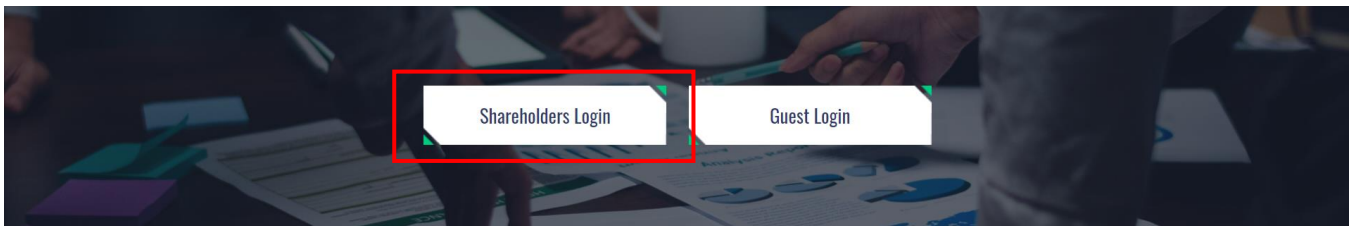


INSTRUCTIONS TO LOGIN TO ONLINE MEETING PLATFORM THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2024

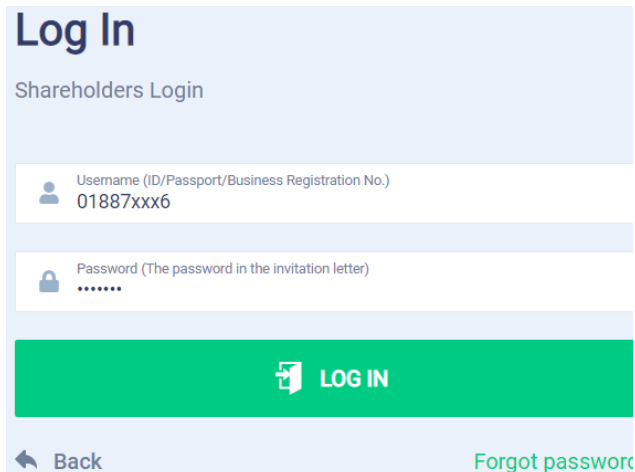
To attend the Annual General Meeting of Shareholders and vote online, please log in according to the following steps:

Step 1: Sign in

Shareholders who use computer/tablet or smartphone with internet connection, wifi/3G, etc., access the bcg.bvote.vn page → Click “Shareholder Log-in”



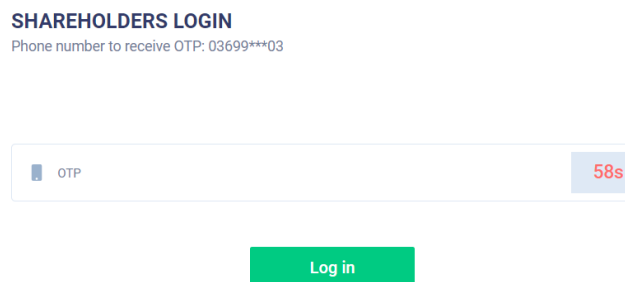
- Enter the **Account** (ID number / Personal ID/Passport / registration number of the Shareholder)
- Enter **Password** (Password is sent with the invitation letter)
- Then click “Login”.



A screenshot of a 'Log In' form titled 'Shareholders Login'. It contains two input fields: 'Username (ID/Passport/Business Registration No.)' with the value '01887xxx6', and 'Password (The password in the invitation letter)' with masked characters '.....'. Below the fields is a green 'LOG IN' button. At the bottom, there are links for 'Back' and 'Forgot password'.

