**ALPHANAM E&C**
**JOINT STOCK COMPANY**
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**THE SOCIALIST REPUBLIC OF VIETNAM**
**Independence – Freedom – Happiness**
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Hung Yen, date 14 month 11 year 2026

# NOTICE OF INVITATION TO THE MEETING
## 2026 Extraordinary General Meeting of Shareholders

**To: Esteemed Shareholders**

The Board of Directors of Alphanam E&C Joint Stock Company respectfully invites the Esteemed Shareholders to attend the 2026 Extraordinary General Meeting of Shareholders of the Company.

1. **Time:** From 08:00 AM to 10:00 AM, Tuesday, December 08, 2026.
2. **Venue:** Pho Noi A Industrial Park, Nhu Quynh Commune, Hung Yen Province.
3. **Meeting agenda:** As attached. For detailed information, please visit the Company's website at: https://alphanamec.com.vn/quan-he-co-dong.html

We sincerely look forward to the attention and full attendance of the Esteemed Shareholders.

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

M.S.D.N: 0100520683 - C.T.C.P. CÔNG TY CỔ PHẦN ALPHANAM E&C THÀNH PHỐ HÀ NỘI

**NGUYEN MINH NHAT**

**Attachments:**
- *Registration Form for Attendance;*
- *Proxy Authorization Letter for Attendance;*
- *Tentative Meeting Agenda.*

CÔNG TY CỔ PHẦN ALPHANAM E&C

Digitally signed by CÔNG TY CỔ PHẦN ALPHANAM E&C
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* **Notes:**
- *The Esteemed Shareholders shall bear all travel, accommodation and other related expenses incurred during the General Meeting;*
- *Shareholders attending the General Meeting are required to bring this Notice of Invitation and their ID Card/Citizen Identity Card/Enterprise Registration Certificate/Passport. In the event that a Shareholder is unable to attend the General Meeting in person, such Shareholder is kindly requested to authorize another person to attend in accordance with the Company's form of Proxy Authorization Letter.*

**TENTATIVE AGENDA**

**2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

**ALPHANAM E&C JOINT STOCK COMPANY**

**Meeting time:** From 08:00 AM to 10:00 AM, Tuesday, December 08, 2026.

**Venue:** Pho Noi A Industrial Park, Nhu Quynh Commune, Hung Yen Province.

**Tentative Agenda:**

| Time | Content |
|---|---|
| 08:00 – 08:15 | Reception of Delegates.<br>Verification of Shareholders' eligibility.<br>Distribution of documents to attending Delegates. |
| 08:15 – 08:20 | Report on the results of verification of the eligibility of Shareholders attending the General Meeting.<br>Introduction of the Presidium, the Secretariat and the Election Committee of the General Meeting.<br>Announcement of the working agenda of the General Meeting.<br>Introduction and voting for approval of the Regulations on organization of the General Meeting.<br>Voting for approval of the composition of the Vote Counting Committee. |
| 08:20 – 09:20 | Matters to be approved at the General Meeting (tentative):<br>1. Approval of the dismissal of a member of the Board of Directors.<br>2. Approval of the election of an additional member of the Board of Directors. |
| 09:20 - 09:45 | Discussion on matters falling under the authority of the General Meeting. |
| 09:45 - 09:50 | Voting for approval of the Reports and Proposals. |
| 09:50 - 09:55 | Approval of the Minutes of Meeting and the Resolution of the General Meeting of Shareholders. |
| 09:55 - 10:00 | Closing of the General Meeting. |

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# CONFIRMATION LETTER
## Attendance at the 2026 Extraordinary General Meeting of Shareholders
## ALPHANAM E&C JOINT STOCK COMPANY

**To: Organizing Committee of the General Meeting**

Full name of Shareholder: .....

Representative managing the contributed capital (for institutional shareholders): .....

Shareholder code: .....

ID Card/Citizen Identity Card/Passport/ERC No.: ..... Date of issue: .....

Place of issue: .....

Permanent address/Head office: .....

Number of shares owned: .....

Ownership ratio: .....

By this letter, I/we hereby confirm attendance at the 2026 Extraordinary General Meeting of Shareholders of Alphanam E&C Joint Stock Company at Pho Noi A Industrial Park, Nhu Quynh Commune, Hung Yen Province.

