

**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 10<sup>th</sup>, 2022*

**AGENDA**  
**2022 ANNUAL GENERAL MEETING**

**Time:** 8h00 AM - 12h00 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 ÷ 8:50	<b>Opening:</b> <ul style="list-style-type: none"><li>○ Opening and introduction of participants, Approve the agenda</li><li>○ Approve the working regulations of the AGM</li><li>○ 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</li><li>○ Introduction of the presiding delegation – AGM's Secretaries</li></ul>
8:50 ÷ 11:50	<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></ol> <p style="text-align: center;"><b><u>Tea break</u></b></p> <ol style="list-style-type: none"><li>7. Discussion of shareholders;</li><li>8. Voting on the contents under AGM's authorization</li></ol>
11:50 ÷ 12:00	<b>Summary:</b> <ul style="list-style-type: none"><li>○ Approve the minutes and the resolution of the AGM</li><li>○ Closing</li></ul>