the Company;
- d) Decisions on investment in, or sale of, assets of the Company, or transactions with persons specified in Clause 1, Article 167 of the Enterprise Law conducted by the Company, with a value of 35% or more of the total asset value of the Company as recorded in the most recently audited financial statements;
- dd) Decisions on capital contributions or purchase of shares in other enterprises with a total value of capital contributions or share purchases of 35% or more of the total asset value of the Company as recorded in the most recently audited financial statements;
- e) Reorganization, dissolution, or bankruptcy of the Company;
- g) Amendments and supplements to the Company's Charter.

4. Resolutions on other matters within the authority of the General Meeting of Shareholders (*other than those specified in Clause 3 of this Article*) shall be approved when more than 50% of the total votes of shareholders entitled to vote who are present in person or through authorized representatives at the General Meeting of Shareholders vote in favor.

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

All proceedings of the 2026 Annual General Meeting of Shareholders shall be recorded by the Secretary of the General Meeting in the Company's Meeting Minutes. The Minutes of the General Meeting shall be read and approved before the Closing of the General Meeting and shall be kept at the Company.

### **CHAPTER III IMPLEMENTATION PROVISIONS**

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

These Regulations shall take effect immediately upon approval by vote of the General Meeting of Shareholders and shall serve as the legal basis for the organization of the 2026 Annual General Meeting of Shareholders of VVMI Quan Trieu Cement Joint Stock Company./.

**Recipient:**

- As above;
- State Securities Commission (for report);
- Hanoi Stock Exchange (for report);
- BOD, Supervisory Board, Company Website;
- Archived at: Office, Secretary.

**ON BEHALF OF BOARD OF DIRECTORS  
CHAIRMAN**

**Nguyen Van Dung**





VVMI QUAN TRIEU CEMENT  
JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness

No. /QC-DHDCD

Thai Nguyen, day ... month .... year 2026

Draft



## WORKING REGULATION

### Election of Additional Members of the Board of Directors, Term IV 2022-2027

Pursuant to Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam, 13th tenure, 9th session on June 17, 2020;

Pursuant to Decision No. 09/2021/QĐ-HĐQT dated April 14, 2021 of the Board of Directors of VVMI Quan Trieu Cement Joint Stock Company on Issuance of the Charter of organization and operation unanimously approved by the General Meeting of Shareholders;

The 2026 Annual General Meeting of Shareholders, Term IV 2022-2027, organizes the election of members of the Board of Directors according to the following contents:

#### Article 1. Principles and subjects of the election

##### 1. Election principles:

- a. Conduct elections in accordance with the law, the Charter, and this Regulation to ensure democracy and the legitimate interests of all shareholders;
- b. Elections shall be conducted publicly by means of secret ballot.
- c. Ensure the number of Board of Directors members as stipulated in the Charter of VVMI Quan Trieu Cement Joint Stock Company, specifically:
  - + Number of additional BOD members to be elected: 01 member.

2. Subjects entitled to vote: Shareholders who own voting shares or authorized representatives attending the meeting with voting rights (*according to the list of shareholders confirmed by the Vietnam Securities Depository and Clearing Corporation as of March 25, 2026 in document No.: VNMEETVSDC013864/VSDCQTXX dated March 26, 2026*) who are present at the General Meeting.

#### Article 2. Eligibility requirements and criteria for elected BOD members

1. BOD members to be elected must meet the standards and conditions as prescribed by the Enterprise Law as follows:

- Not be subject to the provisions of Clause 2, Article 17 of Enterprise Law.
- Must have training in one of the following fields: economics, finance, accounting, auditing, law, business administration, or a field relevant to the Company's business activities;
- Must not be a family member of members of the Supervisory Board, the General Director, or other managers;
- Must not be a manager of the Company; need not necessarily be a shareholder or employee of the Company.
- Other standards and conditions as stipulated by relevant laws.

2. Nomination and self-nomination for BOD membership:



a. Pursuant to Enterprise Law 59/2020 and Circular 116/2020/TT-BTC, the right to nominate and self-nominate for BOD membership is stipulated as follows:

- Shareholders may aggregate their voting shares to nominate BOD candidates, specifically:

- A shareholder or group of shareholders holding from ten (10)% to less than twenty (20)% of the total voting shares may nominate one (01) candidate;

- A shareholder or group of shareholders holding from twenty (20)% to less than fifty (50)% may nominate a maximum of two (02) candidates;

- A shareholder or group of shareholders holding from 50% to less than 65% may nominate a maximum of three (03) candidates.

