

Hanoi, 10 May 2021



**INVITATION LETTER
TO THE 2021 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

To: Shareholder:
Address:
Phone No.:
Shareholder Code:

Dear Valued Shareholder,

The Board of Directors of Vincom Retail Joint Stock Company (the “**Company**”) would like to make the following announcements:

I. Convening of the 2021 Annual General Meeting of Shareholders (the “AGM”):

- Time: **09:00AM – Wednesday, 23 June 2021.**
- Meeting locations: Due to the unpredictable developments of Covid-19, the Company continues to implement the social distancing measures to ensure the safety of the management and shareholders. Therefore, the 2021 AGM will be held in the form of a multi-location video conference at the following venues:
 1. **Company’s Head Office, No. 7 Bang Lang 1 Street, Vinhomes Riverside Ecological Urban Area, Viet Hung Ward, Long Bien District, Hanoi, Vietnam (Main venue).**
 2. **Almaz Convention Center, Hoa Lan Street, Vinhomes Riverside Ecological Urban Area, Phuc Loi Ward, Long Bien District, Hanoi, Vietnam.**
 3. **Symphony Office Building, Chu Huy Man Street, Vinhomes Riverside Ecological Urban Area, Phuc Loi Ward, Long Bien District, Hanoi, Vietnam.**

Shareholders are arranged to attend the AGM at Venue No. 2.

Note: In case the number of shareholders actually attending the AGM exceeds the number of available seats at one venue, shareholders will be arranged to attend the meeting at either of the other two venues. The Company will arrange transportation to take shareholders to those alternative venues.

- Attendants: Shareholders on the Shareholder Register as of 04 May 2021 provided by the Vietnam Securities Depository are entitled to participate in the 2021 AGM.

II. Registration time and attendance confirmation:

Shareholders are requested to kindly confirm your attendance by phone at **(84-24) 3975 6699 – ext. 5569** (Ms. Nguyen Bao Hanh) or email: v.hanhn3@vincom.com.vn **before 12:00PM of 21 June 2021.**

We look forward to welcoming you to the 2021 AGM.

Notes:

- Shareholders are responsible for their own travel and accommodation costs;
- Please bring your invitation, ID card/Passport, Power of Attorney (for individuals holding Shareholders’ proxy to attend the AGM)¹;
- Meeting materials can be downloaded from the Company’s official website: <http://ir.vincom.com.vn/en> under the Information Disclosure/Annual General Meeting of Shareholders section.
- The Company may make adjustments to the organization of the 2021 AGM (if necessary) subject to the Covid-19 situation, and shall make announcement on the changes on the Company’s website (<http://ir.vincom.com.vn/en>).

**ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRPERSON**

(signed)

THAI THI THANH HAI

¹ Proxies must present a Power of Attorney under the form issued by the Company or a Power of Attorney established in accordance with the Civil Law, which must clearly state the name of authorized individual or organization and the number of authorized shares. The proxies without a valid Power of Attorney are not allowed to attend the General Meeting of Shareholders under all circumstances.