

**SAIGON – HANOI BANK**

No.: **64/HDQT**

**SOCIALIST REPUBLIC OF VIETNAM**

**TRANSLATION**

**Independence - Freedom - Happiness**

*Hanoi, March 15, 2022*

**INVITATION LETTER**

**TO THE 30TH 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 30th Annual General Meeting of Shareholders of the Bank.

**1.** ***Time:*** 01:00PM April 20, 2022;

1. ***Venue:*** Grand Ballroom, Melia Hotel

44B Ly Thuong Kiet, Hoan Kiem District, Hanoi

1. ***Participants:*** Shareholders, investors holding SHB’s equity capital as at March 15, 2022 (final registration date according to the announcement of Vietnam Security Depository).
2. ***Agenda:*** as attached.

In case of not being able to participate in the Meeting, Shareholder may authorize a person or one of the delegates proposed by SHB to participate in the Meeting on their behalf (following the attached authorization letter form and list of delegates of SHB).

The whole contents 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/)

*Note:*

1. In order to facilitate the organization of the General Meeting of Shareholders to best serve the Shareholders, please send the Registration Form to attend/authorization to attend the Meeting in writing (attached form) to the Bank before 5:00 p.m. on April 19, 2022 in one of the following forms:
2. Mail directly to: BOD's Office, SHB, 77 Tran Hung Dao Street, Tran Hung Dao Ward, Hoan Kiem District, Hanoi.
3. Send document (file) via zalo to hotline number **0949638833**;
4. Send document (file) via email to: [vanphonghdqt@shb.com.vn](mailto:vanphonghdqt@shb.com.vn);

Or register online via the link at SHB website.

1. Shareholders (or authorized persons) when attending the Meeting need to bring ID Card/Passport and Power of Attorney to attend the General Meeting of Shareholders (original) to complete the registration procedures to attend the Meeting.

We hope that you will arrange your time to attend fully and on time.

Best regards,

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

***CHAIRMAN OF THE BOARD***

***Do Quang Hien***

*(Signed and sealed)*



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# **AGENDA (TENTATIVE)**

**THE 30TH ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Time: Wednesday, April 20, 2022 at the Grand Ballroom, Melia Hotel Hanoi

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| --- | --- | --- | --- |
| ***No.*** | ***Time*** | ***Content*** | ***In charge*** |
| **I** | **OPENING:** | | |
| 1 | l3:00 - l3:30 | Welcome and shareholders registration | Board of organizers |
| 2 | 13:30 – 13:40 | Starting the GMS, statement of reason for the Meeting, introduction of participants | MC |
| 3 | 13:40 – 13:45 | report on shareholders’ eligibility inspection result | Shareholders’ Eligibility Inspecting Committee |
| 4 | 13:45 – 14:00 | Introduction of members of Board of Chairman Delegation, Supporting Boards of the GMS, approval on the agenda and GMS organization regulation | MC/Board of Chairman |
| **II** | **MAIN CONTENTS:** | | |
| 5 | 14:00 – 15:00 | Report of the Board of Directors | Representative of the BOD |
| 6 | Report on 2021 business results and 2022 business plan | Representative of the BOM |
| 7 | Report of the Supervisory Board | Representative of the SB |
| 8 | Proposal of the Supervisory Board on selecting an independent auditor to carry out the audit of 2022 financial statements |
| 9 | Proposals of the BOD | Board of Chairman |
| 10 | 15:00 – 15:50 | Discussion, Q&A | Shareholders and Board of Chairman |
| 11 | 15:50 – 16:15 | - Voting on reports, and proposals of the BOD, SB  - Election of BOD and SB members for the term 2022-2027 | Board of Election, Votes Counting Committee, shareholders |
| 12 | 16:15 – 16:30 | Approval on election voting results:  - Voting results on reports, and proposals of the BOD, SB  - Voting results on the election of BOD and SB members for the term 2022-2027 | Board of Election, Votes Counting Committee |
| 13 | 16:30 – 16:40 | Introduction of new BOD, SB members | New BOD, SB members |
| **III** | **CLOSING** | | |
| 14 | 16:40 – 17:30 | Approval on the Meeting minute | Board of Secretary |
| 15 | Representative of SBV to give a speech |  |
| 16 | Closing the GMS | Board of Chairman |

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| **BOARD OF ORGANIZERS**  **CHAIRMAN OF THE BOD**  **Do Quang Hien**  *(Signed and sealed)* |



SAIGON – HANOI BANK

HEAD OFFICE

77 Tran Hung Dao, Hoan Kiem Dist., Hanoi

Tel: (024) 3942 3388 — Fax: (024) 3941 0844

Website: [www.shb.com.vn](http://www.shb.com.vn/)

