ບໍລິສັດ ສຸວັນນີ ໂຮມເຊັນເຕີ ມະຫາຊົນ
SOUVANNY HOME CENTER PUBLIC COMPANY
PHONGTONGSAVAT RD , BAN PHONGTONGSAVAT, CHANTHABULY DISTRICT, VTE
OFFICE TEL: (85621) 415645, FAX / TEL: (85621) 262 984 , WEBSITE.SOUVANNY.COM

Souvanny Home Center Public Company No. 0227/SVN

Vientiane Capital, Date 20 March, 2018

Invitation

To: Shareholders of Souvanny Home Center Public Company

Subject: Invitation to the Annual General Shareholders' Meeting of 2017

- According to the Company's Articles of Association dated on 9 October, 2015
- According to Board of Directors Meeting of SVN No. 1/2018 dated on 16 February, 2018

The Company wold like to invite all shareholders to attend in Annual General Shareholders' Meeting of 2017 on 06 April, 2018, 02:00 p.m (registration starts at 01:00 p.m) at Meeting Room of Lao Securities Exchange Building, 8 Floor, Phonthan Neua Village, Saysettha District, Vientiane Capital, Lao PDR. The meeting shall consider agendas as in the attachment.

The Company has announced the date, time, agenda and attachments of Annual General Shareholders' Meeting of 2017 on the websites of the Company (www.souvanny.com) and the Lao Securities Exchange (www.lsx.com.la) and has been announced the closing date of SVN's Shareholder Register Books on 9 March, 2018, which were authorized shareholder lists to intend the Meeting and received the dividend.

We are looking forward for your kind attending this meeting.

Sincere yours,

Mr. Ounh Lasoukanh
Chairman of the Board

ບໍລິສັດ ສຸວັນນີ ໂຮມເຊັນເຕີ ມະຫາຊົນ
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OFFICE TEL: (85621) 415645, FAX / TEL: (85621) 262 984 , WEBSITE.SOUVANNY.COM

Invitation for the Annual General Shareholders' Meeting for the year 2017

Friday, 06 April, 2018

Time: 02.00 p.m.

At meeting room, 8th Floor, Lao

Securities Exchange Building,

Phonthan Neua Village,

Saysettha District, Vientiane, Lao P.D.R

Document lists of Invitation for the Annual General Shareholders' Meeting of 2017

1. Invitation for the Annual General Shareholders' Meeting
2. Proxy
3. Name list, meaning and Independent Director's biography
4. Instruction about the documents and evidence to be presented prior to attending the meeting
5. Attachment agenda 1: Report Meeting of Shareholders 2016
6. Attachment agenda 2: The company's financial statement of 2017
7. Attachment agenda 3: The company's business plan of 2018
8. Attachment agenda 6: Brief biography of the director rotation
9. Map of meeting venue

ບໍລິສັດ ສວັນນີ ໂຮມເຊັນເຕີ ມະຫາຊົນ
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OFFICE TEL: (85621) 415645, FAX / TEL: (85621) 262 984 , WEBSITE.SOUVANNY.COM

Souvanny Home Center Public Company No. 078/SVN

Vientiane Capital, Date 20 March, 2018

To: Shareholders of Souvanny Home Center Public Company.

Subject: Invitation to the Anuual General Shareholders' Meeting of 2017.

The Company would like to invite all shareholders to attend in the Annual General shareholders' Meeting of 2017 on 06 April, 2018, 02:00 p.m (registration starts at 01:00 p.m) at Meeting Room of Lao Securities Exchange Building, the 8th Floor, Phonthan Neua Village, Saysettha District, Vientiane Capital, Lao PDR which agendas are as follow:

1. **To consider and approve the report Meeting of Shareholders 2016 (attachment agenda 1).**

   Objective and Rationale: To shareholders to consider and approve the meeting report is correct according to ordinary general meeting of shareholders in 2017 that it has more details on document of Article 1.

   Board of Directors' opinion: agreed to convene shareholders should approve the report of the shareholders' meeting of 2016.

   Required vote: Law on Enterprises stipulates that this agenda must be approved by the votes of more than half of the total votes attending the meeting.

2. **To consider and approve for SVN's operating result of 2017, and the financial statement of 2017 (attachment agenda 2).**

   Objective and Rationale: Pursuant on the article 154 of Enterprises Law Edited Version No. 46/NA, date 26 December 2013 concerned "Right and Duties of shareholders' meeting are to approve the operating result and the financial statement of the Company" The operating result and the financial statement of SVN for the year 2017 are in the attachment agenda 2.

   Board of Directors' opinion: Agreed to convene shareholders in order to consider and approve for the operating result of 2017 and the financial statement of 2017 of the Company that has been audited by external auditor.

   Required vote: Law on Enterprises stipulates that this agenda must be approved by the votes of more than half of the total votes attending the meeting.

3. **To consider and approve the business plan of the Company for the year 2018 (attachment agenda 3).**

Objective and Rationale: Pursuant on the article 154 of Enterprises Law Edited Version No. 46/NA, date 26 December 2013 concerned "Right and Duties of the shareholders' meeting are to approve the business plan of the Company" The business plan of the Company for the year 2018 are in the attachment agenda 3.

Board of Directors' opinion: Agreed to convene shareholders in order to consider and approve for the business plan of the Company for the year 2018 that has been approved by the executive committee and the Board of Directors.

Required vote: Law on Enterprises stipulates that this agenda must be approved by the votes of more than half of the total votes attending the meeting.

4. To consider and approve the dividend payment from the operating result for the year 2017.

Objective and Rationale: Pursuant on the article 155 of Enterprises Law Edited Version No. 46/NA, date 26 December 2013 concerned "The Dividend payment shall be approved by the shareholders' meeting" and the Company's Articles of Association, date 9 October 2015, article 16 "Beside the reserve funds required under the Law on Enterprise article 156, the Company shall reserve fund for 10% of the net profit required by the Company's Articles of Association"

Board of Directors' opinion: According to the operating result, the Company has total net profit of LAK 4,260,029,000 after the deduction of reserve fund required by laws and reserve fund required by the Company's Articles of Association which totally for 20% of the net profit, the remaining amount is LAK 3,408,023,200 The Board of Directors agreed to convene shareholders in order to consider and approve the dividend payment for 10 LAK per share, the remaining amount is LAK 1,704,011,600 and the date of the dividend payment is determined as 03 May 2018.

Required vote: Law on Enterprises stipulates that this agenda must be approved by the votes of more than half of the total votes attending the meeting.

