

No.: **463** /QĐ-MIE-HĐQT

Ha Noi, June 25 2026

**DECISION**

**On the Promulgation of the Working Regulations of the 2026 Annual General Meeting of Shareholders and the 2026–2031 Term of Machines and Industrial Equipment Corporation**

**THE BOARD OF DIRECTORS  
OF THE MACHINES AND INDUSTRIAL EQUIPMENT CORPORATION**

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

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

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

*Pursuant to Resolution No. 10/NQ-MIE-BOD dated April 14, 2026 of the Board of Directors of the Corporation regarding the organization plan for the 2026 Annual General Meeting of Shareholders and the 2026-2031 term.*

**DECIDES:**

**Article 1.** To promulgate together with this Decision the “Regulations on Organization of the 2026 Annual General Meeting of Shareholders and the 2026-2031 term of Machines and Industrial Equipment Corporation”.

**Article 2.** This Decision takes effect from the date of signing and replaces Decision No. 396/QĐ-MIE-HĐQT dated 05 June 2026 of the Board of Directors of the Corporation.

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

**Recipients:**

- As stated in Article 2;
- BOD, GD, SB;
- OC of GMS;
- Archived: Admin; HR.

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



**Tran Quoc Toan**

*Ha Noi, June 25 2026*

**REGULATION ON ORGANIZATION**

**At the 2026 Annual General Meeting of Shareholders and the 2026-2031 term  
of Machines and Industrial Equipment Corporation**

*(Issued together with Decision No. 463/QĐ-MIE-HĐQT dated 25/6/2026)*

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1. General Provisions**

These Regulations govern the rights and obligations of shareholders and authorized representatives of shareholders; the responsibilities of relevant parties participating in the General Meeting of Shareholders; and the procedures for discussion at the 2026 Annual General Meeting of Shareholders and the 2026–2031 term of Machines and Industrial Equipment Corporation (hereinafter referred to as the “Meeting”), in order to ensure the proper and successful conduct of the Meeting.

**Article 2. Purpose**

These Regulations are promulgated to ensure that the Meeting is conducted in compliance with the order and procedures prescribed by applicable laws; to maintain order, safety and adherence to the approved agenda and schedule of the Meeting; and to ensure that shareholders may exercise their lawful rights and interests in a democratic, equal and unified manner, reflecting the will of the majority of attendees for the benefit of shareholders and in support of the sustainable development of the Corporation.

**Article 3.** Shareholders and all parties participating in the Meeting shall comply with these Regulations.

**CHAPTER II  
ORGANIZATION OF THE MEETING**

**Article 4. Meeting Agenda**

1. The agenda of the Meeting shall be sent to shareholders together with the Notice of Invitation to the Meeting.

2. A shareholder or group of shareholders holding five percent (5%) or more of the total ordinary shares shall have the right to propose additional matters for inclusion in the agenda of the Meeting. Such proposal must be made in writing and submitted to the Corporation at least five (05) working days prior to the opening date of the Meeting (specifically before 16:00 on June 19, 2026). The proposal must clearly specify the shareholder’s name, shareholder code, the number of

shares of each class held by the shareholder and the matter proposed for inclusion in the agenda of the Meeting.

The Board of Directors convening the General Meeting of Shareholders shall have the right to accept and include such proposals in the proposed agenda and contents of the Meeting, except where the proposal is submitted beyond the prescribed timeline, is incomplete or invalid in content, or where the proposed matter falls outside the authority of the General Meeting of Shareholders.

3. Conditions for conducting the Meeting: The Meeting shall proceed when the attending shareholders represent at least sixty-five percent (65%) of the total voting shares.

4. The agenda and contents of the Meeting shall be approved by the General Meeting of Shareholders at the opening session of the Meeting.

#### **Article 5. Presidium**

The Meeting shall be presided over by the Presidium, comprising the Chairman of the Board of Directors and other members introduced by the Organizing Committee and approved by the Meeting. The Chairman of the Presidium shall act as the Chairperson of the Meeting. The Presidium shall operate collectively and in compliance with applicable laws.

The Presidium shall have the following rights and responsibilities:

1. To conduct the Meeting in accordance with the approved agenda, regulations and procedures adopted by the Meeting.

2. To guide discussions and obtain voting opinions on matters included in the agenda of the Meeting and other related matters arising throughout the course of the Meeting.

3. To postpone the Meeting to another time or change the meeting venue where attendees engage in obstruction or disorderly conduct, or where there exists a risk that the Meeting may not be conducted in a fair and lawful manner.

4. To respond to issues raised by shareholders or designate appropriate persons to provide responses.

5. To resolve matters arising during the course of the Meeting (if any).

#### **Article 6. Secretariat**

1. Assisting the Presidium and the Meeting shall be the Secretariat. Members of the Secretariat shall be introduced by the Chairperson and approved by the Meeting.

2. The Secretariat shall have the following duties:

a) To fully and accurately record all contents and proceedings of the Meeting.

b) To assist the Presidium in announcing documents, conclusions or notices to shareholders upon request.

c) To be accountable to the Chairperson and the General Meeting of Shareholders for the performance of its duties; to fully and faithfully record all proceedings and resolutions adopted at the Meeting, including matters reserved for further opinions; to collect shareholders' comments; and to prepare the Minutes and Resolution of the General Meeting of Shareholders.

