



SAIGON – HANOI BANK

No.: 68/HDQT

SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness

Hanoi, March 18, 2021

**INVITATION LETTER**  
**TO THE 29<sup>TH</sup> ANNUAL GENERAL MEETING OF SHAREHOLDERS****To: VALUED SHAREHOLDERS**

The Board of Directors of Saigon – Hanoi Commercial Joint Stock Bank (SHB) would like to respectfully announce and invite our valued shareholders, investors to participate in the 29<sup>th</sup> Annual General Meeting of Shareholders of the Bank.

1. **Time:** 13h April 22, 2021;
2. **Venue:** Thang Long Ballroom, Melia Hotel  
44B Ly Thuong Kiet, Hoan Kiem District, Hanoi
3. **Participants:** Shareholders, investors holding SHB's equity capital as at March 18, 2021 (final registration date according to the announcement of Vietnam Security Depository).
4. **Agenda:** as attached.

In case Shareholder cannot participate in the Meeting, Shareholder may authorize another person or one of the delegates proposed by SHB to participate in the Meeting on their behalf (according to the attached authorization letter form and list of delegates of SHB).

When coming to the Meeting, Shareholder or the Authorized person should bring the Invitation Letter, Identity Card and Authorization Letter (in case of Authorized person) for registration process.

The whole content of the Meeting, registration forms, Authorization letter and documents used in the Meeting shall be updated on the website: [www.shb.com.vn](http://www.shb.com.vn)

*In case Shareholder does not receive the Invitation letter, Shareholder should bring the Identity Card for registration process at the meeting venue.*

Best Regards,

**ON BEHALF OF THE BOARD OF DIRECTORS**  
**CHAIRMAN OF THE BOARD*****Do Quang Hien***  
*(Signed and sealed)*

**AGENDA****THE 29<sup>TH</sup> ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Time: Thursday, April 22, 2021

Venue: Thang Long Ballroom, Melia Hotel, Hanoi

<b>No.</b>	<b>Time</b>	<b>Content</b>	<b>Person in charge</b>
1	13h00 - 13h30	Welcome and shareholders registration	Organization Board
2	13h30	Starting the GMS, report on shareholders' eligibility inspection result	Shareholders' Eligibility Inspecting Committee
3	13h45	Introduction of members of Board of Chairman Delegation, Supporting Boards of the GMS, approval of GMS agenda	MC/Board of Chairman
4	14h	Report of the Board of Directors	Representative of the BOD
5	14h15	Report on 2020 business results and 2021 business plan	CEO
6	14h40	Report of the Supervisory Board	Representative of the SB
7	15h	Proposals of the BOD	Board of Chairman
8	15h30	Representative of SBV to deliver a speech	
9	15h40	Discussion and voting on reports of the BOD, SB, CEO and other proposals	Board of Chairman
10	16h40	Approval on election voting results	Votes Counting Committee
11	16h50	Approval on the Meeting minute	Board of Secretary
12	17h00	Closing the GMS	

**ON BEHALF OF  
ORGANIZATION BOARD****CHAIRMAN OF THE BOD****Do Quang Hien***(Signed and sealed)*

**INTRODUCTION OF DELEGATION PARTICIPATING  
 IN THE 29<sup>TH</sup> GENERAL MEETING OF SHAREHOLDERS**

No.	Full name	ID No./ Passport No.	Date of issue, place of issue	Title at the Bank
1	Do Quang Hien	010142347	30/05/2007, Hanoi Police	Chairman of the BOD
2	Vo Duc Tien	001062012010	05/06/2017, Hanoi Police	Vice Chairman of the BOD
3	Pham Cong Doan	037057000017	04/06/2014, Hanoi Police	Member of the BOD
4	Thai Quoc Minh	010991796	02/12/2013, Hanoi Police	Member of the BOD
5	Trinh Thanh Hai	024064000171	15/11/2019, Police Department for residence registration, management and national data on the population	Independent Director
6	Nguyen Thi Hoat	033186003055	26/06/2017, Police Department for residence registration, management and national data on the population	Member of the BOD
7	Nguyen Van Le	013532086	28/03/2012, Hanoi Police	Member of the BOD and CEO
8	Pham Hoa Binh	092061000628	10/04/2017, Police Department for residence registration, management and national data on the population	Head of the Supervisory Board
9	Ngo Thu Ha	011628331	16/08/2010, Hanoi Police	Deputy CEO
10	Nguyen Huy Tai	010074000055	08/05/2017, Police Department for residence registration, management and national data on the population	Deputy CEO
11	Le Dang Khoa	010074000104	20/02/2020, Police Department for residence registration, management and national data on the population	Deputy CEO
12	Ninh Thi Lan Phuong	033174000585	02/10/2015, Police Department for residence registration, management and national data on the population	Deputy CEO