*....., date ..... month ..... year 20.....*

**ATTENDING SHAREHOLDER**

*(Signature, full name and seal if the shareholder is an organization)*

***Note:***

*Shareholders are kindly requested to send the Confirmation Letter of Attendance to the Company before 5:00 PM on December 07, 2026, to Ms. Nguyen Thi Loan – Legal Department, Address: 3rd Floor, No. 108 Nguyen Trai Street, Thanh Xuan Ward, Hanoi City, Vietnam. Contact phone number: 02435587979 - 1060.*

**PROXY AUTHORIZATION LETTER**
**2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**
**ALPHANAM E&C JOINT STOCK COMPANY**

**To: Organizing Committee of the General Meeting**

## I. AUTHORIZING PARTY

Full name of Shareholder: .....
Shareholder code: .....
ID Card/Citizen Identity Card/Passport/ERC No.: ..... Date of issue: .....
Place of issue: .....
Number of shares owned: .....
Ownership ratio: .....
Representative managing the contributed capital (for institutional shareholders): .....
Address/Head office: .....
Telephone: .....

## II. AUTHORIZED PARTY: *(Check "X" to select)*

☐ Ms: Truong Thi Thu Hien
**Citizen Identity Card No.:** 031176000006 **Date of issue**: 14/06/2022
**Place of issue:** Police Department for Administrative Management of Social Order
**Number of shares authorized:** ..... Shares

☐ Mr./Ms.: .....
Position: .....
ID Card/Citizen Identity Card No.: ..... Date of issue: .....
Place of issue: .....
Number of shares authorized: ..... Shares

## III. PHẠM VI UỶ QUYỀN:

1. The Authorized Party is entitled to represent the Authorizing Party to attend the 2026 Extraordinary General Meeting of Shareholders of Alphanam E&C Joint Stock Company and to exercise all rights and perform all obligations at the General Meeting in relation to the number of shares authorized.
2. The Authorizing Party shall take full responsibility for this authorization and undertakes to strictly comply with the applicable provisions of law and the Company Charter.

*....., date ..... month ..... year 2026*

**AUTHORIZED PARTY** **AUTHORIZING PARTY**

*(Signature, full name and seal if an organization)*

**ALPHANAM E&C JOINT STOCK COMPANY**
**2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

# BOARD OF DIRECTORS ELECTION BALLOT

Delegate's Full Name: .....
Number of Shares Owned: ..... Shares.
Number of Shares Authorized by Shareholders: ..... Shares.
Total Number of Represented Shares: ..... Shares.
Total Number of Voting Ballots: ..... ballots.

I hereby vote for the election (additional election) of members of the Board of Directors as follows:

| No. | Candidate's Full Name | Cumulative Voting For one or more candidates *(Tick √ in the row of the candidate's name)* | Number of Votes for each candidate *(Enter the number of votes in the row of the candidate's name)* |
|---|---|---|---|
| 1 | **Vu Thi Xuan Thu** | ☐ | |
| 2 | | ☐ | |
| 3 | | ☐ | |
| 4 | | ☐ | |

December 08, 2026
**DELEGATE**
*(Signature and Full Name)*

**Instructions:**

1. The Delegate may add the name of any candidate to the **"Candidate's Full Name"** column if there are additional nominations or self-nominations at the Meeting.
2. The Delegate shall select **ONE** of the following two voting methods:
   - If allocating the entire number of votes to one or more candidates through cumulative voting, the Delegate shall tick the **"Cumulative Voting"** box corresponding to the relevant candidate(s).
   - If allocating different numbers of votes to multiple candidates, the Delegate shall enter the number of votes allocated to each candidate in the **"Number of Votes"** column corresponding to the relevant candidate.

**ALPHANAM E&C JOINT STOCK COMPANY**
**2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

# VOTING BALLOT

**DELEGATE CODE: .....**

**Full name of Delegate:** .....
**Number of shares owned:** ..... shares.
**Number of shares received under proxy:** ..... shares.
**Total number of shares represented:** ..... shares.

*(Please tick the selected opinion box for each voting item)*

| Content | Approve | Disapprove | No opinion |
|---|---|---|---|
| **Matter:** Dismissal of Ms. Nguyen Thi Thu Thao from the position of Independent Member of the Board of Directors, effective from December 08, 2026. | ☐ | ☐ | ☐ |

Date 08 month 12 year 2026
**DELEGATE**

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| **ALPHANAM E&C** | **THE SOCIALIST REPUBLIC OF VIETNAM** |
| **JOINT STOCK COMPANY** | **Independence - Freedom – Happiness** |
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*Hung Yen, date 14 month 11 year 2026*

# REGULATIONS
# ON THE ORGANIZATION OF THE 2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

- Pursuant to the Law on Enterprises No. 59/2020/QH14;
- Pursuant to the Charter of Alphanam E&C Joint Stock Company.

