

Hanoi, March 10<sup>th</sup>, 2021

## INVITATION 2021 ANNUAL GENERAL MEETING

**To: Shareholder:**

**Code:**

- Phone:

- Address:

- NRIC/Passport/Business Registration No.:

- Number of shares <sup>(1)</sup>:

The Board of Directors (*Board*) would like to invite the Company's shareholders to attend the 2021 Annual General Meeting, details as below:

**1. Time: 8:00 AM, March 31<sup>st</sup>, 2021**

**2. Venue:** Great Hall, Hoang Liet Factory.

Lane 15, Ngoc Hoi Road, Hoang Mai District, Ha Noi.

**3. Contents<sup>(2)</sup>:**

3.1. BoD's Report on the results of business operations in 2020; BoD's Report on the governance and performance of the Board of Directors in 2020; the Operational direction of the Company in 2021;

3.2. Report on the Company's operation results for the 2016-2020 term; Development orientation of the Company in the period of 2021-2025;

3.3. Board of Supervisors' Report in 2020, for the 2016-2020 term; Proposition to select an auditing firm in 2021;

3.4. Audited consolidated financial statements in 2020;

3.5. Report on the plan of profit distribution in 2020; Report on the expected plan of profit distribution in 2021;

3.6. Report on contracts with related parties under the authority of the General Meeting of Shareholders;

3.7. Amend and supplement the Company's Charter according to the Enterprise Law 2020, Securities Law 2019;

3.8. Elect members of the Board of Directors and the Board of Supervisors for the term 2021-2025.

**4. Registration and Participation**

Please confirm your participation (or send your letter of authorization) to:

- Organizing Committee for the General Meeting of Shareholders of Traphaco JSC:

- Phone: (84.24) 3 7341797 Fax: (84.24) 36814910 Email: [info@traphaco.com.vn](mailto:info@traphaco.com.vn)
- Contact:
  - **Mr. Phạm Thái Sơn – Phone: 0912.280.008**
  - **Mrs. Nguyễn Thị Minh – Phone: 0936.900.676**

- Requirement: Please send your registration letter (form enclosed), the letter of authorization (if any), shareholder's opinions (as stipulated in the Charter, if any) to the above address before **10:00 am March 26<sup>th</sup>, 2021**.

- For shareholders/authorized individuals who attend the AGM, please bring and present the following documents:

(1) ID Card/Passport/Copy of business registration certificate; (2) Letter of Invitation; (3) Valid letter of authorization (in case of authorization).

**5. Nomination of candidate**

Shareholder(s) nominate candidates in accordance with the Charter of the Company (Nomination Regulation).

*We are pleased to inform and look forward to your presence at the meeting!*

**Attachments:**

- Form of letter of authorization.
- Letter of confirmation of attendance.

**B/O. THE BOARD OF DIRECTORS  
CHAIRWOMAN**

*(signed)*

**MSc. Vu Thi Thuan**

<sup>1</sup> Number of shares owned by shareholders on the list finalized on 02/3/2021.

<sup>2</sup> Shareholders who wish to download materials for the General Meeting of Shareholders (letter of authorization, letter of confirmation of attendance, statements etc...) can visit the Company's website: (<http://traphaco.com.vn>)

To prevent the Covid-19 epidemic and ensure the interests of shareholders, shareholders can authorize 1 (one) of the following members of the Board of Directors of Traphaco Joint Stock Company to exercise the rights and obligations of shareholders at the AGM:

- Md. Vu Thi Thuan (Chairwoman of the Board of Directors),

- Mr. Nguyen Anh Tuan (Vice Chairman of the Board of Directors),

- Mr. Tran Tuc Ma (Member of the Board of Directors, CEO).