

**TUTORIAL TO ATTEND ONLINE ANNUAL GENERAL MEETING OF  
SHAREHOLDERS IN 2022**

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**1. Choose language**

On top right corner – Click on the white square icon.

(Note: VI = Vietnamese, EN = English)

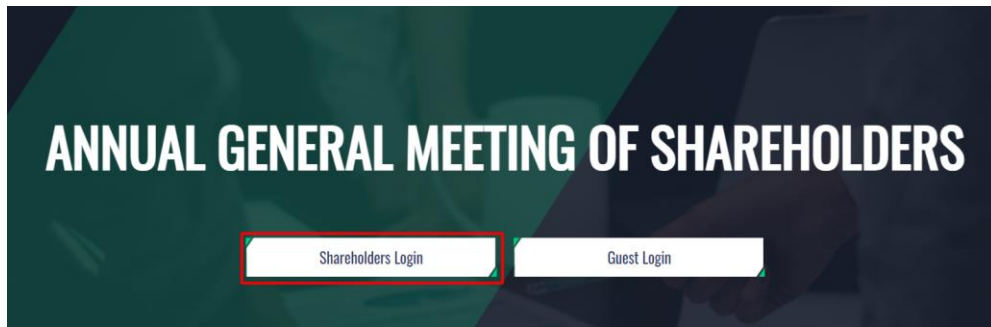


**2. Instructions for attending and voting at the 2022 online AGM of Coteccons Construction Joint Stock Company**

To attend the online AGM of Shareholders and vote by electronic voting, a Shareholder or a Shareholder's authorized person can log in according to the following steps:

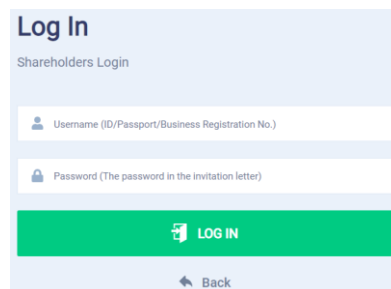
**Step 1: Log in**

Shareholders use one of the following device: computer/tablet/smartphone or other electronic devices with internet connection and access to the address: [ctd.bvote.vn](http://ctd.bvote.vn) → Click “Shareholders Login”



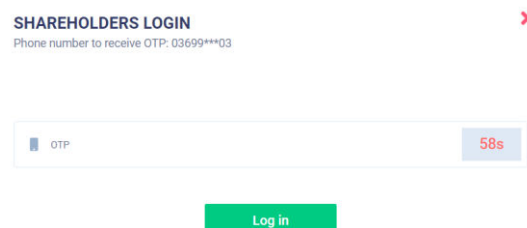
**Notes:** Shareholders should use one of the browsers Chrome, Firefox, Coccoc, Safari... on your computer or smartphone for the best performance.

- Enter **Username** (Username was provided in the invitation letter).
- Enter **Password** (Password was provided in the invitation letter).
- Then click “**Log in**”.



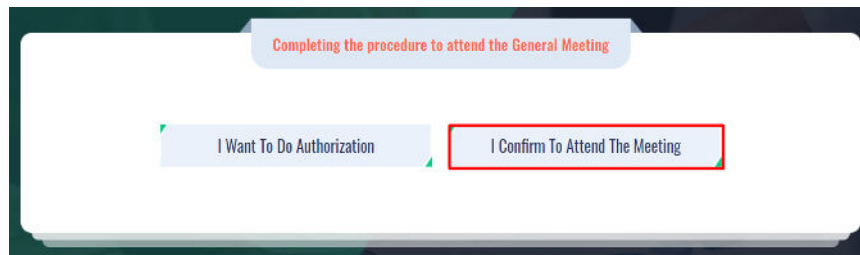
*If Shareholders forget their passwords:*

- Click “*Forgot password?*”
- *Enter the OTP code which will be sent to the phone number registered by the Shareholder at the Vietnam Securities Depository (VSD)/ Coteccons.*
- Then click “*Login*”.



**Step 2: Confirm to attend the meeting**

Shareholders click "**I Confirm to Attend The Meeting**" to access the online meeting room.



**Step 3: Voting on the matters**

a. Shareholders choose the opinions *Affirmative votes - Negative votes - Abstention* for each matter.

No.	Content	Affirmative votes	Negative votes	Abstention	Action
1	Agenda of Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit"/>
2	Working Regulations at the Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit"/>
3	Vote Counting Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit"/>

- b. Then click "**Submit**" for each matter or click "**Send all votes**" for the selected matters
- c. Shareholders cannot change the voting results after they have been successfully submitted to the system.

**Step 4: Cumulative votes**

The election of members of the Board of Directors and Board of Supervisors shall be carried out by cumulative voting as follows:

- a. Shareholders may pool all or part of the votes within their "*Total Voting Numbers*" to vote for one, some or all of the candidates; or divide their votes equally to vote the candidates named in the candidate list, there are 2 methods as follows:
  - **Method 1:** Shareholders who vote for any candidate will enter the number of votes or the percentage of votes in the box corresponding to that candidate's name. The system will automatically calculate and display "*Remaining votes*", "*Remaining percentage*" for Shareholders to decide whether to vote that candidate or not or continue to vote other candidates.
  - **Method 2:** Shareholders tick the box "Tick for even voting", the system will automatically divide the "*Total number of possible votes*" of Shareholders to all candidates named in the list of candidates.

After that, Shareholders click the "**Submit**" button to complete their voting.

- b. If Shareholders do not tick the box "Tick for even voting" or do not enter the number of votes (leave blank) for any candidate in the list of candidates, but the Shareholders click the "Submit" button, this case is still considered valid with zero votes for that 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%

**Submit**

**Step 5: Discussions in the meeting**

Shareholders discuss in the AGM under the guidance of the Chairman as the following forms:

Shareholders click on the icon "Register for discussion" at the bottom right corner of the screen.

**MAKE A VOTE**

Opening Ceremony ✓

No.	Content	Affirmative votes	Negative votes	Abstention	Action
1	Agenda of Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit
2	Working Regulations at the Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit
3	Vote Counting Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit



Then enter the content to register for discussion and then click "Submit". Time to submit comments is from 13:30, April 25, 2022, until the Meeting ends the discussion part.

**3. Instructions for Authorization to attend the Online AGM**

**Step 1:** In case a Shareholder wants to authorize another person to attend the Online Meeting, Shareholders can log in the system according to the instructions in Section 1 - Step 1 of this Guide, and select "I want to do authorization"

Completing the procedure to attend the General Meeting

**Step 2:**

- a. **Direct authorization:** Download the authorization form, fill in the information and then deliver it to the Coteccons at the following address: Investor Relations - 236/6 Dien Bien Phu, Ward 17, Binh Thanh District , Ho Chi Minh City before 5:00 p.m. on April 18, 2022

**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
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**b. Online authorization:**

- Shareholders have to enter full information of the authorized person in the form and 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**", sign/seal to confirm the authorization

**Step 2:** Shareholders please download the power of attorney to sign/seal[Download Power of attorney](#)

- Shareholders upload the signed/stamped Power of Attorney and click "**Authorization**"

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

  
Upload power of attorney  


**Authorization**

- Online authorization needs to be done **before 5:00 p.m. on April 18, 2022**
- 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\*\*\*28



 OTP	<b>55s</b>
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**Submit****4. Supporting contact**

Problems related to the process of logging in or e-voting at the 2022 Annual General Meeting of Shareholders of Coteccons Construction Joint Stock Company, Shareholders, or an authorized

person, please contact at phone number: 0889.604.668 or (028) 3514 2255/66 for support, guidance./.