5. To consider and approve for the appointment of the external auditor for the year 2018 and determinaiton of remuneration.

Objective and Rationale: Pursuant on the article 154 of Enterprises Law Edited Version No. 46/NA, date 26 December 2013 concerned "Rights and Duties of shareholders' meeting are the appointment of the external auditor and the determination of remuneration".

Board of Directors' opinion: The Annual General Shareholders' Meeting should appoint

Price Water House Coopers (Lao) Co., Ltd. ("PwC") to be external auditor for the year 2018 with retaining USD 50,000 per year because PwC has been the auditor of the Company since Initial Public Offering which has experience, thoroughness, faithfulness and professionalism, and the auditing fee (remuneration) is really appropriate with scope of work.

Required Votes: Law on Enterprises stipulates that this agenda must be approved by the vote of more than half of the total votes attending the meeting

6. **To consider and approve the appointment of Member of the Executive Council who are resigned.**

Objective and Rationale: according to Enterprise law edited version No. 46/NA, dated 26 December 2013, Article 123 defines " The member of Executive Council of the Company is elected in the following circumstances (3, The position of the member of Executive Council to have available positions during the two shareholders' meetings is appointed by the Executive Council Meeting" On February 9, 2018, there were 4 the member of Executive Council of the Company as Mr. Phannola SOUKBANDITH, Mr. Kotsada SOUKBANDITH, Mr. Witoon SURIYAWANAKUL, Mr. Warit JINTANAWAN who had been resigned from the the member of Executive Council of Souvanny Home Center Public company.

Board of Directors' opinion: At the 1st Executive Council Meeting 2018, which was held on February 16th, 2018, The meeting agreed to appoint Mrs. Viengdara BOUBPHA, Ms. Chutikan SRISAENGCHAN, Mr. Khamphone PHILAPHAN and Mr. Phiphop VASANAARCHASAKUL to be Member of the Executive Council of company in place of who were resigned which they will have the term of working equal to the rest of the term of a Member of the Executive Council who was resigned which agree the shareholders' meeting to approve the appointment of 4 members of Executive Council, Description of the brief history appears on the agenda item 6.

Required Votes: Law on Enterprises stipulates that this agenda must be approved by the vote of more than half of the total votes attending the meeting.

7. **To consider and approve of the Vice Chairman of the Executive Council who is resigned.**

Objective and Rationale: To approve the appointment of the Vice chairman of the Executive Council who is resigned, Since the Lao Securities commission is defined that

the Board of Directors of the registered Company under Article 07, (2) the Chairman and the Vice Chairman of the Board of Directors of the Company must not be the directors of a listed company which Mr wadana SOUKBANDITH is responsible for the Chief Executive Officer of Souvanny Home Center Publice Company So he has resigned from the Vice chairman of the Board of Directors.

Board of Directors' opinion: according to Enterprise law edited version No. 46/NA, dated 26 December 2013, Article 154 defines " Selecting a director or board of directors, the Board of Directors agrees to appoint Mrs. Paphatsone SOUKBANDITH to be the Vice Chairman of Board of Directors instead of who was resigned in order to submit to the Annaul General Shareholders' Meeting to consider and adopt.

Required Votes: Law on Enterprises stipulates that this agenda must be approved by the vote of more than half of the total votes attending the meeting.

8. **To consider and approve to close down business of SVN's Thongkhankham Branch.**

Objective and Rationale: To approve the closing down of business of SVN' s Thongkhankham Branch the because of the limited available area especially the space for display of goods, storage areas and no parking space for customers who come to use our sevices, The main products sold are only paint and paint materials which cause to use more costs to stock products and Thongkhankham Branch is located near Phonetong Branch, which has the same product type which customers can go to Phonetong Branch, and this product gives low profit and high competition on the them of price, So it is not worth to invent.

Board of Directors' opinion: agreed to propose the meeting to consider and approve of the closing down of business of SVN's Thongkhankham Branch.

Required Votes: according to Enterprise law edited version No. 46/ NA, dated 26 December 2013, Article 149 defines " Issues must be resolved by the shareholders' meeting in the case of the company merger and termination." this agenda must be approved by the vote of at least 2/3 (Two-Third) of the total votes attending the meeting and at least 80% of total shares paid.

9. **To consider and approve the cancelation of distributing the Elevator and Escalator Products.**

Objective and Rationale: To approve the cancelation of distributing the Elevator and

Escalator Products because the distribution of the Elevator and Escalator Products do not comply with The company's main objectives of distributing products and construction materials and The cost of doing business in the category of goods is high which its operation has to rely on specific technician, expertise and crucial equipment supply from Mitsubishi or oversea countries which are problem and difficulties to the company management which The details will be notified at the meeting again.

Board of Directors' opinion: The meeting agreed to propose to the meeting to consider and approve the cancelation of the distributing of the elevator and escalator products.

Required Votes: according to Enterprise law edited version No. 46/NA, dated 26 December 2013, Article 149 defines "all Selling or transferring or some part of the Company to the other person is a issue of the Shareholders' Meeting to vote specificly" this agenda must be approved by the vote of at least 2/3 (two-third) of the total votes attending the meeting and at least 80% of total share paid.

10. To consider the appointment of inspection committee, risk protection committee and Compensation committee.

Objective and Rationale: to approve the appointment of inspection committee, risk protection committee and Compensation committee based on the argreement of Borad of Directors of company of listed companies, Article 16 of Lao Securities Commission.

Board of Directors' opinion: agreed to appoint Mr. Padith VONGSENA as the chairman of inspection committee, Mr. Waddana SOUKBANDITH as the chairman of risk protection committee and Mr. Khamkong LIEMPHRACHANH as the chairman of compensation committee Who have acknowledge, capability and more experiences of Souvanny Home Center Public Company

Required Votes: Law on Enterprises stipulates that this agenda must be approved by the vote of more than half of the total votes attending the meeting.

11. Others (if applicable)

There is no other opinion from Independent Directors regarding to agendas and Board of Directors' opinion as above, for the Annual General Shareholders Meeting for the year 2017, The Company would invite LSCO, LSX, the external auditor and also appoint the vote inspection committee and evaluation team of shareholders'meeting as witness and examiner to be accurate and transparent which compise with the Company's regulations and related laws of Lao PDR.

