



INVITATION LETTER

Annual General Meeting of Shareholders 2020 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 2020 of HC3, with details as follows:

1. **Time:** at 9:00AM of Tuesday, April 14, 2020 (*welcome attenders from 8:30AM*)
2. **Venue:** 13th 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 18, 2020** or the legal authorizers.
4. **Meeting Agenda:**
 - 4.1 Vote for Report of Board of Management (BOM), and Board of General Director (BGD) in 2019 and Business Operation Plan in 2020.
 - 4.2 Vote for Audited Separate Financial Statement and Audited Consolidated Financial Statement in 2019.
 - 4.3 Vote for Report of Supervisory Board (SB).
 - 4.4 Vote for Dividend Allocation Plan in 2019 and Dividend Allocation Plan in 2020.
 - 4.5 Vote for Proposal of paying dividend in 2019 by shares to increase the charter capital
 - 4.6 Vote for Proposal of paying remuneration in 2019 and remuneration plan in 2020 of BOM and SB.
 - 4.7 Vote to authorize BGD to select the Auditing Company to be in charge of Audited Financial Statement in 2020.
 - 4.8 Vote for election of an additional SB member for the remaining time of term 2018-2023
 - 4.9 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 (please see the attached form), **before 17:00 o'clock of April 07, 2020.**

Please send to: Hai Phong Construction Joint Stock Corporation No.3, No. 195 Van Cao, Dang Giang, Ngo Quyen, Hai Phong;

Email: haco3vn@gmail.com or Fax: 0225.3840.314.

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, application form, nomination form, curriculum vitae, etc... 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

3rd 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.

Yours truly,

On behalf of BOM
CHAIRMAN
CÔNG TY CỔ PHẦN
XÂY DỰNG SỐ 3
HẢI PHÒNG
Pham Ky Hung

