

**LETTER OF INVITATION**

THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2017

FECON MINING JOINT STOCK COMPANY

**To Shareholders** : .....**Shareholders code** : [Barcode]**Address** : .....**ID card/ ERC No** : .....**Number of owned shares** : ..... shares

FECON Mining Joint Stock Company (Corporate code: 0700252549 issued by Business Registration Office – Department of Planning and Investment of Ha Nam province on 03 September 2007, registered for the 7th change on 06 January 2015; Head office: Thi Son Industrial Cluster, Kim Bang, Ha Nam – Stock code: FCM) would like to invite shareholders to attend the annual General Meeting of Shareholders in 2017, specifically as follows :

**1. Time:** 09: 00 AM, Friday 14 April 2017**2. Venue:** Head office at Thi Son Industrial Cluster, Kim Bang, Ha Nam**3. Contents of the Meeting:** According to the meeting agenda (as attached to this Letter of Invitation).**4. Requirements for attending the Meeting:**

- All shareholders owning shares of FECON Mining joint stock company (FCM) whose names are stated in the list issued by the Vietnam Securities Depository on the last day for registration of 07 March 2017.
- Shareholders, who cannot attend the Meeting, may authorize other person to attend the Meeting. The attorney is not permitted to authorize the 3<sup>rd</sup> person.

**5. Shareholder or attorney shall be required to bring along with the following documents:**

- Letter of Invitation;
- ID card or passport;
- Power of attorney and Letter of Invitation of the principal (in case of being authorized to attend the Meeting).



**FECON MINING JOINT STOCK COMPANY**

- If shareholder(s) is an entity, the representative of such shareholder(s) are required to bring along with notarized Enterprises Registration Certificate, ID card and the Power of Attorney attending the Meeting (in case the representative attending the Meeting is not the legal representative of such entity).

**6. Documents relating to the Meeting** are uploaded to the website of the Company at: [www.feconmining.com.vn](http://www.feconmining.com.vn) 10 days prior to the date of the Meeting.

7. To facilitate shareholders to attend the Meeting, the Company set up transportation means for round trip, departing from 7:15 AM on 14 April 2017 at CEO Tower, Lot HH2-1, Me Tri Ha urban area, Pham Hung, Nam Tu Liem, Hanoi. If any shareholder wishes to travel by our transportation mean, please register in accordance with the form attached to the Letter of Invitation.

Return way: The estimated arrival time returning to CEO Tower is 15:00 on 14 April 2017.

**8. Contact information:****FECON Mining joint stock company**

Address: Thi Son Industrial Cluster, Thi Son commune, Kim Bang district, Ha Nam province

BOM's Secretary - Phone: 0351.3533 038 (Ext: 123) Fax: 0351.3533 897

Email: [yenth@fecon.com.vn](mailto:yenth@fecon.com.vn)

To be well prepared for the Meeting, please send us the confirmation on attending/authorizing to attend the Meeting via post or fax to us with the information below prior to 16:30 on 10 April 2017.

**FECON Mining joint stock company**

Address: Thi Son Industrial Cluster, Thi Son commune, Kim Bang district, Ha Nam province

Phone: 0351.3533 038 (Ext: 123) Fax: 0351.3533 897

It is our pleasure to welcome you at the Annual General Meeting of Shareholders of FECON Mining Joint Stock Company in 2017.

Best regards./.

**For and on behalf of**  
**BOARD OF MANAGEMENT**  
**CHAIRMAN**



**Ha The Phuong**



**DRAFTED AGENDA**  
**THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2017**  
**FECON MINING JOINT STOCK COMPANY**

