



ELECTRONIC VOTING SYSTEM USER MANUAL

To vote online, please follow these steps:

Step 1: Log in

Access the tcd.bvote.vn page → Click the button “Shareholders Login” (using computer/tablet or smartphone with internet connection, wifi/3G, etc.)



- **User name** (ID number/ Personal ID/Passport/ Business registration number).
- **Password** (find in the invitation letter).
- Then press the “Log in”.

If you forget password:

- Click “Forgot password?”
- Enter the OTP (sent to the phone number).
- Then press the “Log in”.

Step 2: Voting the Reports and Proposals

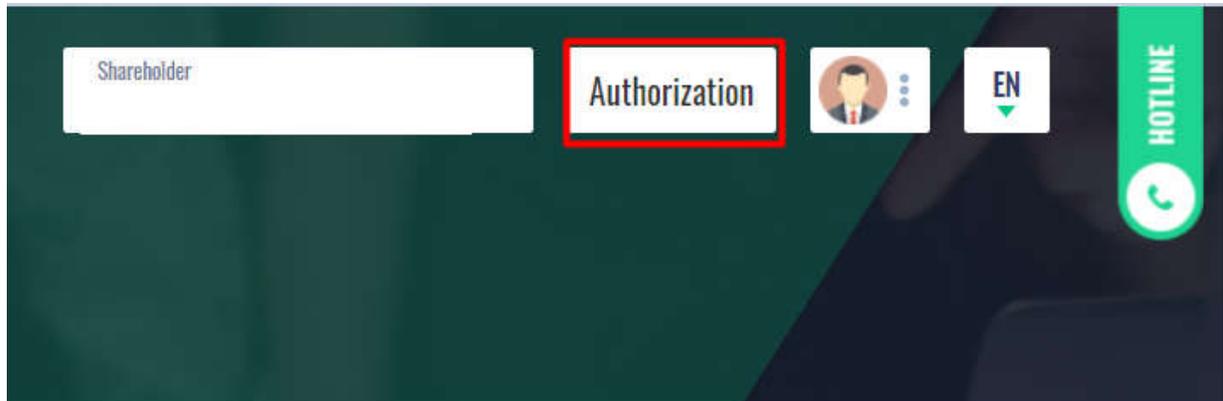
- Please choose one of options **In Favor –Against- Abstention** for each item.

No.	Motion	In Favor	Against	Abstention	Action
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit"/>

- Then click “Submit” for each item or click “Submit all” for the selected items.

APPOINTMENT OF PROXY

Step 1: If shareholder would like to appoint a proxy and press "Appointment of Proxy" on the top right of the screen.



Step 2:

- **In writing:** Download the Proxy form, fill in the information and then send it to Tracodi.

AUTHORIZATION

Number of authorized shares: 270,200

Form 1: Send the Power of attorney in writing to the head office at the address

[Download authorization form](#)

Address

Time

- **Online:** Enter information of the grantee in the form and click “Next”
Form 2: Online authorization

Step 1: Enter authorized person information

 ID/Passport/Business Registration No.	 Phone number	
 Full name	 Issue date	 Issued by
 Address	 Enter number of authorized shares	

Continue

- Click download “**Appointment of Proxy**”

Step 2: Shareholders please download the power of attorney to sign/seal

 [Power of attorney](#)

- Upload signed/stamped **Appointment of Proxy** and press “**Submit**”.

Step 3: Shareholders please upload signed/stamped power of attorney to complete the authorization


Upload power of attorney


Authorization

- To verify the appointment, enter the OTP code sent to your number and submit.

VERIFY AUTHORIZATION ✘
Phone number to receive OTP: 03699****15

 OTP	19s
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Submit