

No:2502/2021/KBC-CK
Regarding: The organization of the 2021
Annual General Meeting of Shareholders

Bac Ninh, February 25th, 2021

OFFICIAL NOTICE OF MEETING

- Dear:**
- Shareholders of Kinh Bac City Development Holding Corporation;
 - State Securities Committee;
 - Ho Chi Minh City Stock Exchange;
 - Vietnam Securities Depository.

The Board of Directors (BODs) sincerely invite our valued shareholders in the Finalized list dated Feb 17th, 2021 to attend the 2021 Annual General Meeting of Shareholders (GMS). The details are as follows:

1. **Time: 9h00, Saturday, April 10th, 2021** (Registration from 08h15)
2. **Location:** The Corporation's Headquarter - Lot B7 - Que Vo Industrial Zone - Bac Ninh Province.
3. **Form of organizing the Meeting :** The Meeting will take place at the aforementioned location, electronic voting and meeting online.

4. Content: The following contents shall be discussed and voted on :

Reporting on the performance of the Board of Directors in 2020 and proposing plan for 2021; Reporting on the business performance in 2020 and proposing business plan for 2021; Report on the supervisory activities of the Board of Supervisors in 2020; 2020 Audited financial reports; Selection of the independent auditing company for 2021; Accumulated profit distribution plan until 2020; Approving the Remuneration payment for the Board of Directors, Board of Supervisors, and the salary and bonus for the Management Board; Approving on supplementing the Corporation's Charter, the Internal Regulations on Corporate Governance, the regulations of Board of Directors and Supervisory Board; Other contents under the GMS's authority (If any).

5. Meeting documents:

The content and related documents of the 2021 Annual General Meeting of Shareholders will be available on the website: www.kinhbaccity.vn no later than March 20th , 2021.

6. Shareholders choose one of the these following attendance methods:

- Attending in person or authorizing another person (The legal power of antorney¹ or the attached form);
- Electronic Voting and attending directly/online (use the account and password mentioned in this Meeting invitation).

For shareholders who do not attend the meeting directly, please send the proposals and questions that need to be resolved to the Presidium before the AGM started via :

0243.7340.6889/ Extension: 111 Email: kinhbac.kbc@gmail.com

Shareholders and the legal representative of Shareholders attending the Meeting must bring ID documents (ID/Passport) and the original authorization letter with signatures of both parties (if any).

In case of authorizing to the Chairman of BODs, please send the Authorization letter to the Corporation's Headquarter or email to the address above.

7. The log in information for the Online GMS and electronic voting at website:

<https://ezgsm.fpts.com.vn> via information in The Notice of meeting delivering to each shareholder.

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN



DANG THANH TAM

¹ According to Clause 2, Article 144 of the Law on Enterprises No. 59/2020 /QH14

Bac Ninh, February 25th, 2021

OFFICIAL NOTICE OF MEETING

Dear:

Address:

ID/Passport/Business Registration No.:

Shareholder's code:

Number of shares owned: shares

Tel No.:

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For shareholders who do not attend the Meeting directly, please send the proposals and questions that need to be resolved to the Presidium before the AGM started via :

Phone: 0243.7340.6889/ Extension: 111

Email: kinhbac.kbc@gmail.com

Shareholders and the legal representative of Shareholders attending the Meeting must bring ID documents (ID/Passport) and the original authorization letter with signatures of both parties (if any).

In case of authorizing to the Chairman of BODs, please send the Authorization letter to the Corporation's Headquarter or email to the address above.

6. The log in information for the Online GMS and electronic voting at website:

<https://ezgsm.fpts.com.vn>:

Username :

Password :

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN**



DANG THANH TAM

¹ According to Clause 2, Article 144 of the Law on Enterprises No. 59/2020 /QH14

**AGENDA FOR THE 2021 ANNUAL GENERAL MEETING OF SHAREHOLDERS
KINH BAC CITY DEVELOPMENT HOLDING CORPORATION**

Time : 09h00, Saturday, April 10th , 2021

Location: The Corporation's Headquarter , Lot B7 – Que Vo Industrial Zone – Bac Ninh Province

Anticipated time	Content	Person in charge
08h15-09h00	Checking-in for shareholders and distributing Annual General Meeting (GMS) 's documents	The Organing Committee
09h00-09h15	Announcing shareholders's eligibility result ; Inaugurating the GMS	Head of Shareholders's Eligibility Committee
09h15-09h25	Presenting the Presidium, the Secretariat and approving the Vote Counting Committee	The Organizing Committee
09h25-09h40	Approving the GMS's agenda and the regulations of working and voting	Secretariat
09h40-10h40	<ul style="list-style-type: none"> • Reporting on the performance of the Board of Directors in 2020 and proposing plan for 2021 • Reporting on the business performance in 2020 and proposing business plan for 2021 • Report on the supervisory activities in 2020 of the Board of Supervisors • 2020 Audited financial reports • Selection of the independent auditing company for 2021 • Accumulated profit distribution plan until 2020 • Approving the Remuneration payment for the Board of Directors, Board of Supervisors, and the salary and bonus for the Management Board • Approving on supplementing the Corporation's Charter on organization and operation • Approving on altering the Internal Regulations on Corporate Governance, the regulations of BOD and Supervisory Board • Other contents under the General Meeting of Shareholders authority (If any) 	The Presidium
10h40-11h00	Discussing on the reports and statements, conduct voting procedures	The Presidium
11h00-11h15	Break	
11h15-11h30	Announcing the vote counting results	Head of the Vote Counting Committee
11h30-11h40	Reading the Draft of Meeting Minutes and GMS' Resolution	Secretariat
11h40-11h50	Approving the Draft of Meeting Minutes and GMS' Resolution	
11h50-12h00	Concluding the meeting.	The Presidium
12h00-13h00	Lunch	

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ATTENDING THE 2021 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Dear: Kinh Bac City Development Holding Corporation

A. THE AUTHORIZING PARTY:

Name of the shareholders/organization :

Legal representative (for organization) :

ID/Passport/Business Registration No :issued on at

Address:

Total number of shares owned :shares

B. THE AUTHORIZED PARTY:

Name:.....Shareholder code (if any)

ID/Passport/Business Registration:.....issued on at

Address:

Number of authorized shares:shares

Note: In case of being unable to attend and/or authorize other people, shareholders can authorize total number of shares owned to Chairman of the Board of Directors by tick (x) or (v) in the specified box:

Name	Title	Authorizing the total number of shares in possession
Mr.Dang Thanh Tam	Chairman of the Board of Directors	<input type="checkbox"/>

C. AUTHORIZED CONTENT:

- The authorized party will attend on behalf of the authorizing party to attend and vote at the 2021 Annual General Meeting of Shareholders of Kinh Bac City Development Holding Corporation .
- We are solely responsible for this authorization and are committed to strictly complying with the current provisions of the Law and the Charter of Kinh Bac City Development Holding Corporation and without any further complaints after the Meeting.

Note:

- The authorized party must not authorize a third party to attend the Meeting;
- If the authorizing party or the authorized party is an organization, there must be a signature of the legal representative and the seal of the organization;
- This authorization letter is only valid when it is the original and has signatures of both parties. This authorization is only valid at the 2021 Annual General Meeting of Shareholders of Kinh Bac City Development Holding Corporation – JSC.

Date ____ month ____ year 2021

Shareholders/The authorizing party

(Sign and clearly state full name, seal if any)

The authorized party

(Sign and clearly state full name, seal if any)