**Time** : 09: 00 AM, Friday 14 April 2017

**Venue:** Head office at Thi Son Industrial Cluster, Thi Son commune, Kim Bang district, Ha Nam province

Time	Content
08h30 - 09h00	- Welcoming and checking the legal status of shareholders
09h00 - 09h30	- To approve Minutes for checking the legal status of shareholders - To introduce the chairman delegation of the Meeting; - To nominate Secretary, Vote – Counting Board; - To approve the Agenda, Rules for holding the Meeting, Rules for Voting and Counting Vote; - The Chairman opening the Meeting.
09h30 - 10h00	To approve reports: - Reports on business result in 2016, business plan in 2017; - Report of the Board of Management; - Report of the Board of Inspection.
10h00 - 10h15	To approve statement: - Statment for approving audited Financial Statement 2016; - Statement on profit distribution of the year 2016 and business production plan in 2017; - Statement on selection of auditing company for the financial year of 2017; - Statment for finalizing remuneration of BOM and BOI for the year 2016; awarding the Executive Board for the year 2016 and expected remuneration for BOM and BOI for the year 2017.
10h15 - 11h00	- To discuss and answer question; - To vote on the Reports and Statements;
11h00 - 11h20	- To take a break and count the vote;
11h20 - 11h40	- To report on Result of the Vote - Counting; - To approve Minutes, Resolution of the Meeting; - To summarize and adjourn the Meeting.



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**CONFIRMATION ON  
ATTENDING/AUTHORIZING TO ATTEND**

**To: The Organizing Board for Holding the Annual General Meeting of  
Shareholders in 2017 of FECON Mining Joint Stock Company**

**1. Confirmation on attending the Meeting:**

Shareholder's name: .....

ID Card/ ERC No: ..... issued on..... at.....

Residence address or head office:.....

Phone: .....

Number of owned shares: ..... shares

(In words: ..... )

**2. Authorizing to attend the Meeting:**

Full name: .....

ID Card No: ..... issued on..... at.....

Address:.....

Phone: .....

Number of authorized shares: ..... shares

(In words: ..... )

**Scope of authorization:**

The attorney is entitled to represent the Principal to attend the Annual General Meeting of Shareholders 2017 of the FECON Mining Joint Stock Company and perform all rights and obligations with respect to the authorized shares at the Annual General Meeting of Shareholders.

We undertakes to comply strictly with provisions of the Charter of the FECON Mining Joint Stock Company and shall bear all responsibilities regarding this authorization under the laws./.

....., date ... month ... year 2017

**THE ATTORNEY**  
(Sign and full name)

**THE PRINCIPAL**  
(Sign, full name and stamp if being an entity)

**Note:** If shareholders directly attend the Meeting without authorizing other person, the shareholders need to confirm Item 1 only.



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## AUTHORIZATION ON

ATTENDING THE ANNUAL GENERAL MEETING IN 2017  
FECON MINING JOINT STOCK COMPANY  
(applicable to a group of shareholders)

**To:** The Organizing Board for Holding the Annual General Meeting of Shareholders in 2017 of FECON Mining Joint Stock Company

We are shareholders of FECON Mining Joint Stock Company, jointly hold.....shares, our names are referred as below:

Full name	ID Card No/ ERC No.	Permanent Residence address	Number of owned shares	Sign/stamp
<b>Total of shares</b>				

**jointly authorize:**

Full name: .....

ID Card No: .....issued on.....at.....

Address:.....

to represent us to attend the Annual General Meeting of Shareholders 2017 of the FECON Mining Joint Stock Company and vote on all issues respectively with our owned shares

We undertakes to comply strictly with provisions of the Charter of the FECON Mining Joint Stock Company and shall bear all responsibilities regarding this authorization under the laws./.

....., date .... month .... year 2017

**ATTORNEY**

(Sign and full name)

**REGISTRATION FOR TRANSPORTATION MEAN  
ATTENDING****THE ANNUAL GENERAL MEETING OF SHAREHOLDERS IN 2017  
FECON MINING JOINT STOCK COMPANY****To: FECON Mining Joint Stock Company**

My name is : .....

The attorney of (in case  
of being authorized) : ..... ID card/ERC No: .....

Address : .....

ID card/ERC No: : ..... Phone No: .....

register for using transportation mean of FECON Mining Joint Stock Company at the  
departing place of CEO Tower, Lot HH2-1, Me Tri Ha urban area, Pham Hung street, Nam  
Tu Liem district, Ha Noi.

Return way: The estimated returning time arriving at CEO Tower is 15:30 on 14  
April 2017.

....., date .... month .... year 2017

SHAREHOLDERS/ ATTORNEY

(Sign and full name)