

**BẢN DỊCH
TRANSLATION**

**MECHANICAL ENGINEERING
SERVICE JOINT STOCK COMPANY**
No. 16/TB-CDCT

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

*Re: Approving 2025 Annual General Meeting
of Shareholders organization plan*

Hanoi, February 10, 2025

INFORMATION DISCLOSURE

To: - State Securities Commission of Vietnam
- Hanoi Stock Exchange
- Shareholders

I/ INTRODUCTION OF ORGANIZATION

1. Organization name: **Mechanical Engineering Service Joint Stock Company**
2. Address: Floor 8, Tower A, Sky Tower, 88 Lang Ha, Dong Da, Hanoi
3. Stock code: **MES**
4. Phone: 024 39331768/39332225 – Fax: 024 39332225

II. CONTENTS OF DISCLOSURE

Pursuant to Resolution No. 02/2025/NQ-HDQT dated February 10, 2025 of the Board of Management of Mechanical Engineering Service Joint Stock Company on approving 2025 Annual General Meeting of Shareholders organization plan

Mechanical Engineering Service Joint Stock Company hereby discloses the Company's 2025 Annual General Meeting of Shareholders organization plan with the following main contents:

- 1/ Time of closing a list of shareholders attending the General Meeting of Shareholders: March 13, 2025
- 2/ Expected time of the meeting: April 18, 2025
- 3/ Location of the meeting: To be specifically notified in the Letter of Invitation sent to the Shareholders
- 4/ Agenda: Contents shall be in the authority of the General Meeting of Shareholders and specific contents shall be notified later.

Detailed information shall be posted on website: mesc.com.vn and enclosed documents.

Mechanical Engineering Service Joint Stock Company undertakes that the above information disclosure is true and that it completely takes responsibility for such disclosure.

Yours faithfully,

Recipients:

- As above;
- Board of Management; Board of Supervisors;
- Website; CIMS;
- Filing: TCHC, TCKT

**ON BEHALF OF
THE BOARD OF MANAGEMENT
CHAIRMAN**
(Signed and sealed)
Cao Tien Dung



Hôm nay, ngày **10 tháng 02 năm 2025**, tại trụ sở Văn phòng Công ty TNHH Mai Sáng - Địa chỉ: Số 6 ngõ 20 phố Đại La, phường Trương Định, quận Hai Bà Trưng, Thành phố Hà Nội,
Today, **February 10, 2025** at Mai Sang Co., Ltd, Address: No. 6 Lane 20 Dai La, Truong Dinh Ward, Hai Ba Trung District, Hanoi City.

Tôi là Trần Minh Tâm, Phó giám đốc Công ty TNHH Mai Sáng,
I, the undersigned, Vice Director, Mai Sang Co., Ltd.

CHỨNG NHẬN:
CERTIFY THAT:

- Bản dịch này do ông (bà): Nguyễn Thị Ngọc Thanh, CMND số: 038183000667, cấp ngày 06/11/2015, nơi cấp: Cục Cảnh sát ĐKQL cư trú và DLQG về dân cư, là nhân viên biên phiên dịch của Công ty TNHH Mai Sáng, đã dịch từ tiếng Việt sang tiếng Anh;
- This is translation from Vietnamese to English by Mr. (Mrs.) Nguyen Thi Ngoc Thanh, ID No. 038183000667 issued on 06/11/2015 in Resident registration and National Population data Police Department, who is translation of Mai Sang Co., Ltd.
- Chữ ký trong bản dịch đúng là chữ ký của ông (bà): Nguyễn Thị Ngọc Thanh;
- Signature in the translation is the true and authentic signature of Mr. (Mrs.) Nguyen Thi Ngoc Thanh;
- Nội dung bản dịch chính xác, không vi phạm pháp luật, không trái đạo đức xã hội;
- The contents of the translation are correct and do not violate the law or social morality;
- Bản dịch gồm tờ, trang, lưu một bản tại Công ty TNHH Mai Sáng.
- The translation includes sheets, pages, one of which is retained in Mai Sang Co., Ltd.

