

No.: 44/TB-CDCT
On: Annual General Meeting of
Shareholders 2025

Hanoi, April 18, 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 Resolution, Minutes and documents of the Annual General Meeting of Shareholders 2025 of the Company held on April 18, 2025 have been approved.

Detailed information is posted on the website: mesc.com.vn and attached documents.

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;
- Administrative Council; Supervisory Board;
- Website posting; CIMS
- Archived: TCHC, TCKT.

**CHAIRMAN OF
ADMINISTRATIVE COUNCIL**



Hanoi, April 18, 2025

RESOLUTION
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

COMPANY GENERAL MEETING OF SHAREHOLDERS

Pursuant to:

- Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;
- Charter on Organization and Operation of Mechanical Engineering Service Joint Stock Company (“Company”);
- Minutes of the 2025 Annual General Meeting of Shareholders No. 18/2025/BB-DHCD dated April 18, 2025 of Mechanical Engineering Service Joint Stock Company.

RESOLVE

Article 1. The General Meeting of Shareholders (“GMS”) of Mechanical Engineering Service Joint Stock Company voted to approve the following Resolutions:

- Resolution 01:** Approval of the Board of Directors’ Report on the Board of Directors’ activities in 2024, directions and tasks in 2025
- Resolution 02:** Approval of the Board of supervisors’ Supervisory Report in 2024.
- Resolution 03:** Approval of the Report on business performance in 2024, production and business plans and directions for 2025.
- Resolution 04:** Approval of the audited 2024 Financial Statements according to the submission No. 03/2025/TTr-HĐQT dated March 17, 2025.
- Resolution 05:** Approval of Report No. 04/2025/TTr-HĐQT dated March 17, 2025 on the items of production and business results in 2024 and the production and business plan for 2025. Some basic items in the production and business plan for 2025 are as follows:

No.	Items	Unit	Results in 2024	Plan in 2025
1	Revenue and income	Million dong	5,109	20,020
2	Profit before tax	Million dong	-756	56
3	Profit after tax	Million dong	-756	56
4	Equity	Million dong	162,968	163,024
5	Profit after tax/Equity ratio	%	- 0.46%	0.034%
6	Payment to the budget	Million dong	232	200
7	Total number of employees	People	21	25
8	Average income of employees	Million dong	5.5	5.7

- Resolution 06:** Approval of Report No. 05/2025/TTr-HĐQT dated March 17, 2025 on the plan for distributing after-tax profits in 2024:

The Company does not set up a fund and does not pay dividends to shareholders in 2024



7. **Resolution 07:** Approval of Report No. 06/2025/TTr-HĐQT dated March 17, 2025 on the plan for paying remuneration to members of the Board of management and the Board of supervisors of the Company in 2025.

The Company does not pay remuneration to the Board of management and the Board of supervisors in 2025.

8. **Resolution 08:** Approval of Report No. 07/2025/TTr-BKS dated March 17, 2025 on the selection of an independent auditing company to audit the Company's semi-annual financial statements and 2025 financial statements company.

The General Meeting of Shareholders authorizes the Board of management of the Company to select an auditor for the semi-annual and full-year financial statements for 2025, from the list of auditing firms in 2025 approved by the Securities Commission to audit public interest entities.

9. **Resolution 09:** Approving the report No. 08/2025/TTr-HĐQT dated March 17, 2025 on authorizing the Board of management of the Company to implement the divestment of state capital invested in Enterprises under the Hanoi People's Committee by the end of 2025.

The General Meeting of Shareholders continues to authorize the Board of management of the Company to carry out procedures and implement the plan to divest state capital invested in Enterprises under the Hanoi People's Committee by the end of 2025 in accordance with the provisions of law.

10. **Resolution 10:** Approval of the report No. 09/2025/TTr-HĐQT dated March 17, 2025 on authorizing the Board of management of the Company to carry out tasks related to office swapping.

The General Meeting of Shareholders approved the continued authorization for the Board of management of the Company to carry out the procedures for "Reviewing the swap of office buildings with an area of 1,124 m² on an area of 281 m² of land rented annually at No. 4 Tran Hung Dao with the Plan to rearrange and handle houses and land owned by the State of the Mechanical and Electrical Engineering One Member Limited Liability Company" in accordance with the provisions of law.

Article 2: This Resolution takes effect from the date of signing. Shareholders, Board of Directors, Board of supervisors, Board of General Directors, Heads of departments/divisions/branches/units under the Company and related individuals are responsible for implementing this Resolution./.

Recipients:

- Company shareholders (for report);
- Board of Directors, Board of supervisors (for information);
- Board of Management (for implementation);
- Archived Office, VT;

**PP. GENERAL MEETING OF
SHAREHOLDERS
CHAIRMAN**



Cao Tien Dung

**MECHANICAL ENGINEERING
SERVICE JOINT STOCK COMPANY**
No: 18/2025/BB-DHĐCĐ

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Hanoi, April 18, 2025

MINUTES OF MEETING 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Company name: **MECHANICAL ENGINEERING SERVICE JOINT STOCK COMPANY**
(“Company”)

Stock code: **MES**

Business registration certificate No. 0100106190 issued by the Hanoi Department of Planning and Investment, 12th change on October 19, 2022

Head office address: 8th floor, Tower A, Sky Tower Building, 88 Lang Ha, Dong Da, Hanoi

Tel: (84-24) 3933 2225

Fax: (84-24) 3933 2225

Meeting time: From 07:30 a.m. on April 18, 2025

Meeting location: Conference Hall Company, 8th Floor, Tower A, Sky Tower Building, 88 Lang Ha, Dong Da, Hanoi

A. PARTICIPANTS OF THE GENERAL MEETING, VALIDITY OF THE GENERAL MEETING:

1. Participants of the General Meeting

- **Shareholders:** All shareholders currently owning shares of the Company as of the closing date of the shareholder list on **March 14, 2025**. (*The list of shareholders entitled to attend the 2025 Annual General Meeting of Shareholders (“GMS”) is provided by the Vietnam Securities Depository and Clearing Corporation*).

- **The incumbent members of the Board of management, Board of supervisors, Board of directors and members of the Organizing Committee of the General Meeting.**

2. Validity of the General Meeting

At 07:30, the General Meeting heard Mr. Tran Minh Duc - Head of the Shareholders' Qualification Examination Committee report on the results of the shareholder qualification examination as follows:

- The total number of shareholders of the Company on the date of closing the list of shareholders entitled to attend the meeting on March 14, 2025 is **101** shareholders, the total number of shares owned is **18,600,000** shares with voting rights, corresponding to 100% of the total number of outstanding shares with voting rights.

+ Number of shareholders attending the meeting: 21 shareholders attending in person and by proxy, representing the ownership of **18,440,400** shares (equivalent to **18,440,400** votes), accounting for **99,1419** % of the total number of outstanding shares with voting rights

+ Number of absent shareholders: **80** shareholders equivalent to **159,600** shares, accounting for **0,8581** % of the total number of outstanding shares with voting rights.

Pursuant to the Enterprise Law No. 59/2020/QH14 approved by the National Assembly on June 17, 2020 and the Charter of Organization and Operation of the Company, the number of shareholders attending officially and authorized to attend the 2025 Annual General Meeting of



Shareholders of the Company and the percentage of shares of shareholders/shareholder representatives attending ensure that the General Meeting of Shareholders is conducted legally.

B. CONTENT OF THE GENERAL MEETING:

I. OPENING OF THE GENERAL MEETING

The meeting listened to Mr. Tran Minh Duc - on behalf of the Organizing Committee read the opening speech of the meeting.

II. THE GENERAL MEETING APPROVED THE PERSONNEL OF THE PRESIDIUM, SECRETARIAT, AND VOTE COUNTING BOARD

The Presidium includes:

+ Mr. Cao Tien Dung - Chairman of the Board of management - Chairman of the General Meeting

+ Mr. Tran Minh Cuong - Member of the Board of management - Member of the Presidium

Results of voting to elect the personnel of the Presidium:

- *Voting method: Raise voting cards*

- *Total valid votes: 18,440,400 votes: Rate 100%*

+ *Total votes in favor: 18,440,400 votes: Rate 100%*

+ *Total votes against: 0 votes: Rate 0%*

+ *Total votes without opinion: 0 votes: Rate 0%*

- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting approved the personnel of the Presidium with the approval rate of 100%.

- Secretariat:

+ Mr. Ngo Hong Van - Head of the Secretariat

+ Mr. Hoang Van Thuan - Member of the Secretariat

Results of voting to elect the Secretariat personnel:

- *Voting method: Raise voting card*

- *Total valid votes: 18,440,400 votes: Rate 100%*

+ *Total votes in favor: 18,440,400 votes: Rate 100%*

+ *Total votes against: 0 votes: Rate 0%*

+ *Total votes without opinion: 0 votes: Rate 0%*

- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting approved the Secretariat personnel with the approval rate of 100%.

- Vote Counting Board:

+ Ms. Tran Phuong Lan - Head

+ Mr. Ngo Trong Tuan - Member

+ Ms. Tran Thi Huy - Member

Voting results for the election of Vote Counting Board personnel:

- *Voting method: Raise voting card*

- *Total valid votes: 18,440,400 votes: Rate 100%*

+ *Total votes in favor: 18,440,400 votes: Rate 100%*

+ *Total votes against: 0 votes: Rate 0%*

+ *Total votes without opinion: 0 votes: Rate 0%*

- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting approved the Vote Counting Board personnel with the approval rate of 100%.

III. APPROVAL OF THE MEETING AGENDA AND WORKING REGULATIONS OF THE GENERAL MEETING

The General Meeting listened to Mr. Cao Tien Dung - Chairman of the General Meeting - present the content of the General Meeting Agenda and the Working and Voting Regulations of the General Meeting for approval by the General Meeting of Shareholders.

*** The General Meeting voted to approve the Meeting Agenda:**

- *Voting form: Raise voting card*

Total valid votes: 18,440,400 votes: Rate 100%

+ *Total votes in favor: 18,440,400 votes: Rate 100%*

+ *Total votes against: 0 votes: Rate 0%*

+ *Total votes without opinion: 0 votes: Rate 0%*

- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting of Shareholders approved the Meeting Agenda with the approval rate of 100%.

*** The General Meeting voted to approve the Working and Voting Regulations of the 2025 Annual General Meeting of Shareholders:**

- *Voting form: Raise voting card*

Total valid votes: 18,440,400 votes: Rate 100%

+ *Total votes in favor: 18,440,400 votes: Rate 100%*

+ *Total votes against: 0 votes: Rate 0%*

+ *Total votes without opinion: 0 votes: Rate 0%*

- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting of Shareholders has approved the Working and Voting Regulations of the 2025 Annual General Meeting of Shareholders with the approval rate of 100%.

IV. REPORTS AND PRESENTATIONS AT THE GENERAL MEETING

1. Mr. **Cao Tien Dung** - Chairman of the Board of management presented the Report on the activities of the Board of management in 2024, the direction and tasks in 2025.

2. Mr. **Ngo Trong Tuan** - Member of the Board of supervisors presented the Board of supervisors's Supervisory report in 2024.

3. Mr. **Tran Minh Cuong** - Head of the Executive Board presented the Report on the results of production and business activities in 2024, the production and business plan in 2025 and the Submission on the approval of the items for the report on the results of production and business activities in 2024 and the production and business plan in 2025.

4. Ms. **Nguyen Thi Van Ha** - Chief Accountant presented the following contents:

- Submission on the approval of the audited Financial Statements for 2024;

- Submission on the plan for distributing after-tax profits in 2024;

- Report on approving the remuneration payment plan for members of the Board of management and the Board of Supervisors of the Company in 2025.

5. Mr. **Ngo Trong Tuan** - Member of the Board of Supervisors presented the following contents:

- Report on selecting an independent auditing company to audit the Company's semi-annual financial statements and 2025 financial statements;

6. Mr. **Cao Tien Dung** - Chairman of the Board of management presented the following contents:

Report on authorizing the Board of management of the Company to implement the divestment of state capital invested in enterprises under the Hanoi People's Committee by the end of 2025;

- Report on authorizing the Board of management of the Company to perform tasks related to office swapping.

