



**Vietnam National Coal and Mineral Industries Group**  
**Ha Tu Coal Joint Stock Company – Vinacomin**

----- & -----



## **DOCUMENTS**

### **2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

*Ha Tu, November 28<sup>th</sup>, 2025*



**HA TU COAL JOINT STOCK COMPANY – VINACOMIN**  
**2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**



**LIST OF DOCUMENTS**

No.	CONTENT
1	Agenda of the General Meeting
2	Working Regulations at the 2025 Extraordinary General Meeting of Shareholders.
3	Proposal on dismissal of a member of the Board of Directors and nomination of a candidate for election to the Board of Directors
4	Curriculum Vitae of the candidate nominated for election to the Board of Directors.
5	Proposal for Approval of Amendments to the Company's Charter
6	Regulations on the election at the 2025 Extraordinary General Meeting of Shareholders
7	Voting Ballot
8	Voting Card
9	Draft Resolution of the General Meeting
10	Question Form



No: 01/2025/CT-ĐHĐCĐBT

Ha Tu, November 3<sup>rd</sup> năm 2025

**AGENDA**

**2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

(From 9:30 a.m. on November 28, 2025, at Meeting Room No. 4 – Office of Ha Tu Coal Joint Stock Company – Vinacomin.)

Company – Vinacomin.)

No.	Time	Content	Executing party
1	9h00'÷9h30'	- Verification of shareholder eligibility, distribution of voting cards, ballots, and meeting materials	Nguyen Viet Hung Organizing Committee
2	09h30'÷09h40'	- Organizational arrangements, declaration of meeting purposes, introduction of delegates, inviting Chairman to preside over the meeting	
3	09h40'÷09h45'	- Report on shareholder eligibility verification	Pham T Lan Huong Supervisory Board Member
4	09h45'÷09h50'	- The Chairperson introduces the Secretary, and introduces and approves the Vote Counting Committee.	Tran Quoc Tuan- Member of BODs – Director
5	09h50'÷10h00'	- Presentation of the EGM 2025 agenda - Presentation of the EGM 2025 organizing regulations.	Pham Thi Hai- Member of the BODs
		Voting for approval	Tran Quoc Tuan- Member of BODs – Director
Part I: Presentation of reports and proposals			
6	10h00'÷10h10'	- The proposal on the dismissal of a member of the Board of Directors and the nomination of a candidate for additional election to the Board of Directors. - Proposal for Amendment to the Charter on Organization and Operation of Ha Tu Coal Joint Stock Company – Vinacomin	Dang Van Tinh Board Member
7	10h10'÷10h15'	- Discussion on the proposal presented at the General Meeting.	Tran Quoc Tuan- Member of BODs – Director
		- Voting to approve the contents of the proposal discussed at the General Meeting.	
8	10h15'÷10h30'	- Adoption of the Election Regulations and election of an additional member to the Board of Directors at the General Meeting. - Instructions on filling out and collecting the voting ballots.	Vote Counting Committee
9	10h30'÷10h45'	- The General Meeting takes a 15-minute break.	
Part II: Announcement of voting results, minutes, and draft resolution			
10	10h45'÷10h55'	- Announcement of voting results	Head of the Vote Counting Committee



No.	Time	Content	Executing party
11	10h55'÷11h10'	- The Board of Directors' meeting to elect the Chairperson and assign duties to members of the Board of Directors	BODs
12	11h10'÷11h25'	- The newly elected Chairperson of the Board of Directors addresses the General Meeting and presents flowers to the outgoing member of the Board of Directors	Tran Quoc Tuan- Member of BODs – Director
13	11h25'÷11h30'	- Presentation of the Minutes and the draft Resolution of the 2025 Extraordinary General Meeting of Shareholders	Meeting Secretary
		- Voting to approve the Minutes and the Resolution..	Tran Quoc Tuan- Member of BODs – Director
14	11h35'	- Closing of the General Meeting.	Tran Quoc Tuan- Member of BODs – Director

**Recipients:**

- Shareholders attending the General Meeting (e-copy);
- Board of Directors & Supervisory Board members (e-copy);
- Correspondence Department (e-copy, post on Website);
- Archives: Office & Company Secretary

**ON BEHALF OF THE BOARD OF DIRECTORS  
BOARD MEMBER – DIRECTOR**



**Tran Quoc Tuan**





No: 02/2025/QC- ĐHĐCĐBT

Ha Tu, November 3<sup>rd</sup> năm 2025

**WORKING REGULATIONS**  
**2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

*Pursuant to:*

*The Enterprises Law No. 59/2020/QH14, enacted by the National Assembly of the Socialist Republic of Vietnam on June 17<sup>th</sup>, 2020, and its guiding documents;*

*The Charter of Ha Tu Coal Joint Stock Company – Vinacomin, as approved by the General Meeting of Shareholders on May 8<sup>th</sup>, 2023;*

*The 2025 Extraordinary General Meeting of Shareholders of Ha Tu Coal Joint Stock Company – Vinacomin is organized and conducted according to the following regulations:*

**Chapter I**  
**GENERAL PROVISIONS**

**Article 1. Scope and applicable subjects**

1. These regulations apply to the organization of the 2025 Extraordinary General Meeting of Shareholders (EGM) of Ha Tu Coal Joint Stock Company – Vinacomin, specifically defining the rights and obligations of shareholders or their authorized representatives (shareholders/authorized representatives) attending the General Meeting, as well as the conditions and procedures for conducting the General Meeting.

2. Shareholders/authorized representatives are responsible for complying with these regulations.

**Article 2. Objectives of the General Meeting**

1. Ensure the principles of transparency, fairness, and democracy.
2. Facilitate the organization and conduct of the General Meeting, enabling the company to stabilize and resume business operations promptly.

