



VIETNAM DAIRY PRODUCTS JOINT STOCK COMPANY

No 10, Tan Trao Street, Tan Phu Ward, District 7, Ho Chi Minh City

Tel: (+84) (028) 54 155 555 - Fax: (+84) (028) 54 161 226

Enterprise Registration Number: 0300588569, initially issued by the Department of Planning and Investment of Ho Chi Minh City on 20/11/2003 with the 28th amendment on 26/10/2020.

INVITATION LETTER

TO THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2022

To: RESPECTED SHAREHOLDERS

The Board of Directors of Vietnam Dairy Products Joint Stock Company (“Vinamilk” or the “Company”) would like to invite our respected shareholders with information as below to attend the Annual General Meeting of Shareholders in 2022 of Vinamilk (the “AGM”):

Name of Shareholder : **(Bold and big front size)**
Address : **(Bold and big front size)**
Telephone number : **(Bold and big front size)**
Custodian Code *(issued by Vietnam Securities Depository)* :

Information of the Annual General Meeting of Shareholders in 2022 of Vinamilk is specified as follows:

1. **Time: 26th April 2022**, Scheduled to start at 8:30 AM and close at 12:00 PM (Local Time in Vietnam).
2. **Form of meeting:** The AGM will be held in the form of an online meeting at No. 10 Tan Trao, Tan Phu Ward, District 7, Ho Chi Minh City and the electronic voting (E-Voting) will be applied.
(Note: Given that the online meeting will be held, please do not go to the aforementioned venue).

3. **Agenda:**

- Audited financial statements for the financial year of 2021;
 - Reports of the Board of Directors (“**BOD**”);
 - ✓ The Company’s performance in 2021;
 - ✓ The BOD’s activities in 2021;
 - ✓ Report of the Audit Committee.
 - Dividend payment for the financial year of 2021;
 - Orientation of business strategy for the period of 2022-2026;
 - Plan of revenue and profit for 2022 (consolidated);
 - Dividend payment plan for the financial year of 2022;
 - Selection of the independent auditor for the financial year of 2022;
 - Remuneration and other benefits of the BOD in 2022;
 - Amending and supplementing the Company’s business lines;
 - Amending the Charter of the Company;
 - Amending the Internal Regulations on Corporate Governance of the Company;
 - Selection of members of the Board of Directors for the term of 2022-2026; and
 - Other issues falling within the decision-making authority of the General Meeting of Shareholders (if any).
4. **Documents:** Documents used for the AGM shall be published on the website of the Company at <https://www.vinamilk.com.vn/en/annual-general-meetings> no later than **05th April 2022**. In addition, in order to facilitate and support respected shareholders in registering their attendance and voting at the online meeting, the Company will publish guidelines for registration of the attendance and method of voting at the online meeting on the Company’s website (as mentioned above).
 5. In case respected shareholders cannot attend the meeting and would like to appoint other organizations/individuals to attend the meeting on their behalf, please send the valid power of attorney by post/registered mail services to the mailing address mentioned in Item 6 below or by email to the following email address: Vinamilk_AGM@vinamilk.com.vn no later than **24th April 2022**. Respected shareholders may use the template of power of attorney published on the Company’s website: <https://www.vinamilk.com.vn/en/annual-general-meetings>, or use their own template. The power of attorney shall specify the information of the authorizing party and the authorized party, the contents of authorization and the number of shares for which there is authorization.
 6. For all information relating to the organization of the AGM, please contact us at the following:

Vietnam Dairy Products Joint Stock Company

No 10, Tan Trao Street, Tan Phu Ward, District 7, Ho Chi Minh City

Telephone: (028) 54 155 555 (ext: 108247) Fax: (028) 54 161 226

Contact point: Mr. Dong Quang Trung - Email: dqtrung@vinamilk.com.vn

Yours Sincerely,

On behalf of BOARD OF DIRECTORS
CHAIRWOMAN



LE THI BANG TAM