

INVITATION LETTER

Regarding: The organization and invitation to attend the Annual General Meeting of Shareholders for the fiscal year of 2024

To: Shareholders 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 2024 (“AGM”) of Higher Education and Vocational Book JSC. (HEV) (the “Company”), details are as follows:

1. **Time:** 8.30 a.m on the 26th April, 2024 (Friday).
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 29th March, 2024 and/or legally authorized representatives as per legal regulations. .
4. **Content of the AGM:**
 - Approval of the report on production and business performance result in 2023, production and business plans and targets for 2024;
 - Approval of the report of the Board of Directors on the operation results in 2023 and the operational plan for 2024;
 - Approval of the report of the Board of Supervisory on the operation results in 2023 and the operational plan for 2024;
 - Approval of the audited financial statements for 2023;
 - Choosing an independent auditing company to audit the financial statements for 2024;
 - Approval of the dismissal of members of the Board of Supervisory who resigned and approval of the election of additional members of the 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 2024 AGM are available on the company's website: <https://hevobooks.com>.
6. **Registration for the AGM:**
For the preparation of the AGM to go smoothly, please confirm your attendance by 04.00 p.m on the 20th of April, 2024 by sending your Registration Form (or the proxy form) for the Assembly (in the attached template) to the Company by one of the following methods:
 - Send directly to this address: High Educational and Vocational Books JSC (HEV) - 187B Giang Vo Street, Dong Da District, Ha Noi City; or
 - Fax: (84.24) 39717189; or
 - Email: pkt.DHDN@gmail.comThe authorization of the proxy can only be done 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;
- ✓ Valid Identity card or passport (original) of the legal representative (if the legal representative attends the meeting) or of the proxy (if the proxy of the legal representative attends the meeting); and
- ✓ Registration form (or the proxy form) as attached to this Letter.

Please kindly find the AGM's information at <https://hevobooks.com> or contact the Company via the phone number 024.39717189.

Yours sincerely, *TC*

ON BEHALE OF THE BOARD OF
DIRECTORS
CHAIRMAN



Nguyen Cong Dung

Attached files:

- Content of the AGM;
- Registration form (or the proxy form);
- Notice of nomination, self-nomination of candidates for electing the Board of Directors' members and the Supervisory Board's members;
- Notice of establishment of group of shareholders to nominate candidates for electing the Board of Directors' members and the Supervisory Board's members;
- Form of curriculum vitae of candidate for electing the Board of Directors' members and the Supervisory Board's members.

