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| VIETNAM ELECTRICITY  **POWER ENGINEERING**  **CONSULTING JSC 1** | **SOCIALIST REPUBLIC OF VIETNAM**  **Independence – Freedom – Happiness** |
|  | *Hanoi, June 25th, 2024* |

**MINUTES OF MEETING**

**THE 2024 Annual GENERAL MEETING OF SHAREHOLDERS**

**Time and location:** Today, at 08:30 on June 25th, 2024 at the headquarters of Power Engineering Consulting Joint Stock Company 1, Km9 + 200, Nguyen Trai Road, Thanh Xuan Nam Ward, Thanh Xuan District, Hanoi City, Power Engineering Consulting Joint Stock Company 1 (PECC1) conducted the 2024 Annual General Meeting of Shareholders (hereinafter referred to as the General Meeting- GM).

At the GM opening time, there are ………. shareholders and authorized representatives of shareholders, own and represent …….. shares, reaching the ratio of ………% of the total number of shares with voting rights.

# FORMALITY AND PROCEDURES

## Declaration, flag salutation, inauguration of the General Meeting, delegate introduction

* Mr. Nguyen Van Luu - Deputy Chief of the Company Office, on behalf of the GM Organization Board, ran the flag-salute ceremony; declared the reason and opened the GM;
* Mr. Nguyen Van Luu - Deputy Chief of the Company Office introduced delegates to the GM.

#### Participants:

##### Guests attending the GM:

* Representatives of Vietnam Electricity (EVN);
* …………….
* …………….

##### Representatives of PECC1:

* Mr. Nguyen Tai Anh – EVN Vice President, Concurrent Chairman of PECC1 Management Board (MB)
* Mr. Nguyen Huu Chinh - Member of the MB, General Director
* Mr. Tran Thai Hai - Member of the MB, Deputy General Director
* Mr. Le Thanh Chung - Member of the MB
* Mr. Le Van Luc - Independent Member of the MB
* Mr. Nguyen Hong Quang – Head of Supervisory Board
* Mrs. Cao Thuy Nga - Supervisor
* Mrs. Nguyen Hoang Diep - Supervisor
* Members of the General Director Board.

Heads of relevant Departments and Units.

##### Company’s Shareholders have the right to vote as named in the shareholder list.

## Report on the eligibility of the 2024 Annual General Meeting of Shareholders:

Mrs. Cao Thuy Nga, the Supervisor reported the eligibility of the 2024 Annual General Meeting of Shareholders.

* Total number of shareholders with voting rights according to the list finalized by the Vietnam Securities Depository on March 21st, 2024 is: 1,528 shareholders, owns 26,691,319 outstanding voting shares.
* The total number of Shareholders and authorized representatives of shareholders present at the General Meeting as of the opening time of the General Meeting at 8:30 on June 25th 2024 is …. shareholders, owners and authorized representatives of …….. shares, reaching ….% of total shares with voting rights, in which:
* Number of shares participating in direct form: …. shares;
* Number of shares participating in the form of authorization: …. shares.

Pursuant to Clause 1, Article 145 of the Enterprise Law No.59/2020/QH14 and Clause 1, Article 19 of the Company's Charter on organization and operation, the 2024 Annual General Meeting of Shareholders with the above composition is eligible and qualified to conduct the General Meeting.

## Introduction of the Chairman

Mr. Nguyen Van Luu - Deputy Chief of the Company Office introduced Mr. Nguyen Tai Anh, EVN Vice President, Concurrent Chairman of the Company Management Board as the Chairman of the General Meeting in accordance with stipulations of the Company’s Charter on organization and operation.

## Approval of the compositions of Meeting Presidium; Secretariat; Voted Checking Board; Working regulation at the 2024 Annual General Meeting of Shareholders, Voting Regulations, Meeting Agenda.

### **Meeting Presidium; Secretariat; Voted Checking Board**

The Chairman of the General Meeting read the list of the Meeting Presidium, Secretariat and Voted Checking Board, and asked for the General Meeting of Shareholders’ comments on the composition of the Meeting Presidium, Secretariat and Voted Checking Board.

