

No: 2178 /TB-VNBC

Ha Long, March 25, 2025

## NOTICE

### Re: Organization of the 2025 Annual General Meeting of Shareholders

Pursuant to the Charter of Nui Beo Coal Joint Stock Company - Vinacomin, as approved by the Annual General Meeting of Shareholders on April 28, 2021;

Pursuant to the Minutes and Resolution of the Board of Directors' meeting on March 25, 2025; The Board of Directors of the Company is pleased to announce and respectfully invite shareholders to attend the 2025 Annual General Meeting of Shareholders as follows:

**1. Time:** 07:30 am, Friday, April 25, 2025.

In the event that the first meeting does not meet the required conditions as stipulated in the Company's Charter, the second meeting will be held at 07:30 AM, Saturday, April 26, 2025.

**2. Venue:** Hall, 4th floor, Company office, No. 799 Le Thanh Tong Street, Bach Dang Ward, Ha Long city, Quang Ninh province.

**3. Participants:**

- Members of the Board of Directors and Supervisory Board;
- Shareholders of the Company as per the list as of the record date (March 26, 2025), provided by the Vietnam Securities Depository and Clearing Corporation, or legally authorized representatives.

**4. Agenda:**

The meeting will discuss and approve the following matters:

- Report on business performance in 2024 and the business plan for 2025;
- Report on remuneration, allowances, and salaries of the Board of Directors, Supervisory Board, and Executive Board for 2024, and proposed remuneration, allowances, and salaries for 2025;
- Audited financial statements for 2024;
- Proposal for profit distribution for 2024;
- Report on the activities of the Board of Directors in 2024 and its plan for 2025;
- Evaluation report from the Supervisory Board on business performance and financial audit for 2024;
- Report on the activities of the Supervisory Board and evaluation of the performance of the Board of Directors and the General Director in 2024;
- Proposal to select an independent audit firm for the financial statements of 2025;



- Mid-term personnel changes in the Board of Directors (Term IV);
- Other matters under the authority of the General Meeting of Shareholders.

#### **5. Meeting participation procedures:**

- Shareholders are requested to send a confirmation of attendance to the Company before April 23, 2025, for the Organizing Committee to prepare accordingly.
- Shareholders attending the meeting must bring their ID card/Citizen ID, original authorization letter (if applicable), and present them to the Organizing Committee for voting card issuance.

#### **6. Proposals for Meeting agenda and content:**

Shareholders or shareholder groups holding at least 5% of the Company's shares as of the record date (March 26, 2025) have the right to propose additional agenda items. Proposals must be sent in writing to the Company before April 23, 2025.

#### **7. Nominations and candidacy for Board of Directors:**

According to the Election Regulations:

- Number of additional/replacement Board members to be elected: 01 member.
- Shareholders or groups holding at least 5% of the Company's shares as of the record date (March 26, 2025) have the right to nominate or self-nominate candidates for the Board of Directors (Term IV).
- Shareholders are requested to submit nomination/candidacy documents to the Company by April 23, 2025, for verification, disclosure, and reporting before the General Meeting of Shareholders.

**8. Meeting documents:** Shareholders are kindly requested to view and download the meeting materials from the Company's website: <http://www.nuibeo.com.vn>.

For further inquiries, please contact:  
Mr. Luu Anh Duc – Secretary of Nui Beo Coal Joint Stock Company – Vinacomin. Address: No. 799 Le Thanh Tong Street, Ha Long City, Quang Ninh Province. Phone: 0912029618. Email: [luuanhduc2006@yahoo.com](mailto:luuanhduc2006@yahoo.com).

This notice serves as an official invitation.

#### **Recipients:**

- State Securities Commission; Hanoi Stock exchange (for reporting);
- All esteemed shareholders;
- Board of Directors, Supervisory Board (electronic copy);
- Party Committee, Trade Union, Youth Union (electronic copy);
- General Director, Deputy General Directors, Chief Accountant (electronic copy);
- Departments and divisions (electronic copy);
- Registration Office (posted on the website);
- Archive; Office of the Board of Directors.

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



**Tran Tuan Anh**

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



**CONFIRMATION LETTER**  
**Attendance at the 2025 Annual General Meeting of Shareholders**

To: Nui Beo Coal Joint Stock Company - Vinacomin

Shareholder's name: .....  
Address: .....  
ID Card (or Citizen ID) No.: ..... Date of issue: .....  
Place of issue: .....  
(Or) Business registration certificate No.: .....  
Issued by ..... on ..... / ..... / .....  
Phone: ..... Fax: ..... Email: .....  
Shares owned: ..... common shares.

I/We have received the notice regarding the organization of the Company's 2025 Annual General Meeting of Shareholders and hereby confirm:

- WILL ATTEND THE GENERAL MEETING IN PERSON
- AUTHORIZE A REPRESENTATIVE TO ATTEND THE GENERAL MEETING   
(Authorization letter attached)
- WILL NOT ATTEND THE GENERAL MEETING

This confirmation is submitted to inform the Organizing Committee for preparation purposes./.

....., April ....., 2025

**Shareholder's signature**  
(Full name, company seal if applicable)

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Freedom – Happiness**



**AUTHORIZATION LETTER**

**Attendance at the 2025 Annual General Meeting of Shareholders**  
*(For shareholders authorizing a representative to attend the meeting)*

To: Nui Beo Coal Joint Stock Company - Vinacomin

Full name: .....  
ID Card/Citizen ID No.: ..... Issued on: ..... At: .....  
Permanent address: .....  
Contact phone number: .....  
Number of shares owned: ..... shares.

As I am unable to attend the 2025 Annual General Meeting of Shareholders in person, I hereby authorize:

Full name: .....  
ID Card/Citizen ID No.: ..... Issued on: ..... At: .....  
Permanent address: .....  
Contact phone number: .....  
Number of shares owned: ..... shares.

To attend and vote on my behalf at the 2025 Annual General Meeting of Shareholders, representing all shares that I own.

The authorized representative is not permitted to re-authorize another person and is responsible for informing me of the meeting results.

This authorization letter is valid only for the 2025 Annual General Meeting of Shareholders and is made in two copies with equal legal value, with each party keeping one copy./.

**Authorized Representative**  
*(Full name, company seal if applicable)*

....., April ....., 2025

**Authorizing Person**  
*(Full name, company seal if applicable)*