ບໍລິສັດ ສຸວັນນີ ໂຮມເຊັນເຕີ ມະຫາຊົນ
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OFFICE TEL: (85621) 415645, FAX / TEL: (85621) 262 984, WEBSITE.SOUVANNY.COM

Please attending the meeting as the date, time and place as specified,

Sincerely yours,

Mr. Ounh Lasoukanh
Chairman of the Board

Remark:

1. All shareholders shall obtain the invitation letter and attachments starting from 2 April 2018, at Lao Securities Exchange Building, 4th Floor, Settlement and Depository Department, T4 Road, Phonthan Neua Village, Saysettha District, Vientiane Capital, Tel: (856-21) 454 361-4, Fax: (856-21) 454 361-4 or directly contact Mr. Souphone Phongsingbountham Tel: (865-20) 5819 5968, Line ID: @ust8320q.
2. For the shareholders who wish to attend the Meeting yourselves, please present the identification card or passports (for foreign shareholders) on the meeting date to identify yourselves for attending the Meeting.
3. If the shareholder wishes to appoint a proxy to attend the Meeting and cast votes on your behalf, please complete the information and sign the Proxy form attached hereto. The proxy who will attend the Meeting must present the identification card or passports (for foreign shareholders) on the meeting date, please see the attachment about the documents and evidences to identified yourself for attending, registering, and voting in the Meeting.
4. If any shareholder wishes to appoint an independent director of the Company to attend and cast votes on your behalf, please complete the information and sign the Proxy Form and put a mark (✓) in front of the name of an independent director as provided in the Proxy Form to be proxy, and please submit the Proxy Form, including supporting documents to Mr. Mithxay PUEANGKARNG at Souvanny Home Center Public Company Office, Phonetong Road, Phonetongsaward Village, Chanthabuly District, Vientiane Lao PDR, Tel: (856-21) 562891 and please deliver to the Company before 5 May, 2018, please see the attachment about the documents and evidences to identify yourselves for attending, registering, and voting in the Meeting; and
5. If you have any queries or questions in relation to the proxy and the invitation letter, you may contact Mr. Mithxay PUEANGKARNG and Inthilard THUMMAVONG Tel: (856-21) 562891.

ບໍລິສັດ ສຸວັນນີ ໂຮມເຊັນເຕີ ມະຫາຊົນ
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ໃບມອບສັນທະ
PROXY

ຂຽນທີ ..... **Written at**

ວັນທີ ..... ເດືອນ ..... ປີ .....
Date **month** **year**

(1) ຂ້າພະເຈົ້າ ..... ສັນຊາດ ..... ວັນທີ ເດືອນ ແລະ ປີເກີດ .....
I/We **Nationality** **date, month and year of birth**

ບັດປະຈຳຕົວເລກທີ ..... ຫຼື ໜັງສືຜ່ານແດນ ເລກທີ ..... ຢູ່ເຮືອນເລກທີ .....
ID card number **or ID Passport** **Reside at**

ບ້ານ ..... ຖະໜົນ ..... ເມືອງ .....
Village **Road** **District**

ແຂວງ ..... ປະເທດ .....;
Province **Nation**

(2) ເປັນຜູ້ຖືຮຸ້ນຂອງ ບໍລິສັດ ສຸວັນນີ ໂຮມເຊັນເຕີ ມະຫາຊົນ ໂດຍຖືຮຸ້ນສາມັນຈຳນວນລວມທັງໝົດ ..... ຮຸ້ນ ເຊິ່ງເທົ່າກັບຈຳນວນທີ່ຈະລົງຄະແນນສຽງໄດ້;

Being a shareholder of Souvanny Home Center Public Company. Holding the ordinary shares in the total amount of share, which are equivalent to the same number

(3) ຂໍມອບໝາຍໃຫ້
Hereby appoint

ທ່ານ/ທ່ານ ນາງ ..... ອາຍຸ ..... ປີ, ບັດປະຈຳຕົວເລກທີ .....
Mr./Ms. **Age** **year, ID card**

ຫຼື ໜັງສືຜ່ານແດນ ເລກທີ ....., ຢູ່ ເຮືອນເລກທີ ..... ຖະໜົນ .....
Or ID passport **resides at** **Road**

ບ້ານ ..... ເມືອງ ..... ແຂວງ ..... ລະຫັດໄປສະນີ .....
,
Village **District** **Province** **Postal Code**

ປະເທດ .....
Nation

ເປັນຜູ້ຕາງໜ້າຂອງຂ້າພະເຈົ້າ ເພື່ອເຂົ້າຮ່ວມປະຊຸມ ແລະ ລົງຄະແນນສຽງແທນຂ້າພະເຈົ້າໃນກອງປະຊຸມສາມັນຜູ້ຖືຮຸ້ນປະຈຳປີ 2017 ໃນວັນທີ 06 ເມສາ 2018 ເວລາ 14.00 ໂມງ ຢູ່ທີ່ ຫ້ອງປະຊຸມໃຫຍ່ ຊັ້ນ 8 ອາຄານຕະຫຼາດຫຼັກຊັບລາວ, ບ້ານ ໂພນທັນເໜືອ, ເມືອງ ໄຊເສດຖາ, ນະຄອນຫຼວງວຽງຈັນ, ສປປ ລາວ ຫຼື ມື້ທີ່ໄດ້ເລື່ອນໄປໃນວັນ, ເວລາ ແລະ ສະຖານທີ່ອື່ນດ້ວຍ.

He/she is my/our proxy to attend and vote on my/our behalf at the Annual General Meeting for the year 2016 to be on 07 April 2017 at 14:00, At meeting room, 8th floor, Lao Securities Exchange Building, T4 Road, Phonethan Nuea Village, Saysettha District, Vientiane Capital or any adjournment at any date, time and place thereof.

(4) ຂ້າພະເຈົ້າຂໍມອບໝາຍໃຫ້ຜູ້ຕ່າງໜ້າລົງຄະແນນສຽງແທນຂ້າພະເຈົ້າໃນກອງປະຊຸມ ອີງຕາມໜຶ່ງໃນກໍລະນີ ດັ່ງນີ້:

I/We hereby authorize the proxy to vote on my/our behalf at this meeting as follows:

- ❖ ໃຫ້ຜູ້ຕາງໜ້າມີສິດພິຈາລະນາ ແລະ ລົງມະຕິແທນຂ້າພະເຈົ້າໄດ້ທຸກປະການຕາມທີ່ເຫັນສົມຄວນ;

To grant my/our proxy to consider and vote on my/our behalf as he/she may deem appropriate in all respects;

