

**DECISION**

**On the promulgation of the Regulation on nomination, self-nomination and election of members of the Board of Directors and the Board of Supervisors at the 2026 Annual General Meeting of Shareholders and for the 2026–2031 term of Machines and Industrial Equipment Corporation**

**BOARD OF DIRECTORS  
MACHINES & INDUSTRIAL EQUIPMENT CORPORATION**

*Pursuant to the Law on Enterprises 2020 and its amendments and supplements;*

*Pursuant to the Charter on Organization and Operation dated June 21, 2021 and its amendments and supplements of Machines and Industrial Equipment Corporation (the Corporation);*

*Pursuant to the Internal Regulations on Corporate Governance dated June 21, 2021 and its amendments and supplements of the Corporation;*

*Pursuant to Resolution No. 10/NQ-MIE-HĐQT dated April 14, 2026 of the Board of Directors of Machines and Industrial Equipment Corporation on the plan to organize the 2026 Annual General Meeting of Shareholders and the 2026–2031 term.*

**DECIDES:**

**Article 1.** To promulgate, together with this Decision, the Regulation on nomination, self-nomination and election of members of the Board of Directors and the Supervisory Board of Machines and Industrial Equipment Corporation for the 2026–2031 term.

**Article 2.** This Decision shall take effect from the date of signing.

Members of the Organizing Committee of the General Meeting, relevant units, and shareholders attending the 2026 Annual General Meeting of Shareholders and for the 2026–2031 term of Machines and Industrial Equipment Corporation shall be responsible for the implementation of this Decision.

**Recipients:**

- As above;
- BOD, GD, SB;
- OC of AGM;
- Archived: Admin, HR.

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



**Tran Quoc Toan**

**REGULATION**  
**ON NOMINATION, SELF-NOMINATION AND ELECTION**  
**OF MEMBERS OF THE BOARD OF DIRECTORS AND THE**  
**SUPERVISORY BOARD FOR THE 2026–2031 TERM**  
**AT THE 2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**OF MACHINES AND INDUSTRIAL EQUIPMENT CORPORATION**  
*(Issued together with Decision No. 414 /QĐ-MIE-HĐQT dated .../.../2026)*

**CHAPTER I**  
**GENERAL PROVISIONS**

**Article 1. Purpose, scope and subjects of application**

1. This Regulation governs the nomination, self-nomination and election of members of the Board of Directors (the “BOD”) and the Supervisory Board (the “SB”) of Machines and Industrial Equipment Corporation at the 2026 Annual General Meeting of Shareholders and for the 2026–2031 term (hereinafter referred to as the “General Meeting”), in order to ensure compliance with the Charter of the Corporation and applicable laws and regulations.

2. This Regulation regulates activities relating to the nomination, self-nomination and election of members of the BOD and the SB, including:

- Regulations on nomination and self-nomination of members of the BOD and the SB;

- Regulations on the election of members of the BOD and the SB.

3. Subjects of application: Shareholders holding voting shares and their authorized representatives, members of the Vote Counting Committee, and relevant units involved in the organization of the 2026 Annual General Meeting of Shareholders and for the 2026–2031 term of Machines and Industrial Equipment Corporation.

**Article 2. Rights and obligations of shareholders**

**1. Rights of shareholders attending the General Meeting**

Each shareholder or their authorized representative attending the General Meeting shall be provided with one ballot for the election of members of the BOD and one ballot for the election of members of the SB. Each ballot shall clearly state the number of shares held by such shareholder and the corresponding number of votes the shareholder is entitled to use for voting.

## **2. Obligations of shareholders attending the General Meeting**

- To comply with the conditions and voting procedures set out in this Regulation;
- Shareholders and their authorized representatives attending the General Meeting must complete the registration procedures with the Organizing Committee of the General Meeting;
- Upon receiving the ballots, shareholders or their authorized representatives must verify the number of shares indicated on the ballots; in case of any discrepancy, they must promptly notify the Organizing Committee at the time of receipt;
- To strictly comply with the voting regulations at the General Meeting and respect the voting results of the General Meeting.