**Chapter II**  
**RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE GENERAL MEETING**

**Article 3. Rights and obligations of shareholders**

1. Conditions for participation:

Shareholders listed in the shareholder registration record issued by the Vietnam Securities Depository and Clearing Corporation (VSDC) on October 27<sup>th</sup>, 2025, under Document No. 1129/2025-THT/VSDC-ĐK dated October 30, 2025, are eligible to attend;

2. Rights of shareholders attending the General Meeting:

- a. Vote on all matters within the authority of the General Meeting of Shareholders.



b. Authorize a representative to attend and vote at the General Meeting via a written authorization letter.

c. Shareholders/authorized representatives must present valid identification (ID card/passport/citizen ID) and an authorization letter (*for shareholder representatives*) to the Organizing Committee to receive a voting card, voting ballot, and election ballot, indicating the number of voting shares (*hold or represent*), sealed by Ha Tu Coal Joint Stock Company – Vinacomin.

d. After listening to reports and proposals shareholders/authorized representatives will discuss and vote by raising their voting card or filling out the voting ballot.

e. Shareholders/authorized representatives have the right to express their opinions on General Meeting matters during the discussion session, under the Chairman's guidance. Before speaking, they must fill out a Speech Registration Form (as per the prescribed template), specifying their questions or remarks. These forms are submitted to the Chairman for review. Speeches should be concise, relevant, and limited to 5 minutes. Repetitive comments will not be recorded in the EGM minute.

f. Shareholders/authorized representatives arriving late may still register, attend, and vote, but the Chairman is not responsible for pausing the meeting, and previous voting results remain valid.

### 3. Obligations of shareholders attending the General Meeting:

a. Shareholders and authorized representatives arrive on time and complete registration procedures with Organizing Committee before entering the meeting room.

b. Follow the guidance of the Chairman, dress appropriately, refrain from wearing hats, smoking, talking privately, or using mobile phones. Phones must be turned off or set to silent mode.

c. Shareholders must maintain confidentiality of meeting documents and avoid recording or copying them for people outside the General Meeting without permission from the Chairman;

d. Authorized representatives must not reassign their attendance authorization to a third party.

e. Shareholders must sit in the designated areas assigned by the Organizing Committee. Compliance with the seating arrangement is mandatory.

f. Any recording or filming of the General Meeting must be publicly announced and approved by the Chairman;

g. Shareholders wishing to speak at the General Meeting must register in advance, comply with the speaking time limits, and ensure that their statements are relevant to the meeting agenda. Shareholders must follow the guidance of the Organizing Committee and adhere to the moderation of the Chairman when speaking and voting;

h. Shareholders must not engage in any disruptive actions that could interfere with the orderly and lawful conduct of the General Meeting;

k. Shareholders must respect the Chairman's authority, strictly comply with the working regulations, and uphold the resolutions passed at the General Meeting.

### Article 4. Shareholder Eligibility Verification Committee

1. The Shareholder Eligibility Verification Committee consists of 03 members and is responsible for verifying the attendance and eligibility of shareholders and their authorized representatives. The committee members are accountable to the Chairperson and the General Meeting of Shareholders.



**2. Responsibilities of the Shareholder Eligibility Verification Committee:**

Verify the shareholder eligibility and attendance of shareholders and authorized representatives.

The Head of the Verification Committee shall report to the General Meeting of Shareholders on shareholder attendance. If the number of attending shareholders and authorized representatives represents more than 50% of the total voting shares, the General Meeting of Shareholders shall be deemed valid and proceed accordingly.

**Article 5. Rights and responsibilities of the Chairman and the Secretary of the General Meeting**

1. Chairman of the General Meeting: The Chairman of the Board of Directors shall act as the Chairman of the General Meeting, with the following duties:

a. Presiding over the General Meeting in accordance with the approved agenda and contents;

b. Introducing the Meeting Secretary;

c. Guiding shareholders/authorized representatives through discussions, voting, and other meeting procedures, as well as decide on the order and procedures, and on matters arising outside the agenda.

d. Answering questions and concerns raised by shareholders/authorized representatives.

e. Taking necessary measures to maintain order and ensure the General Meeting accurately reflects the opinions and wishes of the majority of attending shareholders.

f. Exercising additional rights and responsibilities as stipulated in the Charter of Ha Tu Coal Joint Stock Company – Vinacomin.

**2. Secretary of the General Meeting:**

a. The Meeting Secretary shall be introduced by the Chairman and approved by the General Meeting. The Secretary is accountable to the Chairman and the General Meeting of Shareholders and shall operate under the Chairman's supervision.

b. Assisting the Chairperson in verifying shareholder eligibility and representative authorizations (if necessary);

c. Accurately and comprehensively recording the entire proceedings of the General Meeting and the issues approved by the shareholders or noted in the minute of the General Meeting

d. Supporting the Chairperson in announcing draft documents, resolutions, conclusions, and notifications to shareholders as required. The Secretary shall also receive and review Speech Registration Forms submitted by shareholders before forwarding them to the Chairperson for consideration.

e. Drafting the resolution based on the matters approved by the General Meeting.

**Article 6. Rights and responsibilities of the Election and Vote Counting Committee**

1. The Election and Vote Counting Committee consists of 05 members: 01 Head and 04 members, appointed by the Chairman and approved by the General Meeting.

**2. Responsibilities of the Election and Vote Counting Committee:**

a. Supervising the voting process of shareholders/authorized representatives and accurately determining the voting results for each item;

b. Quickly compiling the voting results for each matter and reporting them to the Chairperson for announcement.



- c. Reviewing and reporting to the General Meeting any violations of voting procedures or complaints regarding voting results;
- d. Prepare the Vote Counting Report and be accountable to the Chairperson and the General Meeting of Shareholders for their work.

### **Chapter III**

## **CONDUCT OF THE GENERAL MEETING**

#### **Article 7. Conditions for holding the General Meeting**

The General Meeting of Shareholders shall be valid if shareholders/authorized representatives representing more than 50% of the total voting shares attend according to the shareholders list of Ha Tu Coal Joint Stock Company – Vinacomin.