- A shareholder or group of shareholders holding 65% or more may nominate a sufficient number of candidates.

b. In the event that the number of BOD candidates through nomination and self-nomination is still insufficient, the current Board of Directors may nominate additional candidates or organize nominations according to the mechanism established by the Company in its internal corporate governance regulations. The procedure and mechanism for the current Board of Directors to nominate BOD candidates must be clearly disclosed and must be approved by the General Meeting of Shareholders before proceeding with nominations.

### **Article 3. Application documents and deadline for receipt of self-nomination and nomination applications for BOD election**

1. Application documents for self-nomination and nomination for BOD election include:

- Written nomination (or self-nomination) (per template);

- Candidate information form completed by the candidate;

- Notarized copies of: National ID Card/Citizen ID, diplomas certifying educational qualifications;

- Valid authorization letter for nomination (*in the case of a shareholder authorizing another person to nominate*);

- Self-nomination and nomination documents must be submitted to the General Meeting Organizing Committee before 11:00 AM on April 25, 2026 at the following address:

**Annual General Meeting of Shareholders 2026 and Term IV 2022-2027  
Organizing Committee**

**VVMI Quan Trieu Cement Joint Stock Company.**

**Address: An Khanh Commune, Thai Nguyen Province**

- For cases of self-nomination and nomination at the General Meeting, the shareholder(s) must immediately provide the documents to the Chairperson for consideration before proceeding with the election.

- Only self-nomination and nomination documents and candidates that meet the corresponding eligibility requirements for BOD membership will be included in the list of candidates announced at the General Meeting.

Attached to this Regulation are Appendices



*Template documents for shareholders and/or groups of shareholders to nominate candidates for BOD membership.*

**Article 4. Ballot regulations**

1. Valid ballots:

- Ballots issued by the General Meeting Organizing Committee according to the uniform template with the embossed seal on the left side of VVMI Quan Trieu Cement Joint Stock Company, ballots that have not been erased, corrected, altered, or tampered with;

- Ballots cast for those on the list of candidates approved by the General Meeting;

- The total number of votes of a shareholder for all candidates is equal to or less than the total voting rights of the shareholder.

2. Invalid ballots:

- Ballots not issued by the General Meeting Organizing Committee;

- The total number of votes of a shareholder cast for all candidates exceeds the total voting rights of the shareholder;

- The shareholder crosses out a candidate's name or adds another person's name to the list;

- The number of votes is written as a percentage.

**Article 5. Vote counting principles for BOD election.**

1. Before voting, the Vote-Counting Committee shall inspect the status of the ballot boxes in the presence of the shareholders.

2. Voting shall begin when directed by the Head of the Election Committee and end when the last shareholder casts their ballot or after 30 minutes from the start time, whichever comes first. Shareholders/authorized meeting attendees shall cast their ballots into the ballot boxes. After voting ends, the ballot boxes will be sealed by the Vote-Counting Committee.

3. Vote counting must be conducted immediately after voting ends.

4. The vote counting results shall be recorded in a written document and announced by the Head of the Election Committee before the General Meeting.

**Article 6. Principles for determining elected BOD members.**

1. Elected BOD members shall be determined by the number of votes received in descending order. In the event that two or more candidates receive the same highest number of votes, a re-election shall be held among those candidates with equal votes;

2. In the event that after the announcement of the election results, a shareholder raises a complaint or a re-examination of the election results is required, the Chairperson shall seek the opinion of the General Meeting to elect a review team of at least 3 members representing the shareholders to directly re-examine. If intentional errors or fraud are found in the vote counting, the Vote-Counting Committee shall bear the full cost of organizing a new election. Complaints about the election and vote counting will be resolved by the Chairperson of the meeting and recorded in the Minutes of the General Meeting of Shareholders.

**Article 7. Effectiveness of the Regulation**





This Regulation takes effect immediately upon its approval by the General Meeting of Shareholders of VVMI Quan Trieu Cement Joint Stock Company at the meeting./.

***Recipient:***

- Shareholders of the Company
- BOD members, Supervisory Board;
- Archived: Office, Secretary of BOD;
- State Securities Commission, HNX;
- Information disclosure on Company Website.

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

**Nguyen Van Dung**



VVMI QUAN TRIEU CEMENT  
JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness

Thai Nguyen, day.....month..... year 2026

**SELF-NOMINATION APPLICATION**  
**For Election of Additional Member of the Board of Directors**

To: Board of Directors of VVMI Quan Trieu Cement Joint Stock Company

Full name: .....  
Citizen ID/Passport/Business Registration No.: ..... Date of issue: .....  
Place of issue: .....  
Permanent address: .....  
Employer: .....  
Educational level: ..... Major: .....  
Currently owning: ..... shares (*in words*: ..... shares)  
of VVMI Quan Trieu Cement Joint Stock Company.