## **CHAPTER II PROVISIONS ON NOMINATION AND SELF-NOMINATION OF MEMBERS OF THE BOARD OF DIRECTORS AND THE SUPERVISORY BOARD**

### **Article 3. Number of members of the BOD and the SB**

- 1. Number of members of the BOD for the 2026–2031 term:** 05 members.
- 2. Number of members of the SB for the 2026–2031 term:** 03 members.

### **Article 4. Nomination and self-nomination of candidates for election to the BOD**

#### **1. Criteria and conditions for BOD members:**

- Having full legal capacity for civil acts and not being prohibited from establishing and managing enterprises in accordance with the Law on Enterprises.
- Holding a university degree or higher; having experience in management, corporate governance, and enterprise organization; and having at least three (03) years of experience in the mechanical engineering sector.
- Being in good health, having good moral qualities, honesty, integrity, and legal knowledge.
- A BOD member is not required to be a shareholder of the Corporation.
- A BOD member must not be a family member of the General Director or other managers.
- Other conditions as prescribed by law.

#### **2. Nomination of candidates to the BOD:**

Shareholders holding voting shares may aggregate their voting rights to nominate candidates to the BOD, as follows:

- Shareholders or groups of shareholders holding from 10% to less than 20% of total voting shares may nominate up to **one (01)** candidate.
- From 20% to less than 30%: up to **two (02)** candidates.
- From 30% to less than 40%: up to **three (03)** candidates.
- From 40% to less than 50%: up to **four (04)** candidates.
- From 50% or more: up to **five (05)** candidates.

#### **Article 5. Self-nomination and nomination of candidates for election to the SB**

##### **1. Criteria and conditions for SB members:**

- Having full civil act capacity and not being prohibited from enterprise management and establishment under the Law on Enterprises.
- Not being a family member of the capital representative, BOD members, the General Director, or other managers.
- Not holding a managerial position in the Corporation; not necessarily being a shareholder or employee of the Corporation.
- Holding a university degree or higher in finance or accounting.
- Being a certified accountant or auditor.
- Not working in the finance or accounting department of the Corporation.
- Not being a member or employee of an independent auditing firm that has audited the Corporation's financial statements in the preceding three (03) consecutive years.
- Other conditions as prescribed by law.
- For the Head of the SB: in addition to the above, must work on a full-time basis and have at least five (05) years of experience in the mechanical engineering sector.

##### **2. Nomination of candidates to the SB:**

Shareholders holding voting shares may aggregate their voting rights to nominate candidates to the SB, as follows:

- From 10% to less than 20%: up to **one (01)** candidate.
- From 20% to less than 40%: up to **two (02)** candidates.
- From 40% or more: up to **three (03)** candidates.

#### **Article 6. Application dossier for self-nomination and nomination to the BOD and SB**

- Nomination/self-nomination application for BOD/SB membership (01

**original copy)** according to the form published on the website: [www.mie.com.vn](http://www.mie.com.vn).

- Candidate information form (**01 original copy**) according to the template on the website.

- Other documents proving that the candidate meets the legal criteria and conditions (**01 original or certified true copy**).

### **Article 7. Selection of candidates**

Based on nomination/self-nomination applications submitted by shareholders or groups of shareholders, the Organizing Committee shall compile a list of qualified candidates for election to the BOD and SB and submit such list for approval at the General Meeting of Shareholders.

### **Article 8. Submission of application dossiers**

Application dossiers shall be sent to:

- MACHINES AND INDUSTRIAL EQUIPMENT CORPORATION

- Address: No. 7A Mac Thi Bui Street, Vinh Tuy Ward, Hanoi

- Tel: +84 24 3825 2498

Contact: Organization and Human Resources Department of the Corp.

## **CHAPTER III**

### **ELECTION OF MEMBERS OF THE BOD AND SB**

#### **Article 9. Ballots and Completion of Ballots**

##### **1. Ballots**

- Ballots shall be uniformly printed and issued by the Organizing Committee (blue ballots for electing BOD members and pink ballots for electing SB members).

