



**HANOI EDUCATION INVESTMENT & DEVELOPMENT ., JSC**  
Address: HEID Office Building, Alley 12 Lang Ha, Ba Dinh District, Hanoi City  
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## **NOTICE OF INVITATION TO ATTEND THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**To: Shareholders of Hanoi Education Investment and Development .,JSC**

Board of Directors (BOD) of Hanoi Education Investment and Development .,JSC (HEID) respectfully send to our shareholders the invitation to the 2025 Annual General Meeting of Shareholders (AGM) to be held specifically as follows:

- 1. Time:** 8:00 a.m. Wednesday, April 9<sup>th</sup> , 2025 .
  - 2. Location:** 12<sup>th</sup> floor hall, HEID Office Building, Alley 12 Lang Ha, Ba Dinh District, Hanoi City.
  - 3. Content:** See the agenda of the General Meeting of Shareholders (*attached*) .
  - 4. Participants:** All shareholders owning shares of HEID (*Stock code: EID*) according to the shareholder list closed on March 10<sup>th</sup>, 2025 and valid authorized persons to attend.
  - 5. Documents for the AGM:** View or download from the website [www.heid.vn](http://www.heid.vn) from March 19<sup>th</sup>, 2025.
  - 6. Authorization to attend the AGM:** If shareholders cannot attend the AGM and authorize another person to attend, please prepare a written authorization (*according to the attached form*). In case there is no authorized person to attend the meeting, shareholders can authorize one of the members of the Board of Directors of HEID (*with attached list*) .
  - 7. Shareholders/ Groups of shareholders** owning 5% or more of the total number of common shares who have proposals to the agenda of the AGM, please send the proposal in writing to the Company's address before 4:00 p.m. on April 3<sup>rd</sup>, 2025 .
- To facilitate the organization, shareholders are requested to register to attend/ send valid power of attorney to HEID before 16:00 on April 8<sup>th</sup>, 2025 .
- 8. Shareholders or authorized persons** attending the AGM must bring the meeting invitation and power of attorney (*for authorized representatives*), legal documents: ID card/citizen identification card/passport (*for individuals*), copy of business registration certificate, establishment decision (*for organizations*) or legal documents of equivalent value.

*Best regards!*

Hanoi, March 18<sup>th</sup>, 2025

**ON BEHALF OF THE BOARD OF DIRECTORS  
CHAIRMAN OF BOARD OF DIRECTORS**

  
  
Nguyen Chi Binh



**SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Freedom - Happiness**

**CONFIRMATION/ POWER OF ATTORNEY**

**TO ATTEND 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**HANOI EDUCATION INVESTMENT & DEVELOPMENT „JSC**

**To: Hanoi Education Investment & Development „JSC**

Names of Shareholders:

The Legal Representative (*for organizations*):

Identity card/Passport/Business License No:..... issued date at .

Address:

Number of owned shares: .....

(*Select only one given options*)

1. **CONFIRM TO ATTEND** ☐

2. **OR AUTHORIZE:** ☐

Individual/Organization name:.....

ID/Passport/Business License no:..... issued date at .

Address: .....

Number of authorized shares: .....

Note: In case your entrusted representative is not available, please authorize a member of The BODs to act on your behalf:

No	Name	Position	Tick	Number of authorized shares
01	Mr. Nguyen Chi Binh	Chairman		
02	Mr. Le Thanh Anh	Member of The BOD cum CEO		
03	Ms. Duong Thi Viet Ha	Member of The BOD cum Vice CEO		
04	Mr. Nguyen Duy Hung	Member of The BOD cum Vice CEO		
05	Ms. Nguyen Thi Ngoc Linh	Member of The BOD		

(Please kindly note that: Fill (X) to the box on the right of the member you select to authorize. In case of authorizing more than 01 member, please write specifically the number of authorized shares per person.)

**AUTHORIZED CONTENT:**

- The Authorized Party shall represent the Shareholder to attend and vote at 2025 Annual General Meeting of shareholders of Hanoi Education Investment & Development „Jsc.
- We take full responsibilities for this authorization and commit to strictly follow the current law and regulations of Hanoi Education Investment & Development „Jsc.

**Note:**

- The authorization is made once and is not forwarded. The authoeized party have to bring identification paper (ID/Passport/Business License) to the Meeting.
- If the authorizing party or the authorized party is an organization, the document must bear the signature of its legal representative and the organization's seal.
- This Power of Attorney is valid only when it is an original copy bearing the signatures of both parties. If the authorizing party or the authorized party is an organization, it must bear the signature of the legal representative and the organization's seal. This Power of Attorney will expire upon the conclusion of the 2025 Annual General Meeting of Shareholders of Hanoi Education Investment and Development Joint Stock Company. This Power of Attorney is valid upon the signing date until finish of the Meeting.

....., April..... 2025

**AUTHORISED PARTY**

(Sign, write full name and seal)

**AUTHORISING PARTY**

(Sign, write full name and seal)



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E-mail: [info@heid.vn](mailto:info@heid.vn)Website: <http://www.heid.vn>**THE AGENDA OF  
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
(Expected)**Time: **Wednesday, April 9<sup>th</sup>, 2025**

Venue: 12th floor hall, HEID office building, Lane 12 Lang Ha, Ba Dinh District, Hanoi.

STT	Time	Content	Host
1	08:00 – 08:30	Welcoming shareholders and attendees; registration of attendees Distribute documents and ballots	Organizing Committee
2	08:30 – 08:35	Report on Voter Eligibility	Board of Supervisors
3	08:35 – 08:40	Flag salute, the Opening, introduction of attendees	MC
4	08:40 – 08:45	Introduction of the Presidium, approval of the Presidium	MC
5	08:45 – 08:50	The Chairman appoints the Secretary of the meeting. The Chairman introduces and the Meeting elected the Counting Committee. Approve the Working and Voting Regulations of the Meeting; Approve the Agenda of the Meeting.	The Presidium
6	08:50– 10:30	<b>Reports &amp; Submissions:</b> - Report on the Board of Directors' activities in 2024 and the operation plan for 2025; - Report of the Board of Management on operational and Management Performance in 2024 and plan for 2025; - Report on the Board of Supervisors's activities in 2024 and the 2025 operation plan; - Submission to approve the audited separate and consolidated financial statements for 2024; - Report on the 2024 profit distribution plan and plan for 2025; - Report on remuneration of the Board of Directors and the Board of Supervisors in 2024 and plan for 2025; - Submission on cash dividend payment in 2024; - Submission to approve contracts and transactions between Hanoi Education Investment and Development Joint Stock Company (HEID) and Vietnam Education Publishing House Limited Company (VEPH); - Submission to select an independent auditing company to audit the 2025 financial statements. - Submission on dismissal and election of additional members of the Board of Directors, Board of Supervisors for the term 2022 – 2027; Regulations on election of additional members of the Board of Directors and Board of Supervisors for the term 2022 - 2027	The Presidium Board of Supervisors



7	10:30 – 10:45	Discussion Voting on reports, submission and election	The Presidium Vote Counting Committee
8	10:45 – 11:00	<i>Take a break</i>	
9	11:00 – 11:20	Announcement of voting and election results	Vote Counting Committee
10	11:20 – 11:30	Presenting draft Minutes and Resolutions of the Meeting	The Secretary
		Approve the Minutes and Resolutions of the Meeting	The Presidium
11	11:30 – 11:40	The Closing	The Presidium

