

No: 01 /2025/TB-HĐQT

Hà Nội, March 17, 2025

MEETING INVITATION NOTICE
ANNUAL GENERAL OF SHAREHOLDERS IN 2025

Dear: SHAREHOLDERS OF TOP ONE ALLOT JOINT STOCK COMPANY

The Board of Directors (HĐQT) Top One Allot Joint Stock Company (TOP) Shareholders(ĐHĐCĐ) are cordially invited to attend the 2025 Annual General Meeting of Shareholders (AGM). Specifically, as follows:

1. Time: 08:00 a.m., Sunday, April 20, 2025
2. Room 404, 4th Floor, Rainbow Building, Lane 110, 19/5 Street, Van Quan Urban Area, Van Quan Ward, Ha Dong District, Hanoi City
3. Participation: All shareholders owning shares of Top One Distribution Joint Stock Company are named in the list of shareholders until 17/03/2025.
4. Contents of the General Meeting: Discuss and approve the contents under the jurisdiction of the General Meeting of Shareholders in accordance with the provisions of law and the company's Charter. Concrete:
 - Proposal to approve the Regulation on organization of the General Meeting of Shareholders of the Company in 2025;
 - Report on the Company's production and business results in 2024 and plan for 2025;
 - The Company's financial statements for 2024+ Submission for approval of the 2024 Financial Statements.
 - Report on the performance of the Board of Directors in 2024 and objectives and tasks in 2025
 - Report on the performance of the Audit Committee in 2024 and objectives and tasks in 2025
 - Submission for selection of auditing unit of annual financial statements;
 - Approve the profit distribution plan in 2024 and the profit distribution plan in 2025;
 - The report approving the salary and remuneration of the Board of Directors and the Company's Audit Committee in 2024 and the salary and remuneration plan of the Board of Directors and the Company's Audit Committee in 2025; Proposal to supplement the Company's business lines.
 - Proposal to amend and supplement the Company's Charter.
 - And other issues under the jurisdiction of the General Meeting of Shareholders.
5. **Enclosed documents:**



Meeting agenda, documents used in the meeting and draft resolutions for each issue in the meeting agenda; Voting votes are posted on the website: <http://toponejs.com/> (shareholders can access the sub-section of the General Meeting of Shareholders in the Shareholder Relations folder to download).

6. Other issues:

When attending the general meeting, it is recommended that shareholders or authorized persons bring the following documents:

- Invitation to the meeting
- Identity Card/Citizen ID/Passport
- Power of attorney (if authorized).

Any questions (if any), please contact the following phone number for answers: 0967923532, 0978559848, 0383836969, 0983992828.

We hope that Shareholders will arrange a full and punctual time to attend the General Meeting of Shareholders so that the General Meeting of Shareholders can be held successfully!

Sincerely./.

Recipient:

- Dear Sir;
- Save VP.

