

PROGRAM
2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
University and Vocational Books Joint Stock Company

Time: 8:30 a.m., Friday, April 25, 2025

Location: Hall 22/12 NXBGDVN, No. 187B Giang Vo - Dong Da - Hanoi

order	Content	Time	Operate
1	- Welcoming delegates - Checking the qualifications of shareholders attending the Congress	8.30'-9.00'am	HDQT, BGD Board KTTTCD
2	Report on shareholder qualification verification	9.00'-9.05'am	Board KTTTCD
3	Flag salute, Statement of reasons, introduction of delegates, Chairman of the delegation, Secretary of the delegation and the Vote Counting Committee	9.05'-9.10'am	Organizing Committee
4	Approval of the Program and Working Regulations of the Congress	9.10'-9.15'am	Presidium
5	Report on the activities of the Board of Directors in 2024 and the Working Orientation in 2025	9.15'-9.30'am	HDQT
6	Report of the Board of Directors on the Implementation of Tasks in 2024 and the Production and Business Plan in 2025	9.30-9.45' am	BGD
7	Report on the activities of the Board of Supervisors in 2024	9.45'-9.55' am	Board of Control
8	Submission to the General Meeting of Shareholders on: - Approval of the Audited Financial Report in 2024 - Selection of an independent auditing company to audit the Financial Report in 2025 - Submission on remuneration of the Board of Directors and the Board of Supervisors - Approval of dismissal and election of additional members of the Board of Directors who have submitted resignations and approval of the list of candidates to elect additional members of the Board of Directors, term V (2022-2026). - Proposal to supplement the registered business lines - Approval of the plan to increase charter capital - Other arising issues under the authority of the General Meeting of Shareholders (if any).	9.55'-10.30'am	HDQT
9	Shareholders' opinions	10.30'-10.45'am	Presidium
10	The General Meeting voted to approve issues from items 4, 5, 6	10.45'-11.00'am	Presidium

11	Opinions of the leaders of VIETNAM EDUCATION PUBLISHING HOUSE	11.00'-11.15'am	Representative of NXBGDVN
12	Opinions of major shareholders	11.15'-11.25'am	
13	Flag salute and closing of the General Meeting	11.25-11.30'am	Organizing Committee

ORGANIZING COMMITTEE



NGUYEN CONG DUNG

No: 47/TB-ĐH-DN

Hanoi, April 4, 2025

ANNOUNCEMENT

On the organization and invitation to attend the 2025 Annual General Meeting of Shareholders

To: Shareholders of University - Vocational Books Joint Stock Company

The Board of Directors of University - Vocational Books Joint Stock Company would like to notify shareholders about the organization of the 2025 Annual General Meeting of Shareholders (“AGM”) of University - Vocational Books Joint Stock Company (stock code HEV) (“Company”).

1. Time: 08:30, Friday, April 25, 2025

2. Location: Vietnam Education Publishing House Hall - No. 187B Giang Vo - Dong Da - Hanoi.

3. Participants: All shareholders of the Company whose names are on the list as of March 26, 2025 and/or legally authorized persons in accordance with the provisions of law.

4. Contents of the General Meeting of Shareholders:

- Approval of the report on the results of production and business activities in 2024, the production and business plan and targets for 2025;

- Approval of the Board of Directors' report on the results of activities in 2024 and the plan for activities in 2025;

- Approval of the report of the Board of Supervisors on the results of activities in 2024 and the plan for activities in 2025;

- Approval of the audited financial statements in 2024;

- Selection of an independent auditing company to audit the financial statements in 2025;

- Approval of additional business lines;

- Approval of the plan to increase the company's charter capital;

- Approval of the dismissal of the member of the Board of Directors who has submitted a resignation letter and the list of candidates to elect additional members of the Board of Directors for term V (2022-2026);

- Elect additional members of the Board of Directors for the fifth term (2022-2026);

- Other issues arising under the authority of the General Meeting of Shareholders (if any).

5. General Meeting of Shareholders documents:

All meeting documents of the General Meeting of Shareholders are posted on the Company's website at: <https://hevobooks.com>.

