

VIETNAM NATIONAL COAL
AND MINERAL INDUSTRIES HOLDING
CORPORATION LIMITED
CAO SON COAL JOINT STOCK COMPANY

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

No. **2822** /TB-TCS-HDQT

Cam Pha, March 24, 2025

INVITATION NOTICE
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
CAO SON COAL JOINT STOCK COMPANY

To: SHAREHOLDERS OF CAO SON COAL JOINT STOCK COMPANY

Pursuant to the current Charter of Organization and Operation of Cao Son Coal Joint Stock Company and the actual production and business conditions of the Company,

The Board of Directors of the Company respectfully announces and invites:

- Members of the Board of Directors and Board of Supervisors of the Company;
- Esteemed Shareholders of the Company.

To attend the 2025 Annual General Meeting of Shareholders with the following details:

1. **Time:** The meeting will commence at 09:00 AM, Friday, April 25, 2025
(Reception of shareholder delegates from 08:00 AM, April 25, 2025).
2. **Venue:** Meeting Room No. 1, 1st Floor, Office of Cao Son Coal Joint Stock Company, Group 1, Cao Son 2 Area, Cam Son Ward, Cam Pha City, Quang Ninh Province.
3. **Agenda:** The meeting will discuss and approve the following issues:
 - ❖ **Content 01.** Report on 2024 business results and 2025 business plan;
 - ❖ **Contents 02:** Report on the activities of the Board of Directors on corporate governance and supervision of the Board of Supervisors in 2024, and the 2025 direction of the Board of Directors
 - ❖ **Contents 03.** Approval of the orientation and key business targets for the 5-year period 2026 - 2030;
 - ❖ **Contents 04.** Approval of contracts and transactions in 2025 between the Company and insiders, related persons/organizations, and company shareholders;
 - ❖ **Contents 05.** Approval of amendments and issuance of the Charter of Organization and Operation of Cao Son Coal Joint Stock Company.
 - ❖ **Contents 06.** Approval of the consolidation of independent Board members for the 2020 - 2025 term.
 - ❖ **Contents 07.** Approval of the audited financial statements for 2024;
 - ❖ **Contents 08.** Plan for profit distribution, fund allocation and utilization; Dividend payment plan for 2024 and 2025;
 - ❖ **Contents 09.** Report on remuneration and salary payments for the Board of Directors, Board of Supervisors, and other management members in 2024; Approval of the proposed remuneration and salary levels for 2025;
 - ❖ **Contents 10.** Report on the activities of the Supervisory Board in 2024 and 2025 directions; Supervisory Board's evaluation of the management performance of the Board of Directors and the General Director in 2024; Supervisory Board's appraisal of the Company's business results, financial statements, and corporate governance assessment;
 - ❖ **Contents 11.** Proposal for the selection of an independent auditing company for the 2025 financial year;
 - ❖ Other matters within the authority of the General Meeting of Shareholders.

4. **Eligibility for Attendance:** All shareholders listed in the consolidated register of securities holders of Cao Son Coal Joint Stock Company, finalized by the Viet Nam Securities Depository and Clearing Corporation (VSDC) on March 21, 2025, or duly authorized persons. Shareholders (or authorized representatives) who do not present their original ID Card/Passport or the original Power of Attorney (if authorized) will not be eligible to attend the meeting.
5. **Confirmation of Attendance:** To ensure the successful organization of the meeting, shareholders are requested to confirm their direct participation or authorize another person (using the attached form) and send the confirmation via postal mail, phone (0203.3862.337 / 0913.025.256), or email (Caosoncoal@gmail.com / phamphumy64@gmail.com) before 4:00 PM on April 24, 2025.
6. **Documents Required for Shareholders or Authorized person:**
 - Invitation Notice;
 - Original ID Card/Passport (valid).;
 - Confirmation of Attendance Form (attached);
 - Original Power of Attorney (attached) in case of authorized attendance.
7. **Meeting documents** are available on the Company's website at: <https://thancaoson.vn>
8. **Proposals for the Meeting Agenda:** Shareholders or groups of shareholders holding at least 5% of the Company's voting shares as of the record date may submit proposals for the agenda in writing to the Company at least [03 working days] before 4:00 PM on April 22, 2025..
9. **Attached Documents:**
 - Confirmation of Attendance Form for the 2025 Annual General Meeting of Shareholders;
 - Power of Attorney for the 2025 Annual General Meeting of Shareholders;
 - Agenda for the 2025 Annual General Meeting of Shareholders.

10. For more information, please contact:

Corporate Secretary and company administrator, Cao Son Coal Joint Stock Company
Contact number: 091 3 025 256

Accommodation, travel, and meeting attendance costs shall be borne by the shareholders.

We sincerely invite all shareholders to attend to ensure the success of the General Meeting.

This notice serves as the official invitation to the meeting.

Recipients:

- Shareholders of cao son coal joint stock company;
- BOD, BOS (replace report);
- Archived: Office, 2024 AGM Documents.

