

Ha Noi, June 05<sup>th</sup>, 2018

**INVITATION LETTER**

**THE ANNUAL MEETING OF SHAREHOLDERS OF YEAR 2018**

**HANOI – KINH BAC AGRICULTURE & FOOD JOINT STOCK COMPANY**

**To: Shareholders of HaNoi – KinhBac Agriculture & Food Joint Stock Company**

Board of Directors of Ha Noi – Kinh Bac Agriculture & Food Joint Stock Company kindly invite shareholders to attend the Annual Meeting of Shareholders of year 2018 as follows:

1. Time: 8:00 am on Friday, June 29<sup>th</sup>, 2018
2. Location: No.8, Lot TT03, Mon City Urban Area, Ham Nghi Str., My Dinh 2, Nam Tu Liem Dis., Hanoi City, Vietnam
3. Participants:
  - All shareholders own share capital of Ha Noi – Kinh Bac Agriculture & Food Joint Stock Company, have name in the closed list of final registration date of May 28<sup>th</sup>, 2018.
  - Shareholders who can not attend the meeting, can authorize other person to attend as attached form, authorized person is not allowed to authorize the third one. Shareholders who attend the meeting should take this notice with oneself, ID card, letter of attorney (if authorized to attend).
  - Shareholders visit the website: [www.hkb.com.vn](http://www.hkb.com.vn) to download the documents of the annual meeting of shareholders in 2018.
  - In order to be convenient to organization, kindly request Shareholders to send confirmation form on attending the Annual Meeting of shareholder by sending letter/fax/email to: [admin@hkb.com.vn](mailto:admin@hkb.com.vn) before June 22<sup>th</sup>, 2018 by address as follows:

**HANOI – KINHBAC AGRICULTURE & FOOD JOINT STOCK COMPANY**

Address: No.8, Lot TT03, Mon City Urban Area, Ham Nghi Str., My Dinh 2, Nam TuLiem Dis., Hanoi City, Vietnam

Telephone: (024)37877290;

Fax: (024)37877291

Web: [www.hkb.com.vn](http://www.hkb.com.vn)

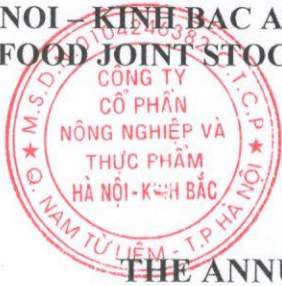
Shareholders' attendance will make contribution to success of the meeting

*It is hoped that shareholders will arrange time to attend the meeting*

**ON BEHALF BOARD OF DIRECTOR  
CHAIRMAN**



**DUONG QUANG LU**



**ATTENDANCE CONFIRMATIONS**

**THE ANNUAL MEETING OF SHAREHOLDERS OF YEAR 2018  
HANOI – KINH BAC AGRICULTURE & FOOD JOINT STOCK COMPANY**

**To: Organization Board of the Annual Meeting of Shareholders of year 2018**

Name of individual/ Organization:.....

ID card No/Business registration No:..... granted date.....granted place.....

Resident address/ Head office:.....

Representative:.....

ID card No of representative: ..... granted date ...../...../.....at:.....

Telephone No:..... Fax No:.....

By this letter, it is confirmed that I will attend the Annual meeting of shareholders of year 2018 of Hanoi – Kinhbac Agriculture & Food Joint Stock Company held at 8:00 am of June 29, 2018 with:

Number of voting shares is:.....shares.

(In words: .....)

***In which:***

- Number of owned shares is: ..... shares.
- Number of authorized shares: ..... shares.

(Enclosed with: ..... letter of attorney).

It is committed that I will comply with regulations of the Meeting.

....., date ... month ... year 2018

**SHAREHOLDER**

(Singed with full name and Append one's  
seal (if any))



(Stock code: HKB)

Ha Noi, date ..... June 2018

## LETTER OF AUTHORIZATION

Attend the Annual General Meeting of Shareholders 2018

**1. Authorized:**

Name of shareholder (individual/ organization):.....  
Registered number of ownership:.....  
Permanent address/head office:.....  
Phone number: .....  
Shareholder's code:.....

**2. Authorized person: Shareholder select one in the following way:**

**Option 1: Authorize others to attend the meeting**

Full name:.....  
ID number/ Passport/ Certificate of business registration: ..... dated: .....  
in.....  
Permanent address/head office:.....  
Phone number: .....

**Option 2: Authorize one of the members of the Board of Directors ("BOM") or the Supervisory Board ("BKS") of Hanoi Kinhbac Agriculture & Food JSC**

(Tick "✓" in one of the boxes below)

- Mr Duong Quang Lu – Chairman of the Board cum General Director
- Mr Tran Minh Tuan – Vice Chairman of the Board;
- Mr Truong Danh Hung – Member of Board of Directors cum Deputy General Director;
- Mr Do Thai Anh – Member of the Board of Directors;
- Ms Bui Thuy Anh – Member of Board of Directors;
- Mr Duong Danh Quan – Head of the Control Board

**3. Authorization content: Amount of authorized shares: (Please tick "☐" in one of the following boxes)**

- The total number of shares owned;
- Part of the shares owned: .....shares (specify number of shares)
- Attending the meeting and making speeches and voting on all matters corresponding to the above authorized shares as prescribed by law at the Annual Meeting of Shareholders of Ha Noi – Kinh Bac Agriculture and Food JSC on 29/06/2018. Authorized person performs the authorization contents according to this document and not be authorized to the third party.
- Letter of authorization is effective from the signing date until the end of the Annual Meeting of Shareholders in 2018 of Ha Noi – Kinh Bac Agriculture and Food JSC.

**AUTHORIZED PERSON**  
(Sign and write your name)

**AUTHORIZED**  
(Sign and write your name)