

Ha Noi, date 05 month 05 year 2025

MEETING AGENDA

2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS HANOI - KINH BAC AGRICULTURAL AND FOOD JOINT STOCK COMPANY

Time: From 08:30 AM on May 28, 2025

Venue: No. 8, Lot TT03, Hai Dang City Urban Area, Alley 2, Ham Nghi Street, My Dinh 2 Ward, Nam Tu Liem District, Hanoi, Vietnam.

Time	AGENDA ITEMS
8:00-8:30	Welcome delegates and shareholders, check procedures, and distribute materials
8:30-8:35	Flag ceremony
8:35-8:45	Announce the purpose of the meeting and introduce delegates and attendees
8:45-8:50	Report on the results of verifying the shareholder eligibility for the meeting
8:50-8:55	Appoint the Presidium, the Secretary Board, and approve the vote counting members
8:55-9:00	Approve the agenda and the working regulations of the meeting
9:00-9:30	Report on the 2024 activities and 2025 plans of the Board of Directors
	Report on the business results for 2024 and business plans for 2025
	Report on the activities of 2024 and 2025 plans of the Supervisory Board
9:30-9:50	Presentation of the 2024 audited financial report
	Presentation of the proposal for selecting the independent audit firm for 2025
	Presentation of the proposal for the remuneration of Board members and Supervisory Board members for 2024 and the plan for 2025
	Other matters subject to approval by the General Meeting of Shareholders
9:50-10:10	– Discussion of the issues.
10:10-10:30	– Break for refreshments.
	– The vote counting committee counts the votes.
10:30-10:40	Announce the results of the vote counting
10:40-10:50	– Approve the resolutions and minutes of the meeting.
	– Announce the closing of the meeting.

NOTICE OF INVITATION

**To the 2025 Annual General Meeting of Shareholders
Hanoi – Kinh Bac Agriculture and Food Joint Stock Company**

To: Shareholders of Hanoi – Kinh Bac Agriculture and Food Joint Stock Company

Hanoi – Kinh Bac Agriculture and Food Joint Stock Company respectfully invites Shareholders to attend the 2025 Annual General Meeting of Shareholders of the Company, with the following details:

- 1. Time:** From 08:30 AM on May 28, 2025
- 2. Venue:** No. 8, Lot TT03, Hai Dang City Urban Area, Alley 2 Ham Nghi Street, My Dinh 2 Ward, Nam Tu Liem District, Hanoi City.
- 3. Participants:** All shareholders of Hanoi – Kinh Bac Agriculture and Food Joint Stock Company as of the record date, **April 23, 2025**. In case a shareholder cannot attend, they may authorize another person to attend on their behalf (authorization form attached).
- 4. Meeting Agenda:** Enclosed with the Invitation Letter or available at: <http://www.hkb.com.vn>
- 5. Meeting Materials:** Please refer to the documents provided for the Meeting at: <http://www.hkb.com.vn>
- 6. Confirmation of Attendance:** Any proposals from shareholders or authorized representatives regarding the Meeting Agenda should be submitted in writing to the Meeting Organizing Committee no later than 5:00 PM on May 23, 2025.

To ensure the successful organization of the General Meeting, Shareholders or their Authorized Representatives are kindly requested to confirm their attendance no later than 5:00 PM on May 23, 2025 by either calling or sending the Confirmation of Attendance form to the Meeting Organizing Committee at the following contact:

**THE ORGANIZING COMMITTEE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025
HANOI - KINH BAC AGRICULTURE AND FOOD JOINT STOCK COMPANY**

Address: No. 8, Lot TT03, Hai Dang City Urban Area, Alley 2, Ham Nghi Street, My Dinh 2 Ward, Nam Tu Liem District, Hanoi, Vietnam..

Phone: (024) 3787 7290 – Fax: (024) 3787 7291

For confirmation and related information, shareholders may contact:

Ms. Trinh Thi Diem – Employee, Hanoi - Kinh Bac Agriculture and Food JSC

Phone: 0986 856 858

Mailing address: Block A4, An Binh Apartment, 232 Pham Van Dong Street, Co Nhue 1 Ward, Bac Tu Liem District, Hanoi.

When attending the meeting, shareholders are kindly requested to bring the original copy of their Citizen Identification Card/Passport and the Letter of Authorization (if attending as a duly authorized representative).

Sincerely,./.

Recipients:

- As addressed;
- Members of the Board of Directors; Supervisory Board; General Director's Office;
- Archive: Board of Directors, Office.