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN

Vu Van Khan

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CAO SON COAL JOINT STOCK
COMPANY**

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PROGRAM OF THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

Time : 08:00 AM, Friday 25 April 2025

Venue : Meeting Room No. 1, 1st Floor, Office of Cao Son Coal Joint Stock Company, Group 1, Cao Son 2 Area, Cam Son Ward, Cam Pha City, Quang Ninh Province

TIME	CONTENT	IMPLEMENT
8:00 am - 9:00 am	Welcoming and registering delegates to attend the meeting.	Company Office
9:00 am - 9:05 am	Salute the flag - Opening of the General Meeting, introducing the Chairman, Announcing the decision to establish the Shareholder Qualification Examination Committee. Invite the Chairman to run the Congress.	Mr. Ninh Van Dat
9:05 am - 9:10 am	Nominating the Secretary of the Annual General Meeting of Shareholders, assisting the secretary.	Mr. Vu Van Khan
9:10 am - 9:15 am	The Committee for Examination of Delegate Qualifications shall announce the results of the examination of shareholder qualifications.	Mr. Nguyen Huy Hoang
9:15 am - 9:25 am	Introduction of the Program, Working Regulations and voting of the Congress. Regulations on candidacy, nomination and election at the Congress. Introduction and voting of the vote counting committee and election.	Mr. Ninh Van Dat
9:25 am - 9:30 am	Voting: (1) Program and Regulation on voting at the Congress. (2) Regulations on candidacy, nomination and election at the Congress. (3) Vote counting committee election.	Mr. Vu Van Khan
9:30 am - 9:45 am	1. Report on 2024 business results and 2025 business plan.	Mr. Pham Quoc Viet
9:45 am - 10:00 am	2. Report on the activities of the Board of Directors on corporate governance and supervision of the Board of Supervisors in 2024, and the 2025 direction of the Board of Directors. 3. Approval of contracts and transactions in 2025 between the Company and insiders, related persons/organizations, and company shareholders. 4. Approval of amendments and issuance of the Charter of Organization and Operation of Cao Son Coal Joint Stock Company. 5. Approval of the consolidation of independent Board members for the 2020 - 2025 term.	Mr. Tran Phuong Nam
10:00 am - 10:15 am	6. Approval of the audited financial statements for 2024. 7. Plan for profit distribution, fund allocation and utilization; Dividend payment plan for 2024 and 2025. 8. Report on remuneration and salary payments for the Board of Directors, Board of Supervisors, and other management members in 2024; Approval of the proposed remuneration and salary levels for 2025.	Mr. Dinh Van Chien
10:15 am - 10:30 am	9. Report on the activities of the Supervisory Board in 2024 and 2025 directions; Supervisory Board's evaluation of the management performance of the Board of Directors and the General Director in 2024; Supervisory Board's appraisal of the Company's business results, financial statements, and corporate governance assessment. 10. Proposal for the selection of an independent auditing company for the 2025 financial year.	Ms. Nguyen Thi Lich
10:30 am - 10:45 am	Discussion and guidance for voting. The congress conducts voting.	Mr. Vu Van Khan
10:45 am - 11:00 am	Breaks	
11:00 am - 11:10 am	Announcement of Voting Results	Vote Counting Board
11:10 am – 11:20 am	Read the Minutes and draft Resolution of the 2025 Annual General Meeting of Shareholders.	Secretary of the General Assembly
11:20 am – 11:25 am	Voting to approve the Minutes and Resolution of the 2025 Annual General Meeting of Shareholders.	Mr. Vu Van Khan
11:25 am – 11:30 am	Closing of the 2025 Annual General Meeting of Shareholders.	Mr. Vu Van Khan

**CAO SON COAL
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....., *date* *month* *year 2025*

CONFIRMATION LETTER
FOR ATTENDANCE AT THE 2025 ANNUAL GENERAL MEETING OF
SHAREHOLDERS
CAO SON COAL JOINT STOCK COMPANY

To: Board of Directors of Cao Son Coal Joint Stock Company

Full name:

Shareholder of Cao Son Coal Joint Stock Company

Number of Shares Owned (*Final Registration Date: March 21, 2025*):

Citizen ID/Passport/Business Registration License No.: issued on..... at

.....

Number of Authorized Shares (with Power of Attorney):

Total Voting Shares:

Confirmation of Attendance at the 2025 Annual General Meeting of Shareholders of Cao Son Coal Joint Stock Company, held on April 25, 2025, at Meeting Room No.1, 1st Floor, Company Office (Group 1, Cao Son 2 Area, Cam Son Ward, Cam Pha City, Quang Ninh Province).

Registration to speak on issues (*if any*):

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.....

CONFIRMING PERSON

(*Sign, clearly write full name, and stamp*)

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....., date month year 2025

**POWER OF ATTORNEY
FOR ATTENDANCE AT THE 2025 ANNUAL GENERAL MEETING OF
SHAREHOLDERS
CAO SON COAL JOINT STOCK COMPANY**

To: Board of Directors of Cao Son Coal Joint Stock Company

Full name:

Shareholder of Cao Son Coal Joint Stock Company

Number of Shares Owned (*Final Registration Date: March 21, 2025*):

Citizen ID/Passport/Business Registration License No: issued onat

Total Voting Shares: (*In words:*)

AUTHORIZE:

Personal/ Organization Name:

Citizen ID/Passport/Business Registration License No.: issued on at

Address/Phone number:

Number of Authorized Shares:

CONTENT OF AUTHORIZATION:

The authorized party is granted the right to represent the authorizing party in attending and voting at the 2025 Annual General Meeting of Shareholders of Cao Son Coal Joint Stock Company, which will be held on April 25, 2025.

This authorization is only valid during the duration of the 2025 Annual General Meeting of Shareholders of Cao Son Coal Joint Stock Company.

We take full responsibility for this authorization and commit to strictly complying with the current laws and regulations of Cao Son Coal Joint Stock Company.

Authorized Party **Cổ đông/ Bên**
ủy quyền

(*Sign, clearly write full name,
and stamp if applicable*)

Shareholder/ Authorizing Party

(*Sign, clearly write full name,
and stamp if applicable*)