

**AGENDA FOR THE 2<sup>nd</sup> EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS  
IN 2022 – KINH BAC CITY DEVELOPMENT HOLDING CORPORATION**

**Time : 09h00, Wednesday, December 28<sup>th</sup>, 2022**

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

<b>Anticipated time</b>	<b>Content</b>	<b>Person in charge</b>
08h15-09h00	Checking-in for shareholders and distributing Meeting'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 operating and voting	Secretariat
09h40-10h40	<ul style="list-style-type: none"> <li>• Approving business plan for 2023;</li> </ul>	The Presidium
	<ul style="list-style-type: none"> <li>• Reporting on the private issuance of shares in 2022;</li> </ul>	
	<ul style="list-style-type: none"> <li>• Approving on the plan of shares buyback;</li> </ul>	
	<ul style="list-style-type: none"> <li>• Approving on the plan of paying cash dividends;</li> </ul>	
	<ul style="list-style-type: none"> <li>• Approving on the transaction policy between related parties;</li> </ul>	
	<ul style="list-style-type: none"> <li>• Other contents under the EMS's authority (If any).</li> </ul>	
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 draft Resolution of the General Meeting.	Head of Secretariat
11h40-11h50	Approving the Meeting Minutes and GMS' Resolution	
11h50-12h00	Concluding the meeting.	The Presidium
12h00-13h00	Lunch Party	

## OFFICIAL NOTICE OF MEETING

**Dear: Shareholder**

**Address:**

**Securities owner registration No.:**

**Tel No.:**

**Number of shares owned:      shares**

**Shareholder's code:**

The Board of Directors (BODs) **Kinh Bac City Development Holding Corporation** sincerely invite our valued shareholders in the list of shareholders dated November 28<sup>th</sup>, 2022 to attend the 2nd Extraordinary General Meeting Of Shareholders in 2022 (EGM). The details are as follows:

- 1. Time: From 09h00, Wednesday, December 28<sup>th</sup> 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:** The second EGM in 2022 discuss and vote on the contents in the agenda of the 2nd Extraordinary General Meeting Of Shareholders in 2022 attached.
- 5. Meeting documents:**

The content and related documents of the second EGM in 2022 will be available on the website: [www.kinhbaccity.vn](http://www.kinhbaccity.vn) no later than December 7<sup>th</sup> 2022 and will be updated until the opening of EGM (if any).

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

- Attending in person or authorizing another person (The legal power of attorney<sup>1</sup> 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 EGM started:

Tel: 0243.734.6889/ Extension: 123      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 at the website**  
<https://ezgsm.fpts.com.vn>

**Username :**

**Password :**

Recipients:

- As above
- Admin KBC

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

<sup>1</sup> 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 2<sup>nd</sup> EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS  
IN 2022**

**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 2nd Extraordinary General Meeting Of Shareholders in 2022 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 2nd Extraordinary General Meeting Of Shareholders in 2022 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)