VI. DISCUSSION SECTION

1. Discussion section.

None

2. After the discussion ended, the Chairman asked the Shareholders to vote on the contents of the Reports and Proposals presented at the General Meeting on the Voting Form and put it in the ballot box.

VII. THE GENERAL MEETING TAKES A 15-MINUTE BREAK

VIII. REPORT ON VOTING COUNTING RESULTS

Ms. Tran Phuong Lan - Head of the Vote Counting Committee reported the voting results as follows:

1. Resolution 01: Approval of the Report on the activities of the Board of management in 2024, directions and tasks in 2025

Voting results:

- *Voting form: Voting by votes*

- *Total valid votes: 18,440,400 votes: Rate 100%*

+ *Total votes in favor: 18,440,400 votes: Rate 100%*

+ *Total votes against: 0 votes: Rate 0%*

+ *Total votes without opinion: 0 votes: Rate 0%*

- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

2. Resolution 02: Approval of the Board of supervisors's Supervisory Report for 2024.

Voting results:

- *Voting form: Voting by votes*

- *Total valid votes: 18,440,400 votes: Rate 100%*

+ *Total votes in favor: 18,440,400 votes: Rate 100%*

+ *Total votes against: 0 votes: Rate 0%*

+ *Total votes without opinion: 0 votes: Rate 0%*

- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting of Shareholders approved this content with the approval rate of 100%.

3. Resolution 03: Approval of the Report on the results of production and business activities in 2024, the production and business plan in 2025.

Voting results:

- *Voting form: Voting by votes*

- *Total valid votes: 18,440,400 votes: Rate 100%*

+ *Total votes in favor: 18,440,400 votes: Rate 100%*

- + Total votes against: 0 votes: Rate 0%
- + Total votes without opinion: 0 votes: Rate 0%
- Total invalid votes: 0 votes: Rate 0%

Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

4. Resolution 04: Approval of the audited Financial Statement for 2024 according to the submission No. 03/2025/TTr-HĐQT dated March 17, 2025.

Voting results:

- Voting form: Voting by votes
- Total valid votes: 18,440,400 votes: Rate 100%
- + Total votes in favor: 18,440,400 votes: Rate 100%
- + Total votes against: 0 votes: Rate 0%
- + Total votes without opinion: 0 votes: Rate 0%
- Total invalid votes: 0 votes: Rate 0%

Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

5. Resolution 05: Approval of the report No. 04/2025/TTr-HĐQT dated March 17, 2025 on the items of production and business results in 2024 and the production and business plan for 2025.

Some basic items in the production and business plan for 2025 are as follows:

No.	Indicators	Unit	Results in 2024	Plan in 2025
1	Revenue and income	Million dong	5,109	20,020
2	Profit before tax	Million dong	-756	56
3	Profit after tax	Million dong	-756	56
4	Equity	Million dong	162,968	163,024
5	Profit after tax/Equity ratio	%	-0.46%	0.034%
6	Payment to the budget	Million dong	232	200
7	Total number of employees	Person	21	25
8	Average income per employee	Million dong	5.5	5.7

Voting results:

- Voting form: Voting by votes
- Total valid votes: 18,440,400 votes: Rate 100%
- + Total votes in favor: 18,440,400 votes: Rate 100%
- + Total votes against: 0 votes: Rate 0%
- + Total votes without opinion: 0 votes: Rate 0%
- Total invalid votes: 0 votes: Rate 0%

Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

6. Resolution 06: Approval of Report No. 05/2025/TTr-HĐQT dated March 17, 2025 on the plan for distributing after-tax profits in 2024:

The Company does not set up a fund and does not pay dividends to shareholders in 2024

Voting results:

- Voting form: Voting by votes

- Total valid votes: 18,440,400 votes: Rate 100%
- + Total votes in favor: 18,440,400 votes: Rate 100%
- + Total votes against: 0 votes: Rate 0%
- + Total votes without opinion: 0 votes: Rate 0%
- Total invalid votes: 0 votes: Rate 0%

Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

7. Resolution 07: Approval of Report No. 06/2025/TTr-HĐQT dated March 17, 2025 on the remuneration payment plan for members of the Board of management and the Board of Supervisors of the Company in 2025.

The Company does not pay remuneration to the Board of management and the Board of Supervisors in 2025.

Voting results:

- Voting form: Voting by votes
- Total valid votes: 18,440,400 votes: Rate 100%
- + Total votes in favor: 18,440,400 votes: Rate 100%
- + Total votes against: 0 votes: Rate 0%
- + Total votes without opinion: 0 votes: Rate 0%
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Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

8. Resolution 08: Approval of Report No. 07/2025/TTr-BKS dated March 17, 2025 on the selection of an independent auditing company to audit the Company's semi-annual financial statements and 2025 financial statements.

The General Meeting of Shareholders authorizes the Company's Board of management to select an auditing unit for the semi-annual and full-year financial statements of 2025, from the list of auditing firms in 2025 approved by the Securities Commission to audit public interest entities.

Voting results:

- Voting form: Voting by votes
- Total valid votes: 18,440,400 votes: Rate 100%
- + Total votes in favor: 18,440,400 votes: Rate 100%
- + Total votes against: 0 votes: Rate 0%
- + Total votes without opinion: 0 votes: Rate 0%
- Total invalid votes: 0 votes: Rate 0%

Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

9. Resolution 09: Approval of the report No. 08/2025/TTr-HĐQT dated March 17, 2025 on authorizing the Board of management of the Company to implement the divestment of state capital invested in enterprises under the Hanoi People's Committee by the end of 2025.

The General Meeting of Shareholders continues to authorize the Board of management of the Company to carry out procedures and implement the plan to divest state capital invested in enterprises under the Hanoi People's Committee by the end of 2025 in accordance with the provisions of law.

Voting results:

- *Voting form: Voting by votes*
- *Total valid votes: 18,440,400 votes: Rate 100%*
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Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

10. Resolution 10: Approval of the report No. 09/2025/TTr-HĐQT dated March 17, 2025 on authorizing the Board of management of the Company to carry out tasks related to office swapping.

The General Meeting of Shareholders approved the continued authorization for the Company's Board of management to carry out the procedures for "Reviewing the exchange of office buildings with an area of 1,124 m2 on an area of 281 m2 of land rented annually at No. 4 Tran Hung Dao with the Plan to rearrange and handle houses and land owned by the State of Construction Mechanical and Electrical Company Limited" in accordance with the provisions of law.

Voting results:

- *Voting form: Voting by votes*
- *Total valid votes: 18,440,400 votes: Rate 100%*
- + *Total votes in favor: 18,440,400 votes: Rate 100%*
- + *Total votes against: 0 votes: Rate 0%*
- + *Total votes without opinion: 0 votes: Rate 0%*
- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting of Shareholders has approved this content with the approval rate of 100%.

X. APPROVAL OF THE MINUTES AND RESOLUTIONS OF THE GENERAL MEETING

Mr. Ngo Hong Van - Head of the Secretariat read the full text of the Minutes of the 2025 Annual General Meeting of Shareholders for the General Meeting to vote for approval.

Mr. Hoang Van Thuan - Member of the Secretariat read the full text of the Resolution of the 2025 Annual General Meeting of Shareholders to the General Meeting for approval.

Voting results:

- *Voting form: Voting by votes*
- *Total valid votes: 18,440,400 votes: Rate 100%*
- + *Total votes in favor: 18,440,400 votes: Rate 100%*
- + *Total votes against: 0 votes: Rate 0%*
- + *Total votes without opinion: 0 votes: Rate 0%*
- *Total invalid votes: 0 votes: Rate 0%*

Thus, the General Meeting of Shareholders approved the Minutes and Resolution of the General Meeting with a 100% approval rate.

C. CLOSING OF THE GENERAL MEETING

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Mr. Cao Tien Dung - Chairman delivered the closing speech of the General Meeting.
The 2025 Annual General Meeting of Shareholders of Mechanical Engineering Service Joint
Stock Company ended at 08 hour 55 minutes on the same day./.

**PRESIDIUM OF THE
GENERAL MEETING**

**CHAIRMAN OF THE
GENERAL MEETING**



Cao Tien Dung

MEMBER

A handwritten signature in blue ink, appearing to read "Tran Minh Cuong".

Tran Minh Cuong

**SECRETARIAT OF THE
GENERAL MEETING**

CHAIRMAN OF THE BOARD

A handwritten signature in blue ink, appearing to read "Ngo Hong Van".

Ngo Hong Van

MEMBER

A handwritten signature in blue ink, appearing to read "Hoang Van Thuan".

Hoang Van Thuan





MECHANICAL ENGINEERING SERVICE JOINT STOCK COMPANY

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

Tel: (+024) 39.332.225

Fax: (+02 4) 39.332.225

Enterprise registration number: 0100106190

Website: <http://mesc.com.vn/>

WORKING AND VOTING REGULATIONS

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

Article 1: Scope and subjects of application

1. These Regulations apply to the organization and conduct of the 2025 Annual General Meeting of Shareholders (“AGM”) of Mechanical Engineering Service Joint Stock Company.
2. These Regulations specifically stipulate the rights and obligations of shareholders, authorized representatives of shareholders and parties attending the General Meeting, conditions and procedures for conducting the General Meeting.
3. Shareholders, authorized representatives of shareholders and parties attending the General Meeting are responsible for implementing the provisions of these Regulations.

Article 2: General principles

1. All shareholders/authorized representatives of shareholders attending the General Meeting of Shareholders must wear neat and polite clothes, present full identification documents and documents related to the verification of shareholder/authorized representative status at the reception desk and the Shareholder Qualification Verification Committee.
2. Shareholders/authorized representatives of shareholders when entering the General Meeting room must sit in the correct position or area as prescribed by the Organizing Committee of the General Meeting and comply with the arrangement of the Organizing Committee.
3. Do not smoke in the General Meeting room.
4. Communicate politely, friendly, maintain order and serious attitude during the meeting. Do not talk privately, do not use the phone during the General Meeting. All mobile phones must be turned off or not set to ring (*if there is a need to use a mobile phone, please invite shareholders to discuss outside the meeting room*).
5. Delegates attending the meeting must follow the direction of the Chairman, creating conditions for the meeting to take place smoothly, quickly and legally.

Article 3: Conditions for conducting the General Meeting of Shareholders

The annual General Meeting of Shareholders is held when the number of shareholders and persons authorized by shareholders attending the meeting represents more than 50% of the total number of shares with voting rights.

Article 4: Conditions for attending and regulations on authorization

1. Shareholders are individuals or authorized representatives of shareholders who are organizations whose names are on the list of shareholders of the Mechanical Engineering Service Joint Stock Company on the record date of shareholders entitled to attend the 2025 Annual General Meeting of Shareholders.



2. Shareholders entitled to attend the General Meeting of Shareholders may attend in person or authorize their representatives to attend. Authorized persons may not re-authorize others to attend the General Meeting of Shareholders. In case more than one authorized representative is appointed, the number of shares and votes of each representative must be specifically determined.

3. The authorization document must be prepared according to the company's form and the provisions of the civil law. In case the shareholder does not use the authorization document according to the Company's form, the authorization document must clearly state the name of the authorized individual or organization and the number of authorized shares.

Individuals and organizations authorized to attend the General Meeting of Shareholders must present the authorization document when registering to attend the meeting before entering the meeting room.

4. Before attending the meeting, the Shareholder/Authorized Representative of the Shareholder must carry out the registration procedure to attend the meeting.

Article 5: Rights and obligations of shareholders/validly authorized representatives attending the General Meeting of Shareholders

1. All shareholders and shareholder representatives attending the meeting have the right to participate, express opinions on the agenda approved by the General Meeting of Shareholders, and vote at the General Meeting of Shareholders.

2. All shareholders eligible to attend the General Meeting have the rights and obligations prescribed by current laws, the Company's Charter and these regulations (after these regulations are approved by the General Meeting of Shareholders).

3. Each shareholder/shareholder representative must present the original personal legal documents (one of the following types of documents: Citizen Identification Card, Passport, other legal personal identification documents), invitation letter, Power of Attorney (if authorized by an individual or organization) to the Shareholders' Qualifications Verification Committee to register and receive Voting Cards, Voting Forms and meeting documents according to the Company's regulations.

