



*Hanoi, June 16, 2020*

**AGENDA OF THE 2020 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

**Time:** From 07:00 to 12:00 June 29, 2020 (Monday).

**Venue:** InterContinental Hanoi Westlake Hotel, No. 05 Tu Hoa, Tay Ho, Hanoi

No	Time	Content	PIC
1	07:00-08:00	Welcoming Shareholders/Guests, Distribution of AGM documents	VEAM Executives, BOD Office, ADM
2	08:00-08:10	Inauguration Declaration of reason of holding the AGM	MC
3	08:10-08:15	Report on Attendants' legal status	Head of Shareholder Status Inspection Board
4	08:15-08:20	Approval of the Presidium	Chairman of BOD
5	08:20-08:30	Approval of the Board of Secretary, Board of Vote and Election Inspection, AGM Agenda, AGM Regulations	Chairman of BOD
6	08:30-08:35	Submission of amendment & addition of the Charter and the Internal Regulations on Corporate Governance	President
7	08:35-08:55	Report on the Business Results for 2019 and the Business Plans for 2020	President
8	08:55-09:05	Report on the Operation Results for 2019 and the Operation Plans for 2020	Chairman of BOD
9	09:05-09:15	Report of the Board of Controllers (BOC)	Head of BOC
10	09:15-09:20	Submission of Audited Financial Statements for 2019	Chief Accountant
11	09:20-09:25	Submission of Profit Distribution, Fund Allocation and Dividend for 2019	Chief Accountant
12	09:25-09:30	Submission of the Actual Remuneration of BOD and BOC for 2019 and Plans for 2020	Presidium



13	09:30-09:35	Submission of the Listing of Shares	Presidium
14	09:35-09:40	Submission of the Selection of Independent Auditor for 2020 Financial Statements	Head of BOC
15	09:40-10:10	Discussion	Presidium
16	10:10-10:30	Dismissal of Members of BOD: - Submission of the Dismissal of Members of BOD; - Voting; - Announcement of Voting Results of the Dismissal of Members of BOD.	Presidium, Board of Vote and Election Inspection
17	10:30-11:00	Election of Additional Members of BOD terms of 2017-2022: - Submission of the Election of Additional Members of BOD; - Approval of the Regulations on the Election of Members of BOD; - Approval of the list of candidates for BOD.	Presidium
18	11:00-11:10	Election and Voting Guidance: - Election Guidance; - Voting for Additional Members of BOD; - Voting for the Approval of AGM's contents (amendment & addition of the Charter and the Internal Regulations on Corporate Governance, etc.)	Board of Vote and Election Inspection
19	11:10-11:30	Break	-
20	11:30-11:45	Announcement of Voting Results of AGM's contents (amendment & addition of the Charter and the Internal Regulations on Corporate Governance, Election of Additional Members of BOD, etc.)	Board of Vote and Election Inspection
21	11:45-11:55	Approval of AGM's Minutes and Resolution	Board of Secretary
22	11:55-12:00	Announcement of AGM closing	Chairman of BOD

ON BEHALF OF BOD OF VEAM   
CHAIRMAN



**Bui Quang Chuyen**