

ANNOUNCEMENT 2021 ANNUAL GENERAL MEETING

To: Shareholder

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 31st, 2021
2. **Venue:** Great Hall, Hoang Liet Factory.
Lane 15, Ngoc Hoi Road, Hoang Mai District, Ha Noi.

3. Contents⁽²⁾:

- 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
- Contact:
 - **Mr. Pham Thai Son** – Phone: 0912.280.008
 - **Mrs. Nguyen Thi 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 26th, 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.

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

(signed)

MSc. Vu Thi Thuan

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

² 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:

- Mđ. 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).