#### **Article 8. Discussion and voting procedures**

1. Discussion principles:
  - a. Discussions shall be conducted within the allocated time and limited to matters included in the meeting agenda;
  - b. Shareholders wishing to raise questions must submit them in writing using the Question Submission Form and forward to the Secretary;
  - c. The Secretary will collect and arrange the Question Submission Form in registered order before forwarding to the Chairman;
  - d. Shareholders who wish to speak or debate must raise their hands and obtain the Chairperson's approval. Each shareholder is limited to 3 minutes per speech, and comments should be concise and avoid repetition.
2. Responses to shareholder questions:
  - a. Based on the submitted Question Submission Forms, the Chairman or a designated representative shall respond to shareholder inquiries.
  - b. If time constraints prevent all questions from being addressed during the meeting, the company shall provide written responses afterward.
3. Voting Methods:
  - a. Raising the voting card: Used for approving procedural matters, such as: Meeting agenda, Working regulations, Election of the Vote Counting Committee, approval of the EGM minutes and resolutions and other contents at the General Meeting (if any)
  - b. Filling out the voting ballot: Used for voting on reports and proposals, which are identified and clearly stated in each voting form sent to each shareholder.
4. Voting procedures:
  - a. Delegates shall vote to approve, disapprove, or abstain on each item presented at the General Meeting by either raising the voting card or marking their selection on the voting ballot, corresponding to the specific resolutions.
  - b. When voting by raising the Voting Card, the front side of the Voting Card must be held up clearly towards the Chairman. Shareholders shall vote on each matter by raising their Voting Card when asked by the Chairman: (First call: Vote in approving; Second call: Vote in disapproving; Third call: Abstain from voting). Shareholders shall raise their voting card only once per voting matter.
  - c. When voting by filling out the voting ballot: For each voting item, shareholders must choose one of three options: "Approve", "Disapprove", or "Abstain". These options are pre-printed on the voting ballot, and shareholders indicate their choice by



marking an "X" or "✓" in the corresponding box. After completing all voting items, shareholders shall submit their sealed voting ballot in the designated ballot box at the General Meeting, as instructed by the Vote Counting Committee. The voting ballot must be signed and include the full name of the shareholder or authorized representative.

Invalid voting ballots:

Ballots not issued by the Organizing Committee;

Ballots without a complete signature and clear full name of the delegate;

Ballots that are erased, altered, or have additional voting content;

If a voting item does not have a selection or has more than one option selected for a single proposal, that vote is considered invalid.

5. Voting rules:

a. The value of the voting ballot or voting card is determined based on the number of shares with voting rights that the shareholder owns or authorized representatives presenting at the General Meeting. Each share owned or legally represented corresponds to one voting unit.

b. Voting ballots and voting cards are sealed by the company and issued to shareholders or their authorized representatives by the Shareholder Eligibility Verification Committee after verifying their eligibility to attend the meeting. The voting ballot or voting card must include a serial number, full name, signature of the shareholder or authorized representative, and other technical elements to facilitate accurate and convenient vote verification.

c. The following matters shall be approved if at least 65% of the votes from shareholders with voting rights are cast either directly or through authorized representatives at the General Meeting:

- Type of shares and total number of shares of each type;
- Changes in business sectors and lines of operation;
- Changes in the company's management structure regarding the operational model and legal representative, as specified in article 134 of the Enterprises Law;
- Decisions on investment projects, transactions involving the purchase, sale, or disposal of the Company's assets or its branches, or transactions conducted by the Company or its branches with a value equal to or exceeding 35% of the Company's total assets as recorded in the most recent audited financial statement;
- Decisions on capital contributions or share purchases in other enterprises, where the total value of capital contributions or share purchases equals or exceeds 35% of the company's total assets as recorded in the most recent audited financial statements;
- Decisions on the restructuring, dissolution, or bankruptcy of the company;
- Amend and supplement the contents of company charter;
- Except for matters specified in Point c, Clause 5 of this Article, all other decisions of the General Meeting of Shareholders shall be approved if at least 51% of the votes from shareholders with voting rights are cast either directly or through authorized representatives at the General Meeting.

#### **Article 9. General Meeting resolution and meeting minute**

The General Meeting minute and resolution must be read and approved before the closing of The General Meeting.



## Chapter IV IMPLEMENTATION PROVISIONS

### Article 10. Implementation provisions

- These working regulations, consisting of 4 chapters and 10 articles, take effect immediately after approval by the 2025 Extraordinary General Meeting of Shareholders of Ha Tu Coal Joint Stock Company – Vinacomin.

- Shareholders and their authorized representatives attending the General Meeting are required to strictly adhere to these regulations. Any violations will be handled accordingly, based on the company's charter and Enterprises Law.

- The General Meeting of Shareholders holds the authority to amend and supplement these regulations if necessary./.

#### **Recipients:**

- Shareholders attending the General Meeting (e-copy);
- Board of Directors & Supervisory Board members (e-copy);
- Correspondence Department (e-copy, post on Website);
- Archives: Office & Company Secretary

**ON BEHALF OF THE BOARD OF DIRECTORS  
BOARD MEMBER – DIRECTOR**



**Tran Quoc Tuan**



No.: 03/2025/TTr-DHĐCĐBT

*Ha Tu, November 3<sup>rd</sup>, 2025*

### **PROPOSAL**

#### **Dismissal of a member of the Board of Directors (BoD) and nomination of a candidate for the additional election of a BoD member during the term**

To: Shareholders of Ha Tu Coal Joint Stock Company – Vinacomin.

Pursuant to the Law on Enterprises 2020 and the Law amending and supplementing a number of articles of the Law on Enterprises 2022 and 2025;

Pursuant to the Charter on Organization and Operation of the Company as approved by the General Meeting of Shareholders on August 5, 2023;

Pursuant to Decision No. 2091/QĐ-TKV dated September 30, 2025 of the Members' Council of Vietnam National Coal and Mineral Industries Group (TKV) regarding the change of personnel of the Capital Representative and the Representative of TKV participating in the Board of Directors of Ha Tu Coal Joint Stock Company – Vinacomin. Mr. Ngo The Phiet submitted a resignation letter to the Company on October 7, 2025, requesting to resign from the position of Chairman of the Board of Directors and to cease participation in the Board of Directors of the Company. At the 115th meeting – Term IV (2022–2027) held on October 7, 2025, the Board of Directors considered and approved Mr. Ngo The Phiet's resignation letter. Pursuant to Point c, Clause 1, Article 15 of the Company's Charter, the Board of Directors proposes that the General Meeting of Shareholders approve the dismissal of Mr. Ngo The Phiet from the position of Member of the Board of Directors.