☐ ຜູ້ມອບສິດອະນຸມັດ **Approve** ☐ ຜູ້ມອບສິດບໍ່ອະນຸມັດ **Disapprove**

❖ ໃຫ້ຜູ້ຕາງໜ້າລົງຄະແນນສຽງຕາມຄວາມຕ້ອງການຂອງຂ້າພະເຈົ້າ ແລະ ມີສິດພິຈາລະນາ ແລະ ລົງມະຕິແທນຂ້າພະເຈົ້າໃນບາງວາລະ; (ກະລຸນາຕື່ມຂໍ້ມູນດ້ານລຸ່ມນີ້); ຫຼື

To grant my/ our proxy to votes as per my/ our intention and consider and vote on my/ our behalf in some agendas as he/she may deem appropriate in all respects; (please complete information as follow);

ວາລະທີ 1: ພິຈາລະນາ ແລະ ຮັບຮອງບົດລາຍງານກອງປະຊຸມສາມັນຜູ້ຖືຮຸ້ນ ປະຈຳປີ 2016;

Agenda 1: **To consider and approve the report Meeting of Shareholders 2016**;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove** ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ **Approve the right of the voter to vote appropriately.**

ວາລະທີ 2: ພິຈາລະນາ ແລະ ຮັບຮອງບົດລາຍງານຜົນການດຳເນີນທຸລະກິດຂອງບໍລິສັດປະຈຳປີ 2017 ແລະ ບົດລາຍງານການເງິນຂອງບໍລິສັດ ປະຈຳປີ 2017;

Agenda 2: To consider and approve for SVN's operating result of 2017, and the financial statement of 2017;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove** ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ **Approve the right of the voter to vote appropriately.**

ວາລະທີ 3: ພິຈາລະນາ ແລະ ຮັບຮອງແຜນການດຳເນີນທຸລະກິດຂອງບໍລິສັດປະຈຳປີ 2018;

Agenda 3: To consider and approve the business plan of the company for 2018;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove** ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ **Approve the right of the voter to vote appropriately.**

ວາລະທີ 4: ພິຈາລະນາ ແລະ ອະນຸມັດການຈ່າຍເງິນປັນຜົນຈາກຜົນການດຳເນີນທຸລະກິດ ປີ 2017;

Agenda 4: To consider and approve the dividend payment from the operating result for the year 2017;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove** ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ **Approve the right of the voter to vote appropriately.**

ວາລະທີ 5: ພິຈາລະນາ ແລະ ອະນຸມັດການແຕ່ງຕັ້ງຜູ້ກວດສອບບັນຊີພາຍນອກ ແລະ ການກຳນົດຄ່າຈ້າງຂອງຜູ້ກວດສອບບັນຊີພາຍນອກ ປີ 2018;

Agenda 5: To consider and approve for the appointment of the external auditor for the year 2018 and determinaiton of remuneration;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove** ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ **Approve the right of the voter to vote appropriately.**

ວາລະທີ 6: ພິຈາລະນາ ແລະ ແຕ່ງຕັ້ງສະມາຊິກສະພາບໍລິຫານແທນສະມາຊິກສະພາບໍລິຫານທີ່ລາອອກ;

Agenda 6: To consider the appointment of Member of the Executive Council who are resigned;

- ທ່ານ ນາງ ວຽງດາລາ ບຸບຜາ
- **Mrs. Viengdara BOUBPHA**

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove** ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ **Approve the right of the voter to vote appropriately.**

- ນາງ ຊຸຕິການ ສີແສງຈັນ

- **Ms. Chutikan SRISAENGCHAN**

☐ ຜູ້ມອບສິດເຫັນດີ ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ

Approve **Disapprove** **Approve the right of the voter to vote appropriately.**

- ທ່ານ ຄຳພອນ ພິລະພັນ

- **Mr. Khamphone PHILAPHAN**

☐ ຜູ້ມອບສິດເຫັນດີ ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ

Approve **Disapprove** **Approve the right of the voter to vote appropriately.**

- ທ່ານ ພິພົບ ວາດສະໜາອາຊາສະກຸນ

- **Mr. Phiphop VASANAARCHASAKUL**

☐ ຜູ້ມອບສິດເຫັນດີ ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ

Approve **Disapprove** **Approve the right of the voter to vote appropriately.**

ວາລະທີ 7: ພິຈາລະນາ ແລະ ອະນຸມັດການແຕ່ງຕັ້ງຮອງປະທານສະພາບໍລິຫານແທນຮອງປະທານສະພາບໍລິຫານທີ່ລາອອກ

Agenda 7: To consider and approve of Vice Chairman of the Executive Council who is resigned.

☐ ຜູ້ມອບສິດເຫັນດີ ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ

Approve **Disapprove** **Approve the right of the voter to vote appropriately.**

ວາລະທີ 8: ພິຈາລະນາ ແລະ ອະນຸມັດຂໍປິດບໍລິການສາຂາທົ່ງຂັນຄຳ;

Agenda 8: To consider and approve to close down business of SVN's Thongkhankham Branch.

☐ ຜູ້ມອບສິດເຫັນດີ ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ

Approve **Disapprove** **Approve the right of the voter to vote appropriately.**

ວາລະທີ 9: ພິຈາລະນາ ແລະ ອະນຸມັດຍົກເລີກການຈຳໜ່າຍໝວດສິນຄ້າ ລິບ ແລະ ຂັ້ນໄດເລື່ອນ

Agenda 9: To consider and approve the cancelation of distributing the Elevator and Escalator Products.

☐ ຜູ້ມອບສິດເຫັນດີ ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ

Approve **Disapprove** **Approve the right of the voter to vote appropriately.**

ວາລະທີ 10: ພິຈາລະນາ ແລະ ອະນຸມັດການແຕ່ງຕັ້ງຄະນະກຳມະການກວດສອບ,ຄະນະກຳມະການຄຸ້ມຄອງຄວາມສ່ຽງ ແລະ ຄະນະກຳມະການ ກຳນົດຄ່າຕອບແທນ

Agenda 10: To consider the appointment of inspection committee, risk protection committee and Compensation committee.

☐ ຜູ້ມອບສິດເຫັນດີ ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ ☐ ອະນຸມັດໃຫ້ສິດຜູ້ຕ່າງໜ້າລົງຄະແນນຕາມເຫັນສົມຄວນ

Approve **Disapprove** **Approve the right of the voter to vote appropriately.**

❖ ໃຫ້ຜູ້ຕາງໜ້າລົງຄະແນນສຽງຕາມຄວາມຕ້ອງການຂອງຂ້າພະເຈົ້າ ດັ່ງລຸ່ມນີ້(ກະລຸນາຕື່ມຂໍ້ມູນດ້ານລຸ່ມນີ້)

To grant my/our proxy to vote as per my/our intention. (Please complete information as follow);

ວາລະທີ 1: ພິຈາລະນາ ແລະ ຮັບຮອງເອົາບົດລາຍງານກອງປະຊຸມສາມັນຜູ້ຖືຮຸ້ນ ປະຈຳປີ 2016.

