



HA GIANG MINERAL AND MECHANICS JOINT STOCK COMPANY
No. 390, Nguyen Trai Street, Ha Giang City, Ha Giang Province.
Phone: 02193 866708 Fax: 02193 867 068
Email: khoangsanhg@vnn.vn.
Website: www.hgm.vn

MEETING INVITATION
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

To: Shareholders of Ha Giang Mineral And Mechanics Joint Stock Company.

The Board of Directors of Ha Giang Mineral And Mechanics Joint Stock Company cordially invites shareholders to attend the 2025 Annual General Meeting of Shareholders. The details are as follows:

1. **Time:** 8:00 AM, Tuesday, April 1, 2025
2. **Venue:** Meeting Hall of Ha Giang Mineral And Mechanics Joint Stock Company, No. 390, Nguyen Trai Street, Ha Giang City, Ha Giang Province.
3. **Meeting Agenda:**
 - Report on the activities of the Board of Directors in 2024 and business strategy for 2025
 - Presentation of the audited financial statements for 2024
 - Report on the activities of the Board of Supervisors in 2024
 - Proposal on profit distribution and dividend payment for 2024
 - Proposal for selecting the auditing firm for the 2025 financial statements
 - Proposal on the business plan and projected dividend for 2025
 - Proposal on remuneration report for 2024 and remuneration plan for 2025
 - Proposal on the adjustment of the Investment Certificate No. 10121000062 issued by the Hà Giang Provincial People's Committee on June 16, 2009
 - Other contents (if any).
4. **Participants:**
 - All shareholders of the Company listed on the "List of Securities Holders (entitled to vote)" prepared by the Vietnam Securities Depository and Clearing Corporation (VSDC) are entitled to attend and vote at the 2025 Annual General Meeting of Shareholders. The final registration date is March 3, 2025;
 - Authorized representatives of shareholders with a power of attorney and according to meeting attendance confirmation, please download from the Company's website: <http://www.hgm.vn> under the Shareholder Information section.
5. **Other Matters:**
 - Shareholders are kindly requested to visit the Company's website: <http://www.hgm.vn> to download meeting documents.
 - To ensure the meeting is well-organized, shareholders are requested to register to attend the meeting before 4:00 PM on March 28, 2025, by filling out the meeting attendance confirmation form or the power of attorney if authorizing other parties to attend (according



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to the form attached to this invitation) and sending it via postal mail or email to the company at: khoangsanhgm@gmail.com.

6. Meeting Organizing Committee:

Address: Administrative Organization Department – No. 390, Nguyen Trai Street, Ha Giang City, Ha Giang Province; Phone: 02193 866 708; Fax: 0219 3867 068; Email: khoangsanhgm@gmail.com

(Contact: Dao Minh Tan - Corporate Governance Officer; Email: dmtan.dev@gmail.com. Phone: (+84) 975.502.680)

- Shareholders or their authorized representatives attending the meeting are kindly requested to:

- Be present at 7:30 AM on April 1, 2025, for registration and to receive meeting documents.
- Present the original ID card or passport.
- Present the attendance confirmation form if you are a shareholder or the power of attorney in case of attending on behalf of a shareholder when the attendance form or power of attorney is sent via email instead of postal mail.

This notice serves as the official invitation to the Annual General Meeting of Shareholders.