Shareholders, Investors not able to participate in the GMS may authorize one among the above people. Authorization letter should be sent to SHB's BOD's Office prior to 10:30AM April 22, 2021 at the

following address:

**BOD's Office**

**Saigon-Hanoi Commercial Joint Stock Bank**  
**5<sup>th</sup> Floor, 77 Tran Hung Dao, Hoan Kiem District, Hanoi**  
**Tel: (024) 3942 3388 (Ext. 1006, 1011)**  
**Fax: (024) 3941 0844**

**AUTHORIZATION LETTER**  
**TO PARTICIPATE IN THE 2021 ANNUAL GENERAL MEETING OF**  
**SHAREHOLDERS**  
*(Date: April 22, 2021)*

**I. AUTHORIZER**

- Shareholder:.....
- Address:.....
- Business License No./ID No./Passport No.: ..... Date of issue:..... Place of issue:  
.....
- Number of shares owned (denomination of VND 10,000/1 share): ..... shares.
- Type of shares: Common share.
- Representative (for entity shareholder):.....
- ID No./Passport No.:..... Date of issue:.....Place of issue:.....

**II. AUTHORIZED PERSON**

- Full name:.....
- ID No./Passport No.:..... Date of issue:..... Place of issue:  
.....
- Address:.....

**III. AUTHORIZATION CONTENT**

1. By this document, the Authorizer authorizes the Authorized Person to perform the following tasks:
  - Represent the Authorizer to attend the 2021 Annual General Meeting of Shareholders of Saigon - Hanoi Commercial Joint Stock Bank held on April 22, 2021;
  - Represent the Authorizer to participate in voting all the contents of the Meeting with the number of votes corresponding to the number of shares the Authorizer currently owns.
  
2. **Responsibilities of parties:**
  - The Authorized Person is only allowed to perform the work according to the content authorized in this document;
  - The Authorized Person is independent and is responsible to the Authorizer for the content of the authorized work;
  - The Authorized Person agrees and acknowledges that the work performed by the Authorized Person is within the scope of authorized content acknowledged in this document;
  - The Authorized Person is not allowed to authorize another person to perform the work according to the above authorization content.

3. **Authorization Duration:** This authorization is valid from the signing date until one of the followings occurs, whichever comes first:
- The Authorizer sends written notification to Saigon - Hanoi Commercial Joint Stock Bank on the termination of this authorization document prior to the date of the 2021 Annual General Meeting of Shareholders of Saigon - Hanoi Commercial Joint Stock Bank;
  - The 2021 Annual General Meeting of Shareholders of Saigon - Hanoi Commercial Joint Stock Bank ends;
  - Other cases as prescribed by law.

**AUTHORIZED  
PERSON**  
(Signed, full name)

....., date..... month..... year 2021  
**AUTHORIZER**  
(Signed, full name, stamp if shareholder is an entity)



**SAIGON – HANOI BANK**

**SOCIALIST REPUBLIC OF VIETNAM**

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**CONFIRMATION LETTER  
TO PARTICIPATE IN THE 2021 ANNUAL GENERAL MEETING OF  
SHAREHOLDERS**

Name of shareholder:.....

ID No.: .....

Hereby confirm to participate in the 2021 Annual General Meeting of Shareholders of Saigon – Hanoi Commercial Joint Stock Bank.

*Hanoi, date....month...., 2021*

**Confirmation of Shareholder**

*(Signed and full name)*