- Each ballot shall clearly state the list of candidates arranged in alphabetical order; the name of the shareholder or authorized representative; and the total number of voting rights.

- Shareholders or their authorized representatives shall receive ballots for electing members of the BOD and SB according to their attendance code (including both owned shares and authorized shares) upon registration for the General Meeting.

##### **2. Completion of Ballots**

- Shareholders or their authorized representatives must personally fill in the number of votes allocated to each candidate in the corresponding blank spaces on the ballot. In case of valid authorization (with a power of attorney), the authorized representative shall have full voting rights.

- In case of errors, shareholders may request the Vote Counting Committee to issue a replacement ballot.

- Ballots must be signed and full names must be written to confirm the voting.

### **3. Invalid Ballots**

- Ballots not in the form issued by the Organizing Committee or not bearing the seal of *The Machines and Industrial Equipment Corporation*.

- Ballots that are erased, altered, supplemented, or contain names not on the approved candidate list.

- Ballots with total voting rights exceeding the shareholder's total voting rights (including owned and authorized shares).

- Ballots voting for more candidates than required or ballots left blank.

- Ballots not signed by the shareholder or authorized representative.

### **Article 10. Voting Method**

- The election of BOD and SB members shall be conducted by secret ballot using the cumulative voting method.

- The total number of votes of each shareholder shall equal the number of voting shares (including owned and authorized shares) multiplied by the number of members to be elected to the BOD or SB. Shareholders may allocate all or part of their votes to one or more candidates.

### **Article 11. Vote Counting Committee, Voting and Counting Principles**

#### **1. Vote Counting Committee**

- The Vote Counting Committee consists of 04 members nominated by the Organizing Committee and approved by the General Meeting of Shareholders. Members of the Committee must not be candidates for the BOD or SB.

- The Committee is responsible for conducting all procedures related to the election, including: preparing ballot boxes, disseminating the election regulations, candidate lists, voting procedures; guiding ballot completion; supervising voting; counting votes; and announcing results before the General Meeting.

#### **2. Voting and Counting Principles**

- The ballot box shall be inspected by the Committee in the presence of shareholders before voting.

- Voting shall commence after all ballots have been distributed and end when the last shareholder casts their vote.

- Vote counting must be conducted immediately after voting ends.

- The results must be documented in writing and announced by the Head of the Vote Counting Committee before the General Meeting.

**Article 12. Principles for Determining Elected Members of the BOD and SB**

- Candidates elected to the BOD shall be the 05 candidates with the highest number of votes, ranked from highest to lowest until all positions are filled.

- Candidates elected to the SB shall be the 03 candidates with the highest number of votes, ranked from highest to lowest until all positions are filled.

- In case two or more candidates receive the same number of votes for the last position, a re-election shall be conducted among those candidates to select the one with the higher number of votes.

**Article 13. Preparation and Announcement of Vote Counting Minutes**

- After vote counting, the Vote Counting Committee must prepare the Minutes of Vote Counting. The contents include: name, head office address, enterprise registration number; total number of attending shareholders; total number of voting shareholders; voting ratio; number and percentage of valid, invalid, and blank ballots; number and percentage of votes for each candidate to the BOD and SB; list of elected members; names and signatures of the Chairman of the BOD, vote counting supervisor, and vote counters.

- The full Minutes must be publicly announced before the General Meeting.

**Article 14.** Any complaints related to the election and vote counting shall be resolved by the Chairman of the General Meeting and recorded in the Minutes of the General Meeting of Shareholders.

**Article 15.** This Regulation consists of 15 Articles issued by Machines and Industrial Equipment Corporation in compliance with applicable laws.

Shareholders, members of the Organizing Committee of the Annual General Meeting of Shareholders 2026 and the 2026–2031 term shall be responsible for its implementation.