Agenda 1: **To consider and approve the report Meeting of Shareholders 2016**;

☐ ຜູ້ມອບສິດເຫັນດີ ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ

Approve **Disapprove**

ວາລະທີ 2: ພິຈາລະນາ ແລະ ຮັບຮອງເອົາບົດລາຍງານຜົນການດຳເນີນທຸລະກິດຂອງບໍລິສັດປະຈຳປີ 2017 ແລະ ບົດລາຍງານການເງິນຂອງ ບໍລິສັດ ປະຈຳປີ 2017.

Agenda 2: To consider and approve for SVN's operating result of 2017, and the financial statement of 2017;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove**

ວາລະທີ 3: ພິຈາລະນາ ແລະ ຮັບຮອງແຜນການດຳເນີນທຸລະກິດຂອງບໍລິສັດປະຈຳປີ 2018

Agenda 3: To consider and approve the business plan of the company for 2018;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove**

ວາລະທີ 4: ພິຈາລະນາ ແລະ ອະນຸມັດການຈ່າຍເງິນປັນຜົນຈາກຜົນການດຳເນີນທຸລະກິດຂອງບໍລິສັດ ປະຈຳປີ 2017

Agenda 4: To consider and approve the dividend payment from the operating result for the year 2017;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove**

ວາລະທີ 5: ພິຈາລະນາ ແລະ ແຕ່ງຕັ້ງຜູ້ກວດສອບບັນຊີພາຍນອກ ແລະ ກຳນົດຄ່າຈ້າງຂອງຜູ້ກວດສອບບັນຊີພາຍນອກ ປີ 2018

Agenda 5: To consider and approve for the appointment of the external auditor for the year 2018 and determinaiton of remuneration;

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove**

ວາລະທີ 6: ພິຈາລະນາ ແລະ ແຕ່ງຕັ້ງສະມາຊິກສະພາບໍລິຫານແທນສະມາຊິກສະພາບໍລິຫານທີ່ລາອອກ

Agenda 6: To consider the appointment of Member of the Executive Council who are resigned;

- ທ່ານ ນາງ ວຽງດາລາ ບຸບຜາ
- **Mrs. Viengdara BOUBPHA**

☐ ຜູ້ມອບສິດເຫັນດີ **Approve** ☐ ຜູ້ມອບສິດບໍ່ເຫັນດີ **Disapprove**

- ທ່ານ ນາງ ຊຸຕິການ ສີແສງຈັນ
- **Ms. Chutikan SRISAENGCHAN**

☐ ຜູ້ມອບເຫັນດີ **Approve** ☐ ຜູ້ມອບບໍ່ເຫັນດີ **Disapprove**

- ທ່ານ ຄຳພອນ ພິລະພັນ
- **Mr. Khamphone PHILAPHAN**

☐ ຜູ້ມອບເຫັນດີ **Approve** ☐ ຜູ້ມອບບໍ່ເຫັນດີ **Disapprove**

- ທ່ານ ພິພົບ ວາດສະໜາອາຊາສະກຸນ
- **Mr. Phiphop VASANAARCHASAKUL**

☐ ຜູ້ມອບເຫັນດີ **Approve** ☐ ຜູ້ມອບບໍ່ເຫັນດີ **Disapprove**

ວາລະທີ 7: ພິຈາລະນາ ແລະ ອະນຸມັດການແຕ່ງຕັ້ງຮອງປະທານສະພາບໍລິຫານແທນຮອງປະທານສະພາບໍລິຫານທີ່ລາອອກ

Agenda 7: To consider and approve of Vice Chairman of the Executive Council who are resigned.

☐ ຜູ້ມອບເຫັນດີ **Approve** ☐ ຜູ້ມອບບໍ່ເຫັນດີ **Disapprove**

ວາລະທີ 8: ພິຈາລະນາ ແລະ ອະນຸມັດຍຸບເລີກບໍລິການສາຂາທົ່ງຂັນຄຳ

Agenda 8: To consider and approve to close down business of SVN's Thongkhankham Branch.

☐ ຜູ້ມອບເຫັນດີ ☐ ຜູ້ມອບບໍ່ເຫັນດີ

Approve **Disapprove**

ວາລະທີ 9: ພິຈາລະນາ ແລະ ອະນຸມັດຍົກເລີກການຈຳໜ່າຍໝວດສິນຄ້າ ລິບ ແລະ ຂັ້ນໄດເລື່ອນ

Agenda 9: To consider and approve the cancelation of distributing the Elevator and Escalator Products.

☐ ຜູ້ມອບເຫັນດີ ☐ ຜູ້ມອບບໍ່ເຫັນດີ

Approve **Disapprove**

ວາລະທີ 10: ພິຈາລະນາ ແລະ ອະນຸມັດການແຕ່ງຕັ້ງຄະນະກຳມະການກວດສອບ,ຄະນະກຳມະການຄຸ້ມຄອງຄວາມສ່ຽງ ແລະ ຄະນະກຳມະການ ກຳນົດຄ່າຕອບແທນ

Agenda 10: To consider the appointment of inspection committee, risk protection committee and Compensation committee.

☐ ຜູ້ມອບເຫັນດີ ☐ ຜູ້ມອບບໍ່ເຫັນດີ

Approve **Disapprove**

(5) ການລົງຄະແນນສຽງຂອງຜູ້ຕາງໜ້າໃນວາລະປະຊຸມໃດທີ່ບໍ່ເປັນໄປຕາມທີ່ລະບຸໄວ້ໃນໃບມອບສັນທະສະບັບນີ້ ໃຫ້ຖືວ່າການລົງຄະແນນສຽງນັ້ນ ບໍ່ຖືກຕ້ອງ ແລະ ບໍ່ແມ່ນການລົງຄະແນນສຽງຂອງຂ້າພະເຈົ້າ ໃນຖານະຜູ້ຖືຮຸ້ນ.

Voting of the proxy in any agenda that is not as specified in this Proxy shall be considered as invalid and shall not be my/our voting as a shareholder.