4. Shareholders attending the General Meeting who wish to express their opinions must obtain the consent of the Chairman, speak briefly and focus on the key contents that need to be discussed, in accordance with the approved agenda of the General Meeting. Issues that have been raised by previous participants must not be raised again to avoid duplication. Shareholders attending the General Meeting can also write down the contents on the questionnaire to be sent to the General Meeting Secretariat.

5. Shareholders have the right to vote on all matters within the authority of the General Meeting of Shareholders as prescribed in the Company's Charter.

6. Shareholders attending the General Meeting of Shareholders, after hearing the report on the contents to be approved, will discuss and approve by voting.

7. Shareholders arriving after the General Meeting has opened, after completing the registration procedures, are allowed to attend and vote on the remaining contents to be voted on according to the approved General Meeting agenda. In this case, the validity of the votes that have been conducted will not be affected.

Article 6: Chairman of the General Meeting

1. The Chairman of the Board of management shall chair or authorize another member of the Board of management to chair the General Meeting of Shareholders convened by the Board of management. In case the Chairman is absent or temporarily unable to work, the remaining members of the Board of management shall elect one of them to chair the meeting according to the majority principle. In case no one can be elected as the chair, the Head of the Board of supervisors shall direct the General Meeting of Shareholders to elect the meeting chair from among the attendees and the person with the highest number of votes shall chair the meeting.
2. The Chairman of the General Meeting nominates personnel for the Presidium, the Vote Counting Committee, and the General Meeting Secretariat for approval by the General Meeting of Shareholders.
3. The Chairman is the person who presides, together with the members of the Presidium, to run the General Meeting of Shareholders and resolve any issues arising (if any) during the General Meeting.
4. The Chairman has the right to take necessary and reasonable measures to conduct the General Meeting in an orderly manner, in accordance with the approved agenda and reflecting the wishes of the majority of attendees.
5. The Chairman has the right to request all attendees to be subject to inspection or other legal and reasonable security measures; request competent authorities to maintain order at the meeting; expel those who do not comply with the Chairman's authority, intentionally disrupt order, prevent the normal progress of the meeting, or do not comply with security inspection requirements from the General Meeting of Shareholders.
6. The Chairman of the General Meeting has the rights and obligations as prescribed by law and the Company.

Article 7: Rights and obligations of the General Meeting Organizing Committee

1. The General Meeting Organizing Committee is established by the Board of management of the Company or authorized to be established by the Chairman of the Board of management.
2. The Head of the General Meeting Organizing Committee assigns members of the Shareholder Qualification Examination Committee to carry out procedures for examining the qualifications of shareholders attending the meeting, distribute documents, and perform other organizational tasks.

Article 8: Rights and obligations of the Shareholder Qualification Examination Committee

1. The Shareholder Qualification Examination Committee consists of 01 Head of the Committee and members selected by the General Meeting Organizing Committee.
2. The Shareholder Qualification Examination Committee has the right to establish a support unit to complete the tasks of the Committee.
3. The Shareholders' Qualification Examination Committee has the function of examining the qualifications of shareholders or authorized representatives attending the General Meeting of Shareholders and carrying out procedures for registering shareholders/shareholder representatives attending the meeting, issuing voting cards and voting forms to shareholders/shareholder representatives.
4. Report to the General Meeting of Shareholders on the results of examining the qualifications of shareholders attending the General Meeting.

Article 9: Rights and obligations of the General Meeting Secretariat

1. The Secretariat nominated by the Chairman and approved by the General Meeting of Shareholders is responsible to the Chairman and the General Meeting of Shareholders for its duties.

2. Duties of the General Meeting Secretariat:

- Record truthfully and accurately the contents and issues approved by shareholders/shareholder representatives or still noted at the General Meeting.
- Prepare the General Meeting Minutes.
- Assist the Chairman in announcing draft documents, conclusions, and notices to shareholders upon request.
- Receive the registration form for speaking of shareholders/shareholder representatives (if any).
- Perform other tasks as assigned by the Chairman.

Article 10: Rights and obligations of the Vote counting board

1. The Vote counting board is nominated by the Chairman and approved by the General Meeting of Shareholders with a number of 03 (three) members.

2. The Vote counting board has the right to establish a support unit to complete the tasks of the Committee.

3. The Vote counting board has the following duties:

- Instructions on how to use Voting Cards and Voting Forms.
- The Vote counting board will determine the number of votes in favor, the number of votes against, the number of votes without opinions and the number of invalid votes; Determine the results of the vote counting.
- Report to the General Meeting on the results of the vote counting.

4. Be responsible for the honesty and accuracy of the work performed and the vote counting results.

Article 11: Approval of the decisions of the General Meeting of Shareholders

1. Voting form:

a. Shareholders and Shareholders' Representatives exercise their voting rights at the 2025 Annual General Meeting of Shareholders of Mechanical Engineering Service Joint Stock Company by using Voting Cards and Voting Forms.

Voting cards and forms are pre-printed according to the form of the Organizing Committee of the General Meeting, stamped by the Mechanical Engineering Service Joint Stock Company and distributed to Shareholders when attending the General Meeting, with information on shareholder codes, number of shares with voting rights of Shareholders or Shareholders' Representatives attending the General Meeting.

Shareholders use the Voting Cards to vote on issues that require direct voting at the General Meeting by raising the Voting Card.

In addition to issues that require direct voting by raising the Voting Card at the General Meeting, for the contents of the Report, Proposal and other contents (if any), Shareholders vote by selecting the voting contents (Approval, disapproval, no opinion) on the Voting Card, signing to confirm and putting it in the Form Box according to the instructions of the Vote counting board.

b. The General Meeting votes on each issue in the program content. For each issue that needs to be voted on at the General Meeting of Shareholders, the Chairman of the General Meeting will propose to vote 03 times in the following order:

- First time: Vote for approval.
- Second time: Vote against approval.
- Third time: Vote without opinion.

2. *For direct voting by raising the Voting Card:* Each Shareholder or Shareholder Representative (01 person) is only allowed to vote 01 time (Approval, disapproval, no opinion) for each time the Chairman asks for a vote on an issue that needs to be voted on at the General Meeting of Shareholders. In case a shareholder does not vote on any content, the shareholder is obliged to immediately notify the Vote counting board at the time of voting on that content to summarize the results.

3. *For voting on the contents of Reports, Proposals, other contents (if any) by selecting the voting content on the Voting Form:* Shareholders select to mark “v” or “x” in the appropriate box on the Voting Form.

- Voting forms are considered valid in the following cases:

+ Voting forms are issued by the Organizing Committee of the General Meeting, with the seal of the Mechanical Engineering Service Joint Stock Company;

+ Voting forms are not torn;

+ Voting contents are not erased, scraped, or edited;

+ Valid voting contents are contents specifically selected by Shareholders in 1 of 3 boxes: Approval, disapproval, no opinion.

+ Voting forms are signed by shareholders or authorized representatives of shareholders.

- Voting forms and voting contents are considered invalid in one of the following cases:

+ The voting form is not issued by the Organizing Committee of the General Meeting and does not have the seal of the Mechanical Engineering Service Joint Stock Company;

+ The voting form is torn, erased, or has information on the form altered;

+ The voting form does not have the signature of the shareholder or the shareholder's authorized representative;

+ The shareholder does not mark any box or marks 2 or more boxes for the same voting content or the form is erased, leading to unclear selection content, it is considered invalid for that voting content.

+ The voting form is submitted to the Organizing Committee of the General Meeting after the voting is completed and the form box has been sealed.

4. The voting ratio and conditions for passing decisions of the General Meeting of Shareholders at the meeting are implemented in accordance with the provisions of the Company's Charter and relevant laws.

Article 12: Speaking at the General Meeting

1. Shareholders/shareholder representatives attending the General Meeting who wish to speak must have the consent of the Chairman.

2. Shareholders/shareholder representatives shall speak briefly, focusing on the key contents that need to be discussed, in accordance with the approved agenda of the General Meeting. The maximum speaking time for each shareholder is 3 minutes.

3. The Chairman shall arrange for shareholders to speak in the order of registration, and at the same time answer shareholders' questions.

Article 13: Minutes and Resolutions of the General Meeting

1. The content of the General Meeting of Shareholders shall be fully recorded by the General Meeting Secretariat in the Minutes of the meeting and approved before the closing of the General Meeting.

2. The Minutes of the General Meeting shall be the basis for drafting the Resolution of the General Meeting of Shareholders.

3. The Minutes of the General Meeting of Shareholders and the Resolutions passed by the General Meeting of Shareholders and related documents shall be kept at the Company's head office.

4. The Chairman and the Secretariat of the meeting or other persons signing the minutes of the meeting shall be jointly responsible for the truthfulness and accuracy of the contents of the minutes.

5. In case the Chairman or the Secretariat refuses to sign the minutes of the meeting, the minutes shall be valid if they are signed by all other members of the Board of management attending the meeting and contain all the contents as prescribed in this clause. The minutes of the meeting shall clearly state the refusal of the Chairman or the Secretariat to sign the minutes of the meeting.

Article 14: Effectiveness

These working and voting regulations shall be publicly announced before the General Meeting of Shareholders, shall take effect immediately after being voted and approved by the General Meeting of Shareholders and shall be applied at the 2025 Annual General Meeting of Shareholders of the Mechanical Engineering Service Joint Stock Company

**PP. GENERAL MEETING OF SHAREHOLDERS
CHAIRMAN OF THE GENERAL MEETING**



CHỦ TỊCH HĐQT
Cao Liên Dũng



Hanoi, March 17, 2025

REPORT
ON THE ACTIVITIES OF THE BOARD OF MANAGEMENT IN 2024
ORIENTATIONS AND TASKS IN 2025

To: General Meeting of Shareholders of Mechanical Engineering Service Joint Stock Company.

I. RESULTS OF THE ACTIVITIES OF THE BOARD OF MANAGEMENT IN 2024.

1. Characteristics of the situation.

In April 2024, the company held the 2024 Annual General Meeting of Shareholders; The meeting approved the report of the Board of management, the report of the Board of Supervisors, the Report on production and business results in 2023; and the Production and Business Plan for 2024.

There are many difficulties in production and business in 2024, which was predicted in the Production and Business Plan report submitted to the General Meeting of Shareholders. The reason is that public investment is reduced, the company's main production and business lines are stagnant, and the company's capacity and experience records are not sufficient for bidding. In addition, there are practical and objective reasons such as the remaining workforce of skilled workers and laborers is small, employment is unstable, and transactions have been limited for many years, causing many arising problems that need to be resolved to resolve old problems. Therefore, the revenue in 2024 is not high.

2. Results of the implementation of the tasks and powers of the Board of management.

a) The Board of management has fully exercised its rights and obligations in accordance with the provisions of law, the Company's Charter and the Resolution of the General Meeting of Shareholders, specifically as follows:

After being approved by the 2024 Annual General Meeting of Shareholders, with the assigned responsibilities of each member of the Board of management. The members of the Board of management operate in accordance with the Charter, Internal Governance Regulations, Regulations on organization and operation of the Board of management approved by the General Meeting of Shareholders, ensuring the principle of solidarity and unity in will and action; in meetings, there are debates and exchanges on issues with different opinions to reach consensus.

The Board of management fully prepares the program, content, documents, convenes and successfully organizes the 2024 Annual General Meeting of Shareholders and the records and documents submitted to this General Meeting of Shareholders.

Implement the Resolution of the 2024 General Meeting of Shareholders and direct and supervise the Executive Board in organizing the implementation.

In order for the company's production and business activities to be decisive and quick, not missing opportunities while still ensuring the requirements of independent and prudent management, the members of the Board of management have been proactive, responsible, and enhanced the resolution of work through consultations, exchanging opinions in writing and via

email. Last year, the Board of management met and issued Resolutions ensuring the correct order and procedures according to the provisions of law and the company's charter.

(Details of Resolutions, decisions, and minutes of meetings are stored in the archives and published on the company's electronic information portal).

Regarding the selection of the 2024 financial statement audit unit: Pursuant to the Resolution of the General Meeting of Shareholders, the Board of management approved the selection of the branch of MOORE AISC Auditing and Informatics Services Co., Ltd. to review the semi-annual financial statements for the period ending on June 30, 2024 and audit the 2024 financial statements approved by the General Meeting of Shareholders in accordance with the provisions of law.

Regarding corporate governance: The Board of management has directed the Executive Board to review, amend, supplement, and promptly issue regulations and rules to ensure transparent operations.

