



HANOI BEER-ALCOHOL-BEVERAGE  
JOINT STOCK CORPORATION  
**HABECO – HAI PHONG JOINT  
STOCK COMPANY**

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom – Happiness**

**DRAFT**

**AGENDA**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**HABECO - HAI PHONG JOINT STOCK COMPANY**

**Time: April 25, 2025**

**Venue: HABECO - Hai Phong Joint Stock Company**

**Truong Son Town, An Lao District, Hai Phong City**

Time	Detailed Content	Execution
8:30 AM – 9:00 AM	- Welcoming shareholders and delegates; - Distributing materials, voting ballots, and voting cards.	Organizing Committee
9:00 AM – 9:15 AM	- Organize the session. - Declare the reasons and officially open the meeting.	Organizing Committee
	- Report on the results of shareholder eligibility verification and the validity of the General Meeting.	Head of the Shareholder Eligibility Verification Committee
9:15 AM – 9:30 AM	- Introduce the Presidium of the General Meeting and the Chairperson. - Introduce the secretariat, the ballot counting committee, and vote on approval.	Chairman of the General Meeting
9:30 AM – 9:40 AM	- Approve the working regulations of the 2025 Annual General Meeting. - Introduce and approve the agenda of the General Meeting.	Chairman of the General Meeting
9:40 AM – 10:20 AM	- Báo cáo kết quả hoạt động sản xuất kinh doanh năm 2024 và nhiệm vụ Kế hoạch sản xuất kinh doanh năm 2025	CEO of the Company
	- Report on the business performance results for 2024 and the production and business plan for 2025.	Chairman of the General Meeting
	- The Board of Directors reports on the company's governance in 2024.	Member of the Board of Directors

<b>Time</b>	<b>Detailed Content</b>	<b>Execution</b>
	<ul style="list-style-type: none"> <li>- Report on the supervision results for 2024 and the activity plan for 2025 by the Supervisory Board.</li> <li>- Proposal for selecting the auditing firm for the 2025 financial statements.</li> </ul>	Head of the Ballot Counting Committee
10:20 AM – 10:35 AM	<ul style="list-style-type: none"> <li>- Proposal to approve the financial statements and the plan for the distribution of accumulated profits from 2022-2024.</li> <li>- Proposal for the production and business plan targets for 2025.</li> <li>- Proposal for the profit distribution plan for 2025.</li> </ul>	Chief Accountant
	<ul style="list-style-type: none"> <li>- Proposal to approve the settlement of remuneration for the Board of Directors members and Supervisory Board for 2024, and the payment plan for 2025.</li> <li>- Proposal to approve contracts and transactions between the Company and related parties.</li> </ul>	Head of the General Department
10:35 AM – 10:40 AM	<ul style="list-style-type: none"> <li>- Proposal to dismiss the Board of Directors member whose term ends in 2020-2025 and nominate a new member for the Board of Directors for the 2025-2030 term.</li> </ul>	Member of the Board of Directors
10:40 AM – 11:00 AM	<ul style="list-style-type: none"> <li>- Discuss the reports and proposals</li> <li>- Speeches from senior leadership;</li> <li>- Conduct a vote on the contents of the reports and proposals.</li> </ul>	Chairman of the General Meeting
11:00 AM – 11:20 AM	<ul style="list-style-type: none"> <li>- Approve the regulations for nominations, candidacies, and elections.</li> <li>- Guide the election process, conduct the election, and count the votes.</li> <li>- Announce the results of the vote and the election.</li> </ul>	Head of the Ballot Counting Committee
11:20 AM – 11:30 AM	<ul style="list-style-type: none"> <li>- Present the draft resolution of the General Meeting.</li> </ul>	Secretary
11:30 AM – 11:40 AM	<ul style="list-style-type: none"> <li>- Approve the resolution of the General Meeting.</li> <li>- Declare the closing of the General Meeting.</li> </ul>	Chairman of the General Meeting

