

**TRAPHACO JSC**

Business Registration Certificate No. 0100108656 issued by  
Ha Noi Department of Planning and Investment on  
24/12/1999, with the 23<sup>rd</sup> amendment made on 06/4/2020.

**THE SOCIALIST REPUBLIC OF VIETNAM****Independence - Freedom - Happiness***Hanoi, March 28<sup>th</sup>, 2022***AGENDA  
2022 ANNUAL GENERAL MEETING**

**Time:** 8h00 AM - 11h50 PM, March 31<sup>st</sup>, 2022  
**Venue:** Great Hall, Hoang Liet Factory - Traphaco JSC  
Lane 15, Ngoc Hoi, Hoang Liet, Hoang Mai, Ha Noi

Date	Content
8:00 ÷ 8:30	<b>Check shareholders:</b> <ul style="list-style-type: none"><li>○ Welcome and registration of participants</li><li>○ Medical examination and declaration</li></ul>
8:30 ÷ 9:25	<b>Opening:</b> <ul style="list-style-type: none"><li>○ Instructions for logging in, registering for online meeting, presenting the minutes of verification of shareholder status</li><li>○ Opening, introducing delegates</li><li>○ Introducing the Presidium, the Secretariat, the Voting Committee</li><li>○ Presenting the Working regulations at the AGM</li><li>○ Approve the Presidium, the Voting Committee, the Working regulations at the AGM, the Nomination regulations, the Election Regulations</li></ul>
9:25 ÷ 11:40	<b>Content</b> <ol style="list-style-type: none"><li>1. BoD's Report on the results of business operations in 2021; the Operational direction of the Company in 2022</li><li>2. BoD's Report on the governance and performance of the Board of Directors in 2021</li><li>3. Board of Supervisors' Report in 2021; Proposition to select an auditing firm in 2022</li><li>4. Audited consolidated financial statements in 2021</li><li>5. Report on the plan of profit distribution in 2021, dividend payment, remuneration for BoD, BoS in 2021; Report on the expected plan of profit distribution in 2022, remuneration for BoD, BoS in 2022</li><li>6. Report on contracts with related parties under the authority of the General Meeting of Shareholders</li><li>7. Dismissal of BoD member and list of nominated candidate for BoD member</li></ol> <b><u>Tea break</u></b> <ol style="list-style-type: none"><li>8. Discussion of shareholders</li><li>9. Voting on the contents under AGM's authorization</li><li>10. Additional election of BoD member</li></ol>
11:40 ÷ 11:50	<b>Summary:</b> <ul style="list-style-type: none"><li>○ Approve the minutes and the resolution of the AGM</li><li>○ Closing</li></ul>