

Hanoi, March 17, 2025

No.: 17/TB - HALICO

## NOTICE

### Re: Convening the 2025 Annual General Meeting of Shareholders

**To: Esteemed Shareholders of Hanoi Liquor and Beverage Joint Stock Company,**

*Pursuant to the current Charter of Organization and Operation of Hanoi Liquor and Beverage Joint Stock Company;*

*Pursuant to Resolution No. 02./NQ-HALICO-HDQT dated March 17, 2025 of the Board of Management of Hanoi Liquor and Beverage Joint Stock Company,*

The Board of Management of Hanoi Liquor and Beverage Joint Stock Company would like to inform our esteemed shareholders of the convening of the 2025 Annual General Meeting of Shareholders as follows:

- *Time:* 09:00 AM, Friday, April 18, 2025.
- *Place:* Meeting Room, Hanoi Liquor Factory in Yen Phong - Bac Ninh.

*Address:* Lot 12, YP4 Road, Yen Phong Industrial Zone, Yen Phong District, Bac Ninh Province.

- **Contents:**

1. Report by the Board of Director on business performance in 2024 and business plan for 2025.
2. Report on the activities of the Board of Management in 2024 and plans for 2025.
3. Report on the activities of the Board of Control in 2024 and plans for 2025.
4. Audited financial statements for 2024.
5. Proposal on key business targets for 2025.
6. Proposal on salary and remuneration policies for 2025, including settlement for 2024 and plan for 2025 for the Board of Management, Board of Control and Company's Secretary.
7. Proposal on selecting an auditing firm for the 2025 financial statements.

**Shareholders are kindly requested to review the meeting agenda and relevant documents, which will be available on the Company's website: <http://www.halico.com.vn>.**



The Board of Management respectfully requests that shareholders confirm their attendance or submit a proxy authorization for the 2025 Annual General Meeting of Shareholders to the Company no later than **April 11, 2025**.

Contact Information: Mrs. Hoang Thi Thu Ha - Company's Secretary

Address: No. 94 Lo Duc Street, Pham Dinh Ho Ward, Hai Ba Trung District, Hanoi.

Office Phone: (0243) 976 3763/0915.788.448

Mobile: 0912.000.929

Email: [hahtt@halico.com.vn](mailto:hahtt@halico.com.vn)

*Sincerely,*

**Recipients:**

- As addressed;
- Archived by Administration and Secretary.

On behalf of the Board of Management



Hanoi, March. 17, 2025

**INVITATION LETTER  
TO ATTEND THE 2025 ANNUAL GENERAL MEETING OF  
SHAREHOLDERS**

*To: Esteemed Shareholders,*

The Board of Management of Hanoi Liquor and Beverage Joint Stock Company is pleased to invite our esteemed shareholders to attend the 2025 Annual General Meeting of Shareholders:

- Time: 09:00 AM, April 18, 2025 (Friday)
- Place: Meeting Room, Hanoi Liquor Factory in Yen Phong - Bac Ninh (Lot 12, YP4 Road, Yen Phong Industrial Zone, Yen Phong District, Bac Ninh Province).
- Contents:
  - + Report by the Board of Director on business performance in 2024 and business plan for 2025.
  - + Report on the activities of the Board of Management in 2024 and plans for 2025.
  - + Report on the activities of the Board of Control in 2024 and plans for 2025.
  - + Audited financial statements for 2024.
  - + Proposals:
    - o Key business targets for 2025.
    - o Salary and remuneration policies for 2025, including settlement for 2024 and plan for 2025 for the Board of Management, Board of Control and Company's Secretary.
    - o Selecting an auditing firm for the 2025 financial statements.
- To facilitate the preparation for the meeting, we kindly request Shareholders to confirm attendance with Mrs. Hoang Thi Thu Ha - Company's Secretary by April 11, 2025, via:
  - +/ Phone: 0915 788 448/0912 000 929 or:
  - +/ Email: [hahtt@halico.com.vn](mailto:hahtt@halico.com.vn)
  - +/ Postal mail:
    - Recipient: Mrs. Hoang Thi Thu Ha - Company's Secretary
    - Hanoi Liquor and Beverage Joint Stock Company
    - 94 Lo Duc, Pham Dinh Ho Ward, Hai Ba Trung District, Hanoi.



Shareholders may also authorize another person to attend the meeting by completing the attached **Authorization Letter** and sending it to us via postal mail or email **before April 11, 2025**.

To facilitate discussions at the 2025 Annual General Meeting, the Board of Management will send relevant documents and voting ballots to Shareholders before the meeting date.

