

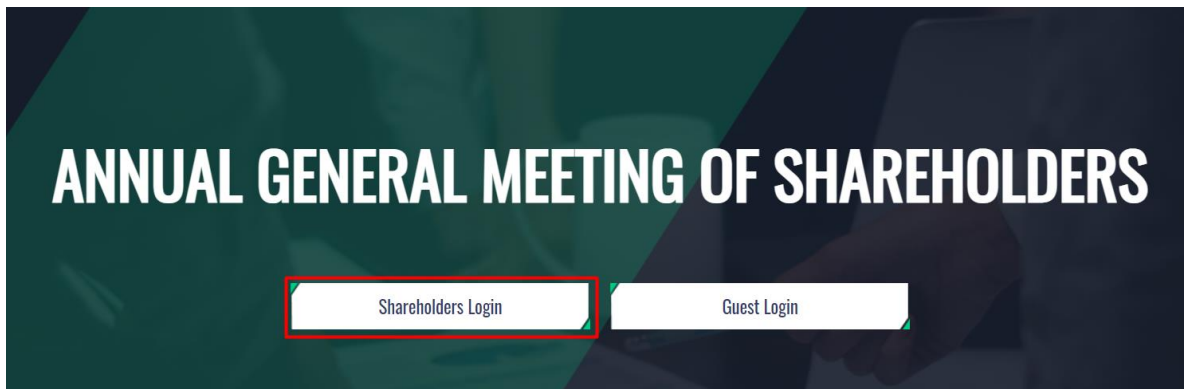


GUIDELINES FOR PARTICIPATING IN ONLINE ANNUAL GENERAL MEETINGS OF SHAREHOLDERS

To attend the Online AGMS please follow these steps:

Step 1: Sign in

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



- Enter the Account (ID number / Personal ID/Passport / registration number of the Shareholder).
- Enter **Password** (Password is sent with the invitation letter)
- Then press the “Login” button.

If Shareholders forget their password:

- Click “Forgot password?”
- Enter the OTP sent to the phone number.
- Then press the “Login” button.

Log In

Shareholders Login

Username (ID/Passport/Business Registration No.)
01887xxx6

Password (The password in the invitation letter)
.....

LOG IN

[Back](#) [Forgot password?](#)

SHAREHOLDERS LOGIN ✘

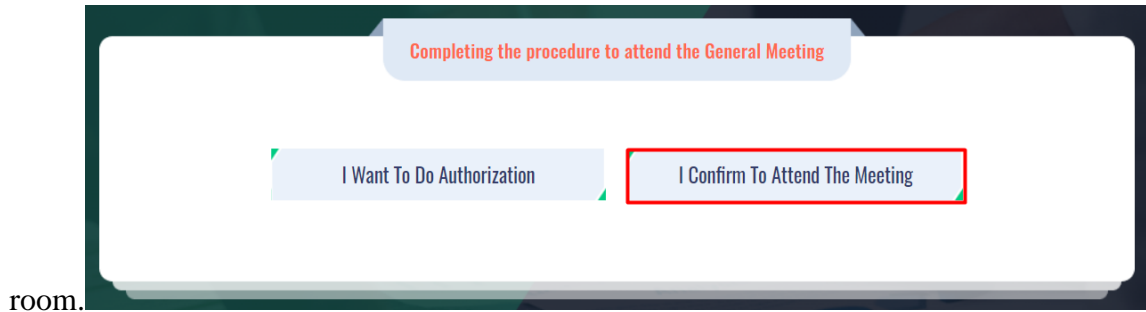
Phone number to receive OTP: 03699****03

OTP 58s

Log in

Step 2: Confirm your participation in the AGM

Shareholders click "I confirm to attend the meeting" to access the online meeting



room.

Step 3: Vote on the contents

- Shareholders choose the opinions **Affirmative votes – Negative votes - Abstention** for each content.

| No. | Content | Affirmative votes | Negative votes | Abstention | Action |
|-----|---|--------------------------|--------------------------|--------------------------|---------------------------------------|
| 1 | Agenda of Annual General Meeting of Shareholders | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Submit"/> |
| 2 | Working Regulations at the Annual General Meeting of Shareholders | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Submit"/> |
| 3 | Vote Counting Committee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Submit"/> |

- Then click “Submit” for each content or click “Send all votes” for the selected content.

Bước 4: Cumulative votes

- Shareholders enter the number of votes or the percentage of votes for each respective candidate or click on the equal vote box to evenly distribute the total number of votes to the candidates, then click "Submit".

