

AGENDA
2021 ANNUAL GENERAL MEETING

Time: 8h00 AM - 12h00 PM, March 31st, 2021
Venue: Great Hall, Hoang Liet Factory - Traphaco JSC

Date	Content
8:00 ÷ 8:30	<p>Check shareholders:</p> <ul style="list-style-type: none"> ○ Welcome and registration of participants; ○ Medical examination and declaration; ○ Distribute meeting materials to shareholders.
8:30 ÷ 8:50	<p>Opening:</p> <ul style="list-style-type: none"> ○ Opening and introduction of participants, Approve the agenda; ○ Approve the working regulations of the AGM; ○ Approve the report of shareholder verification and declare the conditions to conduct the AGM in accordance with the law and the charter of the company; ○ Introduction of the presiding delegation – AGM’s Secretaries.
8:50 ÷ 11:45	<p>Content</p> <ul style="list-style-type: none"> ○ 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; ○ Report on the Company's operation results for the 2016-2020 term; Development orientation of the Company in the period of 2021-2025; ○ Audited consolidated financial statements in 2020; ○ Board of Supervisors' Report in 2020, for the 2016-2020 term; Proposition to select an auditing firm in 2021; ○ Report on the plan of profit distribution in 2020; Report on the expected plan of profit distribution in 2021; ○ Elect members of the Board of Directors and the Board of Supervisors for the term 2021-2025; ○ Tea break; ○ Discussion of shareholders; ○ Announce the election result; ○ Report on contracts with related parties under the authority of the General Meeting of Shareholders; ○ Amend and supplement the Company’s Charter according to the Enterprise Law 2020, Securities Law 2019; ○ Voting on the contents under AGM’s authorization.
11:45 ÷ 12:00	<p>Summary:</p> <ul style="list-style-type: none"> ○ Approve the minutes and the resolution of the AGM; ○ Closing.