

**INSTRUCTIONS TO LOGIN TO PARTICIPATE
THE ANNUAL GENERAL MEETING 2021
BAMBOO CAPITAL JOINT STOCK COMPANY**

To attend the Online Meeting and vote remotely by means of electronic voting, please log in according to the following 3 steps.

❖ **Step 1:**

Shareholders using computers or tablets or smartphones with Wifi/3G internet connection visit

website www.bcg.bvote.vn or bcg.bvote.vn → Press the button



❖ **Step 2:**

- Fill in the **Username** printed in the Invitation Letter (This is the Identification Number/ID card for the individual or the Certificate of business registration for the organization that has deposited at the Securities Depository).

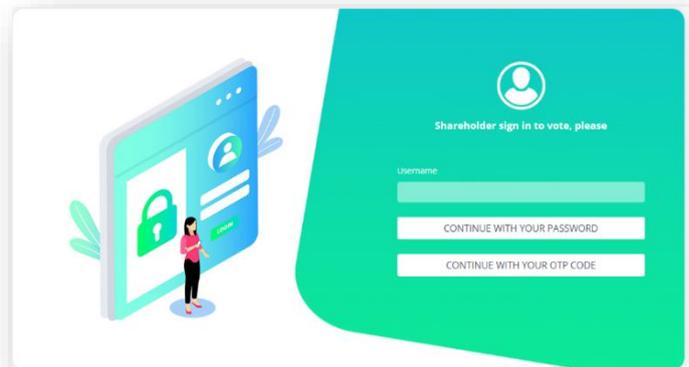
- Choose 1 of 2 ways::

- To login with a password
→ Press

CONTINUE WITH YOUR PASSWORD

- To login with OTP code
→ Press

CONTINUE WITH YOUR OTP CODE



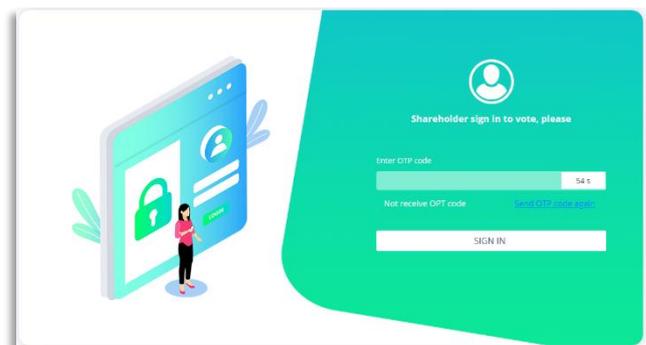
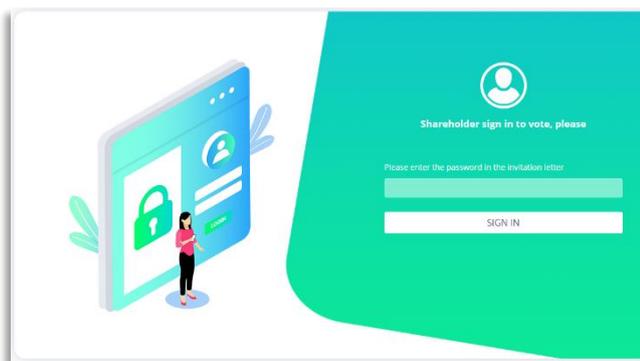
❖ **Step 3:**

If you choose to login with a password:

→ Enter your password (printed in the Invitation Letter)

If you choose to login with OTP code: If you choose to log in with OTP code: Check OTP messages sent to your phone number (*registered with the Securities Depository*)

→ Enter the OTP code



→ Press the button  to complete login

→ Press the button  to participate the Meeting.

❖ **Step 4: Voting the procedure for opening the Meeting**

- Shareholders choose *Approve, Disapprove or Abstention* to vote for the content.

📄 Opening Ceremony

SHOW HIDE

No.	Content	Voting		
		Approve	Disapprove	Abstention
1	List of Union Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	List of Secretariat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	List of the voting committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Approval of AGM, regulations on organizing AGM, nominating and voting for additional members of BoD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Send all

- Press the button **Send all** to submit your vote.

❖ **Step 5: Voting the Reports and Proposals**

- Shareholders choose *Approve, Disapprove or Abstention* to vote for each issue.
 - If you choose *Approve*, you tick as below:

Voting

Approve Disapprove Abstention

Vote is sent

- If you choose *Disapprove*, you tick as below:

Voting

Approve Disapprove Abstention

Vote is sent

- If you choose **Abstention**, you tick as below:

Voting

Approve Disapprove Abstention

Vote is sent

- Then you press Vote is sent or press Send all to submit all your votes.

❖ **Step 6: Voting election (Cumulative voting)**

For voting election related to cumulative voting, Shareholders will enter the number of votes for each corresponding candidate or click to vote equally to divide the total number of votes that can be voted for candidates. (Total number of votes can be voted = Total number of shares held by shareholders or representatives * Number of members elected).