When attending the meeting, Shareholders or authorized representatives are kindly requested to bring their **ID card/passport, invitation letter, voting ballot, and authorization letter** (if applicable).

We look forward to welcoming you.

Sincerely,

**On behalf of the Board of Management**

**Chairman**

(Enclosures: Meeting Agenda,  
Attendance Confirmation Letter,  
Authorization Letter)



**Phạm Trung Kien**



HANOI BEER LIQUOR BEVERAGE  
CORPORATION  
HANOI LIQUOR AND BEVERAGE  
JOINT STOCK COMPANY



**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**

*Hanoi, April..... 2025*

**CONFIRMATION OF ATTENDANCE**  
**2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**To: Board of Management**  
**Hanoi Liquor and Beverage Joint Stock Company**

Full Name:.....

ID Card/Passport/Business Registration Certificate No.: .....

Issued on:..... At:.....

Address:.....

.....

Phone:.....

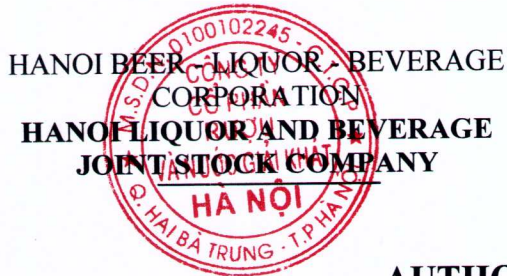
Shareholder Code (as per Share Ownership Certificate):.....

Number of Shares Currently Held:.....

I hereby confirm my attendance at the 2025 Annual General Meeting of Shareholders, organized by Hanoi Liquor and Beverage Joint Stock Company on April 18, 2025, at Meeting Room, Hanoi Liquor Factory in Yen Phong - Bac Ninh.

Thank you very much./.

Shareholder  
(Signature and Full Name)



HANOI BEER LIQUOR BEVERAGE CORPORATION  
HANOI LIQUOR AND BEVERAGE JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness

Hanoi, April..... 2025

**AUTHORIZATION LETTER  
TO ATTEND THE 2025 ANNUAL GENERAL MEETING OF  
SHAREHOLDERS**

**To: Board of Management  
Hanoi Liquor and Beverage Joint Stock Company**

**Authorizing Party (Grantor):**.....

ID Card/Passport/Business Registration Certificate No.: .....

Issued on:..... At:.....

Address:.....

Phone:.....

Shareholder Code: ..... Number of Shares Held: .....

**Authorized Party (Grantee):**.....

ID Card/Passport/Business Registration Certificate No.: .....

Issued on:..... At:.....

Address:.....

Phone:.....

**Scope of Authorization:**

The Authorized Party shall represent the Authorizing Party in attending and voting on relevant matters at the 2025 Annual General Meeting of Shareholders within the scope of ..... shares out of a total of ..... shares owned by the Authorizing Party.

**Commitment:**

The Authorizing Party shall take full responsibility for this authorization and commits to comply with the current laws and the Charter of Organization and Operation of HALICO.

Sincerely,

**Authorized Party**  
(Signature and Full Name)

**Authorizing Party**  
(Signature and Full Name)



# AGENDA

## ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025

### HANOI LIQUOR AND BEVERAGE JOINT STOCK COMPANY

**Time:** 09:00 AM – 11:00 AM, April 18, 2025

**Location:** Meeting room, Hanoi Liquor Factory in Yen Phong - Bac Ninh

Time	Contents
08:45 - 09:00	Reception of delegates
09:00 - 09:15	Opening statement and introduction of delegates
	Report on shareholder eligibility verification and attendance
	Introduction of the Presidium
	Introduction of the Secretariat and the Vote Counting Committee
	Approval of the Agenda and Working Regulations of the General Meeting
09:15 - 10:45	Report by the Board of Directors on the summary of business operations in 2024 and plans for 2025
	Report on the activities of the Board of Management in 2024 and plan for 2025
	Report on the activities of the Board of Control in 2024 and plan for 2025
	Summary of the audited financial statements for 2024
	Key business targets for 2025
	Salary and remuneration scheme for 2025: Board of Management, Board of Control, and Secretary of Hanoi Liquor and Beverage Joint Stock Company (settlement for 2024, plan for 2025)
	Selection of the auditing firm for the 2025 financial statements
	Q&A session for shareholders
	Voting on reports and proposals
	Approval of the vote counting minutes
10:45 - 11:00	Voting on the Draft Minutes and Resolutions of the General Meeting
11:00	Closing of the General Meeting