#### **GENERAL MEETING ORGANIZING COMMITTEE**





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....., Date ... Month ... Year 2025

**CONFIRMATION OF ATTENDANCE**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**  
**HABECO - HAI PHONG JOINT STOCK COMPANY**

**To: The Organizing Committee of the 2025 Annual General Meeting of  
Shareholders**

**HABECO - Hai Phong Joint Stock Company**

**Shareholder's Name:**.....

**Legal Representative (if the shareholder is an organization):**.....

**Address:** .....

**Phone:** ..... **Fax:** .....

**Business Registration Number/ID Card Number:** .....

**Date of Issue:** ..... **Place of Issue:** .....

**Current Ownership:** ..... shares (In words: .....

.....)

**Equivalent to a total par value of:** ..... VND

I confirm my attendance at the 2025 Annual General Meeting of Shareholders of the Company, which is scheduled to be held on April 25, 2025.

**SHAREHOLDER**

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We kindly request shareholders to confirm their participation (or proxy authorization) to:

The Organizing Committee of the 2025 Annual General Meeting of Shareholders

HABECO - Hai Phong Joint Stock Company

Address: Truong Son Town, An Lao District, Hai Phong City, Vietnam.

Phone: 02253.667.163 Deadline:

Before 16:00 on April 18, 2025.



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....., Date ... Month ... Year 2025

**AUTHORIZATION LETTER**

(Re: Attendance at the 2025 Annual General Meeting of Shareholders  
of HABECO - Hai Phong Joint Stock Company)

- **Name of individual shareholder/authorizing organization:**  
.....
- **Legal representative:** .....
- **Address:** .....
- **ID Card Number (for individual shareholders)/Business Registration Certificate  
Number (for institutional shareholders):** .....  
**Date of Issue:** ..... **Place of Issue:** .....
- **Number of shares owned:** .....
- **Phone:** .....

As I am unable to attend the 2025 Annual General Meeting of Shareholders of HABECO - Hai Phong Joint Stock Company in person, I hereby authorize:

- **Mr./Ms.:** .....
- **Address:** .....
- **ID Card Number:** ..... **Date of Issue:** ..... **Place of Issue:** .....
- **Phone:** .....

To represent me at the 2025 Annual General Meeting of Shareholders of HABECO - Hai Phong Joint Stock Company, scheduled on April 25, 2025, and to vote on all matters discussed at the meeting on behalf of the ..... shares that I own.

Mr./Ms. .... is required to strictly comply with the contents of this Authorization Letter and the working regulations of the General Meeting. The authorized person is not allowed to reauthorize another person and must report back to the authorizer.

I take full responsibility for this authorization and commit to strictly complying with the current laws and the Charter of HABECO - Hai Phong Joint Stock Company. I also pledge not to make any complaints against the Company.

**AUTHORIZED PERSON**

(Sign & Full Name)

**AUTHORIZER**

(Sign & Full Name)





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**AUTHORIZATION LETTER FOR SHAREHOLDER GROUP FORMATION**

**To: The Organizing Committee of the 2025 Annual General Meeting of Shareholders**  
***HABECO - Hai Phong Joint Stock Company***

Today, on the ..... day of ....., 2025, we, the shareholders of HABECO - Hai Phong Joint Stock Company, collectively hold ..... shares (In words: .....), corresponding to a total par value of ..... VND, accounting for .....% of the total voting shares of HABECO - Hai Phong Joint Stock Company, as listed below:

No	Full Name	ID/Business Registration Number	Date of Issue	Place of Issue	Number of Shares Owned	Signature/ Represent ative Signature
	<b>Total</b>					

We hereby confirm that we are shareholders of HABECO - Hai Phong Joint Stock Company.

**We unanimously nominate:**

1. Mr./Ms.: .....

ID Number: ..... Date of Issue: ..... Place of Issue: .....

Permanent Address: .....

Education Level: ..... Major: .....