(6) ໃນກໍລະນີທີ່ຂ້າພະເຈົ້າ ບໍ່ໄດ້ລະບຸວັດຖຸປະສົງໃນການລົງຄະແນນສຽງ ໃນເວລາປະຊຸມໃດໄວ້ ຫຼື ລະບຸໄວ້ບໍ່ຈະແຈ້ງໃຫ້ຖືວ່າເຫັນດີ.

In case I/ we have not specified my/ our voting intention in any agenda or not clearly specified, it shall be deemed approved.

(7) ການກະທຳໃດ ທີ່ຜູ້ຕາງໜ້າໄດ້ກະທຳໄປໃນກອງປະຊຸມ, ເວັ້ນແຕ່ກໍລະນີທີ່ຜູ້ຕາງໜ້າບໍ່ລົງຄະແນນສຽງຕາມທີ່ຂ້າພະເຈົ້າລະບຸໃນໃບມອບສັນທະສະບັບນີ້, ໃຫ້ຖືວ່າຂ້າພະເຈົ້າໄດ້ກະທຳດ້ວຍຕົນເອງທຸກປະການ.

Any business carried out by the proxy at the said meeting, except in case that the proxy does not vote according to my/our intention (s) specified in the Proxy, shall be deemed as having been carried out by myself/ourselves in all respects.

ລົງລາຍເຊັນ / Signed..... ຜູ້ມອບສິດ/Grantor ລົງລາຍເຊັນ / Signed..... ຮັບມອບສິດ/ Proxy

(.....) (.....)

ລົງລາຍເຊັນ ..... ພະຍານ/ witness ລົງລາຍເຊັນ ..... ພະຍານ/ witness

(.....) (.....)

ໝາຍເຫດ/Remark

1. ຜູ້ຖືຮຸ້ນທີ່ມອບໝາຍຈະຕ້ອງມອບໝາຍໃຫ້ຜູ້ຕາງໜ້າພຽງທ່ານດຽວເປັນຜູ້ເຂົ້າຮ່ວມປະຊຸມ ແລະ ລົງຄະແນນສຽງ ລວມທັງບໍ່ສາມາດແບ່ງແຍກຈຳນວນຮຸ້ນໃຫ້ຜູ້ຕາງໜ້າຫຼາຍທ່ານເພື່ອແຍກການລົງຄະແນນສຽງໄດ້; ແລະ

   The shareholder appointing the proxy must authorize only one proxy to attend and vote at the meeting and may not split the number of shares to several proxies for splitting votes.

2. ໜັງສືມອບສິດນີ້ຈະຕ້ອງໄດ້ນຳໄປຈົດທະບຽນສານເພື່ອເປັນການຮັບປະກັນຄວາມຜູກພັນຂອງຜູ້ມອບສິດ ແລະ ຜູ້ຕາງໜ້າໃນທາງກົດໝາຍຕາມກົດໝາຍ ວ່າດ້ວຍທະບຽນສານ (ສະບັບປັບປຸງ) ເລກທີ 11/ສພຊ, ລົງວັນທີ 26 ພະຈິກ 2009, ກຳນົດວ່າ ເພື່ອເປັນການຮັບປະກັນຄວາມຜູກພັນ ຂອງຜູ້ມອບໝ າຍ ແລະ ຜູ້ຕາງໜ້າທາງດ້ານກົດໝາຍ, ດັ່ງນັ້ນໃບມອບສັນທະສະບັບນີ້ຈະຕ້ອງໄດ້ນຳໄປຈົດທະບຽນສານນຳສຳນັກງານທະບຽນສານ, ກະຊວງຍຸຕິທຳ ໃນນີ້ ບໍລິສັດຈະບໍ່ຮັບຜິດຊອບໃດໆ ໃນກໍລະນີທີ່ໃບມອບສັນທະສະບັບນີ້ທີ່ຍື່ນຕໍ່ບໍລິສັດບໍ່ໄດ້ຈົດທະບຽນສານ.

Pursuant to the Law on Notary (Amended) No. 11/NA, dated 26 November 2009, in order for the appointment by the shareholder to the proxy to have legal effect, this Proxy must be notarized with the court. In this regard, the Company will not take any responsibility in the case where the Proxy submitted to the Company has not been registered with the Notary Office, Ministry of Justice.

Name lists, Meaning, and CV of independent directors in order to give the right to shareholders

According to Securities Law No. 21/ NA, December 10, 2012 and Securities Issuance No. 108/LSCO, June 27, 2015 of Lao Securities Commission Office determining that the listed company shall have independent directors for at least one-third in the Board of Directors, which nominated and entitled by shareholders' meeting, that have no conflict of interest and able to independently give suggestion. In the case of Souvanny Home Center Public Company, there are 3 independent directors from Board of Directors for 9 persons, which the details are as follow;

1. Mr. Ounh Lasoukanh — Chairman of Board of director/ Chairman of Audit Committee/ Independent Director
2. Mr. Khamkong Liemphrachanh — Member of Board of director / Audit committee/ Independent Director
3. Mr. Padith Vongsena — Member of Board of director / Audit committee/ Independent Director

CV of Independent Directors follows by documents as below:



Name – Surname	Mr. Ounh Lasoukanh
Age	66 years
Nationality	Lao
Highest Education	Bachelor of Labor Economics, Hanoi University of Trade Unions, Vietnam

Work Experiences

- Head of the Office of the Supreme People's Prosecutor;
- Deputy Minister of Natural Resources and Environment
- Assistant Head of National Land Management Authority;

Positions

Chairman, Chairman of Audit Committee, Independent Director of Souvanny Home Center Public Company

Appointment Date

21 September 2015

Relationship

Holding share of SVN: - None -

Being the director in competitive business or related with construction materials business - None-

Relation with board of directors/Largest shareholder/Executive committee of the Company – None-

Executive committee of the Company: -None-

Business relation such as: materials, products purchasing, Loan: -None-

Meeting Attendance

Year 2015	- Board of Directors' meeting	1/1 Time
	- Audit Committee's meeting	1/1 Time
Year 2016	- Board of Directors' meeting	2/2 Time
Year 2017	- Board of Directors' meeting	3/3 Time



Name - Surname	Mr.Padith Vongsena
Age	54 years
Nationality	Lao
Highest Education	Master of Accounting, Auditing, and Economic Research, Engineering Institute of the Union of Soviet Socialist Republics

Training

- Certified Public Accountant (CPA) organized by Federation of Accounting cooperate with Ministry of Finance.
- Transforming to other Agriculture organized by World Bank and Lao Government.
- Computer usability organized by Asian Institute of Technology.

Work Experiences

- Yearly closing audit to the other private companies.
- Management or accounting consultant.
- Create manuals and training.
- Education such as being a special instructor of the college.

