



THE 2025 ANNUAL GENERAL MEETING  
OF SHAREHOLDERS  
**MACHINES AND INDUSTRIAL  
EQUIPMENT CORPORATION – JSC**

No. /BB-DHDCDTN-HDQT

THE SOCIALIST REPUBLIC OF VIET NAM  
**Independence - Freedom - Happiness**

*Ha Noi, June ....., 2025*

**DRAFT**

**MINUTES OF  
THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF  
THE MACHINES AND INDUSTRIAL EQUIPMENT CORPORATION - JSC**

**THE MACHINES AND INDUSTRIAL EQUIPMENT CORPORATION -  
JSC**

**Head Office:** No. 7A Mac Thi Bui Street, Vinh Tuy Ward, Hai Ba Trung District, Hanoi.

**Enterprise Code:** 0100101379.

The 2025 Annual General Meeting of Shareholders of the Machines and Industrial Equipment Corporation – JSC was held with the following details:

**Time:** 8:30 AM, June 26, 2025.

**Venue:** 10th Floor Conference Hall, the Machines and Industrial Equipment Corporation – JSC, No. 7A Mac Thi Bui Street, Vinh Tuy Ward, Hai Ba Trung District, Hanoi.

**Agenda:** As per the 2025 Annual General Meeting of Shareholders program.

**A/ Report on Shareholder Eligibility Verification**

- Mr./Ms. ...., Head of the Shareholder Eligibility Verification Committee, presented the results of the shareholder eligibility verification.

1. The number of delegates who are eligible shareholders entitled to attend the meeting: .... persons.

2. The total number of shareholder delegates present at the meeting at this time: ... persons; total voting shares present: ..... shares, equivalent to .....% of total voting shares, including:

- Number of shares attending in person: ..... shares, accounting for .....% of total voting shares.

- Number of shares attending by proxy: ..... shares, accounting for .....% of total voting shares.

- Total number of absent shares: ..... shares, equivalent to .....% of total voting shares.

*(Enclosed are the Shareholder Eligibility Verification Minutes No. ..../BB-DHDCDTN2025 dated ...../.../2025 and the list of shareholders)*



Based on the provisions of the Law on Enterprises 2020, the Charter, and the internal corporate governance regulations of the Corporation, the Organizing Committee announced that the 2025 Annual General Meeting of Shareholders of the Machines and Industrial Equipment Corporation – JSC is validly convened.

### **B/ Opening of the meeting:**

Mr./Ms. ...., ..... on behalf of the Organizing Committee, performed the ceremonial proceedings and procedures:

#### 1. Flag salute:

- National Anthem;
- Statement of purpose.

#### 2. Participants in the Meeting:

##### 2.1. From the Corporation:

- Board of Directors of the Corporation;
- Supervisory Board of the Corporation;
- Executive Board of the Corporation.

##### 2.2. Invited guests (if any):

##### 2.3. Shareholders and authorized representatives in attendance.

### **C/ Meeting Agenda.**

#### **1. Approval of the number and list of the Presidium**

Mr./Ms. ...., on behalf of the Organizing Committee, presented the proposed number and list of the Presidium members to the General Meeting of Shareholders for approval:

- Presidium: consisting of 02 persons

+ Mr. Tran Quoc Toan - Chairman of the Board of Directors, Head of the Organizing Committee of the 2025 Annual General Meeting of Shareholders.

+ Mr. Le Huy Hai - Member of the Board of Directors, General Director, Deputy Head of the Organizing Committee of the 2025 Annual General Meeting of Shareholders.

Voting result of the Meeting: ....% of votes in favor of approving the number and list of the Presidium members.

#### **2. Approval of the Number and List of the Secretary of the Meeting**

Mr./Ms. ...., on behalf of the Organizing Committee, presented the proposed number and list of the Secretary of the Meeting to the General Meeting of Shareholders for approval:

- Secretary of the Meeting: 01 persons

+ Ms. Nguyen Thi Minh Tam - Officer in charge of corporate governance cum Secretary to the Capital Representative Division and the Board of Directors of the Corporation; Head of Enterprise Management & Market Development Department.



Voting result of the Meeting: .....% of votes in favor of approving the number and list of the Secretary of the Meeting.