#### **Article 7. Shareholder Eligibility Verification Committee**

The Shareholder Eligibility Verification Committee shall consist of three (03) members appointed by the Organizing Committee and shall have the following responsibilities:

1. To assist the Chairperson in verifying the conditions for convening the Meeting.
2. To verify the eligibility of shareholders and authorized representatives attending the Meeting.
3. To distribute voting cards and ballot papers to shareholders included in the attendance list prior to the opening of the Meeting.
4. To report to the Meeting and assume responsibility for the results of shareholder eligibility verification prior to the official commencement of the Meeting.

#### **Article 8. Vote Counting Committee**

The Vote Counting Committee shall be introduced by the Organizing Committee and approved by the Meeting. Members of the Vote Counting Committee must not be included in the list of nominees or candidates for election to the Board of Directors or the Supervisory Board.

The Vote Counting Committee shall have the following duties:

1. To supervise the voting activities of shareholders and authorized representatives attending the Meeting.
2. To consolidate voting results for each matter and report the results to the Chairperson and the Secretariat.
3. To prepare ballot boxes; disseminate the Election Regulations; announce the list of candidates for election to the Board of Directors and the Supervisory Board; explain voting procedures; and provide instructions on ballot completion.
4. To guide shareholders in electing members of the Board of Directors and the Supervisory Board in accordance with the Election Regulations.
5. To collect and count ballots and report the election results of members of the Board of Directors and the Supervisory Board in accordance with the Election Regulations.

#### **Article 9. Rights and Obligations of Shareholders Attending the Meeting**

1. Eligibility of Attendees

All shareholders holding MIE shares as of the shareholder record date of May 25, 2026 shall be entitled to attend the General Meeting of Shareholders.

2. Shareholders of the Corporation may attend the Meeting in person or authorize one (01) representative to attend the Meeting by a Power of Attorney in the form prescribed by the Organizing Committee, and to express opinions and vote on matters within the agenda of the Meeting. Each shareholder or representative of shareholders attending the Meeting shall present the following documents to the Shareholder Eligibility Verification Committee: Citizen Identification Card/Identity Card; Notice of Invitation to the Meeting; and Power of Attorney for attendance at the Meeting (if applicable).

Shareholders or authorized representatives arriving after the commencement of the Meeting may complete registration procedures and shall be entitled to participate in voting immediately after registration. The Chairperson shall not be required to suspend the Meeting for late registration, and the validity of any previous voting conducted prior thereto shall remain unaffected.

3. Shareholders shall be publicly informed by the Organizing Committee of the agenda of the General Meeting of Shareholders and shall be provided with documents relating to the contents of the Meeting. Shareholders shall have the following responsibilities:

- a) To comply with the Regulations governing the organization of the Meeting.
- b) To complete registration procedures for attendance with the Organizing Committee.
- c) To vote on matters submitted to the Meeting.
- d) To comply with the direction and administration of the Chairperson.

### **CHAPTER III DISCUSSION, VOTING AND MINUTES OF THE MEETING**

#### **Article 10. Discussion at the Meeting**

During discussion of matters included in the agenda of the Meeting, shareholders shall comply with the following provisions:

##### **1. Principle**

Any shareholder wishing to speak or present opinions during the Meeting must obtain the approval of the Chairperson prior to speaking.

##### **2. Speaking Procedures**

Shareholders shall present concise opinions focused on key matters relevant to the approved agenda of the Meeting in order to ensure that the Meeting proceeds in accordance with the approved agenda. Discussions must not violate applicable laws, relate to personal matters or exceed the authority of the Corporation.

3. The Chairperson shall arrange shareholders' speeches in the order of registration and shall respond to shareholders' inquiries. Opinions and questions raised by shareholders shall be consolidated and addressed sequentially during the discussion session of the Meeting.

Where multiple shareholders raise substantially similar opinions, the Presidium may consolidate and provide a common response applicable to all such shareholders.

Upon completion of shareholders' discussions, the Chairperson shall respond to each opinion or designate competent persons to provide responses thereto.

### **Article 11. Voting at the Meeting**

#### 1. Voting Eligibility

- All shareholders or authorized representatives satisfying the attendee eligibility conditions prescribed in Clause 1, Article 9 of these Regulations shall be entitled to vote at the General Meeting of Shareholders.

#### 2. Voting Principles

- All matters included in the agenda of the Meeting shall be submitted for voting by all shareholders based on the number of shares owned and represented by such shareholders.

- Each shareholder shall be provided with one (01) yellow voting card specifying the name of the shareholder/authorized representative, the number of voting shares owned and represented, and bearing the seal of Machines and Industrial Equipment Corporation at the upper left corner.