The 2026 Extraordinary General Meeting of Shareholders of Alphanam E&C Joint Stock Company hereby promulgates the Rules of Procedure of the General Meeting as follows:

## I. GENERAL PROVISIONS

### 1. Scope of application and applicable subjects

- These Regulations shall apply to the organization and conduct of the **2026 Extraordinary General Meeting of Shareholders** (hereinafter referred to as the "**General Meeting**") of **Alphanam E&C Joint Stock Company** (hereinafter referred to as the "**Company**").
- These Regulations specifically stipulate the rights and obligations of shareholders, shareholder representatives and parties attending the General Meeting, as well as the conditions and procedures for conducting the General Meeting and voting to approve matters falling under the authority of the General Meeting.
- Shareholders, shareholder representatives and parties attending the General Meeting shall be responsible for complying with these Regulations.

### 2. Objectives

- To ensure principles, publicity and transparency.
- To facilitate the organization and conduct of the General Meeting of Shareholders;
- To stipulate the conduct and responsibilities of the Presidium, the Secretariat and the Vote Counting Committee in order to ensure the exercise of shareholders' rights and to achieve the highest effectiveness of the decisions of the General Meeting.

## II. ORDER OF THE GENERAL MEETING

1. Shareholders entering the meeting room must sit in the correct seats or areas designated by the Organizing Committee of the General Meeting. They must strictly comply with the seating arrangement of the Organizing Committee.
2. No smoking is permitted in the meeting room.
3. No private conversations are allowed. Mobile phones must be set to silent mode.
4. The General Meeting of Shareholders shall only discuss and vote on matters included in the Agenda.

## III. VOTING TO APPROVE MATTERS AT THE GENERAL MEETING

1. **Principle**: All matters on the Agenda of the General Meeting must be approved by collecting voting opinions through the **Voting Ballot**. Each shareholder shall be issued one **Voting Ballot**, stating the number of voting shares (owned and/or represented under proxy) of such shareholder and bearing the hanging seal of **Alphanam E&C Joint Stock Company**.
2. **Voting method**: Shareholders shall vote (**approve, disapprove, or no opinion**) on matters in accordance with the instructions of the Chairperson of the General Meeting.
3. **Voting rules:**

- Each share owned or represented corresponds to one voting unit.
- All resolutions and decisions of the General Meeting must be voted on publicly and directly at the General Meeting.
- The election of the Presidium, the Secretariat and the Vote Counting Committee shall be approved and become effective when approved by more than **50%** of the shareholders/shareholder representatives attending the General Meeting.
- Resolutions and decisions of the General Meeting shall be adopted when approved by shareholders representing more than **50%** of the total votes of voting shareholders attending the General Meeting in person or through authorized representatives, except for other matters as prescribed in **Article 148 of the Law on Enterprises 2020**.
- The voting results shall be announced by the Head of the Vote Counting Committee immediately before the closing of the General Meeting and the Minutes of Vote Counting shall be handed over to the Presidium and the Secretariat as the basis for finalizing the Minutes and the Resolution of the General Meeting.
- In case shareholders or shareholder representatives have any questions regarding the voting results, the Chairperson shall consider and decide on such matters immediately at the General Meeting.

## IV. MAKING COMMENTS AT THE GENERAL MEETING

1. **Principle**: Shareholders attending the General Meeting who wish to make comments during the discussion must register the content of their comments and obtain the consent of the Chairperson.
2. **Method of speaking:** Shareholders shall make concise comments and focus on the key matters requiring discussion, in line with the Agenda of the General Meeting already approved. The Chairperson shall arrange for shareholders to speak in the order of registration and simultaneously answer shareholders' questions.

## V. RESPONSIBILITIES OF THE CHAIRPERSON

1. To conduct the General Meeting in accordance with the contents of the Agenda and the rules and regulations approved by the General Meeting. The Chairperson shall work under the principle of democratic centralism and make decisions based on majority vote.
2. To guide the General Meeting in discussing and collecting voting opinions on matters included in the Agenda of the General Meeting and related matters throughout the course of the General Meeting.
3. To resolve issues arising throughout the course of the General Meeting.