6. Registration for the General Meeting of Shareholders:

In order to prepare for the General Meeting carefully and smoothly, we respectfully request that shareholders confirm their attendance before 4:00 p.m. on April 20, 2025 by sending the Registration Form (or authorization) to attend the General Meeting (according to the attached form) to the Company in one of the following forms:

No: 48/2025/TB-HĐQT

ANNOUNCEMENT

On the nomination/candidate for election of additional members of the Supervisory Board term V (2022 - 2026) of the University - Vocational Book Joint Stock Company

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020 and related documents;

- Pursuant to the Charter of organization and operation of the University - Vocational Book Joint Stock Company.

Dear Shareholders of University and Vocational Books Joint Stock Company

At the 2025 Annual General Meeting of Shareholders of University and Vocational Books Joint Stock Company ("**the Company**"), the Company will conduct the election of additional members of the Board of Directors for the 5th term of 2022 - 2026. Therefore, the Company would like to respectfully announce the nomination/candidate for the Board of Supervisors ("**BKS**") as follows:

I. Objectives

- Ensure compliance with the laws and practices in Vietnam and the Company's Charter;
- Ensure the principles of publicity, democracy and the legitimate rights of all shareholders;
- Ensure the centralization and organizational stability of the General Meeting of Shareholders;

II. Conditions for nomination/candidate for Board of Directors and Board of Directors membership criteria

1. Composition and term of office of the Board of Directors

- Number of elected Board of Directors: 01 person;
- Term of office of elected members of the Board of Directors: 2022-2026;
- Number of candidates for members of the Board of Directors: unlimited;

2. Conditions for nomination/candidate for members of the Board of Directors:

Pursuant to Clause 2, Article 25 and Articles 36, 37 of the Charter of organization and operation of the Company, and pursuant to Clause 5, Article 115 of the Law on Enterprises,

shareholders or groups of shareholders have the right to combine the voting rights of each person to nominate, nominate candidates for the Board of Directors as follows:

- ✓ 10% of the total number of shares with voting rights can nominate one (01) candidate;
- ✓ from 10% to 30% can nominate up to two (02) candidates;
- ✓ from 30% to 30% can nominate up to three (03) candidates;

In case the number of candidates for the Board of Supervisors through nomination and candidacy is still not enough as required in Clause 5, Article 115 of the Law on Enterprises, the incumbent Board of Directors shall introduce additional candidates or organize nominations in accordance with the provisions of the Company Charter, the Internal Regulations on Corporate Governance and the Regulations on the operation of the Board of Directors. The introduction of additional candidates by the incumbent Board of Supervisors must be clearly announced before the General Meeting of Shareholders votes to elect members of the Board of Directors in accordance with the provisions of law.

3. Standards of members of the Board of Directors:

Members of the Board of Directors must meet the standards and conditions as prescribed in Article 169 of the Law on Enterprises, specifically as follows:

- Not falling under the subjects prescribed in Clause 2, Article 17 of the Law on Enterprises;
- Having been trained in one of the majors of economics, finance, accounting, auditing, law, business administration or majors suitable to the business activities of the Company;
- Not a relative of a member of the Board of Directors, Director and other managers;
- Not a manager of the Company; not necessarily a shareholder or employee of the Company;
- Not a relative of a business manager of the Company and the parent company; a representative of the capital portion of the enterprise, a representative of the state capital portion at the parent company and at the Company
- Not working in the accounting or finance department of the Company.
- Not a member or employee of an independent auditing company that audited the Company's financial statements in the previous 3 consecutive years.
- A member of the Board of Directors may not be a shareholder of the Company.

III. Nomination/candidate application for election as a member of the Board of Directors

1. Nomination/candidate application for election as a member of the Board of Directors (according to the attached form);

2. Notice of establishment of shareholder group and nomination/candidate for membership of Board of Directors (according to attached form);

3. Candidate's CV (according to attached form);
4. Notarized copies of ID card/CCCD/Passport, diplomas, and certificates of the candidate.