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



**APPENDIX**  
**GUIDELINES FOR COMPLETING BALLOT PAPERS FOR THE**  
**ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS (BOD)**  
**AND THE SUPERVISORY BOARD (SB)**  
*(Cumulative voting method)*

**1. Types of ballot papers::**

- Ballot papers are uniformly printed and issued by the Organizing Committee (blue ballots for electing BOD members and pink ballots for electing SB members). Each ballot clearly states the list of candidates arranged in alphabetical order; the name of the shareholder or authorized representative; and the total number of voting rights.

**2. Voting:**

- Ballots for electing members of the BOD and SB must be placed into the ballot box.

**3. Completing the ballot:**

- Each shareholder has a total number of votes equal to the number of voting shares held (including owned and authorized shares) multiplied by the number of members to be elected to the BOD or SB.

- The total number of votes of each shareholder is already indicated on the ballot paper.

- Shareholders may distribute their total votes among all candidates, or allocate all votes to one or several candidates, provided that the total votes allocated do not exceed the total votes stated on the ballot.

**Example:** *Assuming the General Meeting of Shareholders elects 03 members to the SB out of 05 candidates. Shareholder Nguyen Van A holds (including owned and authorized shares) 1,000 voting shares. The total number of votes of shareholder Nguyen Van A will be:*

$$1.000 \times 3 = 3.000 \text{ votes for electing SB members.}$$

*Shareholder Nguyen Van A may apply cumulative voting as follows:*

**Case 1: Shareholder Nguyen Van A distributes his/her total votes equally among the candidates for SB membership**

Full name of candidate	Number of votes
1. Candidate 1	600
2. Candidate 2	600
3. Candidate 3	600
4. Candidate 4	600
5. Candidate 5	600
<b>Total number of votes</b>	<b>3.000</b>

***Case 2: Shareholder Nguyen Van A allocate all votes to one candidate***

<b>Full name of candidate</b>	<b>Number of votes</b>
1. Candidate 1	
2. Candidate 2	
3. Candidate 3	<b>3.000</b>
4. Candidate 4	
5. Candidate 5	
<b>Total number of votes</b>	<b>3.000</b>

***Case 3: Shareholder Nguyen Van A allocates his/her votes among candidates (not equally distributed)***

<b>Full name of candidate</b>	<b>Number of votes</b>
1. Candidate 1	<b>500</b>
2. Candidate 2	<b>500</b>
3. Candidate 3	<b>1.200</b>
4. Candidate 4	
5. Candidate 5	<b>800</b>
<b>Total number of votes</b>	<b>3.000</b>

***Case 4: Shareholder Nguyen Van A does not allocate all of his/her votes to the candidates***

<b>Full name of candidate</b>	<b>Number of votes</b>
1. Candidate 1	<b>500</b>
2. Candidate 2	<b>500</b>
3. Candidate 3	<b>1.000</b>
4. Candidate 4	
5. Candidate 5	<b>800</b>
<b>Total number of votes</b>	<b>2.800</b>

**4. Invalid ballots:**

- Ballots not in the form issued by the Organizing Committee of the General Meeting or not bearing the seal of Machines and Industrial Equipment Corporation.

- Ballots that are erased, altered, supplemented, or contain names not on the list of candidates approved by the General Meeting prior to voting.

- Ballots with total voting rights exceeding the shareholder's total voting rights (including owned and authorized shares).

- Ballots voting for more candidates than required or ballots that do not vote for any candidate on the list (blank ballots).

- Ballots not signed and without full name of the shareholder or authorized representative.

- Other cases as stipulated in the Regulations on nomination, self-nomination, and election.

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**NOMINATION FORM**  
**FOR CANDIDATE TO THE BOARD OF DIRECTORS**  
**OF MACHINES AND INDUSTRIAL EQUIPMENT CORPORATION**

To: The Organizing Committee of the General Meeting of Shareholders  
Machines and Industrial Equipment Corporation

Name of organization/individual: .....

Citizen ID/Passport/Business Registration Certificate No.: .....

Date of issue: .../.../ .... Place of issue: .....

Contact address: .....

Currently owns/represents: ..... shares (*In words*: .....  
.....)