**INTRODUCTION OF DELEGATION PARTICIPATING**

**IN THE 30TH 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 | Thai Quoc Minh | 001060014196 | 10/11/2021, Police Department for administrative management of social order | Member of the BOD |
| 4 | Trinh Thanh Hai | 024064000171 | 15/11/2019, Police Department for Resident Registration and National Population Data | Independent Director |
| 5 | Nguyen Van Le | 013532086 | 28/03/2012, Hanoi Police | Member of the BOD |
| 6 | Pham Hoa Binh | 092061000628 | 14/08/2021, Police Department for administrative management of social order | Head of the Supervisory Board |
| 7 | Ngo Thu Ha | 011628331 | 16/08/2010, Hanoi Police | Deputy CEO |
| 8 | Do Quang Vinh | 001089000968 | 04/11/2021, Police Department for administrative management of social order | Deputy CEO |
| 9 | Le Dang Khoa | 010074000104 | 20/02/2020, Police Department for administrative management of social order | Deputy CEO |
| 10 | Ninh Thi Lan Phuong | 033174000585 | 02/10/2015, Police Department for Resident Registration and National Population Data | Deputy CEO |
| 11 | Do Duc Hai | 012122994 | 28/07/2011, Hanoi Police | Deputy CEO |

Shareholders, Investors not able to participate in the GMS may authorize to one among the above people. Authorization letter should be sent to SHB’s BOD’s Office prior to 05:00PM April 19, 2022 at the following address:

**BOD’s Office**

**5th Floor, 77 Tran Hung Dao, Hoan Kiem District, Hanoi**

**Tel: (024) 3942 3388 (Ext. 1006, 1011)**

**Fax: (024) 3941 0844**

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**AUTHORIZATION LETTER**

**TO PARTICIPATE IN THE 2022 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

***(Date: April 20, 2022)***

**I. AUTHORIZER**

- Shareholder:………………………………………………………………………………..

- Address:……………………………………………………………………………………

- Business Lisence No./ID/Passport No.: …………… Date of issue…………. Place of issue: ………

- Number of shares owned (par value VND10.000/share): …………….. shares.

- Type of shares: Common share.

- Representative (for entity shareholder):……………………………………………..

- ID/Passport No.:..................................... Issued by.............................Date of issue

**II. AUTHORIZED PERSON**

- Full name:……………………………………………………………………………………

- ID/Passport No.:………………… Date of issue…………… Place of issue: …………….

- Address:…………………………………………………………………………………….

**III. AUTHORIZATION CONTENTS**

1. **Hereby, the Authorizer authorizes the Authorized Person to perform the following tasks:**

* On behalf of the Authorizer, to participate in the 2022 Annual General Meeting of Shareholders of SHB on April 20, 2022;
* On behalf of the Authorizer, to vote on contents of the Meeting with the number of votes proportionate to the number of shares held by the Authorizer.

1. **Responsibilities of the Parties:**

* The Authorized person may only perform the tasks according to the authorized contents in this document;
* The Authorized person is independent and self-responsible to the Authorizer for the authorized work contents;
* The Authorizer agrees and acknowledges the tasks performed by the Authorized Person within the scope of the authorized contents recorded in this document;
* The Authorized person may not re-authorize another person to perform the work according to the above authorization contents.

1. **Duration of authorization:** This Power of Attorney takes effect from the date of signing until one of the following events occurs, whichever comes first:

* The Authorizer notifies in writing to SHB of the termination of this Power of Attorney before the date of the 2022 Annual General Meeting of Shareholders of SHB;
* The 2022 Annual General Meeting of Shareholders of SHB has completed;
* Other cases as regulated by Law.

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| --- | --- |
| **AUTHORIZED PERSON**  (Signed, full name) | ………., date….. month….. year 2022  **AUTHORIZER**  (Signed, full name, stamp if shareholder is an entity) |

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| **Logo SHB**  **SAIGON – HANOI BANK** | **SOCIALIST REPUBLIC OF VIETNAM**  **Independence - Freedom – Happiness** |

**COMFIRMATION LETTER**

**TO PARTICIPATE IN THE 2022 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Name of shareholder:…………….………..………………………………………………

ID/Passport/Business Registration No.: ……………………………………………………

Hereby confirm to participate in the 2022 Annual General Meeting of Shareholders of Saigon – Hanoi Commercial Joint Stock Bank held on April 20, 2022.

*Hanoi, date ………..….., 2022*

**Confirmation of Shareholder**

*(Signed and full name)*