

No.: 13 /2022/TB-HĐQT

Hà Nội, March 10, 2022

**INVITATION
2022 AGM**

To :

Address :

Phone :

No. of shares:

Delegate code:

The Board of Directors of Traphaco JSC would like to invite shareholders to attend the 2022 Annual General Meeting of Shareholders as follows:

- **Time: 08h00, Thursday, March 31, 2022**
- **Address: Hall of Hoàng Liệt Factory – Traphaco JSC, Lane 15, Ngọc Hồi Road, Hoàng Liệt, Hoàng Mai, Hà Nội.**
- **Meeting agenda:** Details at website www.traphaco.com.vn
- **Participation form:**
 - ✓ **Online participation:** In order to ensure the interests of shareholders, in case of not being able to attend the meeting in person, you can vote online at the website: <http://dhcd.traphaco.vn>.
 - ✓ **Direct participation:** To prepare facilities to welcome the delegates, shareholders who wish to attend in person, please *Register to attend the Meeting* at website: <http://dhcd.traphaco.vn> before **28/3/2022**.
 - ✓ **Authorized participation:** If shareholders authorize another person to attend the AGM, please register for *Authorization to attend the Meeting* at website: <http://dhcd.traphaco.vn> and send a hard copy of the signed Authorization Letter to the address below before **30/3/2022** or present it when the Authorized delegate comes to attend the AGM.
In the event that there is no authorized representative to attend the AGM, shareholders can authorize one of the members of the Board of Directors and send a hard copy of the signed Authorization Letter to the address below before the date of the meeting. **30/3/2022**.

• **Address for sending documents and contact support:**

Contact	Address	Phone/Email
Mr. Mai Xuan Dung IT team leader – IT Department (online participation)	Traphaco JSC – Lane 15, Ngọc Hồi, Hoàng Liệt, Hoàng Mai, Hà Nội	Phone: 0912523286 Email: dungmx@traphaco.com.vn
Ms. Nguyễn Thị Minh – HR&Admin Dept		Phone: (84.24) 3 7341797 Mobile: 0936.900.676 Email: info@traphaco.com.vn

- **Shareholders or Authorized delegate to attend the Meeting, please bring the following documents:**

1. Invitation letter and Authorization letter (if any);
2. Identity card/Citizens ID or Passport.

Recommendation: *With the responsibility of joining hands to protect public health and prevent and control the acute respiratory infection Covid-19, Traphaco recommends that shareholders conduct online voting at the website: <http://dhcd.traphaco.vn>*

Best regards!

**B/O. BOARD OF DIRECTORS
VICE CHAIRMAN**

(signed)

Nguyễn Anh Tuấn

Notes:

- The authorized person cannot re-authorize another person.
- Meeting documents are posted at: <http://dhcd.traphaco.vn> and on website Traphaco JSC <http://traphaco.com.vn>.
- Login name and password for accessing <http://dhcd.traphaco.vn> is sent to shareholders via the invitation letter and registered e-mail.