

## INSTRUCTIONS TO LOGIN E-VOTE SHAREHOLDERS' APPROVAL IN WRITING IN SEPTEMBER 2021

To vote remotely by means of electronic voting, please log in according to the following steps:

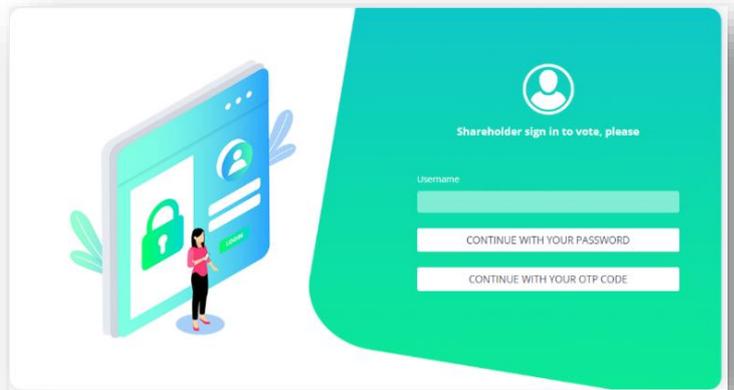
❖ **Step 1:**

Shareholders using computers or tablets or smartphones with Wifi/3G internet connection visit website: [bcg.bvote.vn](http://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 log in with password:
    - Press 
  - To log in with OTP code:
    - Press 

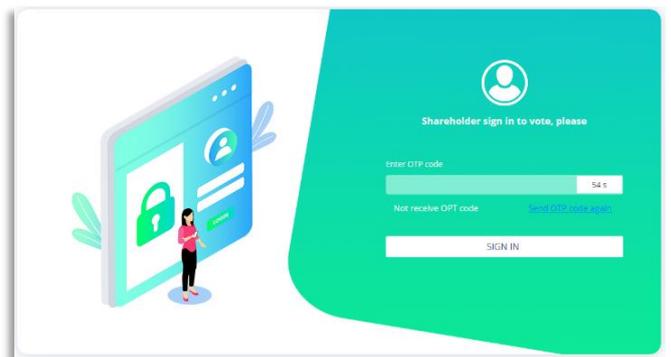
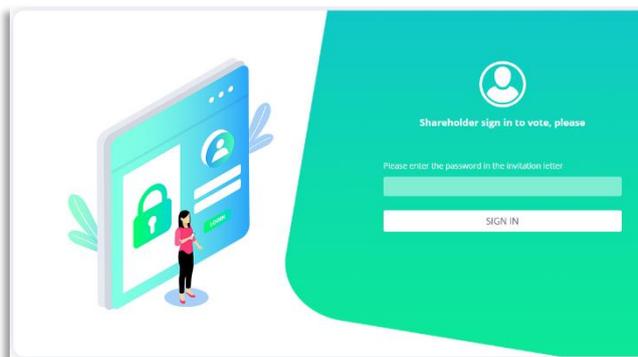


❖ **Step 3**

***If you choose to login with password:*** Enter your password (provided in the Invitation Letter)

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

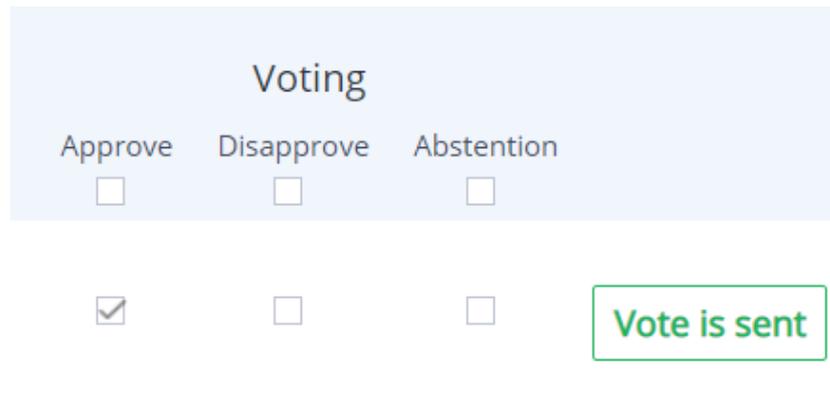
→ Enter the OTP code



→ Press the button  to complete login.

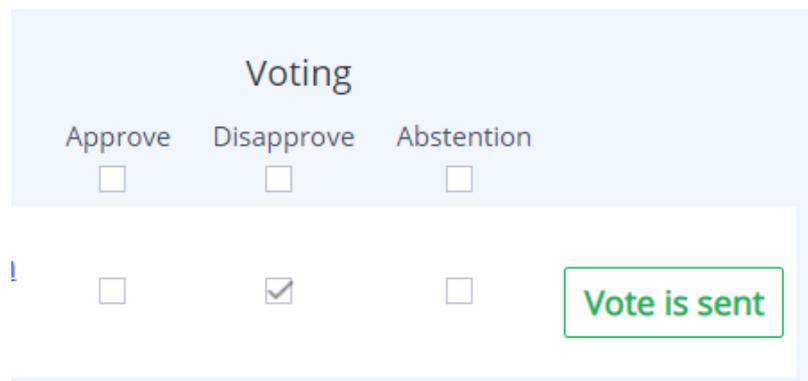
#### ❖ **Step 4: Voting the Reports and Proposals**