The forms of nomination/candidate for membership of Board of Directors; Candidate's CV; Notice of establishment of shareholder group and nomination/candidate for membership of Board of Directors are posted on the Company's website: <https://hevobooks.com>.

To facilitate the compilation of the nomination/candidate list, shareholders or groups of shareholders who meet the above conditions and wish to nominate candidates for the Board of Directors of the University - Vocational Book Joint Stock Company for the 5th term of 2022 - 2026, please send your nomination/candidate profile for Board of Directors to the Company before **4:00 p.m. on April 20, 2025** at the following address:

Planning - Finance - International Affairs Department - University - Vocational Book Joint Stock Company

3rd Floor, Building B - 187B Giang Vo, Hanoi Fax: 024.39717189

The profile clearly states: "Nomination/candidate profile for Board of Directors member".

Note: Candidates/nominees for the Board of Directors shall be responsible before the Law and the General Meeting of Shareholders for the truthfulness and accuracy of the contents of their candidacy/nomination documents.

Sincerely announce!

BOARD OF DIRECTORS

Chairperson



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....., date ... month ... year 2025

REGISTRATION FORM (OR AUTHORIZATION)
TO ATTEND THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS
To: UNIVERSITY - VOCATIONAL BOOKS JOINT STOCK COMPANY (“HEV”)

Shareholder Name:..... Shareholder Code:.....
Permanent Address/Head Office:.....
Contact Address:..... Telephone:.....
ID Card/Passport/Business Registration Number:..... Issued on:.....
Number of Shares Owned:.....
(in words:.....)
Representative (for organizations):..... Position:.....
This document authorizes the following named Individual/Organization:.....

Information of the authorized person (if any).

Shareholder Name: Shareholder Code:.....
Permanent Residence/Head Office:.....
Contact Address: Telephone:.....
ID Card Number/Passport/Business Registration Number:..... Issued on:.....
Number of Authorized Shares:.....
(in words:.....)
Representative (for organization):..... Position:.....

Authorization Content

According to this authorization, the Authorized Party has full authority to represent the Authorizing Party to attend, discuss, vote and exercise other rights and obligations of the Shareholders as prescribed in the HEV Charter corresponding toshares (in words:)) at the Annual General Meeting of Shareholders of University - Vocational Books Joint Stock Company on April 25, 2025. This authorization content is effective from the date of signing until the end of the General Meeting.

I hereby register to attend the General Meeting of Shareholders of University - Vocational Books Joint Stock Company on April 25, 2025.

Sincerely./.

Name and signature of Shareholder
(sign, full name, seal (if organization))

Authorized party (if any)
(sign, full name, seal (if organization))

Note: Shareholders are requested to send this Registration Form by post or fax to the address and/or fax number stated on the Notice and invitation to the General Meeting of Shareholders before 16:00 on April 20, 2025.

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**ANNOUNCEMENT OF ESTABLISHMENT OF A SHAREHOLDER GROUP
AND NOMINATION OF CANDIDATES FOR MEMBERS OF THE BOARD OF DIRECTORS**

**To: BOARD OF DIRECTORS OF UNIVERSITY - VOCATIONAL TRAINING BOOKS JOINT
STOCK COMPANY**

Pursuant to Clause 2, Article 24 of the Charter of University - Vocational Training Book Joint Stock Company and Clause 5, Article 115 of the Law on Enterprises, Shareholders or groups of shareholders owning 10% or more of the total number of common shares have the right to nominate candidates for the Board of Directors in accordance with the provisions of the Law on Enterprises and the Company's Charter. Shareholders or groups of shareholders holding 10% of the total number of voting shares are entitled to nominate one (01) candidate; those holding from 10% to 30% are entitled to nominate a maximum of two (02) candidates; over 30% to 40% may nominate up to three (03) candidates; over 40% to 50% may nominate up to four (04) candidates; over 50% may nominate up to the number of candidates equal to the number of members of the Board of Directors to be elected.