### **3. Approval of the Number and List of the Vote Counting Committee**

Mr./Ms ..... on behalf of the Organizing Committee, presented the proposed number and list of the Vote Counting Committee to the General Meeting of Shareholders for approval:

- Vote Counting Committee: có persons

+ Mr. ....: Head of the Committee;

+ Mr. ....: Member;

+ Mr. ....: Member;

Voting result of the Meeting: ..... % of votes in favor of approving the number and list of the Vote Counting Committee.

## **II. The Presidium Conducts the Meeting**

### **1. Approval of the Meeting Agenda**

Mr. Tran Quoc Toan delivered the opening speech and presented the Meeting Agenda.

Voting result:

Number of shares in favor: ..... shares, accounting for .....% of total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

Number of shares with no opinion: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

### **2. Approval of the Meeting Working Regulations**

Mr. Tran Quoc Toan presented the Working Regulations of the Meeting.

Voting result:

Number of shares in favor: ..... shares, accounting for .....% of total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

Number of shares with no opinion: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

### **3. Approval of the Report on the Activities of the Board of Directors in 2024 and Plan for 2025.**

Mr. Tran Quoc Toan presented the Report on the Activities of the Board of Directors in 2024 and the Plan for 2025, according to Report No. ..../BC-MIE-HDQT dated ...../..../2025.

Voting result:



Number of shares in favor: ..... shares, accounting for .....% of total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

Number of shares with no opinion: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

#### **4. Approval of the Report on Corporate Governance in 2024 and the Plan for 2025.**

Mr. Tran Quoc Toan presented the Report on Corporate Governance at the Corporation in 2024 and the Plan for 2025, according to Report No. ..../BC-MIE-HDQT dated ...../..../2025.

Voting result:

Number of shares in favor: ..... shares, accounting for .....% of total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

Number of shares with no opinion: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

#### **5. Approval of the Supervisory Board's Report on Operations in 2024 and the Plan for 2025.**

Mr. Dinh Quang Hoa, Head of the Supervisory Board of the Corporation, presented the Report on the Supervisory Board's operations in 2024 and the plan for 2025, according to Report No. ..../BC-MIE-BKS dated ...../..../2025.

Voting result:

Number of shares in favor: ..... shares, accounting for .....% of total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

Number of shares with no opinion: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

#### **6. Approval of the Self-Assessment Report on the Performance of the Supervisory Board and Its Members of Machinery and Industrial Equipment Corporation – JSC in 2024.**

Mr. Dinh Quang Hoa, Head of the Supervisory Board of the Corporation, presented the Self-Assessment Report on the performance of the Supervisory Board and its members in 2024, according to Report No. .... /BC-MIE-BKS dated ...../..../2025.

Voting result:



Number of shares in favor: ..... shares, accounting for .....% of total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

Number of shares with no opinion: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

## **7. Discussion and Approval of the Submission on the 2024 Business Performance Report and the 2025 Business Plan of the Corporation.**

Mr. Le Huy Hai, General Director of the Corporation, presented the Report on the 2024 business performance and the 2025 business plan of the Corporation according to Submission No. .... /TTr-MIE-HDQT dated .... /.... /2025.

Some specific business and production targets are as follows:

No.	Indicator	Performance in 2024		Performance in 2025	
		Consolidated	Parent Company	Consolidated	Parent Company
1	Revenue (billion VND)	1.638,87	316,5	1.553,22	266,39
2	Industrial Production Value (billion VND)	1.380,04	211,29	1.392,62	227,39
3	Profit before tax (billion VND)	9,02	2,43	11,46	2,47
4	Profit after tax (billion VND)	7,56	1,93	8,91	1,97
5	Average income (million VND/person/month)	13,51	21,33	12,93	19,99

The Presidium chaired the discussion session and delivered remarks on the Corporation's business and production activities:

Comments and opinions from shareholders: .....

Voting result:

Number of shares in favor: ..... shares, accounting for .....% of total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

Number of shares with no opinion: ..... shares, accounting for .... % of total shares attending and voting at the Meeting.

## **8. The General Meeting discussed and approved the Proposal on amendments to the Charter on organization and operation and the Internal Corporate Governance Regulations of the Corporation.**



Mr. Tran Quoc Toan presented the Proposal on amendments to the Charter on organization and operation and the Internal Corporate Governance Regulations of the Corporation according to Proposal No. ..../TTr-MIE-HĐQT dated .../.../2025.