Positions

- Director, Audit Committee, Independent Director of Souvanny Home Center Public Company

Appointment Date 21 September 2015

Relationship

Holding share of SVN: - None -

Being the director in competitive business or related with construction materials business - None-

Relation with board of directors/ Largest shareholder/ Executive committee of the Company – None-

Executive committee of the Company: -None-

Business relation such as: materials, products purchasing, Loan: -None-

Meeting Attendance

Year 2015	- Board of Directors' meeting	1/1 Time
	- Audit Committee's meeting	1/1 Time
Year 2016	**-** Board of Directors' meeting	2/2 Time
Year 2017 -	Board of Directors' meeting	3/3 Time



Name – Surname Mr.Khamkong Liemphrachanh

Age 69 years

Nationality Lao

Highest Education - Master of Law, National Institute of Law and Management, Vientiane Capital

- Master of Laws, Azerbaijan University, the Union of Soviet Socialist Republics

Work Experiences - Lawyer at Allen & Gledhill (Laos) Co., Ltd.

- Member of the Secretaries of World Trade Organization

Positions - Director, Audit Committee, Independent Director of Souvanny Home Center Public Company

Appointment Date 21 September 2015

Relationship

Holding share of SVN: - None -

Being the director in competitive business or related with construction materials business - None-

Relation with board of directors/ Largest shareholder/ Executive committee of the Company – None-

Executive committee of the Company: -None-

Business relation such as: materials, products purchasing, Loan: - None-

Meeting Attendance

Year 2015 – Board of Directors' meeting	1/1 Time
- Audit Committee's meeting	1/1 Time
Year 2016 - Board of Directors' meeting	2/2 Time
Year 2017 - Board of Directors' meeting	3/3 Time

Documents and Evidence required being Presented Prior to Attending the Meeting, Proxy, Registration and Voting at the Shareholders' Meeting

For your convenience for the registration process to attend the Annual General Shareholders' Meeting for the year 2017 of Souvanny Home Center Public Company, the shareholders or proxies who will attend the Meeting shall bring the invitation to the Meeting, registration form and proxy form for the registration. **The company reserve the rights to allow only the Shareholders or the proxies who have proper and complete documents to attend the Meeting.**

(Valid) documents and Evidence required to be presented by the shareholders or proxies to attending the Meeting

(1.) Shareholders who are natural Persons

(1.1) Shareholders attending the Meeting themselves shall present valid documents issued by governmental authorities, e.g. the identification card or passport (for foreign shareholders), including the evidence of name or last name change (if any).

(1.2) Shareholders appointing a proxy to attend the Meeting. A proxy shall present the documents as follows:

- A proxy form as attached to the invitation to the Meeting, which has been duly completed and signed by the shareholders and proxy.
- A copy of valid document of the shareholder issued by governmental authorities as specified on Item 1.1.1 which has been certified true and correct by the shareholders
- Valid document of the proxy issued by governmental authorities e.g. the identification card or passport (for foreign proxy), the evidence of name or last name change (if any)

(2.) Shareholders who are juristic persons

(2.1) Representatives of shareholders (authorized directors) attending the meeting themselves, shall present the documents as follows:

- Valid Documents of the representatives of the shareholders (authorized directors) issued by governmental authorities, e.g. the identification card or passport (for foreign representatives of the shareholder (authorized director), including the evidence of the name or last name (if any)
- Copies of Foreign Investment License (if any), the Enterprise Registration Certification (Affidavit), the Article of Association and the Tax certificate (of the last year) of the shareholder specifying that the representatives of the juristic person attending the Meeting are duly authorized to represent the shareholder, which have been certified true and correct by the representatives of the shareholder (authorized director)

(2.2) Shareholders appoint a proxy to attend the Meeting. A proxy shall provide the documents as follows:

- A proxy form as attached to the invitation to the Meeting which has been duly complete and signed by the shareholder and the proxy (authorized directors)
- Copies of Foreign Investment License (if any) , the Enterprise Registration Certification (Affidavit) , the Article of Association and the Tax certificate (of the last year) of the shareholder specifying that the representatives of the juristic person are duly authorized to represent the shareholders, which have been certified true and correct by the representatives of the shareholder (authorized directors)
- Copies of Valid documents of the representatives of shareholder (authorized directors) issued by governmental authorities, which have been certified true and correct by the representatives of the shareholder (authorized directors)
- Valid document of the proxy issued by governmental authorities that not expire, e. g. the identification card or passport (for foreign proxy, including the evidence of the name or last name (if any)

Remarks: In case of the Shareholders are foreigners, please follow the instructions Item (1.) or (2.), as the case may be. If the documents are in other language beside Lao or English, the translation are required into Lao or English, and shall be certified by person or by the representatives (authorized directors) of such foreign juristic persons.

Proxy

Shareholders who are unable to attend the Meeting themselves, may appoint a proxy to attend the meeting on the shareholders' behalf by proceeding as follows:

(1.) Appoint any person or one of the directors of Company to attend and vote the Meeting on the shareholders' behalf by specifying the name and details the proxy or marking (✓) in the ☐ in front of the name of one of the directors as provided in the proxy form to be the proxy to attend the Meeting.

(2.) Return the duly complete proxy form to to Mr. Mithxay PUEANGKARNG at Souvanny Home Center Public Company Office, Phonetong Road, Phonetongsaward Village, Chanthabuly District, Vientiane Lao PDR, Tel: (856-21) 562891 and please deliver to the Company before 05 May, 2018 or at least an hour before the Meeting starts for verification of documents.

In this regard, shareholders may not split shares to appoint several proxies to split votes in the Meeting. Each of the shall authorize the proxy to cast the votes equaling to the same number of shares held by such shareholder, and shall not appoint only parts of the shares held by such shareholders.

Registration

The Company will start the registration process from 1:00 p.m. for attending the Annual General Shareholders' Meeting for the year 2017 of Souvanny Home Center Public Company at the meeting room 8th floor of Lao Securities Exchange, Phonthan Village Saysettha District, Vientiane Capital Lao PDR.

(1.) In case of the shareholders attending the Meeting themselves

(1.1.) Contact the registration point and present the valid documents to identify themselves in order to attending the Meeting; and

(1.2.) Collect the documents from the registration and ballots for every agenda which requires votes.

(2.) In case of the shareholders appointing the Proxy to attend the Meeting

(2.1.) Contact the documents verification point and present the valid documents to identify themselves in order to attending the Meeting; and

(2.2.) Contact the registration point and present the documents according to the (2.1) which were verified by the staffs.