The Chairman of the Board of management and members of the Board of management actively participate in meetings of the Executive Board with the Capital Representative to promptly grasp the production and business results and the current situation of each enterprise as a basis for the Board of management to have specific solutions to remove difficulties in personnel, finance, employment, etc.

Company financial situation.

+ Debt collection has been given special attention by the Board of management and the Executive Board, regularly holding thematic meetings or combining meetings with the Executive Board and the Debt Collection Team to have specific solutions for each debt, especially long-term debts and bad debts.

+ Regarding investment work:

- **Project:** Coordinate with the joint venture partner Indochina Resources Development Joint Stock Company: Work with departments, branches, and the City People's Committee to grasp the planning of the waste plant project land in Ta Thanh Oai, Thanh Tri district. At the same time, request the City People's Committee's policy to invest in the right direction to effectively exploit the project.

- **At Sai Dong Land Joint Stock Company:** Regarding the reception of office space according to document 3660/UBND-KT dated May 29, 2015, the Board of management and the Executive Board focused on resolving and requesting Sai Dong Land Joint Stock Company to hand over the certificate of right to use office space and hand over the premises to Mechanical Engineering Service Joint Stock Company according to the official dispatch of the City People's Committee.... Regarding the sale of share purchase rights when increasing charter capital at Sai Dong Land Joint Stock Company in 2024, the valuation and offering of purchase rights were organized but at the auctions of purchase rights, no investors registered to buy, so the Company reported to the Department of Finance to allow the reservation of the right to purchase shares when increasing charter capital at Sai Dong Land Joint Stock Company. When the time is right, it will propose to sell purchase rights to ensure compliance with the provisions of law. There is a document requesting Sai Dong Land Joint Stock Company to pay annual dividends to Mechanical Engineering Service Joint Stock Company.

- **At Tu Hiep Hong Ha Petroleum Joint Stock Company:** The Board of management and the Executive Board are working with consulting units on the valuation of purchase rights when Tu

Hiep Hong Ha Petroleum Joint Stock Company increases its charter capital. There is a document requesting Tu Hiep Hong Ha Petroleum Joint Stock Company to pay annual dividends to Mechanical Engineering Service Joint Stock Company.

+ **Regarding the management and use of land at No. 4 Tran Hung Dao:** Focus on working with Song Hong Joint Stock Company to review the management and use of land at No. 4 Tran Hung Dao with the contents according to Notice No. 610/TB-VP dated December 28, 2023 of the City People's Committee Office.

+ **Regarding production and business results in 2024:** 2024 is considered extremely difficult for the company due to the reduction of public investment and after a long period of stopping production, the company's capacity is not enough to bid. In that situation, although under the timely, flexible and drastic direction of the Board of management; the Executive Board achieved the following items:

(Unit: Million dong)

No.	Items	Amount
1	Total revenue	5,109
2	Profit before tax	(756.)
3	Profit after tax	(756.)
4	Accumulated profit after tax	(23,031)
5	Budget payment	232
6	Average income	5.2

b) Working relationship of the Board of management:

- Board members always coordinate closely, promptly inform about related issues in the process of handling assigned work, Board members assigned to take primary responsibility have proactively handled, if there are issues related to the field under their charge.

The Board of management issues Resolutions and decisions for the Executive Board to implement and inspect, supervise the implementation of such Resolutions and decisions. In regular and extraordinary meetings, depending on the content of each meeting, the Board of management invites the Executive Board, Chief Accountant, Head of relevant Departments and the Company's Capital Representative at the enterprise with capital contribution to attend, report on specific work and give opinions.

- Closely coordinate with the Board of Supervisors, ensuring the operational independence of the Board of Supervisors. Invite and send documents of Board of management meetings to the supervisors in accordance with regulations as for Board of management members, respect, listen and accept the opinions of the Supervisors attending Board of management meetings.

3. Existing limitations

Although the Board of management has regularly met with the Executive Board, has many timely measures and solutions, the company's business situation still does not meet the set plan due to objective and subjective reasons (the company's capacity is not enough, the staff's qualifications are still limited, the company's relationships and reputation are not high...). The main production business sector does not achieve high value.

4. Evaluation of the performance of the Executive Board

The Board of Directors has been proactive in production management, promptly proposing measures and solutions to improve business efficiency. The Board of management has issued Resolutions, Decisions, inspected, supervised, and directed the Board of Directors and other managers in daily business operations in accordance with the provisions of the Company Charter and the Regulations on organization and operation of the Board of management as well as other relevant internal management regulations of the Company. The Board of Directors has made many efforts in management and operation, debt collection, cash flow balance, closely following the Resolution of the General Meeting of Shareholders and the Resolution of the Board of management to stabilize business operations step by step to meet the requirements of direction and orientation of the General Meeting of Shareholders and the Board of management.

Bidding and job search have had positive changes, but due to limited human resources and equipment, they mainly participate in subcontracting. Subjective and objective causes have been presented in the 2024 Income Statement. This issue requires the Board of management to pay attention and take specific measures to resolve and overcome in 2025.

5. Regarding salary, remuneration and operating expenses of the Board of management

Salary, remuneration for the Board of management: None. The Board of management has no expenses incurred. *(The resolution of the 2024 annual general meeting of shareholders approved not to pay remuneration to the Board of management and the Board of Supervisors in 2024).*

6. Report on transactions between the Mechanical Engineering Service Joint Stock Company, Subsidiaries, Companies in which the Mechanical Engineering Service Joint Stock Company controls 50% or more of the charter capital with members of the Board of management and related persons of such members; transactions between the Company and the Company in which the Board of management is a founding member or a business manager in the last 3 years before the transaction:

None

PART II. ORIENTATION OF THE BOARD OF MANAGEMENT' ACTIVITIES IN 2025

2025 is forecasted to continue to have many difficulties and challenges for the Company. Specifically as follows:

- The company's capacity is not yet guaranteed to participate in bidding for large projects with complex expertise (Due to stagnant production and business activities for many years);
- The source of human resources with professional expertise is still limited, experience in organizing construction has not applied scientific management, mainly based on experience;
- Equipment and machinery are old and not diverse. The job market is increasingly competitive.
- The office headquarters at 88 Lang Ha is still stuck and is in the process of being resolved;
- The office area at Sai Dong Land Company has not been handed over, greatly affecting the revenue from office leasing.
- The Ta Thanh Oai land has not yet had a policy of approving the adjustment of land use purpose.
- The annual income from companies with capital contributions is facing difficulties.
- The City People's Committee is planning to divest State capital at the Company.

From the above difficulties, the Board of management of the Company has set out the following specific goals, directions and solutions:

1. Regarding the implementation of the duties and responsibilities of the Board of management:

With the function of being the Company's management body, the Board of management fully exercises its rights and obligations in accordance with the provisions of law, the Company's charter, the Board of management' operating regulations, the Company's internal management regulations as well as the Resolutions of the General Meeting of Shareholders, for the benefit of the Company and shareholders. The leaders direct the effective implementation of the Resolutions and Decisions of the General Meeting of Shareholders, and at the same time issue timely and flexible Resolutions and Decisions so that the Executive Board can direct more decisively and regularly inspect and supervise the implementation of such Resolutions and Decisions.

2. Regarding governance:

Continue to review and develop new or amend and supplement internal regulations, rules and procedures in accordance with the provisions of law and the Company's operations as a basis for strict governance and management, limiting risks for the enterprise, creating proactiveness in the management of the Board of Directors. Strengthening supervision and direction in monthly and quarterly production and business operations, striving to achieve and exceed the targets approved by the General Meeting of Shareholders.

3. Regarding production and business:

Orientation to maintain and develop the company's main business lines in the field of urban lighting construction; planting, maintaining, and caring for trees, flower gardens, etc. Improving management processes, improving quality, proactively exploiting and forming joint ventures with capable units to participate in bidding.

Directing, searching, and exploiting construction jobs for medium and small-scale construction and installation works suitable to the company's capacity. Cooperating and forming joint ventures with other units to jointly conduct bidding.

4. Regarding financial work:

Making financial plans, proactively and balancing revenues and expenditures to keep up with the construction progress of projects.

Directing representatives at companies with capital contributions to urge the annual dividend payment to shareholders of the Mechanical Engineering Service Joint Stock Company.

Directing departments to focus on debt collection, for long-term and difficult-to-collect debts. Implementing in accordance with the law, regulations of the City People's Committee and instructions of the Departments and branches in implementing the sale of rights to purchase shares to increase charter capital at capital-contributing companies.

5. Investment work to improve the capacity and efficiency of production equipment.

Have plans to use and lease available equipment and means to effectively exploit and use means and equipment. Continue to review and liquidate old and unnecessary equipment to supplement production capital.

6. Regarding the project:

Coordinating with the joint venture partner, Indochina Resources Development Company; Working with departments and branches, the City People's Committee to grasp the planning of the waste plant project land in Ta Thanh Oai, Thanh Tri district. At the same time, request the City People's Committee to invest in the right direction to effectively exploit the project.

7. Regarding the exchange of houses and land at No. 4 Tran Hung Dao:

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Focus on working with Song Hong Joint Stock Company to review the management and use of land at No. 4 Tran Hung Dao with the contents according to Notice No. 610/TB-VP dated December 28, 2023 of the City People's Committee Office and instructions in other documents of the City People's Committee.

8. At Sai Dong Land Joint Stock Company:

Focus on resolving the request for Sai Dong Land Joint Stock Company to hand over the Certificate of right to use office space and hand over the premises to Mechanical Engineering Service Joint Stock Company according to the direction of the City People's Committee.

Report to the Department of Finance on the sale of the right to purchase shares to increase charter capital at **Sai Dong Land Joint Stock Company** at a favorable time, in accordance with the provisions of law.

9. At Tu Hiep Hong Ha Petroleum Joint Stock Company:

Continue working with consulting units to carry out valuation procedures, offering transfer rights when increasing charter capital of Tu Hiep Hong Ha Petroleum Joint Stock Company. Issue a document requesting Tu Hiep Hong Ha Petroleum Joint Stock Company to pay annual dividends to Mechanical Engineering Service Joint Stock Company

10. Implement State capital divestment according to Decision No. 1479/QD-TTg and Plan No. 166/KH UBND of the City People's Committee on restructuring state-owned enterprises and enterprises with state capital in the period 2022 - 2025.

11. Regarding personnel organization.

Continue to consolidate and strengthen the Executive Board's personnel to ensure quantity and quality. Do a good job of planning human resources to ensure meeting the staff needs in each stage and period.

Train and recruit staff with practical experience in construction, project management and operation, bidding, and skilled workers.

Maintain meetings of the Company's Board of management to promptly resolve difficulties and obstacles to promote effective production and business growth.

The above is the content of the Board of management' report on the activities in 2024 and the orientation for activities in 2025. The Board of management believes that with the tradition of solidarity throughout the process of establishing, building and developing the company, the company will soon overcome difficulties and challenges, gradually stabilize and develop sustainably.

The Board of management hopes to receive comments from shareholders so that the Company's Board of management can complete the tasks approved by the General Meeting of Shareholders.

Sincerely thank you./.

Recipients:

- General Meeting of Shareholders;
- Board of management, Board of Supervisors, Board of Directors;
- Archived at Board of management

**PP. BOARD OF MANAGEMENT
CHAIRMAN**



Cao Tien Dung



**GENERAL MEETING OF SHAREHOLDERS
MECHANICAL ENGINEERING SERVICE
JOINT STOCK COMPANY
BOARD OF SUPERVISORS**

No. 02/2025/CV-BKS

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

Hanoi, March 17, 2025

SUPERVISORY REPORT OF THE BOARD OF SUPERVISORS IN 2024

**To: - Department of Finance
- General Meeting of Shareholders of Mechanical Engineering
Service Joint Stock Company**

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020 approved by the National Assembly of the Socialist Republic of Vietnam;
- Pursuant to the Charter of Organization and Operation of Mechanical Engineering Service Joint Stock Company;
- Pursuant to the operating regulations of the Supervisory Board approved at the 2023 Annual General Meeting of Shareholders.