Pursuant to the list of shareholders of the Company prepared by the Vietnam Securities Depository and Clearing Corporation (VSDC) under Document No. V985/2025/THT/VSD-ĐK dated October 30, 2025. The Company currently has one major shareholder, Vietnam National Coal and Mineral Industries Group (TKV), holding 15,969,884 shares, equivalent to 65% of the charter capital. According to Clause 2, Article 25 of the Company's Charter, the major shareholder TKV has nominated a candidate to run for the position of Member of the Board of Directors for the mid-term election of Term IV (2022–2027) as specified in Decision No. 2091/QĐ-TKV dated September 30, 2025. Accordingly, the shareholder TKV nominates Mr. Vu Van Khan, Capital Representative of TKV, to run for the position of Member of the Board of Directors of Ha Tu Coal Joint Stock Company – Vinacomin.



Pursuant to Resolution No. 115/NQ-VHTC dated October 7, 2025 of the Board of Directors of Ha Tu Coal Joint Stock Company – Vinacomin regarding the nomination of a candidate to run for the position of Member of the Board of Directors for the mid-term election of Term IV 2022÷2027.

As of the present time, no group of shareholders owning or representing at least 10% of the total voting shares of the Company has submitted any written nomination or recommendation of a person to run for the Board of Directors for the mid-term election to the Organizing Committee. Therefore, with respect to the personnel for the additional election of a Board Member at the 2025 Extraordinary General Meeting of Shareholders, the Board of Directors respectfully proposes one candidate nominated by the major shareholder as follows:

- Mr. Vu Van Khan, Capital Representative of TKV at Ha Tu Coal Joint Stock Company – Vinacomin. (Curriculum vitae is attached).

The Board of Directors of Ha Tu Coal Joint Stock Company – Vinacomin respectfully requests the General Meeting of Shareholders to approve the personnel nomination plan for the additional election of a Board Member of the Company.

Sincerely./.

**Recipients:**

- Company shareholders (e-copy);
- Members of the BOD and BOS (e-copy);
- Correspondence Department (e-copy; post on Website);
- Archives: Office, Company Secretary.

**ON BEHALF OF THE BOD  
BOARD MEMBER – DIRECTOR**



**Tran Quoc Tuan**





THE SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness

**CURRICULUM VITAE**

*(For candidates/nominees for election as members of the Board of Directors)*

1. Full name: VU VAN KHAN

2. Gender: Male

3. Citizen ID No.: 034068001414

Date of issue: August 12, 2021

Place of issue: Department of Administrative Management for Social Order – Ministry of Public Security.

4. Date of birth: August 16, 1968

5. Nationality: Vietnamese

6. Ethnicity: Kinh

7. Place of origin: Thai Binh Ward, Hung Yen Province.

8. Permanent address: Group 4, Dap Nuoc I Area, Quang Hanh Ward, Quang Ninh Province

9. Contact number: 0912 108 420, email: vuvankhan1968@gmail.com

10. Educational background: 12/12

11. Professional qualification: Mining Engineer, Master of Mining Engineering

12. Employment history:

+ From September 1990 to September 1995: Technician, Mining Explosives Workshop, Coc Sau Coal Company.

+ From October 1995 to July 1999: Engineer, Mining Engineering Department, Coc Sau Coal Company.

+ From August 1999 to April 2004: Deputy Head of Mining Engineering Department, Coc Sau Coal Company.

+ From May 2004 to September 2006: Manager of Ta Ngan Excavation Workshop, Coc Sau Coal Company.

+ From October 2006 to October 2007: Head of Mining Engineering Department, Coc Sau Coal Company.

+ From November 2007 to March 2008: Head of Mining Engineering Department, Assistant to the Director, and Commander of Thach Khe Iron Ore Mining Site (Ha Tinh Province), Coc Sau Coal Joint Stock Company – TKV.

+ From April 2008 to March 2013: Deputy Director, Coc Sau Coal Joint Stock Company – Vinacomin.

+ From April 2013 to September 2018: Director, Coc Sau Coal Joint Stock Company – Vinacomin.

+ From October 2018 to February 2019: Standing Member of the Board of Directors, Coc Sau Coal Joint Stock Company – Vinacomin;





+ From February 2019 to August 2020: Member of the Capital Management Board, Vietnam National Coal and Mineral Industries Holding Corporation Limited (Vinacomin); Chairman of the Board of Directors, Cao Son Coal Joint Stock Company – Vinacomin; Chairman of the Board of Directors, Tay Nam Da Mai Coal Joint Stock Company – Vinacomin;

+ From August 2020 to present: Member of the Capital Management Board, Vinacomin; Chairman of the Board of Directors, Cao Son Coal Joint Stock Company – TKV; Chairman of the Board of Directors, Cam Pha Coal Trading Joint Stock Company – Vinacomin; Chairman of the Board of Directors, Geological Mining Joint Stock Company – TKV; Member of the Board of Directors, Mining Mechanics and Shipbuilding Joint Stock Company – TKV; Member of the Board of Directors, Uong Bi Manufacturing and Trading Joint Stock Company.

13. Current position and workplace: Representative of Vinacomin's capital at Ha Tu Coal Joint Stock Company – Vinacomin.

\* Other positions held:

- Member of the Capital Management Board, Vietnam National Coal and Mineral Industries Group (Vinacomin);

- Chairman of the Board of Directors, Cao Son Coal Joint Stock Company – TKV;

- Chairman of the Board of Directors, Geological Mining Joint Stock Company – TKV;

- Chairman of the Board of Directors, Vinacomin Mining and Industrial Investment Consulting Joint Stock Company;

14. Number of shares held: 0 shares (accounting for 0%), including:

- Personal ownership: 0 shares (accounting for 0%);

- State capital representation: 0 shares (accounting for 0%).

15. Number of shares held by related persons: 0 shares.

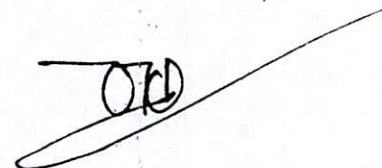
16. Violations of law: None

17. Conflicts of interest with the Company: None

I hereby certify that the above statements are completely true and accurate. I shall take full responsibility before the Law for any inaccuracies in the information provided.