Số công chứng: **05** , Quyền số 01 /CC-SCC/BD
Notarized No.: **05** , Book No.01 /CC-SCC/BD

NGƯỜI DỊCH
TRANSLATION COLLABORATOR

Thanh

Nguyễn Thị Ngọc Thanh

TM. CÔNG TY TNHH MAI SÁNG



PHÓ GIÁM ĐỐC
Trần Minh Tâm

**MECHANICAL ENGINEERING
SERVICE JOINT STOCK COMPANY**

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

No. 02/2025/NQ-HDQT

Hanoi, February 10, 2025

RESOLUTION

Re: Approving 2025 Annual General Meeting of Shareholders organization plan

**BOARD OF MANAGEMENT OF
MECHANICAL ENGINEERING SERVICE JOINT STOCK COMPANY**

- Pursuant to Law on Enterprises No. 59/2020/QH14 dated June 17, 2020 of the National Assembly of Vietnam and relevant documents guiding implementation;
- Pursuant to Law on Securities No. 54/2019/QH14 dated November 26, 2019 of the National Assembly of the Socialist Republic of Vietnam and relevant documents guiding implementation;
- Pursuant to the Minute of the Board of Management Meeting No. 04/2025/BB-HDQT dated February 10, 2025 of the Board of Management of Mechanical Engineering Service Joint Stock Company;
- In consideration of actual situation of the Company

HEREBY RESOLVES THAT

Article 1: The Board of Management (“BOM”) of the Company approves 2025 Annual General Meeting of Shareholders organization plan as follows:

- Time of closing a list of shareholders attending the General Meeting of Shareholders: **March 13, 2025**
- Expected time of the meeting: April 18, 2025
- Location of the meeting: To be specifically notified in the Letter of Invitation sent to the Shareholders
- Agenda: Contents shall be in the authority of the General Meeting of Shareholders and specific contents shall be notified later.

Article 2: The BOM shall establish the Organization Committee of the 2025 Annual General Meeting of Shareholders of the Company as follows:

- Members of the Organization Committee of the 2025 Annual General Meeting of Shareholders include:
 1. Mr. Cao Tien Dung, Chairman of the BOM – Head of the Organization Committee
 2. Mr. Tran Minh Cuong, Member of the BOM – Deputy Head of the Standing Committee
 3. Mr. To Huu Chung, Member of the BOM – Deputy Head of the Organization Committee
 4. Ms. Nguyen Thi Van Ha, Chief Accountant - Deputy Head of the Organization Committee

5. Mr. Le Quang Thai, Manager of the Administrative Organization Department, in charge of administration – Member
 6. Mr. Tran Minh Duc, Manager of the Planning – Investment Department – Member
 7. Mr. Hoang Van Thuan, Director of the Construction Enterprise – Member
 8. Mr. Ngo Hong Van, Deputy Manager of the Planning – Investment Department – Member
 9. Mr. Ngo Trong Tuan, Deputy Director of the Construction Enterprise – Member
- The Organization Committee of the 2025 Annual General Meeting of Shareholders shall have the rights and take responsibilities according to the Charter and internal documents of the Company, the working and voting rules passed by the 2025 Annual General Meeting of Shareholders and the laws. The Organization Committee of the 2025 Annual General Meeting of Shareholders shall be automatically dissolved after the 2025 Annual General Meeting of Shareholders ends.
 - Head of the Organization Committee of the 2025 Annual General Meeting of Shareholders shall have the rights and take responsibilities for establishing the Shareholders' Eligibility Committee, appointing a Secretary / Secretariat of the General Meeting, proposing personnel of the Chairman and the Vote Counting Committee and assigning duties to members of the Organization Committee of the General Meeting of Shareholders.

Article 3: The Company's Board of Management shall authorize its Chairman to review, approve and decide on organization plan, agenda, meeting documents, time and location of the meeting and other matters related to the 2025 Annual General Meeting of Shareholders.

Article 4: This Resolution takes effect as from the signing date. The Board of Management, the Board of Directors, Departments/ Divisions/ Units directly under the Company and relevant individuals shall be responsible for executing this Resolution.

Recipients:

- As Article 4 (to implement);
- Board of Management; Board of Supervisors;
- Filing: Office

**ON BEHALF OF
THE BOARD OF MANAGEMENT
CHAIRMAN
(Signed and sealed)
Cao Tien Dung**



Hôm nay, ngày 10 tháng 02 năm 2025, tại trụ sở Văn phòng Công ty TNHH Mai Sáng - Địa chỉ: Số 6 ngõ 20 phố Đại La, phường Trương Định, quận Hai Bà Trưng, Thành phố Hà Nội,
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I, the undersigned, Vice Director, Mai Sang Co., Ltd.

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- The contents of the translation are correct and do not violate the law or social morality;
- Bản dịch gồm 06 tờ, 06 trang, lưu một bản tại Công ty TNHH Mai Sáng.
- The translation includes 06 sheets, 06 pages, one of which is retained in Mai Sang Co., Ltd.

Số công chứng: 06 , Quyền số 01 /CC-SCC/BD
Notarized No.: 06 , Book No.01 /CC-SCC/BD

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