Perform duties in accordance with the provisions of the Company's Charter and current laws. The Board of Supervisors would like to report to the General Meeting of Shareholders on the inspection and control work in 2024 with the following content:

I/ ACTIVITIES OF THE BOARD OF SUPERVISORS IN 2024:

1/ Personnel:

The Board of Supervisors' personnel in 2024 consists of 3 members

Mr. Tran Minh Duc - Head of the Board (Appointed from October 10, 2022)

Mr. Ngo Trong Tuan - Member (Appointed from October 10, 2022)

Ms. Nguyen Thi Minh Giang - Member (Appointed from October 10, 2022)

2/ Activities of the Board of Supervisors:

Monitor compliance with the provisions of the Law and the Company's Charter for the Board of management and the Executive Board in the management and operation of the Company.

Monitor the implementation of the contents of the Resolution approved by the annual general meeting of shareholders.

Propose to select an independent auditing company to audit the annual financial statements, including the review of semi-annual financial statements and financial statements at the end of the accounting year.

Check the reasonableness, legality, honesty in management, operation, business activities, the reasonableness, legality, honesty in organizing accounting work, statistics and preparing financial statements.

3/ Remuneration, operating expenses and other benefits of the Board of Supervisors and each member of the Board of Supervisors:

None (*The resolution of the 2024 annual general meeting of shareholders approved not to pay remuneration to the Board of management and the Board of Supervisors in 2024*).

II/ RESULTS OF SUPERVISION WORK IN 2024:

Members of the Board of management:

No.	Full Name	Representative capital holding ratio	Management Position at the Enterprise
1	Mr. Cao Tien Dung	40.02%	Chairman of the Board of management,
2	Mr. To Huu Chung	23.02%	Member of the Board of management Deputy General Director of the Company
3	Mr. Tran Minh Cuong	21.02%	Member of the Board of management Deputy General Director of the Company

1/ Supervising the implementation of the Resolution of the 2024 Annual General Meeting of Shareholders:

The Board of management and the Board of Directors are implementing the reports approved by the General Meeting of Shareholders (profit distribution plan, dividend payment, remuneration payment, selection of auditing unit, adjustment of outstanding old debts, procedures for divestment of state capital at the Company, procedures related to office swapping.)

2/ Supervising the activities of the Board of management:

The Board of management of the Company has seriously implemented the contents approved by the 2024 Annual General Meeting of Shareholders, strictly complying with the provisions of law as well as the Charter of organization and operation of the Company.

The meetings and activities of the Board of management are organized and conducted in accordance with the Company Charter and current laws with high consensus among the members.

The resolutions of the Board of management are in accordance with the functions and powers prescribed by law and the Company's Charter, while ensuring timely issuance of policies to direct the Company's operations to proactively respond to changes affecting the Company's production and business activities.

3/ Supervising the activities of the Board of Directors:

The Executive Board has fully and promptly implemented the decisions and resolutions of the Board of management, ensuring the completion of the Company's production and business plan objectives, complying with the provisions of law, decentralization in the Charter and internal regulations of the Company. At the same time, the Executive Board is always proactive and flexible in implementing effective and timely measures in directing and operating so that the Company's production and business activities in 2024 are effective.

4/ Assessing the coordination of activities between the Board of Supervisors and the Board of management, the General Director (Director) and shareholders.

In 2024, the Board of Supervisors received close cooperation from the Shareholders, the Board of management, the Executive Board, and the management staff. The Board of Supervisors received all the necessary information, reports, and documents for the inspection and supervision work as well as assigned staff to work with the Board of Supervisors when requested.

5/ Supervision of financial situation:

The Company applies the Vietnamese enterprise accounting regime according to Circular No. 200/2014/TT-BTC issued on December 22, 2014, Circular No. 53/2016/TT-BTC dated March 21, 2016 of the Ministry of Finance.

The Company's 2024 financial statements are prepared according to Vietnamese accounting standards, Vietnamese enterprise accounting regime in compliance with current legal regulations, and complete financial statements on time.

The following is some key information about the Company's audited 2024 Financial Statements:

Unit: VND

No.	Items	Financial Statement 2023	Financial Statement 2024
1	Revenue and other income	7,137,766,085	5,108,799,266
1.1	Sales and service revenue	5,956,917,906	3,369,278,515
-	Public service revenue	594,354,648	897,006,966
-	Construction revenue	2,788,765,705	620,631,132
-	Office rental revenue....	2,545,832,753	1,839,050,417
-	Sales revenue	27,964,800	12,590,000
1.2	Financial revenue	1,033,475,587	1,470,884,387
1.3	Other income	147,372,592	268,636,364
2	Expenses	15,168,830,291	5,865,134,621
2.1	Cost of goods sold	5,076,703,526	2,493,262,768
2.2	Business management expenses	9,539,289,211	3,125,850,939
-	Board of management and executive board salaries	270,100,000	300,836,362
-	Staff salaries	1,103,674,036	996,538,549
-	Depreciation expenses of fixed assets	524,107,981	709,023,569
-	Other management expenses	7,641,407,194	1,119,452,459
2.3	Selling expenses	378.162.622	221.948.320
2.4	Financial operating expenses	6.114	132,249
2.5	Other expenses	174.668.818	23,940,345
3	Profit After Tax	-8,031,064,206	-756.335.355

Through the inspection of the 2024 financial report and working with the Company's Board of management, the Supervisory Board found that the Company's revenue from production and business activities was low due to:

+ Contracts in progress have not been recorded for revenue, some signed contracts do not have construction sites (*Construction of Bidding package 03-XL: Construction of the overpass and Ring Road 3 interchange, section Km2+350 - Km3+400: Contract value ~ 6.5 billion dong (not yet implemented in 2023 due to site clearance problems)*);

+ The work of finding additional revenue has not been highly effective,

The capacity to participate in bidding for new projects is still lacking, having to sign subcontracts for other units, so the construction volume is low.

The company's reputation has been greatly reduced due to a long period of unstable operation, so there is time to develop.

From the results of the company's production and business activities, profit after tax in the year 2024 is a loss of 756,335,355, VND (Seven hundred and fifty-six million, three hundred and thirty-five thousand, three hundred and fifty-five dong)

6/ Supervision of investment implementation in joint ventures:

6.1/ Tu Hiep Hong Ha Petroleum Joint Stock Company:

Contributed capital at Tu Hiep Hong Ha Petroleum Joint Stock Company is: 16,000,000,000, VND (Sixteen billion dong) accounting for 2.266% of the total charter capital of: 706,000,000,000, VND (Seven hundred and six billion dong).

According to the Resolution of the 2024 Annual General Meeting of Shareholders, Tu Hiep Hong Ha Petroleum Joint Stock Company decided to pay dividends to shareholders with a value of 10,590 million dong, equivalent to 1.5% of charter capital, and set aside funds, the value paid by the Company is: 240 million dong.

Based on the data in the financial report of Tu Hiep Hong Ha Petroleum Joint Stock Company as of December 31, 2024, the accumulated undistributed profit after tax is: 51,955,754,085 VND.

6.2/ Sai Dong Land Joint Stock Company:

The contributed capital at Sai Dong Land Joint Stock Company is: 30,740,000,000 VND (*Thirty billion seven hundred and forty million dong.*) Accounting for 29% of the charter capital when Sai Dong Land Joint Stock Company has not increased its capital.

In 2018, Sai Dong Land Joint Stock Company increased its charter capital from 106 billion dong to 200 billion dong.

On September 10, 2018, Hanoi People's Committee issued Document No. 4172/UBND-KT on the transfer of the right to purchase shares issued by Sai Dong Land Joint Stock Company with the content of approving the proposal of the Department of Finance in Official Dispatch No. 5510/STC-TCDN dated August 14, 2018: not to make additional contributions to charter capital when Sai Dong Land Joint Stock Company increased its charter capital to 200 billion dong.

On September 6, 2019, because the Board of management of Mechanical Engineering Service Joint Stock Company had not yet completed the procedures according to the authority as required by the Department of Enterprise Finance at the meeting on August 7, 2019. To ensure the increase in charter capital, Sai Dong Land Joint Stock Company temporarily advanced an amount equivalent to 2,726,000 shares that Mechanical Engineering Service Joint Stock Company had the right to purchase. The Board of management of the Mechanical Engineering Service Joint Stock Company for the new term (2022-2026) is carrying out the work related to selling the right to purchase these shares under the direction of the Department of Finance in Document No. 3396/STC-TCDN dated June 10, 2024.

In 2024, the Company completed the procedures and conducted a public auction to transfer the right to purchase 2,726,000 shares in accordance with the provisions of the Law. (*3 auctions were conducted but no customers registered to buy*).

The Company requested to "*Hand over the ownership and exploitation of 1,000m² of construction floor area belonging to the office area of the Mixed-use Area project at Sai Dong Street, Viet Hung, Long Bien, Hanoi*" to the Mechanical Engineering Service Joint Stock

Company under the direction in Document No. 3660/UBND-KT dated May 29, 2015 of the Hanoi People's Committee.

In 2024, Sai Dong Land Joint Stock Company will pay dividends to Mechanical Engineering Service Joint Stock Company according to Decision No. 02A.2023.QD-DHCD with a value of: 514 million dong;

Based on the data on the financial report of Sai Dong Land Joint Stock Company at December 31, 2024, the accumulated undistributed profit after tax is: 27,576,200,108 VND.

6.3/ Waste treatment plant project in Ta - Thanh Oai:

On October 7, 2014, the City People's Committee issued Document No. 7732/UBND-KT approving Construction Mechanical and Electrical One Member Co., Ltd. and Indochina Resources Development Joint Stock Company to jointly implement the project of constructing an Ecological Urban area, Commercial Services and Sports Complex in Ta Thanh Oai commune, Thanh Tri district;

Joint venture cooperation contract No. 08/2011/HD-HTDT dated April 5, 2011 between Construction Mechanical and Electrical One Member Co., Ltd. and Indochina Resources Development Joint Stock Company on cooperation in investment, construction, management, exploitation and business of the project of Ecological Urban area, Commercial Services and Sports Complex in Ta Thanh Oai commune, Thanh Tri district, Hanoi city, amount: 21,050,429,167 VND. Since the date of signing the joint venture cooperation contract up to now, the partner Indochina Resources Development Joint Stock Company has not been able to implement the project according to the signed contract. In addition, the receivable debt of this Contract is recorded in the Company's assets after equitization, increasing the Company's assets without contributing to the Company's production and business results. On March 30, 2018, the Hanoi People's Committee issued Document No. 28/TTr-UBND to the Prime Minister on "partial adjustment of the Hanoi Capital Solid Waste Treatment Planning to 2030, with a vision to 2050 approved by the Prime Minister in Decision No. 609/QD-TTg dated April 25, 2017" in which item 3, point a stated "Supplementing the Solid Waste Treatment Plant Project in Ta Thanh Oai area, Thanh Tri district, with a capacity of 2,500 tons/day and night".

Currently, the consortium implementing the project has not been able to implement the project due to problems with the planning of the solid waste treatment plant that the city is planning to implement.

6.4/ Office Swap:

In 2024, the Department of Finance and the Department of Natural Resources and Environment held a meeting between the Departments with the Mechanical Engineering Service Joint Stock Company and Song Hong Joint Stock Company on reviewing the implementation of Notice 610/TB-VP and reporting to the City People's Committee in documents 6728/STC-TCDN dated October 30, 2024, 10147/STNMT-DKTKDD dated December 17, 2024. The City People's Committee issued document 1607/VP-KTN dated December 30, 2024 urging the Departments to continue implementing Notice 610/TB-VP.

Currently, the Company has contacted and worked with Song Hong Joint Stock Company to continue the review work to report to the Hanoi City People's Committee and implement the direction of the Departments.

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7/ Report on the assessment of transactions between the company, subsidiaries, companies in which the public company controls 50% or more of the charter capital with members of the Board of management, General Director (Director), other executives of the enterprise and related persons of that entity; transactions between the company and companies in which members of the Board of management, General Director (Director), other executives of the enterprise are founding members or managers of the enterprise in the last 3 years before the transaction:

None

III/ Recommendations Proposal:

2025 is expected to continue to be a year with many difficulties due to many fluctuations in the economy, the Company needs to maintain and promote good governance and management, create conditions for the Company to continue to develop stably, achieve and exceed the targets assigned by the General Meeting of Shareholders, ensure maximum benefits for Shareholders as well as ensure the regime for employees;

Focus on completing the contents approved by the shareholders' meeting;

Implement the reconciliation and settlement of completed projects, promote the collection of long-standing debts.

