

No.: 27/TB-MESC

Hanoi, March 24, 2025

*On: Disclosure of Documents for Annual
General Meeting of Shareholders 2025*

INFORMATION DISCLOSURE

To: - State Securities Commission;
- Hanoi Stock Exchange;
- Valued Shareholders.

I/ INTRODUCTION OF THE INFORMATION DISCLOSING ORGANIZATION:

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

II. CONTENT OF INFORMATION DISCLOSURE:

Mechanical Engineering Service Joint Stock Company hereby discloses the documents for Annual General Meeting of Shareholders 2025, including: the Invitation Letter, Confirmation of General Meeting Attendance, Power of Attorney, Agenda of the Annual General Meeting of Shareholders 2025, and the link to the meeting documents of Annual General Meeting of Shareholders 2025.

This information has been disclosed on the Company's electronic information website on March 24, 2025, at: <http://mesc.com.vn> under the Shareholder Relations section.

Mechanical Engineering Service Joint Stock Company commits that the above disclosed information is true and is legally responsible for its content.

Sincerely notify./.

Recipients:

- As above;
- The State Securities Commission;
- Hanoi Stock Exchange;
- Administrative Council; Supervisory Board;
- Website posting;
- Archived: TCHC, TCKT.

**CHAIRMAN OF
ADMINISTRATIVE COUNCIL**





MECHANICAL ENGINEERING SERVICE JOINT STOCK COMPANY
8th Floor, Tower A, Sky Tower Building, 88 Lang Ha, Lang Ha, Dong Da, Hanoi.
Tel: (024) 39.332.225 Fax: (024) 39.332.225
Enterprise code: 0100106190 Website: <http://mesc.com.vn/>

INVITATION LETTER

ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025 MECHANICAL ENGINEERING SERVICE JOINT STOCK COMPANY

To: Valued Shareholder:
Code:
Citizen Identity Card/Passport/Business Registration Certificate No.:
Number of Shares: Shares.

The Administrative Council of Mechanical Engineering Service Joint Stock Company (the "Company") respectfully invites you to attend the Annual General Meeting of Shareholders 2025 with the following contents:

1. Time: 07:00, April 18, 2025

2. Place: Conference Hall of Mechanical Engineering Service Joint Stock Company, 8th floor, Tower A, Sky Tower Building, 88 Lang Ha, Lang Ha Ward, Dong Da District, Hanoi.

3. Main content of the Conference: As per the attached meeting agenda.

4. General Meeting documents: Valued Shareholder can access the General Meeting documents on the Company's website: <http://mesc.com.vn/>

5. Attendance conditions:

All shareholders are holding shares of the Company as of the record date March 14, 2025. Shareholders unable to attend in person may authorize another individual to attend on their behalf in writing as per the Company's attached form.

6. Registration time and confirmation of attendance:

- Valued Shareholders are kindly requested to confirm their attendance or authorize to attend Annual General Meeting of Shareholders 2025 before 16:00, April 16, 2025, via direct submission or postal mail to the following address:

Mechanical Engineering Service Joint Stock Company

Address: 8th Floor, Tower A, Sky Tower Building, No. 88 Lang Ha, Lang Ha Ward, Dong Da District, Hanoi

Tel: (024) 39.332.225 | Fax: (024) 39.332.225

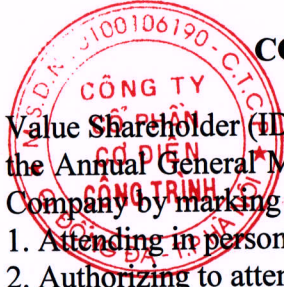
- When attending, Valued Shareholders are kindly requested to bring the original of their type personal certificate (one of the following: Citizen Identity Card, Passport, or others), the Power of Attorney (if attending as an authorized representative) of an individual or organization, the Invitation Letter, and all related documents enclosed with this Invitation.

Sincerely!

ON BEHALF OF ADMINISTRATIVE COUNCIL
CHAIRMAN



Cao Tien Dung



CONFIRMATION OF CONFERENCE ATTENDANCE

Value Shareholder (ID No.:) confirms attendance/authorization to attend the Annual General Meeting of Shareholders 2025 of Mechanical Engineering Service Joint Stock Company by marking (X) in one of the boxes below:

- 1. Attending in person:
- 2. Authorizing to attend:

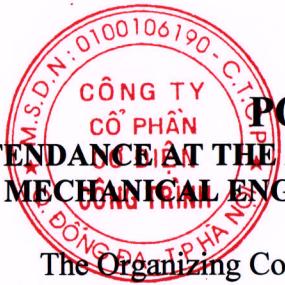
If the Value Shareholder authorizes to attend the Annual General Meeting of Shareholders 2025, please fill in the authorization details under the Power of Attorney form attached to the Invitation Notice and submit it either in person or to the following address:

