

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.

Log In


Shareholders Login



Username (ID/Passport/Business Registration No.)



Password (The password in the invitation letter)

 **LOG IN**


[← Back](#)
[Forgot password](#)

If Shareholders forget their password:

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

SHAREHOLDERS LOGIN

Phone number to receive OTP: 03699***03



OTP

58s

Log in

BCG - Instructions to login E-vote

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Step 2: Voting the Reports and Proposals

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

| No. | Motion | In Favor <input type="checkbox"/> | Against <input type="checkbox"/> | Abstention <input type="checkbox"/> | 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 content or click “Send all votes” for the selected content.

Step 3: Instructions for authorization function:

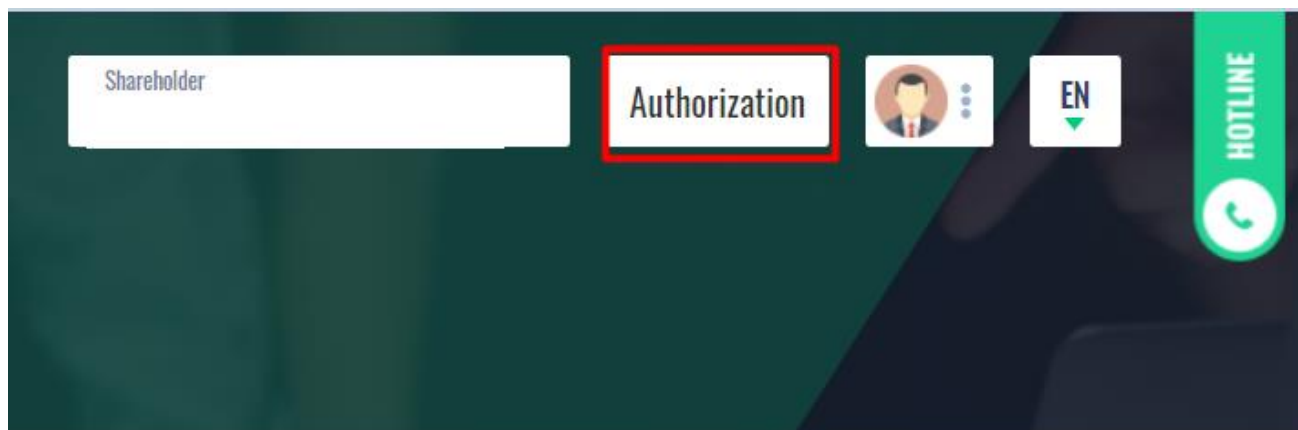
Shareholders have 2 ways to authorize:

- 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](#)

- 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