



Notice of EuroCham's Annual General Meeting (AGM) 2018

The EuroCham Chair hereby calls for EuroCham's Annual General Meeting (AGM) 2018.

The AGM will take place on **Thursday, 22th March 2018**:

In Ho Chi Minh City: Sofitel Saigon Plaza 17 Le Duan Boulevard, District 1.

In Hanoi: Pan Pacific, 1 Thanh Nien, Ba Dinh District.

Time: from 17:30 PM - 21:30 PM.

You are hereby invited to attend the AGM 2018 followed by a cocktail reception.

Please note that only members having paid in full their membership dues for 2018 (before **17:00PM, Thursday 8 March 2018**) will have voting rights and can stand for election.

1. Agenda:

- 17.30 – 18.00: Registration
- 18.00 – 18.10: Welcome remarks by EuroCham Co-Chairmen
- 18.10 – 18.25: Welcome remarks by EU Ambassador
- 18.25 – 19.25: AGM
- 19.25 – 19.50: Executive Committee 2018 introduction and election
- 19.50 – 20.00: Voting result: Budget 2018
- 20.00 – 20.20: Speech of Business Association Heads
- 20.20 – 20.35: Q&A
- 20.35 – 21.15: Break – cocktail reception
- 21.15 – 21.25: Voting result: Executive Committee 2018
- 21.25 – 21.30: Closing remarks

2. Nominations:

Nominations for the election of members of the Executive Committee should be submitted to EuroCham offices by hand, by facsimile or by email in PDF format latest by **17:00PM, Thursday 8 March 2018** to:

- EuroCham HCMC office : Fax: (028) 3827 2743 - Email: nhung@eurochamvn.org
- EuroCham Hanoi office: Fax: (024) 3715 2218 - Email: linh@eurochamvn.org

All nominations must be made in writing on the form attached and must be signed by the proposer, the seconder and the nominee, and accompanied by a statement not exceeding 200 words from the nominee stating his/her reasons for standing for election. All nominees, if

elected, are expected to attend all Executive Committees meetings and to actively contribute and support EuroCham's activities, interest and principles.

The voting procedures to apply at this AGM are set out in the attached document title "Voting Procedures – AGM 2018". A list of nominees will be presented in EuroCham's website and distributed at least seven days prior to the AGM.

3. Proxies:

Any Ordinary Member who is unable to attend the AGM in person may appoint one Ordinary Member to act on his / her behalf by proxy. All proxies must be made in writing in the prescribed form hereby attached and must be duly signed by the Company Representative of the Ordinary Corporate Member or by the Ordinary Individual Member making the appointment. Please note that:

- Only Ordinary Members are eligible to be appointed as proxies.
- Proxies made by any Member who physically attends the AGM will be cancelled by the presence of that Member.
- For voting purposes, the appointment of a proxy means that your proxy will be able to cast all votes for all Executive Committee nominees on your behalf. Therefore, we suggest that if you wish your proxy to vote for specified nominees, you should advise your proxy to do so prior to the AGM.
- One voting Ordinary Member may hold only up to a maximum of ten (10) proxies plus the one deriving from her/his own membership, as per Executive Committee decision of 1st December 2016.
- Persons owning more than 01 membership may hold only up to a maximum of ten (10) proxies plus those deriving from her/his own memberships, as per Executive Committee decision of 1st December 2016.
- All proxies should be submitted in the prescribed form to EuroCham by **17:00PM, Wednesday 21 March 2018** by email, hand or fax.
- All proxies must be assigned; blank proxies will be null and void.
- Blank proxies received by EuroCham from Business Association members up to this deadline will be referred back to Business Association to ensure proxy is assigned. EuroCham will contact direct members. It is the assignee responsibility to check with the person they are giving the proxy to that their proxy limit has not been reached.
- Please click here to download proxy form.

4. Voting procedures:

- Votes for the accounts 2017, the budget 2018 and other AGM proposals (if any) will be conducted by a show of hands.
- Votes for election of the Executive Committee 2018 will be conducted by secret ballots and audited by Deloitte Vietnam.



Dated: 15 January 2018

With Kind regards,

A handwritten signature in black ink, appearing to read 'N. Audier', with a horizontal line underneath the name.

Nicolas Audier
Co-Chairman

European Chamber of Commerce in Vietnam

A handwritten signature in black ink, appearing to read 'G. Horvath', with a long, sweeping flourish extending upwards and to the right.

Gellert Horvath
Co-Chairman