Content (cumulative voting) SHOW HIDE

Vote for additional members of the BoD in the 2018-2023 term

Nguyen Van A Nguyen Van B Nguyen Van C

Total of valid votes: 700 Total of the other votes: 600

Vote is sent

(Enter the number of votes for each candidate)

Content (cumulative voting) SHOW HIDE

Vote for additional members of the BoD in the 2018-2023 term

Nguyen Van A Nguyen Van B Nguyen Van C

Total of valid votes: 700 Total of the other votes: 0

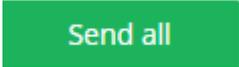
Vote is sent

(Click to vote equally to divide the total number of votes that can be voted for candidates)

❖ **Step 7: Voting Meeting Minutes and Meeting Resolution**

Shareholders choose **Approve**, **Disapprove** or **Abstention** to vote for the content.

No.	Content	Voting		
		Approve	Disapprove	Abstention
1	Meeting minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Meeting resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Then you press  to submit your votes.

Instructions to download the voting results file:

Shareholders click on "Download file of voting results" to download voting results to their devices.

No.	Content	Voting			
		Approve	Disapprove	Abstention	
1	Meeting minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hasn't voted
2	Meeting resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hasn't voted





Instructions for submitting comments:

After logging in, Shareholders can send their opinions to the Meeting by entering the box "Register for discuss". The Secretary will synthesize shareholders' opinions to transfer to the Union Chairman.

Register for discussion

Shareholder enter the content that he/she want to register to discuss

07/05/2021 10:34

➤

✕

Instructions for speaking:

The function allows Shareholders to express their opinions in the Meeting.

When invited to speak, the system will display a notification window, allowing Shareholders to click on the link provided by the system to participate in online meeting and express their opinions.

Instructions for authorization function:

Shareholders have 2 ways to authorize:

- By power of attorney: Power of attorney is attached to the Invitation Letter of authorization to attend the General Meeting of Shareholders. Shareholders fill the information on paper and send it to the Shareholders' Qualification Inspection Committee to process authorized information.

- Authorization online on the system. The content is described as below:

A function that allows Shareholders who cannot attend the Meeting can authorize another shareholder or another person (not a shareholder) to attend the Meeting and vote.

- ❖ Online authorization guide:

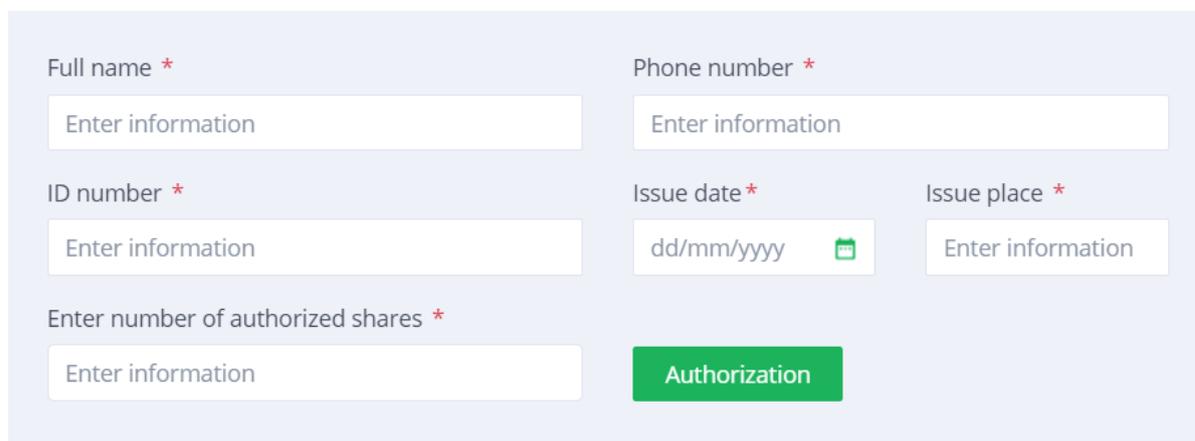
Step 1: Shareholders click “Authorization” at the top right of the screen.



Step 2: Shareholders enter the information of the person who wants to authorize:

- Full name of authorized person.
- Phone of authorized person.
- ID card / CCCD authorized person.
- Number of shares authorized.

Information of authorized person

A light blue form with several input fields and a button. The fields are: 'Full name *' with a text input 'Enter information'; 'Phone number *' with a text input 'Enter information'; 'ID number *' with a text input 'Enter information'; 'Issue date *' with a date picker showing 'dd/mm/yyyy' and a calendar icon; 'Issue place *' with a text input 'Enter information'; and 'Enter number of authorized shares *' with a text input 'Enter information'. A green 'Authorization' button is located at the bottom right of the form.

Press “Authorization” to send the information to the system..

Shareholders can manage their authorization status in the authorized list.

Step 3: To complete the authorization process, Shareholders click “Download authorization form file” and fill in all information sent to the meeting.