

**SAIGON – HANOI**  
**COMMERICAL JS BANK**

*Hanoi, March 8<sup>th</sup> 2024*

No.: **52/CV-SHB**

**INVITATION LETTER**  
**TO THE 32<sup>nd</sup> ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**To: THE ESTEEMED 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 attend the 32<sup>nd</sup> Annual General Meeting of Shareholders (AGM).

- 1. Time:** 13:00 on April 25, 2024;
- 2. Venue:** Grand Ballroom, Melia Hotel  
44B Ly Thuong Kiet, Hoan Kiem District, Hanoi
- 3. Participants:** Shareholders, investors holding SHB's equity capital as at March 15, 2024 (final registration date according to the announcement of Vietnam Security Depository and Clearing Corporation).
- 4. Agenda:** as per the attachment

In case you cannot attend the AGM, you may authorize other person or one of the persons proposed by SHB to attend the AGM (as per the attached Power of Attorney form and list of SHB proposed persons).

The agenda of the Meeting, registration forms, Power of Attorney and documents used in the AGM shall be posted and updated on the website: [www.shb.com.vn](http://www.shb.com.vn) under the Investors/Information disclosure menu

*Note:*

- In order to facilitate the organization of the Annual General Meeting to your best interests, you are kindly requested to submit the Registration Form/ Power of Attorney (as the attached form) to the Bank **before 16:00 on April 24, 2024** in one of the following methods:
  - By postal mail to: The Office of the Board of Directors, SHB Bank, No. 77 Tran Hung Dao Street, Tran Hung Dao Ward, Hoan Kiem District, Hanoi.
  - Send file via text message (Zalo) to hotline number 0949638833;
  - Send file via email to the address: [vanphonghdqt@shb.com.vn](mailto:vanphonghdqt@shb.com.vn);Or Register online at the link on SHB Website.
- Shareholders (or their attorney-in-fact) attending the AGM are requested to present the original ID card/ Passport as per the registered shareholder information or the Power of Attorney (if any) for registration.

It would be greatly appreciated that you attend the AGM in person and on time.

Best regards,

**P.P THE BOARD OF DIRECTORS**  
**CHAIRMAN OF THE BOD**

*Do Quang Hien*  
*(Signed and sealed)*

**SAIGON – HANOI COMMERCIAL  
 JS BANK**
**(TENTATIVE) AGENDA**  
**THE 32<sup>nd</sup> ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Time: Tuesday, April 25, 2024

Venue: The Grand Ballroom, Melia Hotel Hanoi

<i>No.</i>	<i>Time</i>	<i>Description</i>	<i>In charge</i>
<b>I</b>	<b>OPENING:</b>		
1	13:00 - 13:30	Reception and shareholders registration	Board of organizers
2	13:30 – 13:40	Starting the AGM, 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 AGM Chair delegate, Supporting Boards of the AGM, approval on the agenda and AGM organization regulation	AGM Chair delegate
<b>II</b>	<b>MAIN PARTS:</b>		
5	14:00 – 15:00	Report of the Board of Directors on BOD’s performance in 2023 and 2024 plan	Representative of the BOD
6		Report of CEO on 2023 business performance and 2024 business plan	CEO
7		Report of the Supervisory Board on SB’s performance in 2023 and 2024 operation plan	Head of the SB
8		Proposals of the BOD	Representative of the BOD
9		Proposal of the Supervisory Board on selecting an independent auditor to carry out the audit of 2024 financial statements	Representative of the SB
10	15:00 – 15:30	Discussion, Q&A	Shareholders and AGM Chair delegate
11	15:30 – 15:50	- Voting on reports, and proposals of the BOD, SB - Election of supplementary BOD member for the term 2023-2027	Board of Election and shareholders
12	15:50 – 16:20	Tea break	
13	16:20 – 16:40	Approval on voting results: Voting results on reports and proposals of the BOD, SB	Board of Election
<b>III</b>	<b>CLOSING</b>		
14	16:40 – 17:30	Approval on the AGM minute	Board of Secretary
15		Representative of SBV to give a speech	Representative of SBV
16		Closing the AGM	AGM Chair delegate

**P.P BOARD OF ORGANIZERS  
CHAIRMAN OF THE BOD**

**Do Quang Hien**  
*(Signed and sealed)*

**INTRODUCTION OF THE DELEGATE  
 IN THE 32<sup>nd</sup> GENERAL MEETING OF SHAREHOLDERS**

<b>No.</b>	<b>Full name</b>	<b>ID No./ Passport No.</b>	<b>Date of issue, place of issue</b>	<b>Title at the Bank</b>
1	Do Quang Hien	001062048690	12/05/2022, Police Department for administrative management of social order	Chairman of the BOD
2	Do Duc Hai	001082037755	26/03/2021, Police Department for administrative management of social order	Vice Chairman of the BOD
3	Do Quang Vinh	001089000968	04/11/2021, Police Department for administrative management of social order	Vice Chairman of the BOD
4	Thai Quoc Minh	001060014196	10/11/2021, Police Department for administrative management of social order	Member of the BOD
5	Pham Viet Dan	037074007918	22/11/2021, Police Department for administrative management of social order	Member of the BOD
6	Do Van Sinh	001061016230	31/03/2021, Police Department for administrative management of social order	Independent BOD member
7	Haroon Anwar Sheikh	RE0099130	07/08/2020, Basseterre, St. Kitts	Independent BOD member
8	Ngo Thu Ha	001173047668	22/11/2021, Police Department for administrative management of social order	Member of the BOD cum CEO
9	Pham Hoa Binh	092061000628	14/08/2021, Police Department for administrative management of social	Head of the Supervisory Board

			order	
10	Le Dang Khoa	010074000104	20/02/2020, Police Department for administrative management of social order	Deputy CEO
11	Ninh Thi Lan Phuong	033174000585	04/02/2022, Police Department for administrative management of social order	Deputy CEO
12	Nguyen Huy Tai	010074000055	04/02/2022, Police Department for administrative management of social order	Deputy CEO
13	Hoang Thi Mai Thao	038173022035	10/07/2021, Police Department for administrative management of social order	Deputy CEO
13	Luu Danh Duc	001073069613	17/08/2021, Police Department for administrative management of social order	Deputy CEO

Shareholders unable to attend the AGM may authorize one of the above-mentioned people. Power of Attorney should be sent to the BOD's Office prior to 16:00 April 24, 2024 at the following address:

**BOD's Office**

**Saigon – Hanoi Commercial JS Bank**

**5<sup>th</sup> Floor, 77 Tran Hung Dao, Hoan Kiem District, Hanoi**

**Tel: (024) 3942 3388 (Ext. 861006, 861011) Mobile phone no.: 0949638833**