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


Duong Quang Lu

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom – Happiness



....., date month year 2025

CONFIRMATION OF ATTENDANCE

**AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
HANOI - KINH BAC AGRICULTURE AND FOOD JOINT STOCK COMPANY**

To: The Organizing Committee of the Annual General Meeting of Shareholders in
2025 Hanoi - Kinh Bac Agricultural and Food Joint Stock Company

Shareholder's Name: Shareholder Code:

ID/Passport/Business Registration Number:;

issued on

at

Address:

.....

Phone Number: Fax: Email:

Total Number of Shares Owned/Under Proxy

(In words:)

Confirmation of Attendance at the 2025 Annual General Meeting of Shareholders of
Hanoi - Kinh Bac Agricultural and Food Joint Stock Company to be held on May
28, 2025./.

Shareholder

(Sign and write full name or sign and affix seal)

THE SOCIALIST REPUBLIC OF VIETNAM
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....., date month year 2025

POWER OF ATTORNEY

TO ATTEND THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025
HANOI – KINH BAC AGRICULTURAL AND FOOD JOINT STOCK COMPANY

To: **The Organizing Committee of the Annual General Meeting of Shareholders in 2025 Hanoi - Kinh Bac Agricultural and Food Joint Stock Company**

Shareholder's Name:

ID/Passport/Business Registration Number:; issued on at

Address:

Total Number of Shares Owned: shares (In words: shares)

I hereby authorize the person named below: (Please check one person whom the shareholder wants to authorize)

No.	Full Name	Position	Authorized
1	Duong Quang Lu	Chairman of the Board and CEO of the company	<input type="checkbox"/>
2	Tran Thi Van	Head of the Supervisory Board	<input type="checkbox"/>

Or authorize: (If not authorizing any of the above individuals)

Mr./Mrs.:

ID/Passport/Business Registration Number:; issued on at

Address:

Total Number of Shares Owned: shares (In words: shares).

Has the right to replace me/the company to attend the Annual General Meeting of Shareholders 2025 of Hanoi - Kinh Bac Agricultural and Food Joint Stock Company, which will be held on May 28, 2025, and has the right to exercise all rights and obligations at the Annual General Meeting of Shareholders related to the number of shares authorized. This authorization is effective until the conclusion of the Annual General Meeting of Shareholders 2025 of Hanoi - Kinh Bac Agricultural and Food Joint Stock Company.

We take full responsibility for this authorization and commit to strictly complying with the current legal regulations./.

PRINCIPAL
(Sign and write full name)

AUTHORIZED PERSON
(Sign and write full name)

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POWER OF ATTORNEY(FOR GROUPS)
TO ATTEND THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2025
HANOI - KINH BAC AGRICULTURAL AND FOOD JOINT STOCK COMPANY

To: The Organizing Committee of the Annual General Meeting of Shareholders 2025 Hanoi - Kinh Bac Agricultural and Food Joint Stock Company

Today, on, at, we, the shareholders of Hanoi - Kinh Bac Agricultural and Food Joint Stock Company, as listed in the attached document, hereby unanimously authorize the person named below: *(Please tick the person the shareholder group wishes to authorize)*

No.	Full name	Position	Authorized
1	Duong Quang Lu	Chairman of the Board and CEO of the company	<input type="checkbox"/>
2	Tran Thi Van	Head of the Supervisory Board	<input type="checkbox"/>

Or authorize: *(If not authorizing any of the above individuals)*

Mr./Mrs:

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

Address:.....

To represent us at the Annual General Meeting of Shareholders 2025 of Hanoi - Kinh Bac Agricultural and Food Joint Stock Company, which will be held on May 28, 2025, and to exercise all rights and obligations at the General Meeting of Shareholders related to the shares being authorized. This authorization is valid until the conclusion of the Annual General Meeting of Shareholders 2025 of Hanoi - Kinh Bac Agricultural and Food Joint Stock Company./.

PRINCIPAL

(Sign and write full name)

AUTHORIZED PERSON

(As signed in the attached list)

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**LIST OF SHAREHOLDERS AUTHORIZING AS A GROUP TO ATTEND THE 2025
ANNUAL GENERAL MEETING OF SHAREHOLDERS OF HANOI - KINH BAC
AGRICULTURE AND FOOD JOINT STOCK COMPANY**

AUTHORIZED PERSON:.....

No.	Full name	Số CMND/ĐKKD	Address	Number of Shares Owned	Principal's Signature
	TOTAL				