Corresponding to a total par value of VND: .....

I respectfully request the Organizing Committee of the 2026 Annual General Meeting of Shareholders for the 2026–2031 term of Machines and Industrial Equipment Corporation to allow me to nominate:

Mr./Ms.: .....

Citizen ID/Passport/Business Registration Certificate No.: .....

Date of issue: .../.../ .... Place of issue: .....

Contact address: .....

Educational qualification: ..... Major: .....

Currently owns: ..... shares (*In words*: ..... )

Corresponding to a total par value of VND: .....

as a candidate for election to the Board of Directors of Machines and Industrial Equipment Corporation at the 2026 Annual General Meeting of Shareholders for the 2026–2031 term, to be held at 08:00 AM on June 26, 2026.

Sincerely thank you.

*Ha Noi, ..... , 2026*  
**SHAREHOLDER**  
(*Signature, full name and seal, if any*)

**Notes:**

- Shareholders/groups of shareholders holding at least 10% are entitled to nominate candidates and stand for election in accordance with regulations .
- The nomination form must be sent to the Organizing Committee of the General Meeting at the following address: Machines and Industrial Equipment Corporation, No. 7A Mac Thi Buoï Street, Vinh Tuy Ward, Hanoi City.
- Telephone: +84 24 3825 2498

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**NOMINATION FORM**  
**FOR CANDIDATE TO THE SUPERVISORY BOARD**  
**OF MACHINES AND INDUSTRIAL EQUIPMENT CORPORATION**

To: The Organizing Committee of the General Meeting of Shareholders  
Machines and Industrial Equipment Corporation

Name of organization/individual: .....

Citizen ID/Passport/Business Registration Certificate No.: .....

Date of issue: .../.../ ..... Place of issue: .....

Contact address: .....

Currently owns/represents: ..... shares (*In words:* .....

.....)

Corresponding to a total par value of VND: .....

I respectfully request the Organizing Committee of the 2026 Annual General Meeting of Shareholders for the 2026–2031 term of Machines and Industrial Equipment Corporation to allow me to nominate:

Mr./Ms.: .....

Citizen ID/Passport/Business Registration Certificate No.: .....

Date of issue: .../.../ ..... Place of issue: .....

Contact address: .....

Educational qualification: ..... Major: .....

Currently owns: ..... shares (*In words:* .....

.....)

Corresponding to a total par value of VND: .....

as a candidate for election to the Supervisory Board of Machines and Industrial Equipment Corporation at the 2026 Annual General Meeting of Shareholders for the 2026–2031 term, to be held at 08:00 AM on June 26, 2026.

Sincerely thank you.

*Ha Noi, ..... , 2026*  
**SHAREHOLDER**  
*(Signature, full name and seal, if any)*

**Notes:**

- Shareholders/groups of shareholders holding at least 10% are entitled to nominate candidates and stand for election in accordance with regulations.
- The nomination form must be sent to the Organizing Committee of the General Meeting at the following address: Machines and Industrial Equipment Corporation, No. 7A Mac Thi Bui Street, Vinh Tuy Ward, Hanoi City .
- Telephone: +84 24 3825 2498

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**GROUP NOMINATION FORM**  
**FOR CANDIDATE TO THE BOARD OF DIRECTORS**  
**OF MACHINES AND INDUSTRIAL EQUIPMENT CORPORATION**

To: The Organizing Committee of the General Meeting of Shareholders  
Machines and Industrial Equipment Corporation

Today, on ...../...../2026, at ....., we, as shareholders of Machines and Industrial Equipment Corporation, collectively holding ..... shares, representing .....% of the voting shares of the Corporation, whose names are listed in the attached list, hereby unanimously nominate:

Mr./Ms.: .....

Citizen ID/Passport/Business Registration Certificate No.: .....

Date of issue: .../.../ .... Place of issue: .....

Contact address: .....

Educational qualification: ..... Major: .....

Currently owns: ..... shares (In words: ..... )

Corresponding to a total par value of VND: .....

as a candidate for election to the Board of Directors of Machines and Industrial Equipment Corporation at the 2026 Annual General Meeting of Shareholders for the 2026–2031 term.