Work with Sai Dong Land Joint Stock Company on the handover of 1,000m² of construction floor at the Mixed-use Area project in Sai Dong Street, Viet Hung, Long Bien, Hanoi to create more revenue for the company.

Request Sai Dong Land Joint Stock Company and Tu Hiep Hong Ha Petroleum Joint Stock Company to pay annual dividends to Mechanical Engineering Service Joint Stock Company.

The Board of management is more proactive in their work to seek additional revenue to offset losses for the Company.

The above are the opinions of the Board of Supervisors on the company's activities in 2024.

Sincerely!

**PP. BOARD OF SUPERVISORS
CHAIRMAN OF BOARD OF SUPERVISORS**



Tran Minh Duc

C.T.C.P.
HÀ NỘI

Hanoi, March 17, 2025

REPORT
(RESULTS OF PRODUCTION AND BUSINESS ACTIVITIES IN 2024, PLANS AND DIRECTIONS FOR PRODUCTION AND BUSINESS ACTIVITIES IN 2025)

I./ Results of production and business activities in 2024

The main indicators are as follows:

Unit: million dong

No.	Items	Unit	Plan 2024	Implementation 2024	Rate/Note
1	Revenue and income	Million dong	20,000	5.109	25,5%
2	Profit before tax	Million dong	32	-756	
3	Profit after tax	Million dong	32	-756	
4	Equity	Million dong	163,757	162,968	99,5%
5	Profit after tax/Equity ratio	%	0.02%	-0.46%	
6	Payment to the budget	Million dong	120	232	193%
7	Total number of employees	Person	25	21	
8	Average income of employees	Million dong	5.2	5.5	102%

(According to the Audited Financial statements for 2024)

- Value of signed contracts that have not been implemented due to site clearance issues: 6.5 billion dong.

- Value of signed maintenance contracts that have been reduced due to handing over the site for the investor to implement another project: 180 million dong;

In which, the loss incurred due to objective reasons:

- Depreciation of assets such as office floors at 88 Lang Ha: 1,016 million dong/year.

- Penalty for late invoice issuance from 2019: 24 million dong.

II./ Evaluation of the implementation situation in 2024

In 2024, the company's total revenue is lower than the initial target due to a number of signed contracts but the construction site has not been completed (*revenue transferred to 2025 ~ 6.5 billion dong*).

Specifically:

- Bidding package 03-XL: Construction of the overpass and the Ring Road 3 interchange, section Km2+350 - Km3+400: Signed value of the Contract ~ 6.5 billion dong (*construction has not been implemented in 2023 due to site clearance problems*);

In addition, there are some objective reasons as follows:

Because in previous years, the company could not sign a new contract, the company's capacity and experience profile when participating in the 2024 bidding were still weak, not qualified to

participate in bidding for projects and had to be a subcontractor for projects, so the profit was low compared to directly signing a contract with the investor.

The office rental business in 2024 increased insignificantly: The result reached 1,839 billion dong. Due to the difficulties of the units after recovering production and business after the Covid19 pandemic, in 2024, only 01 unit rented additional premises with a small rental area.

In 2024, the Company depreciated the office floor at No. 88 Lang Ha: 1,016 million dong/year. This office area is not currently owned by the company due to difficulties in office exchange.

- Fine for late invoice issuance from 2019: 24 million dong.

2.1. Maintenance and construction work of the Enterprise block:

At the beginning of 2024, the Company had 3 production enterprises including: Infrastructure Enterprise, Urban Enterprise and Yen So Park Enterprise. By July 2024, due to the difficulties in production and business of the enterprises, the Board of Management met and agreed to merge the Infrastructure Enterprise and the Urban Enterprise into the Construction and Installation Enterprise. At the same time, the business department was terminated, the office leasing work was transferred to the Administrative Organization Department and the business work was transferred to the Investment and Planning Department.

The Construction and Installation Enterprise continued to carry out the maintenance of flower gardens in Dong Da District in 2024: Revenue value reached 833 million dong; maintenance of flower gardens in Hoang Mai District in 2024: Revenue value reached 234 million dong. And the revenue of the project Construction of the project: "Drainage ditch and stone embankment" of the Bidding package 03 - Construction of the project: Repair and maintenance of traffic routes in Van Vo and Truong Yen communes, Chuong My District: 419 million dong;

In 2024, due to construction site problems, for the subcontract of lighting and greening construction of Package 03-XL: Construction of the overpass and Ring Road 3 interchange, section Km2+350 - Km3+400: Contract value ~ 6.5 billion dong has not been implemented;

2.2. Office space leasing at Floor 8, No. 88 Lang Ha - Dong Da - Hanoi - Company headquarters:

Office leasing business at the company headquarters at 88 Lang Ha has brought in the main source of revenue in recent years. Due to the impact of the Covid 19 epidemic and economic recession, the office rental area in 2024 is still vacant. Currently, the Company has 6 office leasing units with a total rental area of ~414m², an average unit price of 16 USD/month/m², currently vacancy of 470.6m²~48%.

Office leasing revenue in 2024 reached 1,839 billion/ Plan 3.2 billion. Office leasing is not enough to offset depreciation of fixed assets and building management fees.

2.3. Supervision of capital contributions at capital contributing companies:

2.3.1. Sai Dong Land Joint Stock Company:

Shareholders of Mechanical Engineering Service Joint Stock Company contributed 30,740 million (*equivalent to 3,074,000 shares, equal to 29% of charter capital when Sai Dong Land Joint Stock Company had not increased its capital*).

In 2018, the Land Joint Stock Company increased its charter capital to 200 billion dong. On September 10, 2018, the Hanoi People's Committee issued Document No. 4172/UBND-KT on the transfer of the right to purchase shares issued by Sai Dong Land Joint Stock Company with the content of approving the proposal of the Department of Finance in Official Dispatch No. 5510/STC-

TCDN dated August 14, 2018: not to make additional contributions to charter capital when Sai Dong Land Joint Stock Company increased its charter capital to 200 billion dong; In 2024, the Company carried out procedures to transfer the right to purchase 2,726,000 shares in accordance with the provisions of law and the direction of the City People's Committee and the Department of Finance. However, at the offering sessions, no investors registered to buy. The Company has sent a written report to the Department of Finance regarding: Reporting the results of the offering and requesting to reserve the right to purchase until the appropriate time, then the offering procedures will be carried out.

Regarding the construction progress of the project: Construction work was completed in 2020 and the houses were handed over and procedures for granting the Certificate of land use rights to residents were completed.

Regarding the handover of office floors at the project: Mechanical Engineering Service Joint Stock Company has sent an official dispatch requesting Sai Dong Land Joint Stock Company to "*Hand over the ownership and exploitation of 1,000m² of construction floor in the office area of the Mixed-use Area project at Sai Dong Street, Viet Hung, Long Bien, Hanoi*" to Mechanical Engineering Service Joint Stock Company according to the direction in Document 3660/UBND-KT dated May 29, 2015 of the Hanoi People's Committee. But up to now, the handover has not been carried out.

In 2024, Sai Dong Land Joint Stock Company paid dividends according to Resolution No. 02A.2023.QD-ĐHCD of the 2023 Annual General Meeting of Shareholders and paid additional dividends in 2021 with a value of ~ VND 514 million;

2.3.2. Tu Hiep - Hong Ha Petroleum Joint Stock Company:

The charter capital of Tu Hiep Hong Ha Petroleum Joint Stock Company as of December 31, 2024 is: 706,000 million dong. The contributed capital of Mechanical Engineering Service Joint Stock Company (equivalent to 16 billion dong) accounts for 2.266% of the charter capital of Tu Hiep Hong Ha Petroleum Joint Stock Company.

In 2024, Tu Hiep Hong Ha Petroleum Joint Stock Company will pay dividends to shareholders according to the resolution of the 2024 annual general meeting of shareholders with the value of: 240 million dong;

On June 29, 2022, Tu Hiep Hong Ha Petroleum Joint Stock Company issued Notice No. 130A/2022/TB-THHDK on the results of increasing the Company's charter capital (from 246 billion dong to 706 billion dong). In Section II. Acknowledging the information on the proposal of the shareholder, Mechanical Engineering Service Joint Stock Company, it is stated: To ensure the rights of State capital, the Board of Management will submit to the General Meeting of Shareholders for approval the private issuance of 3,200,000 shares upon receiving the proposal of Mechanical Engineering Service Joint Stock Company. The issuance plan and accompanying conditions will be decided by the General Meeting of Shareholders and notified to the shareholders of Mechanical Engineering Service Joint Stock Company. In 2025, the Company will continue to evaluate and select a consulting unit to transfer the right to purchase additional issued shares of Tu Hiep Hong Ha Petroleum Joint Stock Company.

2.4. Implementation of the Waste Treatment Plant Project in Ta - Thanh Oai:

On October 7, 2014, the City People's Committee issued Document No. 7732/UBND-KT approving the Construction Mechanical and Electrical One Member Co., Ltd. and the Indochina Resources

Development Joint Stock Company to jointly implement the Project of constructing Ecological Urban area, Commercial Services and Sports Complex in Ta Thanh Oai commune, Thanh Tri district (*at the Ta-Thanh Oai waste treatment plant project site*);

On March 13, 2015, the Hanoi People's Committee held a meeting to listen to reports and review the Project to build an Ecological Urban area, Commercial Services and Sports Complex in Ta Thanh Oai commune, Thanh Tri district. After that, the Hanoi People's Committee Office issued Notice No. 94/TB-VP of the meeting's conclusion dated March 31, 2015.

On April 3, 2017, the Government Office issued Notice No. 175/TB-VPCP on the conclusion of Deputy Prime Minister Trinh Dinh Dung at the inspection of a number of socio-economic infrastructure projects in Hanoi on February 17, 2017. On April 18, 2017, the Hanoi People's Committee issued Document No. 1824/UBND-DT on "implementing the conclusion of Deputy Prime Minister Trinh Dinh Dung at the inspection of a number of socio-economic infrastructure works in the City" in which section 10 stated "On the immediate implementation of a number of projects and updating the Planning (Ta Thanh Oai, Thanh Tri Waste Treatment Area,...): Assigning the Department of Construction to advise, propose, and prepare documents for each project so that the City People's Committee can seek consensus with relevant Ministries in accordance with the provisions of law, and submit to the Prime Minister."

On March 30, 2018, the Hanoi People's Committee issued Document No. 28/TTr-UBND to the Prime Minister on "partial adjustment of the Solid Waste Treatment Plan of the Hanoi Capital to 2030, with a vision to 2050 approved by the Prime Minister in Decision No. 609/QD-TTg dated April 25, 2017" in which item 3, point a stated "Supplementing the Solid Waste Treatment Plant Project in Ta Thanh Oai area, Thanh Tri district, with a capacity of 2,500 tons/day and night".

Currently, the consortium implementing the project has not been able to implement the project due to problems with the planning of the solid waste treatment plant that the city is planning to implement.

2.5. Office building swap at 4 Tran Hung Dao to 88 Lang Ha:

On June 10, 20215, Hanoi People's Committee issued Document No. 3971/UBND-KT on allowing the office swap at 4 Tran Hung Dao with Song Hong Joint Stock Company;

On April 26, 2019, the State Audit Office issued Document No. 124/TB-KTNN announcing the results of the audit team on land management and use during the equitization of enterprises in the period 2011-2017;

On December 17, 2021, the Hanoi City Inspectorate issued inspection conclusion document No. 5968/KL-TTTP-P6 on the comprehensive inspection of production and business activities of Mechanical Engineering Service Joint Stock Company from 2018 to present under the direction of the City People's Committee in Decision No. 3616/QD-UBND-P6 dated August 12, 2020;

On December 28, 2023, the City People's Committee issued Notice No. 610/TB-VP regarding: "Requesting the Mechanical Engineering Service Joint Stock Company and Song Hong Joint Stock Company to review the overall management and use of land at No. 4 Tran Hung Dao;

In 2024, the Department of Finance and the Department of Natural Resources and Environment held a meeting between the Departments with the Mechanical Engineering Service Joint Stock Company and Song Hong Joint Stock Company on reviewing the implementation of Notice 610/TB-VP and reporting to the City People's Committee in documents 6728/STC-TCDN dated October 30, 2024, 10147/STNMT-DKTKDD dated December 17, 2024. The City People's

Committee issued Document 1607/VP-KTN dated December 30, 2024 urging the Departments to continue implementing Notice 610/TB-VP.

