**HEM: Notice of holding the General Meeting of Shareholders of 2020**

On 25 Mar 2020, Hanoi Electro-mechanical Manufacturing Joint Stock Company announced the holding the General Meeting of Shareholders of 2020 as follows:

Board of Directors of Hanoi Electromechanical Manufacturing Joint Stock Company (Company code: 0100100456) cordially invites shareholders to attend the Annual General Meeting of Shareholders in 2020

1. Meeting time

- For receiving documents: 08:00 Wednesday - April 8, 2020

- Opening of the Meeting: 08:30 Wednesday - April 8, 2020

2. Meeting location: Headquarter of Hanoi Electromechanical Manufacturing Joint Stock Company, Km12, Cau Dien Street, Phuc Dien Ward, Bac Tu Liem District, Hanoi City

3. Main content at the Meeting:

- Report on business results in 2019 and the tasks of the plan in 2020

- Report of the Board of Directors on the operation results in 2019

- Approve the Statements of Board of Directors on: Audited financial statements 2019; Profit distribution in 2019; Targets for 2020; Selecting an audit unit for 2020; Approve transactions between the Company and related units; Approving allowing GELEX Electrical Equipment Joint Stock Company to increase its ownership ratio without tender offer

- Other issues within the authority of the General Meeting of Shareholders

4. Participants: Shareholders who own shares of Hanoi Electromechanical Manufacturing Joint Stock Company listed in the list of shareholders on record date of March 20, 2020 or the legal representative of the shareholders

5. Conference Materials

- Attached to this Notice: Registration Form for Meeting and proxy form

- Documents of the Meeting: Shareholders, please visit the Company's website at the link: http://www.hem.vn/quan - he - co - dong/thong – bao/. Documents in writing will be sent to the shareholders when attending the meeting

6. Register and attend the Meeting

- In order to organize the Meeting successfully, Shareholders, please confirm the direct attendance at the Meeting or authorize to attend the Meeting (in the form attached to the notice) to the Company before 16:00 Monday, April 6, 2020 in the following form: Send directly, Fax or Email at the address: Human Resource and Administration Department - Hanoi Electromechanical Manufacturing Joint Stock Company Address: Km12, Cau Dien Street, Phuc Dien Ward, Bac Tu Liem District, Hanoi City

Phone: 024 37655510 (ext.128) Fax: 024 37655509

Contact person: Le Xuan Nguyen

7. Other issues

- Shareholders who do not directly attend may authorize others to attend according to the attached authorization form

- Shareholders/ legally authorized persons who come to attend the meeting should present: the original ID card/ Passport; The original of the authorization letter with the Company's seal (in case of receiving authorization to attend the meeting), the original invitation

- All expenses for travel, accommodation and other expenses during the meeting shall be borne by the attendees themselves