

*Ha Noi, April 10<sup>th</sup>, 2017*

**INVITATION LETTER**  
**ANNUAL MEETING OF SHAREHOLDER 2017**

*Pursuant to Law on Enterprises No. 68/2014/QH13 dated November 26<sup>th</sup>, 2014; Song Da 9 Joint Stock Company Charter of organization and operation approved in November 25<sup>th</sup>, 2005 and amended in April 28<sup>th</sup>, 2016,*

**SONG DA 9 BOARD OF MANAGEMENT**

***Kindly invite: Sir/Madam.***

To attend the Song Da 9 Joint Stock Company Annual general meeting of shareholder 2017.

1. **Time:** 8h00, April 27<sup>th</sup>, 2017 (Thursday)
2. **Location:** 9<sup>th</sup> floor hall, Song Da 9 Joint Stock Company head office – Song Da 9 building, Pham Hung street, My Dinh 2 ward, Nam Tu Liem district, Ha Noi city.
3. **Participant:**
  - Board of management;
  - Board of supervisor;
  - Current shareholders up to March 30<sup>th</sup>, 2017 or authorized person.
4. **Content:** as attached agenda.
5. **Document:** provided at Song Da 9 Joint Stock Company head office, or download from our website: [www.songda9.com](http://www.songda9.com) (section: Investor → Annual general meeting of shareholder)
6. **Shareholders can grant power to other individual or Board of management (attached list below) to attend the meeting (Confirmation letter form below)**

Shareholders please send your Confirmation letter/Power of attorney to:

***Song Da 9 Joint Stock Company,***  
***Song Da 9 building, Pham Hung street, My Dinh 2 ward, Nam Tu Liem district, Ha Noi city.***  
***Fax: +844 37682684; Email: [contact@songda9.com](mailto:contact@songda9.com)***

It's our honor to welcome our shareholder to the Annual general meeting of shareholder 2017.

Best Regards!

**Note:**

Please kindly bring the following documents to the meeting: Invitation letter, ID card or passport, power of attorney.

**ON BEHALF OF BOARD OF MANAGEMENT**

**CHAIRMAN**

**(Signed)**

***Nguyen Hoang Cuong***

**CONFIRMATION LETTER**  
**ATTEND/GRANT POWER TO ATTEND THE**  
**SONG DA 9 JOINT STOCK COMPANY**  
**ANNUAL GENERAL MEETING OF SHAREHOLDER 2017**

**Dear: SONG DA 9 JOINT STOCK COMPANY**

Full name:.....

ID No./ Business license No.: .....issue on ...../...../.....at.....

Is shareholder (or authorized representative of shareholder)

Address: .....

Number of shares: .....

Pursuant to the Invitation letter to attend the Song Da 9 Joint Stock Company Annual general meeting of shareholder 2017, I would like to confirm my attendance as below:

**1. Self-attendance.**

**2. Grant power to Mr/Ms/Mrs:**

Full name: .....

ID No.: ..... Issued on:..... At: .....

Position: .....

**3. Grant power to:**

+ **Mr.Nguyen Hoang Cuong:** Chairman of BOM

+ **Mr.Tran The Quang:** Member of BOM, General Director

+ **Mr. Nguyen Van Dai:** Member of BOM

+ **Mr.Le Cong Tinh:** Member of BOM

On my behalf to attend the Song Da 9 Joint Stock Company Annual general meeting of shareholder 2017 and has right to vote for contents in the meeting.

This power of attorney shall only be valid within the Annual general meeting of shareholder in April 27<sup>th</sup>, 2017.

**ATTORNEY**  
*(Sign, full name)*

....., *datemonth* 2017  
**ATTENDEE/MANDATOR**  
*(Sign, full name)*

*Note: -Please send this power of attorney to the Organization Board no later than 17:00, April 26<sup>th</sup>, 2017 or Fax: 04.37682684/ Email: [contact@songda9.com](mailto:contact@songda9.com)*

*Ha Noi, April 27<sup>th</sup>, 2017*

**AGENDA**  
**ANNUAL GENERAL MEETING OF SHAREHOLDER 2017**  
*(held in April 27<sup>th</sup>, 2017, at Song Da 9 Joint Stock Company head office)*

No	Description	Time	Người thực hiện	Remark
1	Shareholder welcome, documents providing, art work.	8:00 - 8:20	Organization Board	
2	- Report on the attendance status. - Opening and introducing delegates. - Nominate Chairman Board for voting. - Invite Chairman Board to their position.	8:20-8:30	Organization Board	
3	Chairman Board assign Secretary and nominate Checking Board (ask for voting)	8:30-8:35	Chairman Board	
4	Approve working agenda of 2017 Annual general meeting of shareholder.	8:35-8:40	Organization Board	
5	Approve working regulation of the meeting.	8:40 - 8:50	Organization Board	
6	2016 Business report, audited 2016 Financial report; business, financial and investment plan for 2017.	8:50-9:15	Chairman Board	
7	2016 Board of Management Report and plan for 2017.	9:15-9:25	Chairman Board	
8	2016 Board of Supervisor Report and plan for 2017.	9:25 -9:35	Board of Supervisor	
9	BOM statement of 2016 benefit and dividend distribution; 2016 final payment for BOM, Board of Supervisor and plan for 2017; request for independent audit on 2017 financial report, approve the amendment of company organization and operation and other contents authorized to the BOM by Shareholder.	9:35 - 10:05	Chairman Board	
10	Voting for approving reports;	10:05- 10:20	Chairman & Checking Board	
11	Discussion for approving report and Q&A section.	10:20 - 10:45	Chairman & Checking Board	
12	Tea break	10:45 -11:10		
13	- Approve meeting record. - Approve meeting decree.	11:10 -11:30	Secretary	
14	Closing ceremony	11:30 – 11:40	Organization Board	

*This is the estimated agenda only. The meeting will follow the contents based on actual conditions.*