



VIETNAM EDUCATION PUBLISHING HOUSE LIMITED COMPANY

**CÔNG TY CỔ PHẦN ĐẦU TƯ & PHÁT TRIỂN GIÁO DỤC PHƯƠNG NAM**

PHUONG NAM EDUCATION INVESTMENT AND DEVELOPMENT., JSC

Website: [phuonanam.edu.vn](http://phuonanam.edu.vn)

Address: 231 Nguyen Van Cu Street, District 5, Ho Chi Minh City – Tel: (028) 73 035 556 – Fax: (028) 38 305 002  
Business Registration Number: 0304952106

Ho Chi Minh City, March 20, 2025

## INVITATION TO THE MEETING 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

**To: Shareholders of Phuong Nam Education Investment and Development JSC**

The Board of Directors cordially invites shareholders to attend the 2025 Annual General Meeting of Shareholders (AGM), with the following details:

**1. Meeting Arrangements:**

- Time: 08:00, **April 10, 2025** (Thursday)
- Location: 4th Floor, Hall of the Education Publishing House in Ho Chi Minh City  
231 Nguyen Van Cu - Ward 4 - District 5 - Ho Chi Minh City

**2. Meeting Agenda:**

The documents for the 2025 AGM will be posted, updated, and amended (if any) on the website: <https://phuongnam.edu.vn/co-dong> from **March 20, 2025** and printed copies will be provided to shareholders upon arrival at the meeting.

**3. Registration:**

To facilitate logistical arrangements, shareholders are requested to **register for the meeting** at Phuong Nam Education Investment and Development Joint Stock Company or send the **Registration Form** to the address below before **4:00 PM on April 9, 2025**.

**4. Authorization to Attend the General Meeting:**

If Shareholders authorize another person to attend the General Meeting, please complete the **Authorization Letter for Meeting Attendance provided by the Company** or **another form in accordance with Enterprise Law No. 59/2020/QH14** (The authorization document must be prepared in accordance with civil law regulations and must clearly state the name of the authorized individual or organization and the number of shares authorized). The completed authorization letter should be sent to the address below **before 4:00 PM on April 9, 2025**.

*(Note: The authorization letter must be the original document with a wet signature. In the case of authorization from an institutional shareholder, it must bear the signature of the legal representative and the official seal of the authorizing organization).*

**5. Document Submission Address and Contact for Support:**

**Phuong Nam Education Investment and Development Joint Stock Company**

- Address: 231 Nguyen Van Cu - Ward 4 - District 5 - Ho Chi Minh City
- Telephone: (028) 73 035 556 (601-602-603-604)
- Contact: Ms. Ngo Hoai Giang – 0936.179.129

**6. Documents Required for Shareholders or Authorized Representatives Attending the General Meeting:**

- Invitation Letter and Authorization Letter (if applicable);
- Citizen Identity Card (original or VNeID) / Passport or a certified copy of the Business Registration Certificate for organizations.

We are honored to welcome our esteemed Shareholders to the 2025 Annual General Meeting of Shareholders.

Sincerely!

ON BEHALF OF THE BOARD OF DIRECTORS  
CHAIRMAN



LE HUY

THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom – Happiness

REGISTRATION OR AUTHORIZATION FORM

FOR ATTENDING THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

To: **Phuong Nam Education Investment and Development Joint Stock Company**



Shareholder's Name: .....

Legal Representative (for organizations): .....

Citizen Identity Card/Passport/Business Registration Certificate No.: ..... issued on ..... at

Address: ..... Telephone .....

Total number of shares represented or/and owned: ..... shares.

(Shareholders choose one of the two options below, mark the appropriate box)

1. REGISTER TO ATTEND THE MEETING

2. AUTHORIZE THE FOLLOWING PROXY

Authorized Party: .....

Citizen Identity Card/Passport/Business Registration Certificate No.: ..... issued on .....

At .....

Address: .....

Telephone: .....

Number of shares authorized: .....

In case the shareholder cannot attend and cannot authorize another person, please authorize a Board of Directors' members of the Company according to the list below:

| No. | Name                      | Position                           | Checkmark | Number of shares authorized |
|-----|---------------------------|------------------------------------|-----------|-----------------------------|
| 1   | Mr. Le Huy                | Chairman of the Board of Directors |           |                             |
| 2   | Mr. Dinh Gia Le           | Board of Directors' members        |           |                             |
| 3   | Ms. Le Phuong Mai         | Board of Directors' members        |           |                             |
| 4   | Ms. Nguyen Thi Thanh Xuan | Board of Directors' members        |           |                             |
| 5   | Mr. Nguyen Phong Yen      | Board of Directors' members        |           |                             |

**Note:** Please mark (X) next to the name of the member to whom you wish to authorize. Authorization shall be granted to only one person for the entire number of shares owned. In case you wish to authorize multiple persons, please specify the number of shares authorized to each individual.