Mechanical Engineering Service Joint Stock Company
Address: 8th Floor, Tower A, Sky Tower Building, No. 88 Lang Ha, Lang Ha Ward, Dong Da District, Hanoi
Tel: (+02 4) 39.332.225 Fax: (+02 4) 39.332.225

... .., datemonth 2025
Shareholder/ Representative
(Sign and seal)

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

... .., datemonth 2025



POWER OF ATTORNEY
FOR ATTENDANCE AT THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025
MECHANICAL ENGINEERING SERVICE JOINT STOCK COMPANY

To: The Organizing Committee of the Annual General Meeting of Shareholders 2025
Mechanical Engineering Service Joint Stock Company

The Authorizer:

Shareholder: _____ Shareholder Code: _____
Citizen Identity Card/Business Registration No.: _____ Date of issue: _____ Place of issue: _____
Legal Representative (for organizations): _____
Address: _____
Tel: _____
Currently owning/representing ownership of: _____ shares of Mechanical Engineering Service Joint
Stock Company
Shares in words: _____

The Authorized:

Mr.(Ms.): _____ Shareholder Code (if any): _____
Citizen Identity Card No.: _____ Date of Issue: _____ Place of Issue: _____
Address: _____
Tel: _____
Currently owning/representing ownership of: _____ shares of Mechanical Engineering Service Joint
Stock Company
Shares in words: _____

Content of authorization:

Number of shares authorized: _____ shares.
(In words: _____)

The Authorized on behalf of the Authorizer attend the the Annual General Meeting of Shareholders 2025 of Mechanical Engineering Service Joint Stock Company, elect, speak, and vote on matters within the authority of the General Meeting; exercise all rights and obligations of the other related shareholders of the Authorizer within the scope of the authorized shares. Number of votes calculated corresponding to the number of shares represented.

This Power of Attorney is valid from the date of signing until the conclusion of the General Meeting. The Authorized is not allowed to further delegate this authorization to a third party.

The Authorizer shall bear full legal responsibility for this authorization and commits not to file any complaints or lawsuits against Mechanical Engineering Service Joint Stock Company.

THE AUTHORIZED
(Sign, full name)

THE AUTHORIZER
(Sign, full name, seal if any)

**MECHANICAL ENGINEERING SERVICE JOINT STOCK COMPANY**8th Floor, Tower A, Sky Tower Building, 88 Lang Ha, Lang Ha, Dong Da, Hanoi.

Tel: (024) 39.332.225

Fax:(024) 39.332.225

Enterprise code: 0100106190

Website: <http://mesc.com.vn/>**THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025****Time: 07:00, April 18, 2025****Place: Conference Hall of Mechanical Engineering Service Joint Stock Company, 8th Floor, Tower A, Sky Tower Building, No. 88 Lang Ha, Lang Ha Ward, Dong Da District, Hanoi.**

TIME	CONTENTS
07:00' - 07:30'	- Reception of guests and delegates. - Verification of shareholder eligibility, shareholder registration for attending the meeting, and document distribution.
07:30' - 07:40'	- Statement on shareholder eligibility verification results. - Flag salute, opening remarks, and introduction of attendees.
07:40' - 07:45'	- Approval of the Presidium, Secretariat, and Voting Committee. - Approval of the General Meeting Agenda, Working Statutes, and Voting Procedures at General Meeting.
07:45' - 07:55'	Statement on the Administrative Council' activities in 2024 and business directions for 2025.
07:55' - 08:05'	Supervision statement of the Supervisory Board in 2024.
08:05' - 08:20'	- Statement on the Administrative Council' activities in 2024 and mission directions for 2025. - Proposal for approval of the audited financial statements 2024.
08:20' - 08:35'	- Proposal for income statement indicators for 2024 and business plan for 2025; - Proposal for approval of the 2024 audited financial statements; - Proposal for profit distribution plan after tax for 2024; - Proposal for remuneration payment plan of the Company's Administrative Council and the Supervisory Board for 2025; - Proposal for selection of an independent audit company for semi-annual and annual financial audits in 2025 of company; - Proposal for authorization to the Company's Administrative Council regarding the divestment of state capital invested in the enterprise under the Hanoi People's Committee until the end of 2025; - Proposal for authorization to the Company's Administrative Council to carry out tasks related to office relocation; - Other contents within the authority (if any).
08:35' - 08:50'	Discussion and voting on General Meeting statements and proposals.
08:50' - 09:05'	Break.
09:05' - 09:20'	Statements of voting results.
09:20' - 09:30'	Approval of the General Meeting Minutes and Resolutions.
09:30' - 09:35'	Closing speech of the General Meeting.

ORGANIZING COMMITTEE OF GENERAL MEETING