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



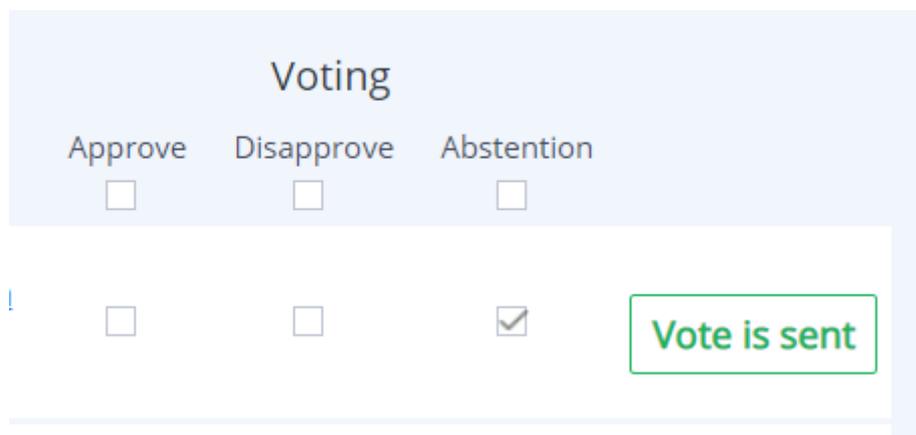
The screenshot shows a voting interface with the title "Voting". Below the title are three options: "Approve", "Disapprove", and "Abstention". Each option has a checkbox. The "Approve" checkbox is checked. To the right of the checkboxes is a green button labeled "Vote is sent".

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



The screenshot shows a voting interface with the title "Voting". Below the title are three options: "Approve", "Disapprove", and "Abstention". Each option has a checkbox. The "Disapprove" checkbox is checked. To the right of the checkboxes is a green button labeled "Vote is sent".

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

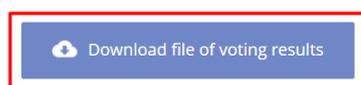


The screenshot shows a voting interface with the title "Voting". Below the title are three options: "Approve", "Disapprove", and "Abstention". Each option has a checkbox. The "Abstention" checkbox is checked. To the right of the checkboxes is a green button labeled "Vote is sent".

- Then you press [Vote is sent](#) or press [Send all](#) to submit all your votes.

#### **Step 5: Instructions to download the voting results file:**

If Shareholders want to keep records of voting results, Shareholders click on "Download file of voting results" to download voting results to their devices.



## Step 6: Instructions for authorization function:

Shareholders have 2 ways to authorize:

- By power of attorney: Power of attorney is attached to Shareholders' opinion documentaries. 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:

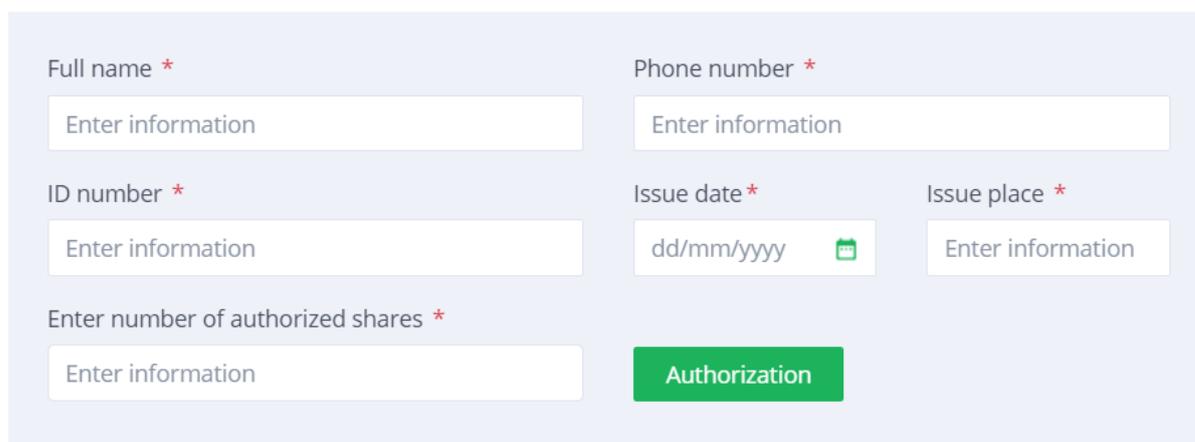
**Step 1:** Shareholders click “Authorization” at the top right of the screen.



**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. The first row has 'Full name \*' and 'Phone number \*' fields. The second row has 'ID number \*', 'Issue date \*' (with a calendar icon), and 'Issue place \*' fields. The third row has 'Enter number of authorized shares \*' and a green 'Authorization' button.

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 via email: [irbcg@bamboocap.com.vn](mailto:irbcg@bamboocap.com.vn)

Shareholders please note: Email for voting and authorization which is registered by Shareholders at the Securities Company, its coincides with the shareholders’s email in the list of shareholders prepared by the Securities Depository (VSD). For Shareholders who have Non-Deposited Securities, the Shareholder's email must be the same as the email registered by the Shareholder with BCG.