If Shareholders forget their passwords:

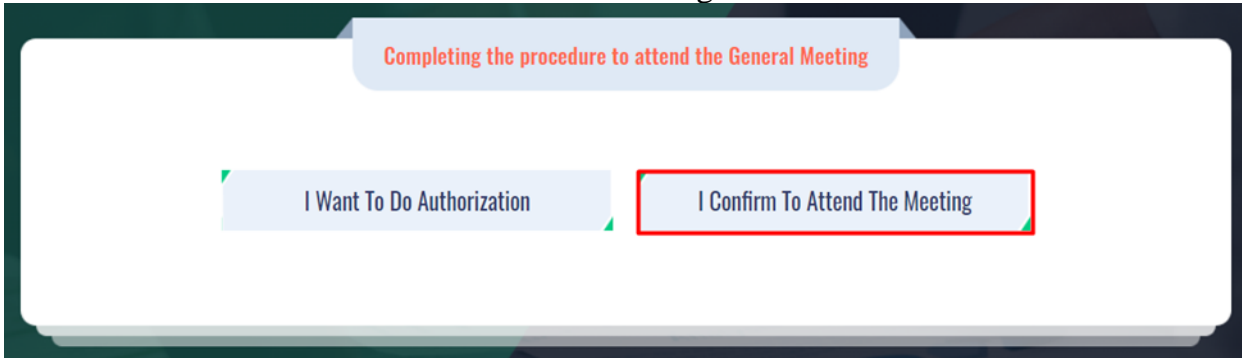
- Click “Forgot password?”
- Enter the OTP sent to shareholders’ phone number
- Then click “Login”.



A screenshot of a 'SHAREHOLDERS LOGIN' form. It displays the text 'Phone number to receive OTP: 03699***03'. Below this is an input field for the OTP with the value '0TP' and a timer showing '58s'. A green 'Log in' button is positioned below the form.

Step 2: Confirm participation in the AGM

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



Step 3: Voting on the Reports and Proposals

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

No.	Motion	In Favor	Against	Abstention	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 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 "Send voting".
- For the convenience of shareholders, the Organizing Committee of the General Meeting will make sure shareholders can enter the percentage of votes needed for each candidate, the system will display the corresponding number of votes for each candidate. This percentage (%) represents the proportion of votes that shareholders vote for each candidate out of their total voting rights. Each candidate's election rate is determined as the total number of votes for the candidate divided by the total number of shares participating in the voting.
- The distribution of votes to the candidates will be based on the rule of rounding down. The number of votes left unvoted for the candidates (including the number of votes that the Shareholders did not vote / Not enough to vote equally for all candidates / The excess votes because of the rule of rounding down) will be considered unused votes for any candidate.

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 (%)

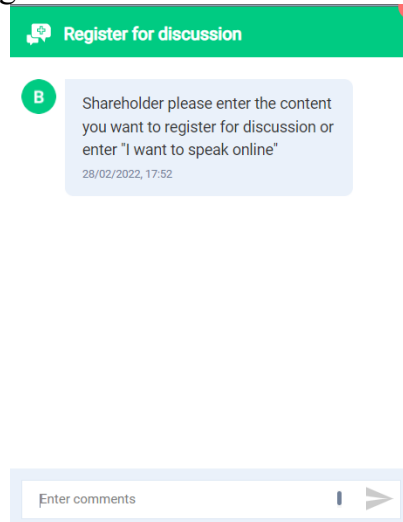
Total number of possible votes: 10.000

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 see 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 send the document by courier 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 online form then click “Continue”

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

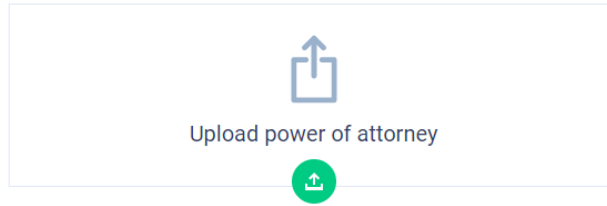
- Shareholders click download “**Power of Attorney**” after signing/stamping to confirm the authorization

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

[Power of attorney](#)

- Shareholders upload signed/stamped power of attorney and click “**Authorization**”

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



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

 A text input field with a light blue border. On the left side, there is a small blue icon of a mobile phone. On the right side, there is a small grey box containing the text "19s" in red, indicating a time limit.

Submit