*Quang Ninh, October 30, 2025*

**Declarant**



**Vu Van Khan**





No: 04/2025/TTr-ĐHĐCĐBT

*Ha Tu, November 3<sup>rd</sup>, 2025*

**PROPOSAL**  
**Regarding the Approval of the Amendment to the Charter on Organization and**  
**Operation of the Company**

To: Esteemed Shareholders

Pursuant to the Law on Enterprises 2020 and the Law amending and supplementing a number of articles of the Law on Enterprises 2022 and 2025;

Pursuant to the Charter on Organization and Operation of Ha Tu Coal Joint Stock Company – Vinacomin, as approved by the General Meeting of Shareholders on May 8, 2023;

Pursuant to Official Letter No. 4168/BNV-CQĐP dated June 23, 2025 of the Ministry of Home Affairs regarding guidance on certain matters related to the reorganization of administrative units;

Pursuant to Official Notice No. 55/TB-UBND dated September 12, 2025 of Ha Tu Ward People's Committee regarding the renaming of neighborhoods within Ha Tu Ward;

Pursuant to Official Letter No. 5275/TKV-TN dated September 17, 2025 of Vietnam National Coal and Mineral Industries Group (Vinacomin) regarding the request for issuance of the Surveying and Mapping Operation License.

In order to update the Company's head office information in accordance with changes in administrative boundaries and to add business lines to serve the Company's operations, the Board of Directors (BOD) respectfully submits to the General Meeting of Shareholders (GMS) for consideration and approval of the following contents:

**1. Approval of the amendment and supplementation to the Company's Charter on Organization and Operation, specifically as follows:**

**1.1 Amendment to Clause 6, Article 2 (Registered Head Office of the Company)**

- Current registered address (as stated in the existing Charter): "Group 6, Zone 3, Ha Tu Ward, Ha Long City, Quang Ninh Province".

- Revised registered address (as stated in the amended Charter): "Group 6, Ha Tu 3 Neighborhood, Ha Tu Ward, Quang Ninh Province".

**Reason:** To update the administrative unit names in accordance with the notification from the local authorities.

**1.2 Addition to Clause 2, Article 4 (Company's Business Lines)**

- Additional details:



+ No.: 24

+ Business line name: "Surveying and mapping activities"

+ Business code: 7110

**Reason:** To add a business line as required by Vinacomin and in compliance with legal regulations (Decree No. 136/2021/ND-CP) as a basis for applying for the Surveying and Mapping Operation License, serving the Company's business operations.

## **2. Authorization to the General Meeting of Shareholders for the Board of Directors and the Legal Representative:**

- The General Meeting of Shareholders authorizes the Board of Directors and the Legal Representative of the Company, based on the contents approved in Section 1, to take responsibility for carrying out the necessary legal procedures with the Department of Planning and Investment of Quang Ninh Province and other relevant state authorities in order to:

a) Register amendments to the Enterprise Registration Certificate related to the Company's head office address and new business line.

b) Update other enterprise registration information in accordance with the changes in administrative boundaries (including the permanent and contact addresses of the Legal Representative).

c) Publish the enterprise registration contents, adjust the seal information (if necessary), and notify changes to the Tax Authority, Banks, and business partners, in accordance with legal regulations.

All other provisions of the Company's Charter not amended or supplemented under this Proposal shall remain in full force and effect.

The Board of Directors respectfully submits this proposal to the General Meeting of Shareholders for consideration and approval./.

### **Recipients:**

- Shareholders attending the General Meeting (e-copy);
- Members of the BOD and BOS (e-copy);
- Correspondence Department (e-copy; post on Website);
- Archives: Office, Company Secretary.

**ON BEHALF OF BOD  
BOARD MEMBER – DIRECTOR**



**Tran Quoc Tuan**



No: 05/2025/NQ-ĐHĐCĐBT

*Ha Tu, November 3<sup>rd</sup>, 2025*

**REGULATIONS ON NOMINATION, CANDIDACY, AND ELECTION OF  
MEMBERS OF THE BOARD OF DIRECTORS  
THE 2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

*Pursuant to the Law on Enterprises 2020 and the Law amending and supplementing a number of articles of the Law on Enterprises 2022 and 2025;*

*Pursuant to the Charter on Organization and Operation of Ha Tu Coal Joint Stock Company – Vinacomin approved on May 8, 2023;*

*Pursuant to the Internal Corporate Governance Regulations of Ha Tu Coal Joint Stock Company – Vinacomin approved on April 26, 2021.*

**Chapter I  
GENERAL PROVISIONS**

**Article 1: Explanation of terms and abbreviations**

- The Company: Ha Tu Coal Joint Stock Company – Vinacomin
- BOD: Board of Directors
- OC: Organizing Committee
- GMS: General Meeting of Shareholders
- Delegate: Shareholder or authorized representative

**Article 2: Chairman of the Meeting**

The Chairman of the Meeting is responsible for presiding over the election with the following specific duties:

- Introducing the list of nominees to the BOD
- Handling complaints related to the election (if any)

**Article 3: Number, term, and qualifications of BOD members**

- Number of BOD members to be elected: 01 (one) member
- Term : 2022- 2027
- Maximum number of BOD candidates : Unlimited
- Members of the BOD must meet the following conditions and standards:
  - a) Not falling under the circumstances specified in Clause 2, Article 17 of the Law on Enterprises;
  - b) Having professional qualifications and experience in corporate governance or in the Company's business fields; not necessarily being a shareholder unless otherwise stipulated in the Company's Charter;





c) A BOD member of one company may concurrently serve as a BOD member of another company;

d) For state-owned enterprises as prescribed in Point b, Clause 1, Article 88 of the Law on Enterprises and subsidiaries of state-owned enterprises as prescribed in Clause 1, Article 88 of the same Law, BOD members must not have family relations with the Director, General Director, other managers of the company, or with those who have the authority to appoint managers of the parent company.

**Article 4: Principles of election:**

- The election shall be conducted in accordance with the laws and the Company's Charter.

- The Vote Counting Committee shall be nominated by the Chairman and approved by the Meeting. Members of the Vote Counting Committee must not be among the nominees or self-nominated candidates for the BOD.