Approval on selection of the BOD

Tick for even voting

Mr. A

Enter the number of votes

Enter the vote rate (%)

Ms. B

Enter the number of votes

Enter the vote rate (%)

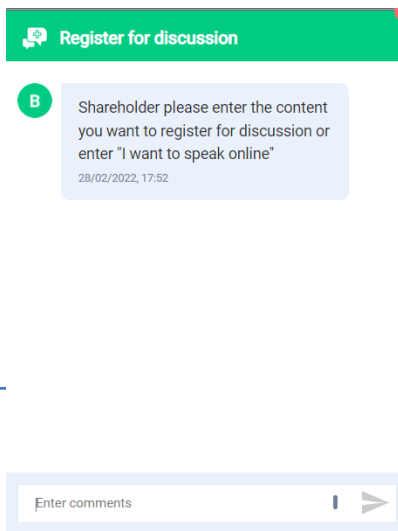
Total number of possible votes: 10.000

Total number of votes left: 10.000

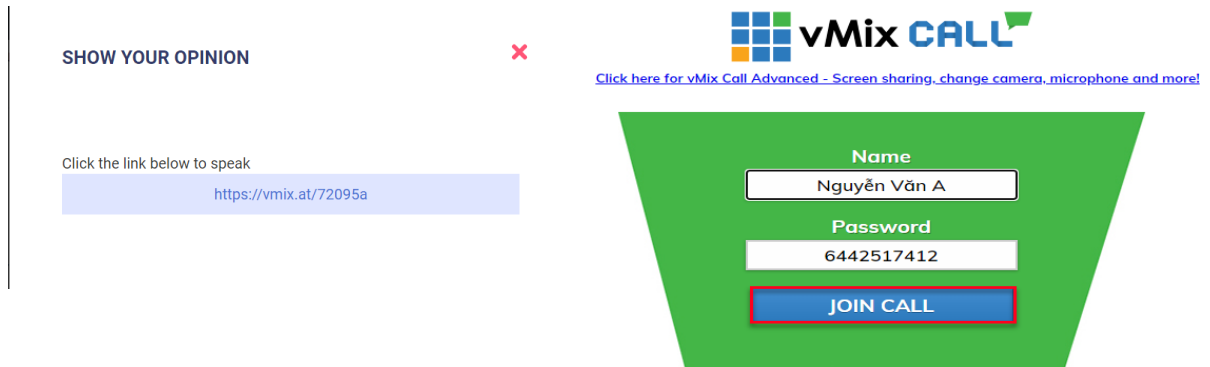
Remaining rate: 100%

Step 5: Submit comments

- Shareholders click on the icon “Register for discussion” at the bottom right corner of the screen.
- Then enter the content to register for discussion and then click “Submit” or enter “I want to speak online” to register for an online connection.



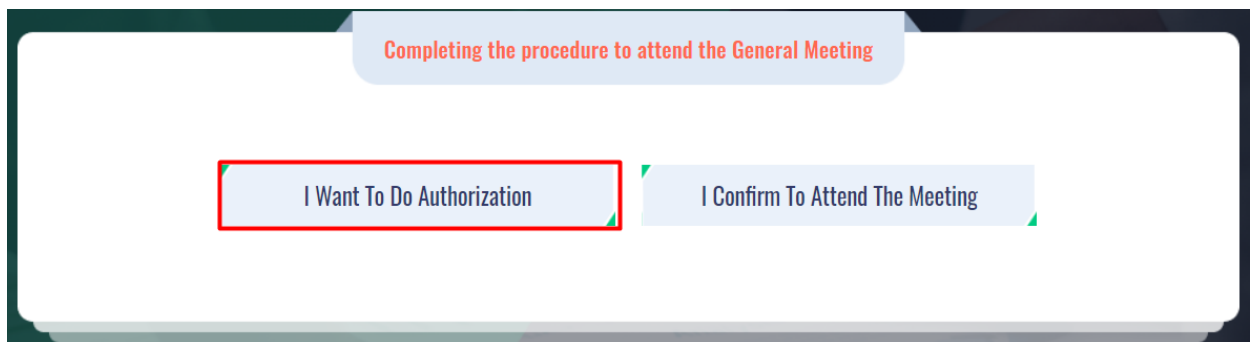
- When invited to speak online, Shareholders click on the link provided by the system, then click “Join Call”



Note: Shareholders please prepare equipment with microphone and camera connection. Only shareholders who are invited to connect online will display this link.

INSTRUCTIONS FOR AUTHORIZATION

Step 1: Shareholders, after logging in to the system, select "I want to do authorization"

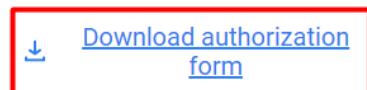


Step 2: Authorization in writing: Download the authorization form, fill in the information and then deliver it to the Issuer.

AUTHORIZATION

Number of authorized shares: 270,200

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










Address
Address

Authorization time
Time

- **Online authorization:**
 - Shareholders enter the information of the authorized person in the form then click “Continue”

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



- Shareholders click download **“Power of Attorney”** after signing/stamping to confirm the authorization

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

 Power of attorney

- Shareholders upload signed/stamped power of attorney and press **“Authorization”** button.

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



Upload power of attorney


Authorization

- Shareholders enter the OTP code that the system has sent to the phone number to complete the procedure

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



| | |
|---|-----|
|  OTP | 19s |
|---|-----|

Submit