#### Meeting Presidium

* Mr. Nguyen Tai Anh – Chairman of the MB, Chairman of the GM;
* Mr. .................
* Mr. .................
* Mr. .................
* Mr. .................

#### The Secretariat

* Mr. ................., Head
* Mr. ................., member;
* Mr. ................., member.

#### Voted Checking Board

* Mr. ................., Head of the Board
* Mr. ................., member of the Board;
* Mr. ................., member of the Board;
* Mr. ................., member of the Board;
* Mrs. …………., member of the Board;

#### The Meeting Presidium, Secretariat and Voted Checking Board of the 2024 Annual General Meeting of Shareholders have been approved by the General Meeting with the consent of …./…… shareholders, accounted for ….%.

### **Working Regulation at the 2024 Annual General Meeting of Shareholders**

* Mr. ................. presented the Working Regulation of the 2024 Annual General Meeting of Shareholders.
* The Working Regulation of the 2024 Annual General Meeting of Shareholders has been approved by the GM with the consent of …./…… shareholders, accounted for ….%.

### **Approval for the Voting Rules**

* Mr. .................presented the Voting Rules to the GM.
* The Voting Rules of the 2024 Annual General Meeting of Shareholders have been approved by the General Meeting with the consent of …./…… shareholders, accounted for ….%..

### **Approval for the GM Agenda**

* Mr. ................. presented the GM Agenda to the GM.
* The Agenda of the 2024 Annual General Meeting of Shareholders has been approved by the General Meeting with the consent of …./…… shareholders, accounted for ….%..

# CONTENTS OF MEETING AGENDA

## Reports and Submission Letters are presented in the GM.

### Mr. ................. presented the Report summarizing the 2023 Management Board's activities, and 2024 business direction.

### Mr. ................. presented the Report on 2023 business results and 2024 business plan.

### Mr. ................. presented the Report of the Supervisory Board and Submission Letter on selection of an auditing agency for 2024-2025.

### Mr. ................. presented the following Submission Letters:

### 4.1. Submission Letter on the 2024 production and business plan;

4.2. Submission Letter on the approval of the parent company’s separate financial statements and the consolidated financial statements in 2023 audited by AASC Auditing Firm Co., Ltd, in which the MB reports to the General Meeting of Shareholders on the plan and outstanding financial value which was processed in 2023, and at the same time, the MB submitted to the General Meeting of Shareholders to approve the authorization of the MB to decide on the plan and value of outstanding production and business expenses that need to be handled in 2024 in accordance with the provisions of law as well as to report to the General Meeting of Shareholders on the implementation results at the successive Annual General Meeting of Shareholders.

### 4.3. Submission Letter on the 2023 Profit Distribution Option and 2024 Plan.

### Mr. ................. presented the Submission Letter on salaries and remunerations of the Management Board (MB) and Supervisory Board (SB) in 2023 and salary and remuneration plans for the Management Board and Supervisory Board in 2024.

## Opinions discussed at the General Meeting of Shareholders

## Shareholders’ opinions:

* 1. *Shareholder:*

*…………………………………………………………………………………………………………………………………………………………………………………………*

* 1. *Shareholder:*

*…………………………………………………………………………………………………………………………………………………………………………………………*

* 1. *Shareholder:*

*…………………………………………………………………………………………………………………………………………………………………………………………*

## Opinion of EVN’s Representatives

*…………………………………………………………………………………………………………………………………………………………………………………………*

## PECC1’s Representative replied the Shareholders’ opinions

*…………………………………………………………………………………………………………………………………………………………………………………………*

## Voting for approval of Reports and Submission Letters.

### Mr. ………………….. The Head of the Voted Checking Board instructed the GM how to carry out the voting works according to the contents of the GM agenda and conduct voting activities.

### The General Meeting of Shareholders vote.

## Short Breaks

## Voting Results

Mr. ………………….. the Head of the Voted Checking Board reported the voting results on the relevant reports and submissions letters, specifically as follows:

### **Voting Results on the approval of the Report summarizing the Management Board's activities in 2023 and business direction in 2024.**

* Number of eligible votes: ….., equivalent to ….. shares.
* Number of “Approval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* The number of “Disapproval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of “no comments” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of ineligible voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.