At the same time, we unanimously appoint:

Mr./Ms.: .....

Citizen ID/Passport/Business Registration Certificate No.: .....

Date of issue: .../.../ .... Place of issue: .....

Contact address: .....

Educational qualification: ..... Major: .....

Currently owns: ..... shares (In words: ..... )

Corresponding to a total par value of VND: .....

as the representative of the shareholder group to carry out the nomination procedures in accordance with the regulations on nomination and self-nomination for election to the Board of Directors of Machines and Industrial Equipment Corporation for the 2026–2031 term, to be elected at the 2026

Annual General Meeting of Shareholders for the 2026–2031 term, to be held at 08:00 AM on June 26, 2026.

*Ha Noi, ..... .., 2026*  
REPRESENTATIVE OF THE  
SHAREHOLDER GROUP  
*(Signature, full name and seal, if any)*

**Notes:**

- *Shareholders/groups of shareholders holding at least 10% are entitled to nominate candidates and stand for election in accordance with regulations.*
- *The nomination form must be sent to the Organizing Committee of the General Meeting at the following address: Machines and Industrial Equipment Corporation, No. 7A Mac Thi Bui Street, Vinh Tuy Ward, Hanoi City.*
- *Telephone: +84 24 3825 2498*

## LIST OF NOMINATING SHAREHOLDER GROUP

Nomination of Mr./Ms.: ..... as a candidate for election to the Board of Directors of Machines and Industrial Equipment Corporation at the 2026 Annual General Meeting of Shareholders for the 2026–2031 term.

Representative of the shareholder group:.....

Shareholder	Citizen ID/Business Registration Certificate No.	Address	Number of shares owned	Signature
		<b>Total</b>		

*Ha Noi, ..... , 2026*  
REPRESENTATIVE OF THE  
SHAREHOLDER GROUP  
*(Signature, full name and seal, if any)*

**Notes:**

- *Shareholders/groups of shareholders holding at least 10% are entitled to nominate candidates and stand for election in accordance with regulations.*
- *The nomination form must be sent to the Organizing Committee of the General Meeting at the following address: Machines and Industrial Equipment.*
- *Telephone: +84 24 3825 2498*

## LIST OF NOMINATING SHAREHOLDER GROUP

Nomination of Mr./Ms.: ..... as a candidate for election to the Supervisory Board of Machines and Industrial Equipment Corporation at the 2026 Annual General Meeting of Shareholders for the 2026–2031 term.

Representative of the shareholder group: .....

Shareholder	Identity Card/Citizen ID/Business Registration Certificate No.	Address	Number of shares owned	Signature
		<b>Total</b>		



11. Current positions held; companies in which the candidate currently holds the position of member of the Board of Directors and other managerial positions:

<b>Workplace</b>	<b>Position</b>	<b>Period of service</b>
		From...../.../.....to ...../.../.....
		From...../.../.....to ...../.../.....
		From...../.../.....to ...../.../.....
		From...../.../.....to ...../.../.....

12. Family relationships:

<b>Relationship</b>	<b>Full name</b>	<b>Year of birth</b>	<b>Occupation / Contact address</b>	<b>Number of shares held</b>
Father				
Mother				
Siblings				
Spouse				
Children				

13. Related information::

13.1. Assessment of contributions to the Corporation (In case the candidate is currently a member of the Board of Directors/Supervisory Board of the Corporation):

13.2. Related interests with MIE, if any:

13.3. Full name of the nominating shareholder or shareholder group, if any:

13.4. Commitment to perform duties honestly (If elected as a member of the Board of Directors/Supervisory Board):

13.5. Other information, if any:

I hereby undertake to take full legal responsibility for the accuracy, truthfulness and reasonableness of the information stated above. If elected as a member of the Board of Directors/Supervisory Board, I undertake to perform my duties honestly.

....., ..... ....., 2026

**CANDIDATE**

(Signature and full name)