I/We are the following Shareholder/Group of Shareholders:

Order	Shareholder Name	Number of shares owned	Ratio of Number of shares owned / Total number of shares of the Company (%)	Signature
01				
02				
03				
04				
05				
Total				

We hereby nominate the following person/woman as a candidate for election as a member of **the Board of Directors** for the 5th term 2022-2026 at the Annual General Meeting of Shareholders of University - Vocational Training Joint Stock Company on April 25, 2025:

Full name::.....

Permanent address::

Contact address::

ID card/CCCD/Passport number::.....

Place of issue Date of issue::

Professional qualifications: -

-

We hereby enclose a copy of the ID card/CCCD/Passport of the above-named person.

Sincerely.

Shareholder/Group Representative
(Sign, full name, seal (if any))

Note: Shareholders are requested to send this Notice by post or fax to the address and/or fax number stated on the Notice and invite to the General Meeting of Shareholders before 16:00 on April 20, 2025.

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NOMINATION FORM/CANDIDATE NOMINATION

Board Member

***To: Organizing Committee of the 2025 Annual General Meeting of Shareholders
University and Vocational Books Joint Stock Company***

Shareholders:

Business registration number/ID card/Passport: Date of issue.....

Place of issue:.....

Legal representative if shareholder is an organization:

Address:.....

Number of shares:.....

(In words:.....)

Corresponding to the total face value copper

After reviewing the conditions and criteria for candidacy and nomination for membership in the Board of Directors in the Enterprise Law, the Company Charter and the Notice of nomination/candidate for election of additional members of the Board of Directors for term V (2022 - 2026) of University - Vocational Training Book Joint Stock Company,

I propose:

1. Self-nominate for membership of the Board of Directors ☐

2. Shareholders nominate others for membership of the Board of Directors ☐

- Full name of nominee:

- Date of birth:

- ID card/CCCD/Passport number: Date of issue Place of issue:

- Address:

- Other information:

(Nominating shareholders mark √ in the corresponding blank box. Nomination and candidacy forms are sent to University - Vocational Training Book Joint Stock Company together with the candidate's profile)

....., date ... month ... year 2025

Shareholders

Attached documents:

- Valid copy of ID card/CCCD/Passport;

- Valid copy of relevant diplomas;

- Candidate's CV according to the form.

Shareholders are requested to send their candidacy/nomination forms to the following address:

Organizing Committee of the 2025 Annual General Meeting of Shareholders

University and Vocational Training Book Joint Stock Company

Address: 3rd Floor, Building B, 187B Giang Vo - Hanoi

Tel: 0243.9717189 Fax: 0243.9717189

Time: no later than 16:00, April 20, 2025

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CURRICULUM VITAE

1. Full name: Gender: male/female;
2. Date of birth:
3. Place of birth :
4. Nationality:
5. ID card/CCCD/Passport number: date of issue ... / ... /
6. Place of issue Expiry date ... / ... /
7. Place of permanent residence registration: house number block/hamlet/village ward/commune district/county province/city
8. Current address:
9. Professional qualifications:
10. Job:
11. Individual securities ownership at University - Vocational Training Book Joint Stock Company: shares
12. Name and address of the legal entity that you represent, the capital contribution ratio represented (in case you are the representative of the capital contribution of a legal entity shareholder)

Image 4x6cm

Legal entity name	Head office address	Number of shares	Represented equity ratio

13. Professional training process :

Time	Training place	Specialized training	Degree

14. Working process

Time	Workplace	Job location

15. Declaration of related persons (declare all "related person" relationships as prescribed in Clause 46, Article 4 of the Securities Law):

Full name/Name of related organization	Relationship with the declarant	Business Registration Certificate/ ID card, date of issue, place of issue	Workplace	Job location	Number of shares held	Holding rate

I hereby undertake and take responsibility for the accuracy and truthfulness of the above contents. I undertake to perform my duties honestly, carefully and for the best interests of the company if elected as a member of the Board of Supervisors.

....., *date ... month ... year 2025*

Confirmation from competent authority

(Local authority, or workplace)

Declarant

(Signature, full name)