



**DUC GIANG CHEMICALS  
GROUP JOINT STOCK  
COMPANY**

01/2024/GM- ĐHĐCĐ

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

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Hanoi, 2<sup>nd</sup> Mar, 2024

## **INVITATION LETTER**

### **To 2024 Annual General Meeting of Shareholders**

**To: Shareholders of Duc Giang Chemicals Group Join Stock Company**

- Based on Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
- Based on the Charter of Duc Giang Chemicals Group;

The Board of Directors of Duc Giang Chemicals Group cordially invites you to attend 2024 Annual General Meeting of Shareholders of Duc Giang Chemicals Group Joint Stock Company with the following details:

1. Opening time of the meeting: 08:30, March 29, 2024.
2. Venue: Almaz Convention Center, Hoa Lan Street, Vinhomes Riverside Urban Area, Phuc Loi, Long Bien, Hanoi.
3. Program and documents of the Meeting: For details, please visit the website: <http://ducgiangchem.vn/>.
4. Shareholders or Authorized Persons attending the meeting, please bring the following documents:
  - Invitation Letter;
  - ID card/Citizen ID or Passport;
  - Power of Attorney and Meeting invitation notice from the authorized person (in case of receiving authorization to attend the Meeting).
5. To ensure proper reception, the Company encourages Shareholders/Authorized Persons to register/confirm attendance at the Meeting via email [cbtt.dgc@ducgiangchem.vn](mailto:cbtt.dgc@ducgiangchem.vn) or hotline (+84)915523434 (Mr. Quach Kieu Hung - Company Administration Officer).

***We are pleased to welcome you!***

*Note:*

*Shareholders are responsible for their own travel, meals, accommodation, transportation, and other personal cost to attend the Meeting.*

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



....., ....., 2024

**POWER OF ATTORNEY TO ATTEND  
2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**To: Duc Giang Chemicals Group Joint Stock Company.**

**Name of organization/individual:** .....

*(Hereinafter referred to as the Authorizing Party)*

ID/Passport No.: ..... issued on: ..... Place of issue.....

Legal representative (for organizations).....

Address.....

Currently owning/representing ownership: ..... shares (according to the list as of February 20, 2024) in Duc Giang Chemicals Group Joint Stock Company.

I hereby give power of attorney to:

Mr./Ms.: .....

*(Hereinafter referred to as the Authorized Person)*

ID/Passport No.: ..... issued on: ..... Place of issue.....

Number of authorized shares: ..... shares.

On behalf of the authorizing party to attend 2024 Annual General Meeting of Shareholders of Duc Giang Chemicals Group Joint Stock Company on March 29<sup>th</sup>, 2024, and vote on issues within the competence of the Shareholders' Meeting with the number of votes corresponding to the number of represented shares.

The authorizing party shall be fully responsible for this authorization before the law and commits not to make any subsequent complaints.

**AUTHORIZED PARTY**

*(Sign, clearly state name)*

**AUTHORIZING PARTY**

*(Sign, clearly state name, affix seal (if any))*



## DUC GIANG CHEMICALS GROUP JOINT STOCK COMPANY

Address: 18/44 Duc Giang, Thuong Thanh, Long Bien, Hanoi  
Tel: 024.38271620; Fax: 024.38271068; Website: <http://ducgiangchem.vn>

### AGENDA OF 2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS

**Reception: Registration for the meeting and document collection: 07:30 to 08:30 on March 29, 2024.**

**Opening: 08:30 on March 29, 2024**

**Meeting agenda:**

No.	ITEMS	TIME
1.	Registration for the Meeting	07:30-08:30
2.	Opening, introduction of attendees	08:30
3.	Meeting Chairperson introduces the Secretary of the delegation, the Vote Counting Committee	
4.	Approval of the Meeting program	
5.	Approval of the Meeting regulations	
6.	Board of Directors reports on the business activities in 2023	
7.	Report of the Supervisory Board	
8.	Audited financial report for 2023	
9.	Submission to relieve and election of additional Board of Directors, Supervisory Board members for the term 2024-2029	
10.	Proposal for profit distribution plan for 2023	
11.	Proposal for business production plan for 2024	
12.	Proposal to approve remuneration and income of the Board of Directors, Supervisory Board	
13.	Proposal to select the auditing company for the financial year 2024	
14.	<b>Meeting discussion and voting</b>	
15.	Vote Counting Committee announces voting results	
16.	Approval of Meeting minutes and resolutions	
17.	Closing of the Meeting	