The Presidium chaired the discussion and invited comments:

Comments from shareholders: .....

Voting results:

Number of shares in favor: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

Number of shares with no opinion: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

**9. The General Meeting discussed and approved the Proposal on the 2024 Combined and Consolidated Financial Statements, the 2024 profit distribution plan of the Parent Company, and the 2025 profit distribution plan.**

9.1. Mr. Vu Trung Thuc, Deputy General Director, presented the Proposal on the approval of the audited 2024 Combined and Consolidated Financial Statements, the 2024 profit distribution plan of the Parent Company, the 2024 dividend payout rate, and the 2025 profit distribution plan, as detailed in Proposal No. ..../TTr-MIE-HĐQT dated ..../.../2025.

The key profit distribution indicators are as follows:

No.	Description	Amount (VND)	
		Actual 2024	Planned 2025
1	Profit before tax	2.428.675.483	2.470.000.000
2	Corporate income tax payable	495.827.139	494.000.000
3	Profit after tax (3) = (1) - (2)	1.932.848.344	1.976.000.000
4	Appropriation to Development Investment Fund	0	0
5	Appropriation to Bonus Fund for the Executive Board, BOD Members, and Supervisors	325.586.917	395.200.000
6	Appropriation to Employee Bonus and Welfare Fund	1.607.261.427	1.580.800.000
7	Remaining profit (7) = (3) - (4) - (5) - (6)	0	0
8	Dividend payout rate	0	0

Upon the approval by the Ministry of Industry and Trade of the 2024 Combined Financial Statements and the plan for profit distribution, appropriation, and use of



funds for 2024, if any changes arise, the Board of Directors of the Corporation shall seek shareholders' opinions in writing and organize a vote in accordance with the provisions of law and the Charter of the Corporation.

The above-mentioned 2025 profit distribution plan has been calculated based on the projected revenue, profit, and salary fund of the Parent Company. In case the actual revenue, profit, or salary fund differs, the profit distribution plan shall be adjusted accordingly.

The Presidium chaired the discussion session and invited comments:

Shareholders' comments: .....

Voting result:

Number of shares in favor: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

Number of shares abstaining: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

9.2. Mr. ...., Representative of CPA Vietnam Auditing Co., Ltd., provided opinions on the qualified audit opinion stated in the 2024 Combined and Consolidated Financial Statements.

.....

#### **10. The General Meeting discussed and approved the Proposal on the selection of the auditing firm for the 2025 Financial Statements.**

Mr. Dinh Quang Hoa, Head of the Corporation's Supervisory Board, presented the Proposal on the selection of the auditing firm for the 2025 Financial Statements, as detailed in Proposal No. .... /TTr-MIE-BKS dated .... /... /2025. The list of auditing firms for selection to conduct the audit of the 2025 Financial Statements includes the following four firms:

- a. CPA VIETNAM Auditing Company Limited (CPA VIETNAM)
- b. Vietnam Auditing and Valuation Company Limited (VAE)
- c. An Viet Auditing Company Limited (ANVIET CPA Co., Ltd)
- d. Vietnam Auditing and Valuation Company Limited (AVA Co., Ltd)

The Supervisory Board proposes that the General Meeting of Shareholders approve authorizing the Board of Directors to decide on the selection of the independent auditing firm to conduct the audit of the 2025 Financial Statements of the Corporation and its subsidiaries in accordance with applicable laws, and to authorize the General Director of the Corporation and its subsidiaries to organize and execute the signing of the auditing service contracts with the selected auditing firms.

Shareholders' comments: .....

Voting result:

Number of shares in favor: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.



Number of shares abstaining: .....shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

**11. The General Meeting discussed and approved the Proposal on the 2024 salary and remuneration report for the Board of Directors, the Supervisory Board, the General Director, and other managerial personnel; and the 2025 salary and remuneration plan for members of the Board of Directors and Supervisory Board.**

Mr. Vu Trung Thuc, Deputy General Director, presented the Proposal on the 2024 remuneration and salary report for the Board of Directors, the Supervisory Board, the General Director, and other managerial personnel, and the 2025 remuneration and salary plan for members of the Board of Directors and Supervisory Board, as stated in Proposal No. ....TTr-MIE-HĐQT dated ...../..../2025.