Pursuant to the provisions of the Enterprise Law and Circular 116/2020/TT-BTC, I hereby self-nominate for the position of member of ..... of the Company.

I hereby confirm that I meet all the conditions to self-nominate for the position of member of ..... in accordance with the Enterprise Law and the Regulation for election of additional Supervisory Board members at the 2026 Annual General Meeting of Shareholders and Term IV 2022-2027 of VVMI Quan Trieu Cement Joint Stock Company.

I commit to take full responsibility for the accuracy and truthfulness of the content of this document and accompanying attachments, and to fully comply with the Enterprise Law and the Regulation for election of additional Supervisory Board members of VVMI Quan Trieu Cement Joint Stock Company.

If elected as a member of ..... by the shareholders, I will devote all my abilities and dedication to contributing to the development of the Company.

Thank you sincerely.

**Enclosed documents:**

- Copy of National ID Card/Citizen ID/Passport;
- Candidate information form;
- Valid copies of diplomas and certificates of educational and professional qualifications.

Day..... month..... year 2026

**THE APPLICANT**

(Signature and full name)





VVMI QUAN TRIEU CEMENT  
JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM  
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Thai Nguyen, day.....month.....year 2026

**NOMINATION APPLICATION**  
**For Election of Additional Member of the Board of Directors**

To: Board of Directors of VVMI Quan Trieu Cement Joint Stock Company

Today, ....., I/we are the shareholder(s)/group of shareholders who own/voluntarily assembled as a group of shareholders holding.....shares, accounting for .....% of the total ..... voting shares of the Company, named in the following list:

No.	Shareholder	Passport/Citizen ID/Business Reg.	Number of shares owned	Ratio (%) / Total shares	Signature
1					
2					
...					
	<b>Total</b>				

Pursuant to the provisions of the Enterprise Law and Circular 116/2020/TT-BTC, we unanimously nominate the following person(s) for the position of member of ..... of the Company.

No.	Full name of candidate	Citizen ID/ Passport No.	Educational level	Major	Shares owned
1					
2					
...					

I/We commit to maintaining the ownership ratio as registered so that the candidates have the full conditions and criteria to run for the position of ..... on the date of the General Meeting of Shareholders elections for the above position. At the same time, we commit that the contents of this Nomination Application are completely accurate and in compliance with the provisions of the law.



....., day .....month..... year 2026  
**REPRESENTATIVE OF THE GROUP  
OF SHAREHOLDERS**  
*(Signature and full name)*

*Notes:*

- *Attach candidate information forms and related diplomas and certificates;*
- *For legal entity shareholders:*

*(1) The legal representative shall sign and stamp;*

*(2) In the case of a legal entity appointing a capital representative (authorized representative), the representative shall sign and attach the documents appointing the capital representative as required.*





**CANDIDATE INFORMATION FORM**

**1. Personal information:**

- Full name: .....
- Year of birth: ..... - Gender: .....
- Citizen ID/Passport: ..... - Date of issue: .....
- Place of issue:.....
- Nationality: ..... - Ethnicity: .....
- Permanent address: .....
- Current position: .....
- Contact:     Phone: .....
- Email: ... ..

**2. Positions currently held at other organizations:**

No.	Company name	Position currently held

**3. Number of shares held: .....shares, accounting for .....% of the Company's charter capital.**

- Of which:   - Representing ownership: .....shares
- Personally owned: .....shares

**4. Share holding commitments (if any): .....**

**5. List of related persons of the declarant:**

*(Related persons as defined in Clause 46, Article 4 of the Securities Law dated November 16, 2019)*



No.	Stock Code	Full name	Securities trading account	Position at company (if any)	Relationship with company/insider	Type of certificate (*)	Certificate No. (*)	Issue date	Place of issue	Headquarters/contact address	Shares owned at period end	Ownership ratio at period end	Date becoming related person	Date ceasing to be related person	Reason (changes to items 13-14)	Notes
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17





6. Related interests with the public company or public fund (if any):  
.....

7. Interests conflicting with the public company or public fund (if any):  
.....

**8. Legal commitment:**

I hereby declare that the above statements are true. If false, I shall bear full legal responsibility.

*Day ... month ... year 2026*

**THE DECLARANT**

*(Signature and full name)*