## **Chapter II**

### **REGULATIONS ON NOMINATION AND CANDIDACY**

**Article 5: Nomination of BOD members** (*Clause 2, Article 25 of the Company's Charter*)

- Shareholders have the right to pool their voting rights to nominate candidates for the BOD. Shareholders or groups of shareholders holding from 10% to less than 20% of the total voting shares may nominate one (01) candidate; from 20% to less than 50% may nominate up to two (02) candidates; from 50% to less than 65% may nominate up to three (03) candidates; and those holding 65% or more may nominate a full number of candidates.

- In case the number of nominees and self-nominated candidates remains insufficient as required under Clause 5, Article 115 of the Law on Enterprises, the incumbent BOD shall introduce additional candidates or organize additional nominations in accordance with the Company's Charter, the Internal Corporate Governance Regulations, and the BOD's Working Regulations. The BOD's nomination of additional candidates must be clearly announced before the General Meeting of Shareholders votes to elect BOD members as prescribed by law.

**Article 6: Dossier for nomination or candidacy to the BOD**

**1. Nomination dossier** (*forms available on the Company's website: <http://www.hatucoal.vn/tailieudaihoicodong> includes*)

- Nomination/ Candidacy application (Forms 01, 02)
- Candidate's curriculum vitae (Form 03)
- Copies of ID card/ Citizen ID/ Passport/ Household registration.
- Certificates of educational and professional qualifications (*if any*)
- Documents confirming the ownership ratio of the shareholder or shareholder group eligible for nomination under these Regulations

The nominator/candidate is responsible before the law and the General Meeting for the accuracy and truthfulness of their dossier.



Only dossiers that meet all requirements and candidates meeting all BOD eligibility criteria shall be included in the official list announced at the General Meeting.

## **2. Submission location and deadline**

- To facilitate the organization of the General Meeting, candidates are kindly requested to submit dossiers before 10:00 a.m. on November 26, 2025, to the following address:

- Office of Ha Tu Coal Joint Stock Company – Vinacomin, Group 6, Ha Tu 3 Area, Ha Tu Ward, Quang Ninh Province;

- Tel: 0203.3835.169, Fax: 0203.3836.120 or Ms. Nguyen Phuong Nhung – Company Secretary (0987 909 009);

If candidates are nominated by shareholder groups during the Meeting, please submit dossiers to the Meeting Secretary before the election begins.

## **Article 7: List of candidates**

- Based on the nomination dossiers submitted by shareholders or shareholder groups and accompanying documents, the Meeting Secretary shall prepare a list of eligible candidates for election.

- The list of BOD candidates shall include full names of all eligible candidates as printed on the ballot.

# **Chapter III ELECTION PROCEDURES**

## **Article 8: Method of election**

- The election shall follow the cumulative voting method (Clause 3, Article 148 of the Law on Enterprises).

- Accordingly, each delegate has a total number of votes equal to the total number of voting shares (owned and/or represented) multiplied by the number of BOD members to be elected.

- Delegates may concentrate all their votes for one or several candidates but not exceeding the total number of members to be elected as approved by the General Meeting of Shareholders.

- In case additional candidates arise on the meeting day, delegates may contact the Vote Counting Committee to receive a new ballot and return the old one (before placing it into the ballot box).

## **Article 9: Election ballot**

### **1. Content of the ballot**

- The ballot indicates the delegate code, number of owned and/or represented shares, and bears the Company's seal.

- Each delegate receives one (01) BOD election ballot and must verify its details upon receipt. Any errors must be immediately reported to the Vote Counting Committee.



## 2. How to fill in the ballot

### Instructions:

- Each delegate may vote for a maximum number of candidates equal to the number of seats available
- If all votes are concentrated for one or more candidates, mark the box "Cumulative Voting" corresponding to those candidates.
- If distributing votes unequally among multiple candidates, specify the number of votes in the box "Number of Votes" next to each candidate's name.

### Note:

If both boxes ("Cumulative Voting" and "Number of Votes") are marked for the same candidate, the result will follow the "Number of Votes" entry.

## 3. Validity of ballots

- A valid ballot is the pre-printed official form issued by the Organizing Committee, without erasures, amendments, or additions, and must include the delegate's full name and signature.

### - Invalid ballots include:

- + Ballots with added contents;
- + Ballots filled in pencil;
- + Ballots with candidate names crossed out;
- + Ballots not in the official form, lacking the Company's seal, or altered;
- + Ballots voting for more candidates than the number of approved BOD members;
- + Ballots whose total allocated votes do not match the delegate's total voting rights;
- + Ballots submitted after the ballot box is unsealed
- + Ballots without full name and signature of the delegate.

## 4. Voting and vote counting

- In case of error, the delegate may request a replacement ballot from the Vote Counting Committee and return the old one (before submitting).

- Delegates cast ballots into sealed boxes supervised by the Vote Counting Committee. Each ballot must bear the delegate's signature and full name.

- Vote counting shall be conducted under the supervision of the Supervisory Board or shareholder representatives.

- The Vote Counting Committee shall prepare a vote counting report, announce results, and, together with the Chairman, resolve any inquiries or complaints (if any).

- Ballots shall be retained and archived as prescribed.

## 5. Election results (Clause 3, Article 148 of the Law on Enterprises)

- Successful candidates are determined in descending order of votes received, starting from the candidate with the highest number of votes until the required number of members is reached.

- If two or more candidates receive the same number of votes for the last remaining position, a re-election shall be conducted among those candidates.

- If the first election does not result in sufficient elected members, additional rounds shall be held until the required number is met.



## Chapter IV IMPLEMENTATION PROVISIONS

### Article 10: Implementation provisions

These Regulations consist of 4 Chapters and 10 Articles and take effect immediately after approval by the 2025 Extraordinary General Meeting of Shareholders.

Shareholders and their authorized representatives attending the General Meeting must strictly comply with these Regulations. Any violations shall be handled by the Chairman in accordance with the Company's Charter and the Law on Enterprises.

The General Meeting of Shareholders shall decide on any amendments or supplements to these Regulations./.

#### **Recipients:**

- Shareholders attending the General Meeting (e-copy);
- Members of the BOD and BOS (e-copy);
- Correspondence Department (e-copy; post on Website);
- Archives: Office, Company Secretary.

**ON BEHALF OF BOD  
BOARD MEMBER – DIRECTOR**



**Tran Quoc Tuan**

C.P. H.N.