Currently, the Company has contacted and worked with Song Hong Joint Stock Company to continue the review work to report to the Hanoi People's Committee and implement the direction of the Departments.

2.6. Salary Administration Organization Work:

In 2024, despite many difficulties, the Company has paid salaries and social insurance to employees on time and in accordance with regulations. Regarding the implementation of Conclusion 5839/KL-BHXH dated December 27, 2019 of the Social Insurance on social insurance withdrawal, issuance of social insurance and health insurance management books, settlement of social insurance regimes at the company and Conclusion 5968/KL-TTTP-P6 of the City Inspectorate, the Company has basically completed the request for employees to remedy the situation according to the inspection conclusion. There are currently 02 cases that have not coordinated to implement the resolution of the Inspectorate and Social Insurance, specifically: Nguyen Tien Dat, Ha Minh Thu and 02 cases that have come to the company to work but have not paid money to the company, namely Do Thi Mai Loan and Tran Thi Phuong;

At the same time, in 2024, the Administration and Organization Department and the Finance and Accounting Department also worked with the Department of Labor, War Invalids and Social Affairs to report the salary fund for the Company's employees in 2024. The total number of employees at the company as of December 31, 2024 is 21 employees.

2.7. Debt collection and inventory sale:

In 2024, debt collection will face many difficulties because most of the construction debts from previous years, investors and partners do not have the resources to arrange payment, so the recovery rate of the Enterprises is low, specifically as follows:

Unit: million dong

No.	Unit	Total debt	Recovery in 2024	Transfer of recovery in 2025
1	Block Brick Debt	2,118	0	2,118
2	Yen So Enterprise	3,071	14	3,057
3	Construction Enterprise	4,014	421	3,593
	Total	9,203	435	8,768

2.8. Other tasks

+ State capital divestment at the company:

The company has divested state capital twice but failed. Specifically:

- The first time from March 6, 2018 to April 4, 2018: Total number is 19 orders. Result: The number of outstanding orders to buy MES securities code is 0 orders. The order matching result is 0.

- The second time from May 10, 2018 to June 8, 2018: Total number is 22 orders. Result: The number of outstanding orders to buy MES securities code is 0 orders. The order matching result is 0.

- In 2022, 2023, 2024, there will be no offering.

- On November 19, 2022, the Prime Minister issued Decision No. 1479/QD-TTg approving the plan to restructure state-owned enterprises and enterprises with state capital in the period of 2022-2025,

in which the Mechanical Engineering Service Joint Stock Company is included in the Plan to divest 100% of state capital, to be completed in the period of 2022-2025.

- On June 6, 2023, the City People's Committee issued Plan No. 166/KH-UBND on Restructuring state-owned enterprises and enterprises with state capital under the Hanoi People's Committee in the period of 2022-2025. Mechanical Engineering Service Joint Stock Company is a unit included in the plan to divest all state capital, to be completed in the period of 2022-2025.

December 19, 2024, Hanoi People's Committee has Document 4280-UBND-KHTH on: Implementing the plan to divest state capital invested in enterprises under Hanoi People's Committee for the period up to the end of 2025;

Currently, the Company is implementing steps to report to the City People's Committee and the Department of Finance on the Plan to divest state capital at the company for the period up to the end of 2025;

+ Work to overcome the inspection conclusion No. 5968/KL-TTTP-P6 dated December 17, 2021:

- Implementing Decision No. 3616/QD-UBND-P6 dated August 12, 2020 of the City Inspectorate on the comprehensive inspection of production and business activities of Mechanical Engineering Service Joint Stock Company from 2018 to present under the direction of the City People's Committee. The City Inspectorate has issued Conclusion No. 5968/KL-TTTP-P6 dated December 17, 2021 on a comprehensive inspection of the production and business activities of the Mechanical Engineering Service Joint Stock Company from 2018 to present.

Currently, the Company is implementing and achieving some specific results such as:

* Solving the regimes and benefits for employees. Gradually stabilizing the facilities, serving production and business.

* Making provisions for debts arising from 2002 with a value of: 6,324 million dong. Accounting for 551 million dong of debts arising from 2003 because the debtor has now stopped operating and provisioning for inventory price reduction from 2013: 107 million dong;

* Reviewing costs, gradually reducing losses in the process of production and business activities.

III./ Production and Business Plan for 2025

Based on the reports of units and enterprises, the Board of Management issued Resolution No. /2025/NQ-HĐQT dated / /2025 on the Production and Business Plan for 2025 specifically as follows:

No.	Items	Unit	In 2024	In 2025
1	Revenue and income	Million dong	5,109	20,020
2	Profit before tax	Million dong	-756	56
3	Profit after tax	Million dong	-756	56
4	Equity	Million dong	162,968	163,024
5	Profit after tax/Equity ratio	%	-0.46%	0.034%
6	Payment to the budget	Million dong	232	200
7	Total number of employees	Person	21	25
8	Average income per employee	Dong/person	5.5	5.7

3.1. Assessment of the 2025 Production and Business Plan:

Based on the production and business situation and production and business results in 2024, the Company lost 756 million mainly due to objective factors (*Contracted projects, no construction*

site, depreciation of assets such as office floors at 88 Lang Ha: 1,016 million dong/year, Penalty for late invoice issuance from 2019: 24 million dong). The Company's Board of Management strives that in 2025, the production and business results will not be at a loss, however, completing the production and business plan of 20,020 million dong/year is difficult and challenging because in 2025, the projects will continue to have difficulties in capital due to tightening public investment. Therefore, the members of the Board of Management and the Board of Management of the Company need to make efforts and regularly set an example in finding jobs, paying close attention to directing the Departments, Enterprises, and Business Divisions to be able to complete the revenue target of 20,020 million dong/year.

Continue to reduce management costs while the Company's Board of Management promotes the exploitation of new sources of work, creating revenue and reducing losses.

Right from the beginning of the year and the beginning of the quarter, the members of the Board of Management and the Board of Directors proactively expand the work of finding and exploiting work with old and new investors, new locations, and new fields to complete the plan.

Leaders of Enterprises and Divisions need to focus on effectively implementing the work to ensure revenue to support the apparatus, and have profits to reserve for the Company, proactively seek work to complete the assigned plan.

For signed contracts, continue to perform well, closely follow the construction site to be able to immediately implement construction to ensure regular output revenue value of about 950 million dong/quarter and in the fourth quarter of 2025 reaching 4-7 billion dong;

Exploit new contracts to generate revenue from the second quarter of 2024 with an estimated quarterly value of ~1-3 billion dong.

2025 Production and Business Plan Distribution Table

Unit: million dong

Construction/Contract	Total Revenue	Implementation plan for 2025			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Office leasing	2,676	469	628	628	628
Cable and transport vehicle business (crane, irrigation)	550	50	160	160	164
Revenue from signed contracts transferred to 2024	6,500		1,000	1,000	1,500
Revenue from exploitation contracts in 2025	12,450	300	1,800	5,800	4,550
Other income	860	215	215	215	215
Total	20,020	1,054	3,804	7,804	7,358

3.2. Maintenance work:

Proactively work with investors, Project Management Boards, District and Ward People's Committees such as Dong Da District, Long Bien District, Hoang Mai District, Quang Trung District, Nam Dong District, etc. General B, Party A to apply for subcontracting or request for designated bidding (projects under 500 million dong) for green tree maintenance and lighting projects, striving for an output value of about 3,000 million dong/year. Of which: *The value of the contract for maintenance of flower gardens in Dong Da District in 2025 is expected to be about*

2,000 million dong/year; The value of the contract for maintenance of flower gardens in Hoang Mai District in 2025: 700 million dong/year)

3.3. Construction and installation work, commercial business

Proactively and actively participate in applying for subcontracting, joint bidding for packages from the state budget as well as other sources of capital. Research on internal contracting for enterprises to proactively exploit new sources of work to create jobs and income for employees and be proactive in the production and business of the unit. Strive for an estimated output value of 12-15 billion dong/year. Currently, enterprises have registered new revenue in 2025 from 5-6 billion dong, the remaining revenue is the responsibility of members of the Capital Management Team/Board of Management to search for to ensure revenue in 2025.

3.4. Office leasing:

Determining that office leasing must ensure compensation for building management costs and depreciation costs of fixed assets, so the management department must propose an office business plan for 2025 and the following years to cover the vacant space and do a good job of managing the office for lease on the 8th floor, 88 Lang Ha. Estimated office leasing revenue in 2025: 2,676 billion dong/year.

Continue to stabilize the office space currently occupied by tenants: Revenue value of 468 million dong/quarter, estimated annual revenue of ~ 2,676 million dong;

Search for customers to lease the remaining vacant space (value of ~ 500 million dong/year), Omerin cable business, vehicle exploitation business (watering trucks, cranes) 550 million dong;

3.5. Debt collection:

Continue to promote debt collection from investors, General B partners and units that still owe money to buy Block bricks, specifically the debt collection plan divided by quarter as follows:

Unit: million dong

Unit	Total Debt	Implementation plan for 2024			
		Quarter 1 of 2024	Quarter 1 of 2024	Quarter 1 of 2024	Quarter 1 of 2024
Block Debts	2,118	100	500	600	918
Project Debts	6,670	593	2,067	1,728	1,922
Yen So Enterprise	3,057	0	1,407	728	922
Construction Enterprise	3,593	593	1,000	1,000	1,000
Investment Planning Department	20	0	20	0	0
Total	8,788	693	2,567	2,326	2,840

3.6. Project implementation at Ta - Thanh Oai land area:

Proactively grasp and work with Hanoi People's Committee, departments and branches on the policy of implementing the Project at Ta Thanh Oai land area to develop a specific Plan to ensure the required progress, legal regulations, and at the same time ensure the interests of the Mechanical Engineering Service Joint Stock Company and employment for employees.

3.7. Supervision of capital contributions at capital contributing companies

* Sai Dong Land Joint Stock Company:

Work with Sai Dong Land Joint Stock Company on the 2025 Production and Business Plan to vote at the Annual General Meeting of Shareholders of Sai Dong Land Joint Stock Company scheduled to be held in April 2025.

The work of "*Handing over ownership and exploitation of 1,000m2 of construction floor area belonging to the office area of the Mixed-use Area project at Sai Dong Street, Viet Hung, Long Bien, Hanoi*" according to the direction in Document 3660/UBND-KT dated May 29, 2015 of the Hanoi People's Committee: Agree on the plan and progress of handover in accordance with legal regulations in the second quarter of 2025 and receive the handover expected to be completed in the fourth quarter of 2025.

*** Tu Hiep - Hong Ha Petroleum Joint Stock Company:**

Work with Tu Hiep - Hong Ha Petroleum Joint Stock Company on the 2025 production and business plan to vote at the Annual General Meeting of Shareholders of Tu Hiep - Hong Ha Petroleum Joint Stock Company scheduled to be held in the second quarter of 2025. Proactively propose to Tu Hiep - Hong Ha Petroleum Joint Stock Company to participate in some maintenance and construction packages/items at Tu Hiep project when the Company deploys.

Continue to implement the transfer of share purchase rights according to Notice No. 130A/2022/TB-THHDK on the results of increasing charter capital of Tu Hiep - Hong Ha Petroleum Joint Stock Company:

+ Select a consulting unit to evaluate the additional share purchase rights of Tu Hiep - Hong Ha Petroleum Joint Stock Company in the second and third quarters of 2025. Report to the Department of Finance the results and ask for opinions in September 2025;

+ Select a unit to offer the additional share purchase rights of Tu Hiep - Hong Ha Petroleum Joint Stock Company and carry out the offering of additional share purchase rights of Tu Hiep - Hong Ha Petroleum Joint Stock Company in the fourth quarter of 2025 & first quarter of 2026;

3.7. Office building swap at 4 Tran Hung Dao to 88 Lang Ha:

Proactively work with city departments and agencies, Song Hong Joint Stock Company to review compliance with legal regulations and report to the City People's Committee as required in Notice No. 610/TB-VP dated December 28, 2023 on: Overall review of management and use at land plot No. 4 Tran Hung Dao, expected completion time in the second and third quarters of 2025.