Sincerely,

Ha Giang, March 10, 2025

On behalf of the Board of Directors

CHAIRMAN



Pham Thanh Do

AGENDA
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
HA GIANG MINERAL AND MECHANICS JOINT STOCK COMPANY

Time: 08:00 AM, April 1, 2025

Venue: 3rd Floor Conference Hall, Company Office

TT	Content	Time	Responsible Party
I	Reception of delegates - Welcome delegates and shareholders - Shareholder registration and distribution of meeting documents	7:30 - 8:00	Organizing Committee
II	Opening Ceremony	8:00 - 8:30	
1	Statement of reasons, introduction of delegates		Organizing Committee
2	Introducing the Chairman and Secretary of the General meeting		Organizing Committee
3	Introducing the Shareholder Eligibility Verification Committee and the Vote Counting Committee		Organizing Committee
4	Approval of the general meeting regulations		Organizing Committee
5	Report on shareholder eligibility verification		Voter Eligibility Verification Committee
6	Approval of the general meeting agenda		Board of Directors
7	Official opening of the general meeting		Chairman
III	General Meeting Content	8:30- 9:30	
8	Report on the activities of the Board of Directors in 2024 and business strategy for 2025		Board of Directors
9	Presentation of the audited financial statements for 2024		Board of Directors
10	Proposal on profit distribution and dividend payment for 2024		Board of Directors
11	Report on the activities of the Board of Supervisors in 2024		Board of Supervisors
12	Proposal for selecting the auditing firm for the 2025 financial statements		Board of Supervisors
13	Proposal on the business plan and projected dividend for 2025		Board of Directors
14	Proposal on remuneration report for 2024 and remuneration plan for 2025		Board of Directors
15	Proposal on the adjustment of the Investment Certificate No. 10121000062 issued by the Hà Giang Provincial People's Committee on June 16, 2009		Board of Directors
16	Discussion and voting on the above contents	9:30 - 9:45	Shareholders
IV	General meeting break	09:45 - 10:00	
17	Announcement of voting results		Vote Counting Committee
18	Presentation of meeting minutes and draft resolutions	10:15 - 10:30	Secretary of BOD
19	Approval of resolutions and meeting minutes	10:30 -10:35	Chairman
20	Closing of the General meeting	10:35	Chairman



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CONFIRMATION OF ATTENDANCE
FOR THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

To: Ha Giang Mineral and Mechanics Joint Stock Company

Shareholder/Organization Name:

ID/Passport/Business Registration Certificate No.: Issued on:

At:

Permanent/Temporary/Registered Address:

.....

Phone: Fax: Email:

Currently holding: shares of Ha Giang Mineral And Mechanics Joint Stock Company. (In words:))

I hereby confirm my attendance at the 2025 Annual General Meeting of Shareholders of Ha Giang Mineral and Mechanics Joint Stock Company, scheduled for April 1, 2025, at the 3rd-floor conference hall of Ha Giang Mineral and Mechanics Joint Stock Company, located at 390, Group 9, Nguyen Trai Street, Nguyen Trai Ward, Ha Giang City, Ha Giang Province.

..... Date Month Year 2025.

SHAREHOLDER
(Signature, Full Name)

Notes:

- If the shareholder is an organization, the document must bear the signature of the legal representative and the official seal of the organization.
- Shareholders are requested to send the confirmation of attendance to the Organizing Committee before 4:00 PM on March 28, 2025, via postal mail or email to khoangsanhgm@gmail.com so that the Organizing Committee can compile and prepare the Meeting carefully. (If sending via email, shareholders must bring the physical confirmation document to present to the Organizing Committee upon arrival at the meeting).



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**LETTER OF AUTHORIZATION
FOR ATTENDING THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

To: Ha Giang Mineral and Mechanics Joint Stock Company

Shareholder/Organization Name:
ID/Passport/Business Registration Certificate No.: Issued on:
At:
Permanent/Temporary/Registered Address:
Phone: Fax: Email:
Currently holding: Shares of Ha Giang Mineral And Mechanics Joint Stock Company. (In words:)

By this document, I hereby authorize:

Mr./Ms.:
ID/Passport No.:
Permanent/Temporary/Registered Address:
Phone: Fax: Email:
Number of shares authorized: Shares
(In words:)

The authorized person is entitled to:

- Attend the 2025 Annual General Meeting of Shareholders, scheduled to be held at 8:00 AM on April 1, 2025, at the 3rd-floor conference hall of Ha Giang Mineral and Mechanics Joint Stock Company, located at 390, Group 9, Nguyen Trai Street, Nguyen Trai Ward, Ha Giang City, Ha Giang Province.
- Vote on all matters discussed at the General Meeting on my behalf.

I confirm that I fully understand my rights, obligations, and legal interests regarding the consequences of this authorization. I undertake full responsibility for the above authorization.

.... Date Month Year 2025. Date Month Year 2025.

