

Ha Noi City, on the 29th March, 2023

INVITATION LETTER

*Ref holding and invitation to the Annual General Meeting of Shareholders
for the fiscal year of 2023*

To: Valued Shareholders of Directors of Higher Education and Vocational Book JSC.

The Board of Directors of Higher Education and Vocational Book JSC. would like to invite all shareholders to attend the Annual General Meeting of Shareholders for the fiscal year of 2022 (“AGM”) of Higher Education and Vocational Book JSC. (HEV) (the “Company”), details are as follows:

1. **Time:** 8.00 a.m on the 24th April, 2023 (Monday).
2. **Place:** The Meeting Hall of Viet Nam Education Publishing House - 187B Giang Vo Street, Dong Da District, Ha Noi City.
3. **Attendants:**
All shareholders of the Company stated in the final shareholders’ list compiled at 04.00 p.m on the 27th March, 2023.
4. **Content of the AGM:**
 - Approval of the report on production and business performance result in 2022, production and business plans and targets for 2023;
 - Approval of the report of the Board of Directors on the operation results in 2022 and the operation plan for 2023;
 - Approval of the report of the Board of Supervisory on the operation results in 2022 and the work plan for 2023;
 - Approval of the audited financial statements for 2022;
 - Approval of the plan for distribution of profit after tax in 2022;
 - Choosing an independent auditing company to audit the financial statements for 2023;
 - Approval of dismissal and election of additional members of the Board of Directors and Board of Supervisory for the 5th term from 2022 to 2026;
 - Other arising issues within the competence of the General Meeting of Shareholders.
5. **Documents of the AGM:**
All documents related to the 2023 AGM are available on the company's website: <https://hevobooks.com>.
6. **Registration for the AGM:**
For the purpose of the AGM, please confirm your attendance by 04.00 p.m on the 20th April, 2023 by sending/fax/email Registration form (or the proxy form) as attached to:
 - The address: High Educational and Vocational Books JSC (HEV) - 73 Lo Duc streets, Hai Ba Trung District, Ha Noi City; or
 - Fax: (84.24) 39717189; or
 - Email: pkt.DHDN@gmail.comThe authorization can only be made once, the authorized person is not entitled to authorize a third party to attend the AGM.
7. **Documents for registration for the AGM:**
 - If a shareholder is an individual: Valid Identity card or passport (original) and Registration form (or the proxy form) as attached to this Letter.
 - If a shareholder is an organization:
 - ✓ Certified copy of enterprise registration certification/ establishment decision;