**Authorization Content:**

- The authorized representative shall act on behalf of the authorizing party to attend the 2025 Annual General Meeting of Shareholders of Phuong Nam Education Investment and Development JSC and exercise all rights and obligations at the Meeting corresponding to the number of shares authorized.
- We take full responsibility for this authorization and undertake to strictly comply with all applicable laws and the provisions of the Charter of Phuong Nam Education Investment and Development JSC, with no subsequent claims or complaints..

**Note:**

- The authorized representative may not delegate the authorized shares (either owned personally or authorized by another shareholder) to any third party, and must bring their ID card (physical copy or VNeID) or passport when attending the meeting.
- This authorization letter is valid only if it bears wet signatures from both parties. In the case of authorization from an institutional shareholder, the letter must also bear the official seal of the authorizing organization. If the authorization is granted to the Board of Directors of Phuong Nam Education Investment and Development JSC, the signature of the Board member is not required. This authorization letter is valid from the date of signing until the conclusion of the 2025 Annual General Meeting of Shareholders of Phuong Nam Education Investment and Development JSC.

**Shareholder / Authorizing Party**  
(Signature and full name, stamp if any)

\_\_\_\_\_, Date \_\_\_\_ Month \_\_\_\_ Year 2025  
**Authorized Party**  
(Signature and full name, stamp if any)

**Note:** If the authorizing party or the authorized representative is an organization, the signature of the legal representative and the seal of the organization are required.



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## AGENDA

### 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

(Commencing at 08:00 AM, Thursday, April 10, 2025)



| Time          | Content  | Presiding   |
|---------------|--|---|
| 7:30 – 8:00   | <ul style="list-style-type: none"><li>- Welcoming delegates and shareholders;</li><li>- Verifying the eligibility of Delegates; distributing voting ballots, voting cards, and General Meeting documents.</li></ul>  | <b>Organizing Committee</b>                       |
| 8:00 – 8:45   | <ul style="list-style-type: none"><li>- Report on the verification of Delegates' eligibility to attend the General Meeting;</li><li>- Flag salute and declaration of reasons for the Meeting;</li><li>- Introduction of the Presidium;</li></ul>   | <b>Organizing Committee</b>                       |
| 8:45 – 9:00   | <ul style="list-style-type: none"><li>- The Chairperson appoints the Secretary of the General Meeting;</li><li>- The Chairperson submits the Vote Counting Committee for approval;</li><li>- Approval of the Operational Regulations of the General Meeting;</li><li>- Approval of the Agenda of the General Meeting.</li></ul>  | <b>Presidium</b>                                  |
| 9:00 – 9:40   | <p><b>Reports presented at the Meeting:</b></p> <ul style="list-style-type: none"><li>- Report of the Board of Directors on the operating results of 2024 and the operational plan for 2025;</li><li>- Report of the General Director on the business performance results of 2024 and the business plan for 2025;</li><li>- Report of the Board of Supervisors on the operating results of 2024 and the operational plan for 2025;</li></ul>   | <b>Presidium/Head of the Board of Supervisors</b> |
| 9:40 – 10:00  | <p><b>Submission Documents:</b></p> <ul style="list-style-type: none"><li>- Audited Financial Statements for 2024;</li><li>- Profit Distribution for fiscal year 2024;</li><li>- Remuneration of the Board of Directors and the Board of Supervisors for 2024 and the plan for 2025;</li><li>- Selection of the auditing firm for the 2025 financial statements;</li><li>- Contracts and transactions between the Company and Vietnam Education Publishing House, or its authorized dependent accounting units, or other related companies within the parent-subsidiary system of Vietnam Education Publishing House;</li><li>- Other matters falling under the authority of the General Meeting of Shareholders (if any).</li></ul> | <b>Presidium/Head of the Board of Supervisors</b> |
| 10:00 – 10:30 | <b>Discussion and Voting Session</b>   | <b>Presidium</b>                                  |



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| Time          | Content   | Presiding                       |
|---------------|---|---------------------------------|
|               | <ul style="list-style-type: none"><li>- General Meeting Discussion</li><li>- Voting on the submitted documents.</li><li>- Vote Counting Committee proceedings.</li></ul>  | <b>Vote Counting Committee</b>  |
| 10:30 – 10:45 | <b>Break of the General Meeting; the Vote Counting Committee proceeds with its work</b>   | <b>Vote Counting Committee</b>  |
| 10:45 – 11:00 | <ul style="list-style-type: none"><li>- Address by a Representative of Vietnam Education Publishing House Limited Company</li><li>- Announcement of voting results</li></ul>  | <b>Vote Counting Committee</b>  |
| 11:00 – 11:30 | <ul style="list-style-type: none"><li>- The Secretary reads the draft Minutes and Resolution of the 2025 Annual General Meeting of Shareholders.</li><li>- The General Meeting votes for approval.</li><li>- The Chairperson declares the closing of the General Meeting.</li></ul> | <b>Secretary/<br/>Presidium</b> |

**ORGANIZING COMMITTEE**