AUTHORIZED PERSON
(Signature, Full Name)

AUTHORIZER
(Signature, Full Name)

Notes:

- The authorization must bear the signature of the authorizing person (and the company seal if either party is an organization) or the authorized representative of the authorizing organization.
- Shareholders are requested to send the confirmation of attendance to the Organizing Committee before 4:00 PM on **March 28, 2025**, via postal mail or email to khoangsanhgm@gmail.com so that the Organizing Committee can compile and prepare the Meeting carefully. (If sending via email, shareholders must bring the authorization letter to present to the Organizing Committee upon arrival at the meeting)



Ha Giang, April 01, 2025

**REGULATIONS ON ORGANIZING
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
HA GIANG MINERAL AND MECHANICS JOINT STOCK COMPANY**

1. Objectives

- Ensure the principles of transparency, fairness, and democracy.
- Facilitate the smooth organization and execution of the General Meeting for optimal results.
- The Organizing Committee of the General Meeting of Shareholders of Ha Giang Mineral and Mechanics Joint Stock Company presents the Regulations on organizing the meeting for approval.

2. Order and Conduct at the Meeting

- All shareholders attending the General Meeting must be dressed appropriately and formally.
- Upon entering the meeting hall, shareholders must sit in the designated areas assigned by the Organizing Committee and strictly comply with seating arrangements.
- Smoking is strictly prohibited inside the meeting hall.
- Private conversations and mobile phone usage are not allowed during the meeting. All mobile phones must be switched off or set to silent mode.

3. Voting Procedures at the General Meeting

3.1. Principles

- All issues on the agenda of the General Meeting must be discussed and voted on publicly.
- Voting Cards and Ballots are printed, stamped, and distributed by the company to the attending shareholders along with the meeting documents. Each Voting Card and Ballot includes the delegate's identification number, full name, number of shares owned, and the number of shares authorized for voting.
- Pink Voting Card
- White Voting Ballot
- Electing using ballots

*** Forms of voting:**

- Voting by Voting Card: This form is used to approve issues such as: General Meeting Agenda, Regulations at the General Meeting; personnel of the Presidium, Secretariat; Vote Counting Committee, nomination and candidacy regulations of the Board of Directors, Board of Supervisors; approval of the General Meeting minutes, General Meeting Resolutions and other contents at the General Meeting (if any).

- Voting by Voting Ballot: This form is used to vote on issues in the contents of the Proposals at the General Meeting.
- Election: Is a form of voting to elect positions under the authority of the General Meeting.

3.2. Voting and Election Procedures

- Voting with voting cards: Shareholders must raise their Voting Cards with the front side visible to the Presidium. Approval cards is counted first, objection cards is counted later. The front side of the voting card shows the number of shares owned or represented. Shareholders who do not raise their Voting cards are considered as to have no opinion on the issue to be voted on.
- Voting with voting ballots: Delegates vote to Approve, Disapprove or have no opinion on an issue to be voted on at the General Meeting by filling in the options on the Voting Ballot corresponding to the contents to be voted on according to the regulations. Return the voting ballot to the Vote Counting Committee after voting.

4. Discussion at the General Meeting

- Principle: Shareholders attending the General Meeting who want to express their opinions must have the consent of the Presidium.
- Speaking procedures: Shareholders speak briefly and focus on the key contents that need to be discussed, in accordance with the approved agenda of the General Meeting. The Presidium will arrange for shareholders to speak in the order of registration, and at the same time answer questions from shareholders.

5. Responsibilities of the Chairman

- Conduct the General Meeting in accordance with the approved agenda, procedures, and regulations.
- The Presidium works on the principle of democratic centralism and makes decisions by majority vote.

6. Responsibilities of the Secretariat

- Record fully and honestly the entire content of the General Meeting and the issues that have been approved or noted by the shareholders at the General Meeting.
- Draft the minutes of the General Meeting and Resolutions on the issues approved at the General Meeting of Shareholders.

The above constitutes the Regulations on organizing the 2025 Annual General Meeting of Shareholders of Ha Giang Mineral and Mechanics Joint Stock Company.

Respectfully submitted for approval.

ORGANIZING COMMITTEE