

No.: 2405-1/2022/KBC-CK
Re: Announcement of time, venue of
AGM 2022

Bac Ninh, May 24th, 2022

OFFICIAL NOTICE OF MEETING

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

The Board of Directors (BODs) **Kinh Bac City Development Holding Corporation** sincerely invite our valued shareholders in the list of shareholders dated May 19th, 2022 to attend the 2022 Annual General Meeting of Shareholders (AGM). The details are as follows:

- 1. Time: From 9h00, Saturday, June 25th 2022** (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, Virtual Meeting and electronic voting.
- 4. Content:** AGM 2022 discuss and vote on the contents in the attached agenda of the 2022 Annual General Meeting of Shareholders.

5. Meeting documents:

The content and related documents of the AGM 2022 will be available on the website: www.kinhbaccity.vn no later than June 4th, 2022 and will be updated before the opening of AGM (if any).

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

- Attending in person or authorizing another person (The legal power of attorney¹ or the attached form);
- Electronic Voting and attending directly/online (use the account and password provided 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:

Tel: 0243.734.6889/ Extension: 111 Email: kinhbac.kbc@gmail.com

Shareholders and the legal representative of Shareholders attending the Meeting must bring legal 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 Virtual Meeting and electronic voting:

Shareholders can attend the Virtual Meeting and do electronic voting at the website: <https://ezgsm.fpts.com.vn> according to the login information in the notice of meeting invitation.

Best regards!

Recipients:

- As above
- KBC Admin

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

(signed)

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

DANG THANH TAM

**AGENDA FOR THE 2022 ANNUAL GENERAL MEETING OF SHAREHOLDERS
KINH BAC CITY DEVELOPMENT HOLDING CORPORATION**

Time : 09h00, Saturday, June 25th, 2022

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 Meeting's documents	The Organizing 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 operating and voting	Secretariat
09h40-10h40	<ul style="list-style-type: none"> • Report on the performance of the Board of Directors and Executive Board in 2021 and plan for 2022; Report on the supervisory activities of the Supervisory Board in 2021 • Approval for 2021 Audited financial reports • Report on the business performance in 2021 – Report on the plan of increasing charter capital by issuing shares from equity according to Resolution of General Meeting of Shareholder No 1004/2021/KBC/NQ-ĐHĐCĐ dated 10th April 2021 and profit distribution in 2021 • Selection of the independent auditing company for 2022 • Approval for the Remuneration payment for the Board of Directors, Supervisory Board, and the salary and bonus for Executive Board on 2021 • Approval for the plan of remuneration, salary and operation expenses for BOD, BOS in 2022 • Approval for supplementing the Corporation's Charter, the Internal Regulations on Corporate Governance, the regulations of Board of Directors • Approval for the transaction policy between related parties • Other contents under the EMS's authority (If any). 	The Presidium
10h40-11h00	Discussing on the reports and statements and voting session	The Presidium
11h00-11h15	Break	
11h15-11h30	Announcing the voting results	Head of the Vote Counting Committee
11h30-11h40	Announcing the Minutes and the draft of Resolution of the General Meeting.	Head of Secretariat
11h40-11h50	Approving the Meeting Minutes and GMS' Resolution	
11h50-12h00	Closing the meeting.	The Presidium
12h00-13h00	Lunch Party	

No.: 2405-1/2022/KBC-CK
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AGM 2022

Bac Ninh, May 24th, 2022

OFFICIAL NOTICE OF MEETING

Dear: Shareholder	
Address:	
Securities owner registration No.:	Tel No.:
Number of shares owned: shares	Shareholder's code:

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7. The log in information for the Virtual Meeting and electronic voting at the website
<https://ezgsm.fpts.com.vn>

Username :

Password :

Recipients:

- As above
- KBC Admin

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN

(signed)

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

DANG THANH TAM

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

THE POWER OF ATTORNEY

ATTENDING THE 2022 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 2022 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 2022 Annual General Meeting of Shareholders of Kinh Bac City Development Holding Corporation .

Date ____ month ____ year 2022

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)

No: 2405/2022/KBC/NQ-HĐQT

Bac Ninh, 24th May 2022

RESOLUTION OF BOARD OF DIRECTORS

Approving on agenda and drafted documents of 2022 Annual General Meeting of Shareholders

BOARD OF DIRECTORS KINH BAC CITY DEVELOPMENT HOLDING CORPORATION

Persuant to:

- ✓ *The Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;*
- ✓ *The Business Registration Certificate No.: 2300233993 first registered on March 27, 2002, registered for the 17th change on October 12, 2021 by Kinh Bac City Development Corporation by the Department of Planning and Investment of Bac Ninh province;*
- ✓ *The charter of Kinh Bac City Development Holding Corporation;*
- ✓ *The meeting minutes of Board of Directors no.: 2405/2022/KBC/BB-HĐQT dated 24th May 2022.*

RESOLVE

Article 1. Approving on the agenda of 2022 Annual General Meeting of Shareholders (AGM) of Kinh Bac City Development Holding Corporation.

1. Board of Directors approve on time, venue, organizing method and agenda of meeting as follows:
 - Registration time: From 8h15, Saturday 25th June, 2022
 - Starting time: From 9h00, Saturday 25th June, 2022
 - Location: The Corporation's Headquarter - Lot B7 - Que Vo Industrial Zone - Bac Ninh Province.
 - Form of organizing the Meeting : The Meeting will take place at the aforementioned location, Virtual Meeting and electronic voting.
 - Content: The following contents shall be discussed and voted on :
Report on the performance of the Board of Directors and Executive Board in 2021 and plan for 2022; Report on the supervisory activities of the Supervisory Board in 2021; Approval for 2021 Audited financial reports; Report on the business performance in 2021 – Report on the plan of increasing charter capital by issuing shares from equity according to Resolution of General Meeting of Shareholder No 1004/2021/KBC/NQ-ĐHĐCĐ dated 10th April 2021 and profit distribution in 2021; Selection of the independent auditing company for 2022; Approval for the Remuneration payment for the Board of Directors, Supervisory Board, and the salary and bonus for Executive Board on 2021; Approval for the plan of remuneration, salary and operation expenses for BOD, BOS in 2022; Approving on supplementing the Corporation's Charter, the Internal Regulations on

Corporate Governance, the regulations of Board of Directors; Approval for the transaction policy between related parties; Other contents under the EMS's authority (If any).

2. Board of Directors approve on drafted documents to propose the AGM 2022. The content and related documents of AGM 2022 will be available on the website: www.kinhbaccity.vn no later than 4th June, 2022 and will be updated before the opening of AGM (if any).

Article 2. Term of Execution:

This resolution was unanimously approved by the members of the Board of Directors and shall be effective from the date of signing.

The BOD's member, Board of Management, Supervisory Board and other related Departments are responsible for conducting this resolution.

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

Recievers:

- *Article 2;*
- *Admin.*

(signed)

Dang Thanh Tam