

INSTRUCTIONS TO LOGIN E-VOTE SHAREHOLDERS' APPROVAL IN WRITING IN JUNE 2022

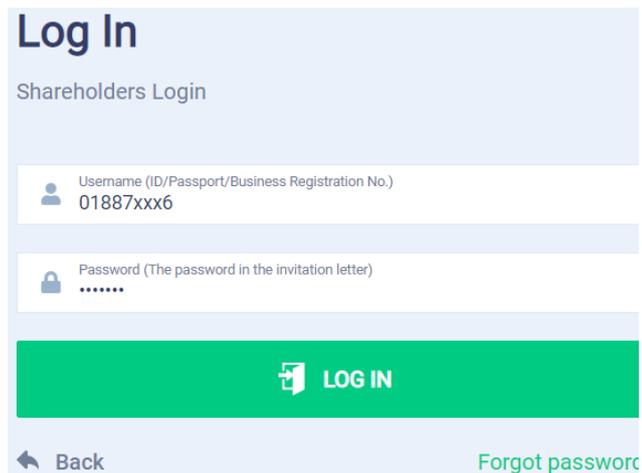
To vote remotely by means of electronic voting, please log in according to the following steps:

Step 1: Sign in

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



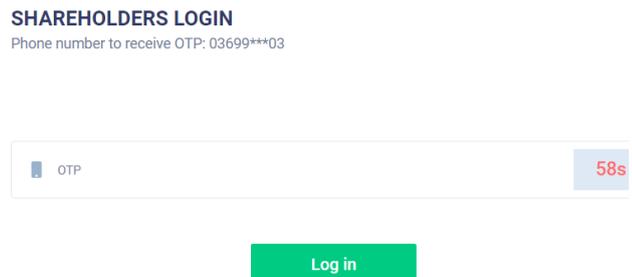
- Enter the Account (ID number / Personal ID/Passport / registration number of the Shareholder).
- Enter **Password** (Password is sent with the invitation letter)
- Then press the “Login” button.



The screenshot shows the 'Log In' page for Shareholders Login. It includes a 'Shareholders Login' title, a 'Username (ID/Passport/Business Registration No.)' field with the value '01887xxx6', a 'Password (The password in the invitation letter)' field with masked characters '.....', a green 'LOG IN' button, a 'Back' link, and a 'Forgot password' link.

If Shareholders forget their password:

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



The screenshot shows the 'SHAREHOLDERS LOGIN' page for OTP verification. It includes the title 'SHAREHOLDERS LOGIN', the text 'Phone number to receive OTP: 03699***03', an 'OTP' input field, a '58s' timer, and a green 'Log in' button.

Step 2: Voting the Reports and Proposals

- Shareholders choose the opinions **In Favor –Against- Abstention** for each content.

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

Step 3: Instructions for authorization function:

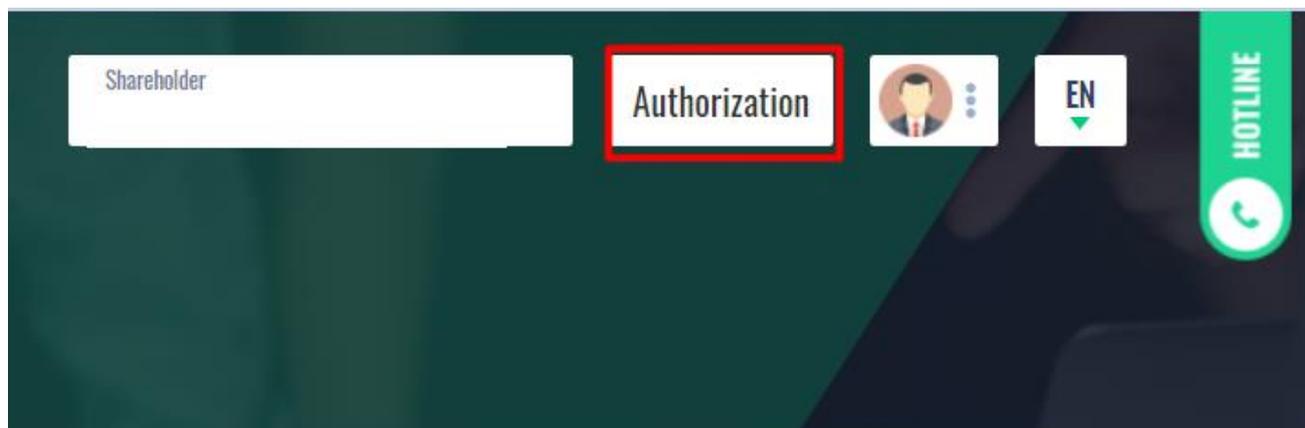
Shareholders have 2 ways to authorize:

- 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: 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

[Download authorization form](#)

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
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Submit