3.9. Other work:

- *State capital divestment at the company:*

Implement steps to divest state capital according to Decision 1479/QD-TTg dated November 19, 2022 of the Prime Minister and Plan No. 166/KH-UBND of the City People's Committee, instructions of the Department of Finance, Corporate Finance Sub-Department. Specifically:

+ Develop a capital transfer cost estimate, Report to the Department of Finance before March 31, 2025;

+ Select a valuation consultant and report to the City People's Committee and the Department of Finance for comments in the third and fourth quarters of 2025;

+ Select a consultant and continue to register for offering on the stock exchange in the first and second quarters of 2026;

+ *Work to remedy inspection conclusion No. 5968/KL-TTTP-P6 dated December 17, 2021:*

Continue to review and implement the remediation of existing problems at the Company according to the inspection conclusion No. 5968/KL-TTTP-P6 dated December 17, 2021, periodically report

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to the City People's Committee, departments and the city inspectorate on the implementation results for each quarter and complete in 2025;

Above is the report on the Company's production and business situation in 2024 and its plan for 2025.

Sincerely report.

**PP. GENERAL DIRECTOR
DEPUTY GENERAL DIRECTOR**



Tran Minh Cuong



No.: 03/2025/TTr-HDQT

Hanoi, March 17, 2025

PROPOSAL

(On: Approval of the 2024 audited financial statements)

Respectfully submits: General Meeting of Shareholders of Mechanical Engineering Service Joint Stock Company

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020 and guiding documents;
- Pursuant to the Charter on organization and operation of Mechanical Engineering Service Joint Stock Company;
- Pursuant to the 2024 audited financial statements of the Company.

The Administrative Council of the Company respectfully submits to the General Meeting of Shareholders for approval of the 2024 financial statements audited by the Branch of MOORE AISC Auditing and Informatics Services Company Limited, with the following specific contents: Some basic indicators from the 2024 audited financial statements as follows:

Unit: dong

In 2024		
1	Total assets as of 31/12/2024	168,301,796,550
2	Profit before tax in 2024	(756,335,355)
3	Profit after tax in 2024	(756,335,355)

The full audited financial statement has been disclosed and posted on the Company's website at the following link: <http://mesc.com.vn/>

Respectfully submits to the General Meeting of Shareholders for approval.

Recipients:

- The General Meeting of Shareholders;
- Administrative Council; Supervisory Board; Board of General Directors;
- Archived: Administrative Council

**ON BEHALF OF
ADMINISTRATIVE COUNCIL
CHAIRMAN**



No.: 04/2025/TTr-HDQT

Hanoi, March 17, 2025

PROPOSAL

(On: Approval of income statement indicators for 2024 and business plan for 2025)

Respectfully submits: General Meeting of Shareholders of Mechanical Engineering Service Joint Stock Company

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020 and guiding documents;
- Pursuant to the Charter on organization and operation of Mechanical Engineering Service Joint Stock Company;
- Pursuant to Resolution No. 02/2025/NQ-HDQT dated February 10, 2025 on the approval of the plan to organize the Annual General Meeting of Shareholders 2024;
- Pursuant to the income statement for 2024 and business plan for 2025 of Administrative Council;

The Administrative Council of the Company respectfully submits to the General Meeting of Shareholders for approval of the income statement indicators for 2024 and business plan for 2025, with the following specific contents:

No.	Indicators	Unit	Results in 2024	Results in 2025
1	Revenue and income	Million dong	5,109	20,020
2	Profit before tax	Million dong	-756	56
3	Profit after tax	Million dong	-756	56
4	Owner's equity	Million dong	162,968	163,024
5	ROS of Profit After Tax / Owner's equity	%	-0.46%	0.034%
6	Payment to State budget	Million dong	232	200
7	Total number of employees	Person	21	25
8	Average employee income	Million dong	5.5	5.7

The full income statement indicators for 2024 and business plan for 2025 disclosed and posted on the Company's website at the following link: <http://mesc.com.vn/>
Respectfully submits to the General Meeting of Shareholders for approval.

Recipients:

- The General Meeting of Shareholders;
- Administrative Council; Supervisory Board;
- Board of Directors;
- Archived: HDQT

**ON BEHALF OF
ADMINISTRATIVE COUNCIL
CHAIRMAN**



Cao Tien Dung

No.: 05/2025/TTr-HDQT

Hanoi, March 17, 2025

PROPOSAL

(On: Profit distribution plan after tax for 2024)

Respectfully submits: General Meeting of Shareholders of Mechanical Engineering Service Joint Stock Company

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020 and guiding documents;
- Pursuant to the Charter on organization and operation of Mechanical Engineering Service Joint Stock Company;
- Pursuant to Resolution No. 02/2025/NQ-HDQT dated February 10, 2025 on the approval of the plan to organize the Annual General Meeting of Shareholders 2025;
- Pursuant to the income statement for 2024 and business plan for 2025;

Based on the income for 2024, the Administrative Council of the Company respectfully submits to the General Meeting of Shareholders for approval of the following contents:

1. Profit after corporate income tax according to the 2024 financial statements is: - 756,335,355 dong (a loss of seven hundred fifty-six million, three hundred thirty-five thousand, three hundred fifty-five dong).

2. Accumulated undistributed profit after tax as of December 31, 2024, including deductions and payments for old debts and provisions is: -23,031,624,645 dong (a loss of twenty-three billion, thirty-one million, six hundred twenty-four thousand, six hundred forty-five dong).

As the Company's business operations remain difficulties and continue to incur losses. Therefore, respectfully submits to the General Meeting of Shareholders for approval of the non-appropriation of funds and no dividend distribution for 2024.

Respectfully submits to the General Meeting of Shareholders for consideration and approval.

Recipients:

- As above;
- Administrative Council; Board of General Directors;
Supervisory Board;
- Information disclosure (Website, CIMS);
- Archived: VP, HDQT.

**ON BEHALF OF
ADMINISTRATIVE COUNCIL
CHAIRMAN**



No.: 06/2025/TTr-HDQT

Hanoi, March 17, 2025

PROPOSAL

(On: Approval of the remuneration payment plan of the Company's Administrative Council and the Supervisory Board for 2025)

Respectfully submits: General Meeting of Shareholders of Mechanical Engineering Service Joint Stock Company

- Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020 and guiding documents;
- Pursuant to the Charter on organization and operation of Mechanical Engineering Service Joint Stock Company;
- Pursuant to Resolution No. 02/2025/NQ-HDQT dated February 10, 2025 on the approval of the plan to organize the Annual General Meeting of Shareholders 2025;
- Pursuant to the income statement for 2024 and business plan for 2025.

The Administrative Council respectfully submits to the General Meeting of Shareholders for consideration and approval of remuneration payment plan of the Company's Administrative Council and the Supervisory Board for 2025 as follows:

Income of the Company in accordance with 2024 financial statements, the profit after corporate income tax is -756,335,355 dong, and the accumulated undistributed profit after tax is -23,031,624,645 dong.

Based on the income statement for 2024 and business plan for 2025 of the Company remain many difficulties, the Administrative Council of the Company respectfully submits to the General Meeting of Shareholders for approval of **none-remuneration payment to the Administrative Council and the Supervisory Board in 2025**.

Respectfully submits to the General Meeting of Shareholders for consideration and approval.

Recipients:

- As above;
- Administrative Council; Board of General Directors;
Supervisory Board;
- Information disclosure (Website, CIMS);
- Archived: VP HDQT

**ON BEHALF OF
ADMINISTRATIVE COUNCIL
CHAIRMAN**



No.: 07/2025/TTr-BKS

Hanoi, March 17, 2025

PROPOSAL

(On: Approval of selection of an independent audit company for semi-annual and annual financial audits in 2025 of company)

To: General Meeting of Shareholders of Construction Electromechanical Joint Stock Company

– Pursuant to the Charter on organization and operation of Mechanical Engineering Service Joint Stock Company;

– Pursuant to Resolution No. 02/2025/NQ-HDQT dated February 10, 2025 on the approval of the plan to organize the Annual General Meeting of Shareholders 2025;

1. Criteria for selecting the auditing company:

- An independent auditing company with a reputable brand, highly qualified experts and audit team with extensive experience in auditing financial statements in the field of manufacturing and business, in accordance with Vietnamese Accounting Standards (VAS), Vietnamese Enterprise Accounting System, and International Financial Reporting Standards (IFRS);
- No conflict of interest in performing the audit of the financial statements for Mechanical Engineering Service Joint Stock Company;
- Reasonable fees in compliance with competitive principles.

2. Proposal of the Administrative Council and the Supervisory Board:

Based on the above criteria, the Supervisory Board respectfully submits that the General Meeting of Shareholders approve and authorize the Administrative Council to an independent audit company for semi-annual and annual financial audits in 2025 from the list of auditing company in 2025 approved by the State Securities Commission to audit public interest units.

Respectfully submits to the General Meeting of Shareholders for consideration and approval.
Sincerely thank./.

Recipients:

- As sent;
- Archived: HDQT, VP.

ON BEHALF OF SUPERVISORY BOARD



Tran Minh Duc

No.: 08/2025/TTr-HDQT

Hanoi, March 17, 2025

PROPOSAL

(On: 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)

To: General Meeting of Shareholders of Mechanical Engineering Service Joint Stock Company

- Pursuant to the Charter on the organization and operation of Mechanical Engineering Service Joint Stock Company ("the Company");
- Pursuant to Resolution No. 02/2025/NQ-HDQT dated February 10, 2025 on the approval of the plan to organize the Annual General Meeting of Shareholders 2025;
- Pursuant to Directive Document No. 4280/UBND-KTTH dated December 19, 2024 on the implementation of the divestment of state capital invested in the enterprise under the Hanoi People's Committee until the end of 2025;
- Pursuant to Document No. 8189/STC-TCDN dated December 26, 2024 issued by the Department of Finance on the implementation of the divestment of state capital invested in the enterprise under the Hanoi People's Committee until the end of 2025;
- Based on the actual situation.

In compliance with the direction of the People's Committee of Hanoi City and the Department of Finance on the implementation of the divestment of state capital invested in the enterprise under the Hanoi People's Committee until the end of 2025,

Mechanical Engineering Service Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval of: Continuing to authorize the Company's Administrative Council to carry out procedures and implement the divestment of state capital invested in the enterprise under the Hanoi People's Committee until the end of 2025 as stipulated by law.

Respectfully submits to the General Meeting of Shareholders for consideration and approval.
Sincerely thank./.

Recipients:

- The General Meeting of Shareholders;
- Administrative Council; Supervisory Board;
- Board of Directors;
- Archived: HDQT

**ON BEHALF OF ADMINISTRATIVE
COUNCIL
CHAIRMAN**



No.: 09/2025/TTr-HDQT

Hanoi, March 17, 2025

PROPOSAL

(On: Authorization to the Company's Administrative Council to carry out tasks related to office relocation)

To: General Meeting of Shareholders of Construction Electromechanical Joint Stock Company

- Pursuant to the Charter on organization and operation of Mechanical Engineering Service Joint Stock Company;
- Pursuant to Resolution No. 02/2025/NQ-HDQT dated February 10, 2025 on the approval of the plan to organize the Annual General Meeting of Shareholders 2025;
- Pursuant to Notice No. 610/TB-VP dated December 28, 2023 of the Office of the Hanoi People's Committee.

Pursuant to Notice No. 610/TB-VP dated December 28, 2023 of the Office of the Hanoi People's Committee on the comprehensive review of the management and use of land parcel No. 4 Tran Hung Dao.

Mechanical Engineering Service Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval of: Continuing to authorize the Administrative Council of the Company to carry out procedures for "Reviewing the office relocation with an area of 1,124m² located on 281m² of leased land with annual rental payment at No. 4 Tran Hung Dao, under the plan for rearrangement and handling of state-owned houses and land of Mechanical Engineering One Limited Liability Company" in compliance with relevant legal regulations.

Respectfully submits to the General Meeting of Shareholders for consideration and approval.

Sincerely thank./.

Recipients:

- The General Meeting of Shareholders;
- Administrative Council; Supervisory Board;
- Board of Directors;
- Archived: HDQT

**ON BEHALF OF ADMINISTRATIVE
COUNCIL
CHAIRMAN**

