



## INVITATION LETTER

### Annual General Meeting of Shareholders 2021 Hai Phong Construction Joint Stock Corporation No.3 (HC3)

Cordially invite:

Address:

Share code:

ID Card/Business License No.:

Number of shares owned:

Board of Management of Hai Phong Construction Joint Stock Corporation No.3 (HC3) would like to announce and invite you to attend the Annual General Meeting of Shareholders 2021 of HC3, with details as follows:

1. **Time:** at 9:00AM of Monday, April 26, 2021 (*welcome attenders from 8:30AM*)
2. **Venue:** 13<sup>th</sup> Floor, H Tower II, No. 195 Van Cao, Dang Giang ward, Ngo Quyen district, Hai Phong city.
3. **Qualifications to attend:** All shareholders of HC3 as stated in the Shareholder List made on **March 19, 2021** or the legal authorizers.
4. **Meeting Agenda:**
  - 4.1 Vote for Report of Board of Management (BOM) in 2020 and Business Operation Plan in 2021.
  - 4.2 Vote for Audited Separate Financial Statement and Audited Consolidated Financial Statement in 2020.
  - 4.3 Vote for Report of Supervisory Board (SB).
  - 4.4 Vote for Dividend Allocation Plan in 2020 and Dividend Allocation Plan in 2021.
  - 4.5 Vote for Proposal of paying dividend in 2020 by cash and by shares to increase the charter capital.
  - 4.6 Vote for Proposal of paying remuneration in 2020 and remuneration plan in 2021 of BOM and SB.
  - 4.7 Vote to authorize Board of General Director (BGD) to select the Auditing Company to be in charge of Audited Financial Statement in 2021.
  - 4.8 Vote for adjustments and additions of the current Company Charter.
  - 4.9 Vote for the Internal Regulations on Corporate Governance, Operational Regulations of the Board of Management, Operational Regulations of the Supervisory Board.
  - 4.10 Vote for other matters in the rights of Meeting of Shareholders.

5. Confirm to attend the Meeting.

For the good preparation for the meeting, we would like to receive your confirmation about your attendance/authorization by phone, via e-mail or letter (*attached form*) to the contact information mentioned in item 8, **before 17:00 o'clock of April 19, 2021.**

6. Shareholders or authorizers attending the Meeting are requested to show:

- Invitation Letter.
- ID Card/ Passport.
- Authorization Letter (*if being authorized to attend the Meeting*).

7. Shareholders are kindly requested to review and download the documents concerning the Meeting, such as Attendance Confirmation, Authorization Letter,... at the company website: **www.haco3.com.vn.**

8. All matters relating to the Meeting, please contact at:

**Hai Phong Construction Joint Stock Corporation No.3**

3<sup>rd</sup> Floor –H Tower II – No.195 Van Cao – Dang Giang - Ngo Quyen – Hai Phong

Contact person: Vu Thi Van Thuong (Ms.) – Handphone: 0986.198.689

Telephone: 0225.3849.481 (ext 208) Fax: 0225.3840.314.

According to the recommendations from the Ministry of Health, people who have symptoms such as fever, cough, shortness of breath shouldn't gather in crowded place. To ensure Covid-19 prevention, in case shareholder present with the above-mentioned symptoms, please kindly do not directly join the meeting but authorize for other.

The shareholder who directly attends the meeting should wear face mask.

*Yours truly,*

**On behalf of BOM  
CHAIRMAN**



**Pham Ky Hung**