#### 3. Voting Procedures

- The General Meeting of Shareholders shall vote separately on each matter included in the agenda of the Meeting. Voting shall be conducted on the basis of approval, disapproval or abstention. Shareholders attending the Meeting shall express their voting opinions by raising voting cards upon request of the Chairperson to indicate approval, disapproval or abstention with respect to each matter submitted for voting. Shareholders failing to raise voting cards shall be deemed to have abstained from voting on the relevant matter. Voting results shall be announced by the Chairperson prior to the closing of the Meeting.

3.1) Approval of the agenda of the Meeting.

3.2) Approval of members of the Presidium.

3.3) Approval of the Secretariat.

3.4) Approval of the Vote Counting Committee.

3.5) Approval of the Regulations governing the organization of the Meeting.

3.6) Approval of the Report of the Board of Directors on corporate governance and the operational performance of the Board of Directors and each member thereof in 2025, and the business plan for 2026.

3.7) Approval of the Report of the Board of Directors on corporate governance and the operational performance of the Board of Directors and each member thereof for the 2021-2026 term, and the plan for the 2026–2031 term.

3.8) Approval of the Report on the corporate governance status of the Corporation in 2025.

3.9) Approval of the Report of the Supervisory Board on the business performance of the Corporation and the operational performance of the Board of Directors and the General Director in 2025, and the plan for 2026.

3.10) Approval of the Report of the Supervisory Board on the business performance of the Corporation and the operational performance of the Board of Directors and the General Director for the 2021-2026 term, and the plan for the 2026–2031 term.

3.11) Approval of the self-assessment report on the operational performance of the Supervisory Board and its members in 2025 and for the 2021–2026 term.

3.12) Approval of the Report on production and business performance in 2025 and the business plan for 2026.

3.13) Approval of the Submission regarding the audited Separate and Consolidated Financial Statements for 2025, the profit distribution plan of the parent company for 2025 and the profit distribution plan for 2026.

3.14) Approval of the Submission regarding the adjustment and increase of the owner's contributed capital amount in the Financial Statements to be equal to the charter capital.

3.15) Approval of the Submission regarding the cancellation of the Corporation's public company status.

3.16) Approval of the Submission regarding the selection of the auditing firm for the 2026 Financial Statements.

3.17) Approval of the Submission regarding salaries, remuneration, bonuses and other benefits paid in 2025 to the Board of Directors, Supervisory Board, General Director and other managers, and the salary and remuneration plan for 2026 applicable to the Board of Directors and Supervisory Board.

3.18) Approval of the Submission regarding amendments and additions to the Corporation's business lines.

3.19) Approval of the Submission regarding amendments and supplements to the Charter on Organization and Operation of the Corporation.

3.20) To approve the submission seeking shareholders' approval on the Internal Regulations and the Rules of Operation of the Board of Directors of the Corporation at the latest General Meeting of Shareholders or by other forms as provided in the Corporation's Charter.

3.21) To approve the submission seeking shareholders' approval on the Rules of Operation of the Supervisory Board of the Corporation at the latest General

Meeting of Shareholders or by other forms as provided in the Corporation's Charter.

3.22) To approve the submission on the election of members of the Board of Directors and the Supervisory Board for the 2026–2031 term, including:

- Approval of the Regulations on nomination, self-nomination, and election of members of the Board of Directors and the Supervisory Board for the 2026–2031 term;

- Approval of the number of members to be elected to the Board of Directors and the Supervisory Board for the 2026–2031 term;

- Approval of the list of candidates for election to the Board of Directors and the Supervisory Board for the 2026–2031 term.

3.23) To approve the Minutes and Resolutions of the General Meeting and other matters as proposed by the Chairperson.

- Matters submitted for voting by voting cards shall be deemed adopted upon obtaining approval from shareholders representing at least fifty-one percent (51%) of the total voting shares of shareholders attending the Meeting in person or through authorized representatives.

#### **Article 12. Election of Members of the Board of Directors and the Supervisory Board for the 2026-2031 Term**

The election of members of the Board of Directors and the Supervisory Board for the 2026–2031 term shall be conducted in accordance with the Regulations on nomination, self-nomination, and election of members of the Board of Directors and the Supervisory Board for the 2026–2031 term of the Machinery and Industrial Equipment Corporation.

#### **Article 13. Announcements and Disclosures at the Meeting**

The following matters shall be announced and disclosed at the Meeting:

- Report on related interests pursuant to Clause 1, Article 164 of the Law on Enterprises.

- Report on related interests pursuant to Clause 2, Article 164 of the Law on Enterprises.

#### **Article 14. Minutes and Resolution of the Meeting**

All contents of the Meeting shall be recorded by the Secretariat in the Minutes of the Meeting.

The Minutes and Resolution of the General Meeting of Shareholders shall be completed and adopted prior to the closing of the Meeting.

**CHAPTER IV  
IMPLEMENTATION PROVISIONS**

**Article 15.** These Regulations comprise fifteen (15) Articles promulgated by The Machines and Industrial Equipment Corporation in compliance with applicable laws and regulations.

Shareholders and members of the Organizing Committee of the 2026 Annual General Meeting of Shareholders and the 2026–2031 term of Machines and Industrial Equipment Corporation shall be responsible for the implementation of these Regulations.

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



**Tran Quoc Toan**