**HA TU COAL JOINT STOCK COMPANY – VINACOMIN**  
**2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

**NOMINATION FORM**  
**FOR MEMBER OF THE BOARD OF DIRECTORS**

**To:** *Ha Tu Coal Joint Stock Company – Vinacomin*

My name is: .....

ID card/Citizen ID/Passport/Business Registration No.: .....

Date of issue: ..... Place of issue: .....

Address: .....

Educational qualification: .....

Major:

Currently holding: ..... shares

Equivalent to ...% of the total voting shares.

I hereby request Ha Tu Coal Joint Stock Company – Vinacomin to allow me to self-nominate as a candidate for the position of ..... of Ha Tu Coal Joint Stock Company – Vinacomin.

If trusted and elected by shareholders as a member of the Board of Directors, I commit to dedicating my full capacity, effort, and enthusiasm to contribute to the development of Ha Tu Coal Joint Stock Company – Vinacomin.

I hereby certify that all the information I have provided is true and accurate, and I shall take full responsibility before the law and the General Meeting of Shareholders for the accuracy and truthfulness of the information and documents submitted.

Sincerely.

**Attached documents:**

- Certified copy of ID card/Citizen ID/Passport;
- Copies of academic and professional certificates;
- Candidate's curriculum vitae;

..., day..... month ..... year ...

**Nominator**

(Sign and write full name)





**HA TU COAL JOINT STOCK COMPANY – VINACOMIN**  
**2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

**NOMINATION FORM  
 FOR MEMBER OF THE BOARD OF DIRECTORS**

**To:** *Ha Tu Coal Joint Stock Company – Vinacomin*

Full name of shareholder: .....

ID card/Citizen ID/Passport/Business Registration No.: .....

Date of issue: ..... Place of issue: .....

Legal representative (if any): .....

Currently holding: ..... shares .....

Equivalent to ....% of the total voting shares.

We hereby request Ha Tu Coal Joint Stock Company – Vinacomin to allow me/my company to nominate:

Mr./Ms: .....

ID card/Citizen ID/Passport No.: ..... Date of issue: ..... Place of issue: .....

Address: .....

Educational qualification: ..... Major: .....

Currently holding: ..... (shares)

Equivalent to total par value of: ..... (VND)

To stand as a candidate for the position of ..... member of Ha Tu Coal Joint Stock Company – Vinacomin

I hereby certify that all the information I have provided is true and accurate, and I shall take full responsibility before the law and the General Meeting of Shareholders for the accuracy and truthfulness of the information and documents submitted.

Sincerely.

**Attached documents:**

- Certified copy of ID card/Citizen ID/Passport;
- Copies of academic and professional certificates;
- Candidate's curriculum vitae;
- Certificate of share ownership.

..., day..... month ..... year ...

**Nominator**

(Sign, affix seal, and full name)



Photo 4 x 6

(Recent  
photo)

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

**CURRICULUM VITAE**

(For candidates/nominees for election as a member of the Board of Directors)

1. Full name:..... Gender: Male/Female .....
2. Date of birth:..... Place of birth:.....
3. Nationality:.....
4. ID card/Citizen ID/Passport No:..... Date of issue ...../...../..... Place of issue .....
5. Permanent address:.....
6. Contact phone number:..... Email:.....
7. Educational background:.....
8. Professional qualifications:.....
9. Current position at Joint Stock Company ... (if any) :.....
10. Other current positions held in other organizations:.....
11. Number of shares held: ....., equivalent to ..... % of charter capital, including:
  - + Representing (organization/state/strategic shareholder/other organization:.....
  - + Personal ownership:.....
12. Commitments on shareholding (if any):.....
13. List of related persons:

No.	Name of individual/organization	ID/Passport No. (for individuals) or Business Registration Certificate/Operating License/Equivalent Legal Document No., Date of issue, Place of issue (for organizations)	Number of shares/units held and ownership ratio in Joint Stock Company ... (if any)	Relationship

14. Related interests with Joint Stock Company ... (if any):

15. Conflicting interests with Joint Stock Company ... (if any):

**I hereby certify that all the information declared above is true and accurate; otherwise, I shall take full responsibility before the law.**

..., day ..... month ..... year 2025

**Declarant**

(Sign and write full name)





**2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

2025 EXTRAORDINARY GENERAL MEETING OF THE  
**CÔNG TY CỔ PHẦN THAN HÀ TỨ**  
**THÀNH VIÊN**  
**QUYẾT ĐỊNH**

- 2025 EXTRAORDINARY GENERAL MEETING OF THE  
**CÔNG TY CỔ PHẦN THAN HÀ TỨ**  
**THÀNH VIÊN**  
**QUYẾT ĐỊNH**

2025 EXTRAORDINARY GENERAL MEETING OF THE  
**CÔNG TY CỔ PHẦN THAN HÀ TỨ**  
**THÀNH VIÊN**  
**QUYẾT ĐỊNH**

Signature  
Full  
Name

2025 EXTRAORDINARY GENERAL MEETING OF THE  
**CÔNG TY CỔ PHẦN THAN HÀ TỨ**  
**THÀNH VIÊN**  
**QUYẾT ĐỊNH**



Mr./Ms.: .....

ID card/Citizen ID/Passport No.: .....

Date of issue: ..... Place of issue:.....

Permanent address.....

Educational qualification: ..... Major:.....

*Attached documents:*

- Certified copy of ID card/Citizen ID/Passport;
- Certified copies of degrees and certificates;
- Candidate's curriculum vitae;
- Certificate of continuous shareholding for at least six (06) months up to the record date of the current Annual General Meeting of Shareholders.

*At the same time, we unanimously authorize:*

Mr./Ms: .....

ID card/Citizen ID/Passport No.: .....

Date of issue: ..... Place of issue:.....

Permanent address:.....

Educational qualification:..... Major:.....

To act as the representative of the group in carrying out the nomination procedures in accordance with the Regulations on Nomination to the Supervisory Board of Ha Tu Coal Joint Stock Company – Vinacomin.

These minutes were prepared at .... hours, on ..... / ..... / ..... at.....

We hereby certify that all the information provided above is true and accurate, and we shall take full responsibility before the law and the General Meeting of Shareholders for the accuracy and truthfulness of the information and documents submitted.

....., date ..... month ..... year ...