**\* 2024 Actual Salary and Remuneration Report for the Board of Directors, Supervisory Board, General Director, and other managerial personnel**

No.	Position	Actual Salary & Remuneration (VND)	Notes
1	Full-time managers who are representatives of state capital	939.190.800	
2	Full-time managers who are not representatives of state capital	996.658.400	
3	Part-time managers	348.380.952	
	<b>Total</b>	<b>2.284.230.152</b>	

**\* 2025 Planned Salary and Remuneration Report for Members of the Board of Directors and Supervisory Board**

No.	Position	2025 Planned Salary & Remuneration (VND)	Notes
1	Full-time members of the BoD and Supervisory Board who are representatives of state capital	763.200.000	
2	Members of the BoD and Supervisory Board who are not representatives of state		
2.1	Full-time members of the BoD and Supervisory Board	1.252.800.000	
2.2	Part-time members of the BoD and Supervisory Board	619.200.000	
	<b>Total</b>	<b>2.635.200.000</b>	

Salary and remuneration to be paid in 2025: The General Meeting of Shareholders authorizes the BoD to determine the specific payment levels for managerial personnel based on the business performance results and in accordance with applicable regulations.

The Presidium chaired the discussion session and invited comments:

Shareholders' comments: .....



Voting result:

Number of shares in favor: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

Number of shares abstaining: ..... shares, accounting for .....% of the total number of shares attending and voting at the Meeting.

## **12. Approval of the Dismissal of a Member of the Board of Directors**

- Mr. Tran Quoc Toan presented documents relating to personnel matters submitted to the General Meeting of Shareholders:

+ Official dispatch No. 387/BCT-TCCB dated January 15, 2025, from the Ministry of Industry and Trade regarding personnel affairs at MIE.

+ The proposal for approval of the dismissal of Mr. Hoang Minh Viet, born on September 1, 1963, from the position of member of the Board of Directors.

- On behalf of the Presidium, Mr. Tran Quoc Toan called for a vote on the dismissal of the member of the Board of Directors:

Number of shares in favor: .....shares, accounting for .....% of the total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .....% of the total shares attending and voting at the Meeting.

Number of shares with no opinion: .....shares, accounting for .....% of the total shares attending and voting at the Meeting.

## **13. Matters Notified to Shareholders at the General Meeting**

- Mr. Tran Quoc Toan informed the Meeting of the report on related interests under Clause 1, Article 164 of the Law on Enterprises: Form No. 01 and Form No. 02.

- Mr. Tran Quoc Toan also informed the Meeting of the report on related interests under Clause 2, Article 164 of the Law on Enterprises: Form No. 03.

*(Forms No. 01, 02, and 03 were disclosed along with the AGM materials published on the Corporation's website at: <https://mie.com.vn/tin-co-dong.html>)*

## **14. Approval of the Minutes and Resolution of the General Meeting**

- Ms. Nguyen Thi Minh Tam, Secretary of the Meeting, presented the draft Minutes and draft Resolution of the 2025 Annual General Meeting of Shareholders of Machines and Industrial Equipment Corporation – JSC.

- On behalf of the Presidium, Mr. Tran Quoc Toan called for a vote of the General Meeting.

Shareholders' comments: .....

Voting result:

Number of shares in favor: ..... shares, accounting for .....% of the total shares attending and voting at the Meeting.

Number of shares against: ..... shares, accounting for .....% of the total shares attending and voting at the Meeting.



Number of shares with no opinion: ..... shares, accounting for .....% of the total shares attending and voting at the Meeting.

**D/ Closing of the General Meeting**

On behalf of the Presidium, Mr. Tran Quoc Toan declared the closing of the 2025 Annual General Meeting of Shareholders of Machines and Industrial Equipment Corporation – JSC.

This Minutes was duly and truthfully recorded by the Secretary of the Meeting, read aloud at the Meeting, and unanimously adopted by the shareholders attending.

The Meeting was adjourned at 11:00 a.m. on the same day.

**SECRETARY OF THE MEETING**

**CHAIR OF THE PRESIDIUM**

**Nguyen Thi Minh Tam**

**Tran Quoc Toan**