Current Position: .....

Current Shareholding: ..... shares (In words: .....) )

Equivalent Par Value: ..... VND

As a candidate for the Board of Directors of HABECO - Hai Phong Joint Stock Company for the 2025-2030 term, to be elected at the 2025 Annual General Meeting of Shareholders on April 25, 2025.

**At the same time, we unanimously appoint:**

Mr/Ms : .....

ID Number: ..... Date of Issue..... Place of Issue.....

Permanent Address:: .....

Current Shareholding:.....shares (In words.....)

**Equivalent Par Value:** ..... VND

As the group representative to carry out the nomination procedures in accordance with the regulations for participating in the nomination and election for the Board of Directors of HABECO - Hai Phong Joint Stock Company at the 2025 Annual General Meeting of Shareholders on April 25, 2025.

....., Date ... Month ... Year 2025

**Shareholder Representative**





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**NOMINATION/APPLICATION FORM**  
**For Board of Directors Membership**

**To: The Organizing Committee of the 2025 Annual General Meeting of Shareholders**  
**HABECO - Hai Phong Joint Stock Company**

**Shareholder Information:**.....

**Business Registration Number/ID/Passport Number:**..... **Date of Issue**  
..... **Place of Issue**.....

**Legal Representative (if the shareholder is an organization):**.....

**Address:**.....

**Number of Shares Owned:**.....

(In words: .....)

**Corresponding Total Par Value:**..... VND

After reviewing the conditions and criteria for candidacy and nomination for the Board of Directors as stipulated in the Enterprise Law, the Company's Charter, and the election regulations of the 2025 Annual General Meeting of Shareholders, I hereby propose,

I hereby propose:

1. Self-nomination for the position of Board of Directors Member
2. Nomination of another individual for the position of Board of Directors Member

- Nominee's Full Name: .....

- Date of Birth: .....

- ID/Passport Number:..... Date of Issue.....Place of Issue.....

- Address:.....

- Additional Information:.....

(Shareholders nominating or applying for a position should check the appropriate box.

The nomination/application form must be submitted to HABECO - Hai Phong Joint Stock Company along with the candidate's application documents)

....., Date ... Month ... Year 2025

**Shareholder Signature**

Attached Documents:

- Certified copy of ID/Passport;
- Certified copies of relevant diplomas/certificates;
- Candidate's resume (as per the required template).

Please submit the nomination/application confirmation to the following address:

**The Organizing Committee of the 2025 Annual General Meeting of Shareholders**  
**HABECO - Hai Phong Joint Stock Company**

Address: Truong Son Town, An Lao District, Hai Phong City, Vietnam

Phone: 02253.667.163

Deadline: No later than 17:00, April 18, 2025



**CURRICULUM VITAE**  
**CANDIDATE FOR BOARD OF DIRECTORS MEMBERSHIP**  
**HABECO - HAI PHONG JOINT STOCK COMPANY**  
**TERM 2025-2030**

1. Full Name: .....
2. Gender:        Male/Female
3. ID/Passport Number:: .....Date of Issue.....Place of Issue.....
4. Date of Birth: .....
5. Place of Birth: .....
6. Nationality: .....
7. Ethnicity: .....Hometown:.....
8. Permanent Address:.....
9. Contact Number:.....
10. Education Level:.....
11. Professional Qualifications:
  - .....
  - .....
  - .....
12. Work Experience (Summary of workplaces, positions, and occupations)
  - .....
  - .....
  - .....
13. Other Companies Where the Candidate Holds Positions::
  - .....
  - .....
14. Current Position at the  
Company:.....
15. Number of Shares Owned:..... shares
16. Total Shares Held by the Nominating Shareholder Group:..... shares

I hereby certify that all the information provided above is true and accurate. If any false information is found, I will take full responsibility before the law

**Confirmation by the relevant  
authority/local workplace**

....., Date ... Month ... Year 2025  
**Applicant**