SHAREHOLDER  
(Representative of the group)  
(Sign and write full name)<sup>1</sup>

<sup>1</sup>For institutional shareholders:



No: 03/2025/NQ-ĐHĐCĐ

*Ha Tu, November 28<sup>h</sup>, 2025*

**DRAFT**

**RESOLUTION**  
**2025 Extraordinary General Meeting of Shareholders**

**THE GENERAL MEETING OF SHAREHOLDERS**  
**HA TU COAL JOINT STOCK COMPANY - VINACOMIN**

*Pursuant to the Enterprises Law 2020;*

*Pursuant to the Charter of Ha Tu Coal Joint Stock Company – Vinacomin, as approved by the General Meeting of Shareholders on May 8<sup>th</sup>, 2023;*

*Pursuant to the Minutes of the 2025 Extraordinary General Meeting of Shareholders No.03/2025/BB-ĐHĐCĐ dated November 28<sup>th</sup>, 2025, of Ha Tu Coal Joint Stock Company – Vinacomin.*

**RESOLVES:**

**Article 1. Approval of the dismissal of a member of the Board of Directors:**

– The 2025 Extraordinary General Meeting of Shareholders approves the dismissal of Mr. Ngo The Phiet from the position of Member of the Board of Directors of Ha Tu Coal Joint Stock Company – Vinacomin for the 2022–2027 term, based on Proposal No. 03/2025/TTr-GMS-EGM and Mr. Ngo The Phiet's letter of resignation.

The General Meeting voted with approval representing ..... shares, accounting for .....% of the total voting shares present at the Meeting..

**Article 2. Approval of the result of the additional election to the Board of Directors for the 2022–2027 term.**

- The General Meeting of Shareholders approved the list of candidates for the additional election of one (01) member of the Board of Directors as nominated by the major shareholder, Vietnam National Coal and Mineral Industries Group (Vinacomin), namely Mr. Vu Van Khan.

- Election result: Mr. Vu Van Khan was elected as a Member of the Board of Directors of Ha Tu Coal Joint Stock Company – Vinacomin for the 2022–2027 term.

The General Meeting voted with approval representing ..... shares, accounting for .....% of the total voting shares present at the Meeting.

**Article 3. Approval of Amendments and Supplements to the Company's Charter on Organization and Operation; Addition of Business Lines.**

**3.1 Amendment to Clause 6, Article 2 (Registered Head Office of the Company)**

- Registered head office (current Charter): "Group 6, Zone 3, Ha Tu Ward, Ha Long City, Quang Ninh Province."



- Registered head office (amended Charter): "Group 6, Ha Tu 3 Neighborhood, Ha Tu Ward, Quang Ninh Province."

### **3.2 Addition to Clause 2, Article 4 (Company's Business Lines)**

#### **- Additional details:**

+ No.: 24

+ Business line name: "Surveying and mapping activities"

+ Business code: 7110

### **3.3 Authorization to Carry Out Legal Procedures:**

- The General Meeting of Shareholders authorizes the Board of Directors and the Legal Representative of the Company, based on the approved contents, to take responsibility for carrying out the necessary legal procedures to:

+ Register amendments to the Enterprise Registration Certificate related to the Company's head office address and new business line;

+ Update other enterprise registration information (including the address of the Legal Representative) in accordance with the changes in administrative boundaries;

+ Publish the enterprise registration information, adjust the company seal (if necessary), and notify the Tax Authority, Banks, and partners in accordance with legal regulations.

- Other provisions of the Company's Charter not amended under this Article shall remain valid and effective.

The General Meeting voted with approval representing ..... shares, accounting for .....% of the total voting shares present at the Meeting.

### **Article 4. Implementation of the Resolution**

This Resolution takes effect immediately after approval by the 2025 Extraordinary General Meeting of Shareholders.

Members of the Board of Directors, Supervisory Board, and Executive Board shall be responsible for organizing the implementation of this Resolution according to their functions, duties, and authorities, in compliance with the law and the Company's Charter.

#### **Recipients:**

- SSC, HNX(CIMS, b/c);
- TKV Group (e-copy, b/c);
- Company shareholders (via company website);
- Members of BoD, BoS (e-copy);
- Party Committee, Trade Union, Youth Union, Veterans Association (e-copy);
- Board of Management, Chief Accountant (e-copy);
- Correspondence Department (e-copy; post on Website);
- Archives: Office, Company Secretary (5).

**ON BEHALF OF EGM  
CHAIRMAN**

**Tran Quoc Tuan  
BOARD MEMBER – DIRECTOR**





**HA TU COAL JOINT STOCK COMPANY – VINACOMIN**  
**2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**



**BALLOT**

**VOTER ID: .....**

Full name: .....

Number of shares in own possession: ... shares

Number of shares authorized by other shareholders: ... shares

**Total number of voting shares: ..... shares**

*(Check the corresponding box for your choice in each content)*

CONTENT	Approve	Disapprove	Abstain
Content 01: Approval of the dismissal of Mr. Ngo The Phiet from the position of Member of the Board of Directors for the 2022–2027 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content 02: Approval of the list of candidates for the additional election of a Member of the Board of Directors for the 2022–2027 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content 03: Approval of the amendments and supplements to the Company's Charter and the addition of business lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Guide:**

Shareholders tick (X) in one of the three boxes:  
Approve / Disapprove / Abstain for each  
proposal.

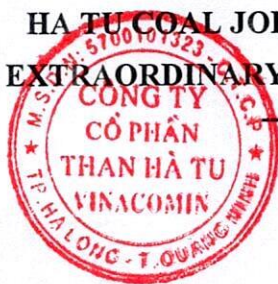
*November 28<sup>th</sup>, 2025*

**VOTER**

*(Signature and full name)*



HA TU COAL JOINT STOCK COMPANY – VINACOMIN  
2025 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS



# VOTING CARD

DELEGATE CODE: **THT.000XXX**

Full name of delegate: **NGUYEN THI A**

Number of shares owned: **xxx** cổ phần

Number of shares authorized: **x** shares

**Total number of voting shares: xxx shares**



**2025 EXTRAORDINARY GENERAL MEETING OF  
SHAREHOLDERS**

**ID/Code:**

### Questions:

[illegible]