## VI. RESPONSIBILITIES OF THE SECRETARIAT

1. To fully and accurately record the entire proceedings of the General Meeting and matters approved by shareholders or otherwise noted at the General Meeting.
2. To draft the Minutes and the Resolution on matters approved at the General Meeting.

## VII. MINUTES OF THE GENERAL MEETING OF SHAREHOLDERS

All discussions at the General Meeting of Shareholders must be recorded by the Secretary of the General Meeting in the Minutes of Meeting. The Resolution of the General Meeting of Shareholders must be read out and approved before the closing of the General Meeting.

**ON BEHALF OF THE GENERAL MEETING OF SHAREHOLDERS**
**CHAIRMAN OF THE BOARD OF DIRECTORS**

M.S.D.N: 0100520683 - C.T.C.P
CÔNG TY CỔ PHẦN ALPHANAM E&C
THÀNH PHỐ HÀ NỘI

**NGUYEN MINH NHAT**

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| **ALPHANAM E&C**<br>**JOINT STOCK COMPANY**<br>**---o0o---**<br>No: 01/2026/TTr-HĐQT-E&C | **THE SOCIALIST REPUBLIC OF VIETNAM**<br>**Independence – Freedom – Happiness**<br>**---o0o---**<br>*Hung Yen, date 14 month 11 year 2026* |

**SUBMISSION**
**TO THE 2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**
*(Regarding the Approval of the Change of Members of the Board of Directors)*

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 and guiding documents for implementation thereof;*
- *Pursuant to the Charter of Alphanam E&C Joint Stock Company.*

The Board of Directors of Alphanam E&C Joint Stock Company respectfully submits to the General Meeting of Shareholders for approval the following matters:

Change of members of the Board of Directors, specifically:

- Dismissal of Ms. Nguyen Thi Thu Thao from the position of Independent Member of the Board of Directors.
- Election of an additional Independent Member of the Board of Directors.

Respectfully submitted to the General Meeting of Shareholders for approval and adoption.

**Recipients:**
- *AGM;*
- *BOD, EB, SB;*
- *Archived at the Administration Department.*

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

M.S.D.N: 0100520683 - C.T.C.P - CÔNG TY CỔ PHẦN ALPHANAM E&C - THÀNH PHỐ HÀ NỘI

**NGUYEN MINH NHAT**

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| **ALPHANAM E&C JOINT STOCK COMPANY** | **SOCIALIST REPUBLIC OF VIETNAM** |
| **---o0o---** | **Independence – Freedom – Happiness** |
| No. ……../2026/NQ/E&C-GMS | **---o0o---** |
| | Hung Yen, date 08 month 12 year 2026 |

# RESOLUTION OF THE GENERAL MEETING OF SHAREHOLDERS
# 2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

## GENERAL MEETING OF SHAREHOLDERS
## OF ALPHANAM E&C JOINT STOCK COMPANY

Pursuant to:

- The Law on Enterprises No. 59/2020/QH14 and guiding documents for implementation;
- The Charter of Alphanam E&C Joint Stock Company;
- Minutes of the General Meeting of Shareholders No. ……../2026/BBH/E&C-GMS date 08 month 12 year 2026.

## RESOLVES:

**Article 1.** The 2026 Extraordinary General Meeting of Shareholders of Alphanam E&C Joint Stock Company hereby approves the following matters:

1. Dismissal of Ms. Nguyen Thi Thu Thao from the position of Independent Member of the Board of Directors, effective from ……/……/2026.
2. Election results for the position of Independent Member of the Board of Directors in respect of Ms. Vu Thi Xuan Thu. Accordingly, the Board of Directors of Alphanam E&C Joint Stock Company comprises:
   - Mr. Nguyen Minh Nhat – Chairman of the Board of Directors.
   - Ms. Truong Thi Thu Hien – Member of the Board of Directors.
   - Ms. Vu Thi Xuan Thu – Independent Member of the Board of Directors.

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

**Article 3.** The shareholders, Board of Directors, Board of Supervisors, Executive Board and relevant individuals and departments shall be responsible for implementing this Resolution.

| | |
|---|---|
| *Recipients:* | **ON BEHALF OF THE GENERAL MEETING OF SHAREHOLDERS** |
| *- As stated in Article 3;* | **CHAIRPERSON OF THE BOARD OF DIRECTORS** |
| *- Archived at Administration Department.* | |
| | **NGUYEN MINH NHAT** |