

**INVITATION LETTER  
TO THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2024**

**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 the following information to attend the 2024 Annual General Meeting of Shareholders (the “**AGM**”) of Vinamilk:

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

**Information of the 2024 Annual General Meeting of Shareholders of Vinamilk is specified as follows:**

- Time of meeting:** on **25<sup>th</sup> April 2024**, the meeting is scheduled to begin at **1:30 PM** and conclude at **5:00 PM** (Vietnam time).
- Form of meeting: ONLINE MEETING.** Shareholders are kindly requested to access the online meeting system at the following address: <https://agm.vinamilk.com.vn/login> or scan QR Code below to attend the meeting.
- Meeting agenda:** Discussion of issues within the decision-making authority of the AGM as mentioned in the meeting's documents.
- Meeting's documents:** Documents used for the AGM shall be published on the website of the Company at the following address: <https://www.vinamilk.com.vn/en/annual-general-meetings> (no later than **04<sup>th</sup> April 2024**). In addition, in order to support respected shareholders in registering for attendance and voting at the online meeting, the Company will also provide guidelines on the registration and voting procedures for the online meeting at the Company's website (as mentioned above).
- Shareholder or group of shareholders holding at least five (05) percent of the total ordinary shares of the Company may propose issues to be included in or comment on the agenda of the AGM. Proposals and comment shall be made in writing and sent to Vinamilk no later than seven (7) working days prior to the opening date of the meeting.
- Proxy to attend the AGM:** In case a shareholder cannot attend the meeting and wish to authorize other organizations/individual(s) to attend the meeting on their behalf, please send the valid Power of Attorney to the Company no later than **24<sup>th</sup> April 2024** by one of the following forms: (1) by post/guaranteed delivery services to the mailing address mentioned in Item 7 below, or (2) sent it by email to the following email address: [Vinamilk\\_AGM@vinamilk.com.vn](mailto:Vinamilk_AGM@vinamilk.com.vn), or (3) directly authorize on the online meeting system. Respected shareholders can download the template of Power of Attorney from the following links: <https://www.vinamilk.com.vn/en/annual-general-meetings>, or they may prepare their own template (which must include details of the authorizing party and the authorized party (proxy), the contents of authorization and the number of shares for which there is authorization).
- For any inquiries related to the organization of the AGM, shareholders are kindly requested to contact us at:

**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](mailto:dqtrung@vinamilk.com.vn)

Yours Sincerely,



**On behalf of BOARD OF DIRECTORS  
CHAIRMAN**



**NGUYEN HANH PHUC**