### **Voting Results on the approval of the Report of the General Director on 2023 business results and 2024 business plan.**

* Number of eligible votes: ….., equivalent to ….. shares.
* Number of “Approval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* The number of “Disapproval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of “no comments” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of ineligible voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.

### **Voting Results on the approval of Report of the Supervisory Board.**

* Number of eligible votes: ….., equivalent to ….. shares.
* Number of “Approval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* The number of “Disapproval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of “no comments” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of ineligible voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.

### **Voting Results on the approval of Submission Letter on selection of an auditing unit for 2024-2025.**

* Number of eligible votes: ….., equivalent to ….. shares.
* Number of “Approval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* The number of “Disapproval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of “no comments” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of ineligible voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.

### **Voting Results on the approval of Submission Letter on the production and business plan for 2024.**

* Number of eligible votes: ….., equivalent to ….. shares.
* Number of “Approval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* The number of “Disapproval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of “no comments” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of ineligible voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.

### **Voting Results on the approval of Submission Letter on the 2023 audited financial statements**

The Management Board submits to the General Meeting of Shareholders for approval the following contents: (i) Value of processing outstanding production and business expenses in 2023; (ii) Audited consolidated financial statements and audited separate financial statements of the parent company in 2023; (iii) Authorization to the Management Board to decide on the plan and value of outstanding production and business expenses that need to be handled in 2024 in accordance with the law; and report to the General Meeting of Shareholders on implementation results at the next meeting.

* Number of eligible votes: ….., equivalent to ….. shares.
* Number of “Approval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* The number of “Disapproval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of “no comments” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of ineligible voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.

### **Voting Results on the approval of Submission Letter on the 2023 profit distribution option and plan for the 2024.**

* Number of eligible votes: ….., equivalent to ….. shares.
* Number of “Approval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* The number of “Disapproval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of “no comments” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of ineligible voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.

### **Voting Results for the Submission Letter on the payment of salaries and remunerations for the Management Board and Supervisory Board in 2023 and payment plan of salaries and remunerations for the Management Board and Supervisory Board in 2024**

* Number of eligible votes: ….., equivalent to ….. shares.
* Number of “Approval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* The number of “Disapproval” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of “no comments” voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.
* Number of ineligible voting is: ….. votes, equivalent to ….. shares, accounted for ….. % total votes of shareholders attending the GM.

## Draft Report of the Minutes of Meeting; Resolution of the General Meeting

### Draft Report of the Minutes of Meeting; Resolution of the General Meeting

* Mr. …………………. Member of the Secretariat presented the Draft Report of the Minutes of the Company’s 2024 Annual General Meeting of Shareholders;
* Mr. …………………. Head of the Secretariat presented the Draft Resolution of the Company’s 2024 Annual General Meeting of Shareholders.

### Approval of the full Minutes of Meeting and Resolution of the General Meeting of Shareholders

#### The full Minutes of the Minutes of the PECC1’s 2024 Annual General Meeting of Shareholders has been sufficiently, honestly and accurately recorded and consentaneously approved by the General Meeting of Shareholders before the GM ends at the percentage of …% of shareholders voting in favor.

#### Resolution of PECC1’s 2024 Annual General Meeting of Shareholders has been consentaneously approved by the General Meeting of Shareholders before the GM ends at the percentage of …% of shareholders voting in favor.

# GENERAL Meeting CLOSING

* Mr. Nguyen Tai Anh, on behalf of the Meeting Presidium, expressed the thankfulness to the Shareholders, representatives of EVN's Boards and guests for attending the General Meeting
* Mr. Nguyen Tai Anh declared to close the Company’s 2024 Annual General Meeting of Shareholders.
* The General Meeting closed at …… on June 25th, 2024 in Power Engineering Consulting Joint Stock Company 1 (PECC1), address Km9 + 200, Nguyen Trai Road, Thanh Xuan Nam Ward, Thanh Xuan District, Hanoi City.

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| **CHAIRMAN OF THE GENERAL MEETING** | **ON BEHALF OF THE SECRETARIAT** |
| **Nguyen Tai Anh** | **……………….** |