(2.3.) Collect the documents from the registration and ballots for every agenda which requires votes. (Except for the case of proxy in which the voting has been clearly specified in the proxy form)

Voting and Vote Counting Result

(1.) Voting:

- One share is entilted to one vote. Shareholders shall only cast the votes equaling to the same nember of shares held
- In casting votes in each agenda, the chirman will ask if anyone disapproves in oder to save time of the shareholders and proxies as a whole.

  If the shareholders and the proxies whoe disapprove shall put a mark (✓) in the ☐ disapprove box and sign the ballots and raise their hands to diliver the ballots to the company's staff members for vote counting at the time, the shareholders and the proxies who do not raise their ballots cosidered as approval in the Meeting

  If no any shareholder raise the ballot considered as approval the Meeting, Except for the shareholders and proxies submit their disapproval the Company will record disapproval voting

- In case of proxy in which the voting has been clearly specified in the proxy form, the company will record such votes atthe time of the registration

(2.) Vote Counting Result:

- In case of proxy in which the voting has been clearly specified in the proxy form, the company will record such votes atthe time of the registration

- The chairman will announces the voting result in each agenda to the meeting after the voting process in each agenda finished by seperate the amount and percentage of the approval votes and the disapproval votes from the total votes. In case of the shareholders submit the disapproval ballots after the Chairman has announced the voting result of each Agenda to the Meeting, the Company will disregard such disapproval votes.

Attachment agenda 1: Report Meeting of Shareholders 2016

Attachment agenda 2: The company 's financial statement of 2017

Attachment agenda 3: The Company's business plan of 2018

- **Sales Plan of 2018**

  In 2018, the Company has plan to increase sales as: All branch with 20% , in old branches with 5% and increasing the products types and focus on selling high-profit products.

- **Marketing Plan of 2018**

  In 2017, the Company has plan to increase acknowledgement of the advertisement of the Company in Vientiane 90% and in other provinces 70% , and the Company will also advertise more about the products of the Company in Vientiane 70% and other provinces 50% in order to let people around the country know Souvanny Home Center Public Company and the products of the Company by many channels namely Website, Facebook, Line, IG, Youtube, Signage, Leaflet, Mobile Sign, Radio, event, sponsorship, point of purchase, and others.

- Accelerate to constantly expand the House Brand Products in order to be able to compete on price and increase more margin.
- Expand more sale channels of Online Selling and Installment term through AEON Leasing Service (Lao) Co,. Ltd to make more convenience of customers' payment and expand two more branches in different provinces
- Accelerate on increase new customers in mentioned channels above.
- Make integrated sale promotion namely Monthly promotion of each brand, the 6 month sale promotion, and score Accumulation to redeem the prizes
- Intend to make more Cooperated Social Responsibility Programs through company's main project as "Your Smile is our Happiness" in order to rise company's good image.

- **Human Resource Plan 2018**

  After transforming the Company to public company, the Company has changed many things in the company's system. In 2018, the Company will change the Sale's System to have more quality, will open new branches, and will focus on training employees, especially the sale employees in order to understand all the products, which is trained by the professional from supplier's company. Therefore, the company has put the right man in right job and promotes the one who always develop themselves in their duty to be more high positions and also motivates them by many incentives as money, gift, travelling and others.

➢ Investment Plan of 2018

The Company plans to extent branches to reach the potential customers. The Company plans to expand 3 branches. The details is below:

No	Detail and location	Size (sq.m)	Period of Investment
1	PAKSE Branch: GangVillage,Pakse District,Champasak Province, Lao PDR	Showroom: notless than 12,000 sq. m, Warehouse space: 6,000 sq.m	At the early of 2018
2	THAKHEK Branch: Phonephim Village, Thakhek District, Khammouan Province, Lao PDR	Showroom: notless than 10,000 sq. m, Warehouse space: 4,750 sq.m	At the end of 2018
3	SAVANNAKHET Branch: PhonesangNeau Village, KaysonePhomevihane District,Savannakhet Province, Lao PDR	Showroom: notless than 13,000 sq. m, Warehouse space: 3,000 sq.m	At the early of 2019









Pictures of Pakse's Branch









Pictures of Thakhek's Branch





Pictures of Savannakhet's Branch

- **Strategy Plan of 2018**

The Company's strategy in 2018 will be focus on the changing of the technology in sales system by using ERP program in order to develop the managerial system to connect with the operation in each branch. Recently, the Company has got an international certificate from United Kingdom Accreditation Service (UKAS) which is ISO 9001: 2008 Quality Management System, and the Company targeting to get ISO 2015 by applying ISO system to the Company policy.

Attachment agenda 6: Brief biography of the director rotation

Number 1

Name-Surname	Mrs. Viengdara BOUBPHA
Age	40 Years
Nationality	Lao
Highest Education	Bachelor's degree of Business Administration, Comcenter College.
Work Experiences	Administrative Assistant of SVN 2001-2005
Positions	Deputy Director of Purchasing of SVN 2015- Present.
Appointment Date	February 16th, 2018

Number 2

Name-Surname	Ms. Chutikan SRISAENGCHAN
Age	49 Years
Nationality	Thai
Highest Education	Master of Business Administration, Khonkaen University, Thailand
Work Experiences	Committee of Siam Global House PCL 2008-2012
Positions	Deputy Chief Executive Officer of Financial and Accounting of Siam Global House PCL 2012-Present.
Appointment Date	February 16th, 2018

Number 3

Name-Surname	Mr. Khamphone PHILAPHAN
Age	40 Years
Nationality	Lao

Highest Education	Bachelor's Degree of Accounting, Pakpasak Technical College.
Work Experiences	Accounting of SVN 1995-2010, Sale manager of SVN 2010-2015
Positions	Sales manager of SVN 2015-Present
Appointment Date	February 16th, 2018

Number 4

Name-Surname	Mr. Phiphop VASANAARCHASAKUL
Age	48 Years
Nationality	Thai
Highest Education	Bachelor's degree of humanities, kasetsart University, Thailand
Work Experiences	Assistant of Deputy Chief Executive Officer- Business Development of Siam Global House PCL 2014-2017
Positions	Deputy Chief Executive Officer- Business Development of Siam Global House PCL 2017-Present
Appointment Date	February 16th, 2018

Map of meeting venue

Lao Securities Exchange(LSX) Building , 4th floor Phonthan Neua Village, T4 Road, Saysettha District,
Vientiane Capital City. Lao P.D.R
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