

**TUTORIAL TO ATTEND ONLINE ANNUAL GENERAL MEETING OF  
SHAREHOLDERS FOR FISCAL YEAR 2024**

**CONTENTS**

<b>1. Choose language.....</b>	<b>2</b>
<b>2. Instructions for attending and voting at the fiscal year 2024 online AGM of Coteccons Construction Joint Stock Company .....</b>	<b>2</b>
<b>3. Instructions for Authorization to attend the Online AGM.....</b>	<b>3</b>
<b>4. Supporting contact .....</b>	<b>5</b>

## 1. Choose language

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

(Note: VI = Vietnamese, EN = English)

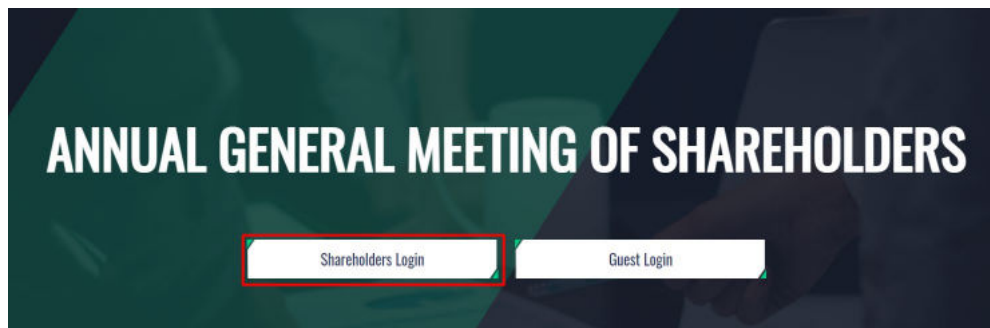


## 2. Instructions for attending and voting at the fiscal year 2024 online AGM of Coteccons Construction Joint Stock Company

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:

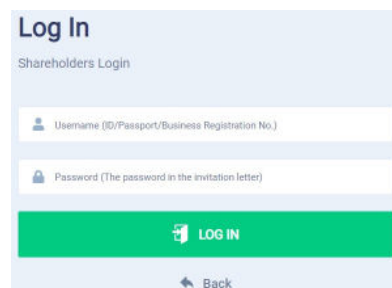
### Step 1: Log in

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



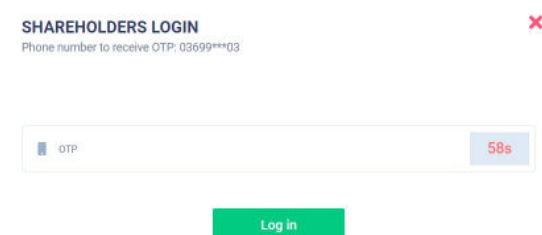
**Notes:** Shareholders should use one of the browsers Chrome, Firefox, Coccoc, Safari... on your computer or smartphone for the best performance.

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



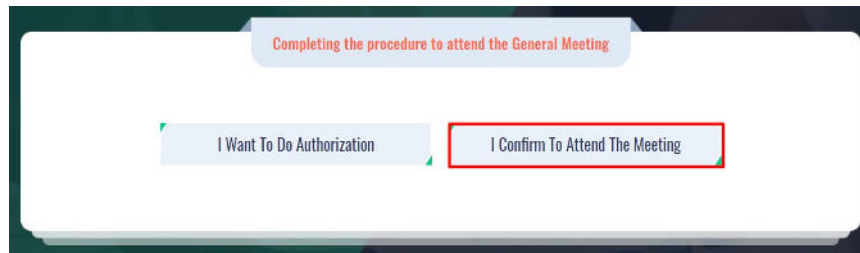
*If Shareholders forget their passwords:*

- 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: 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**

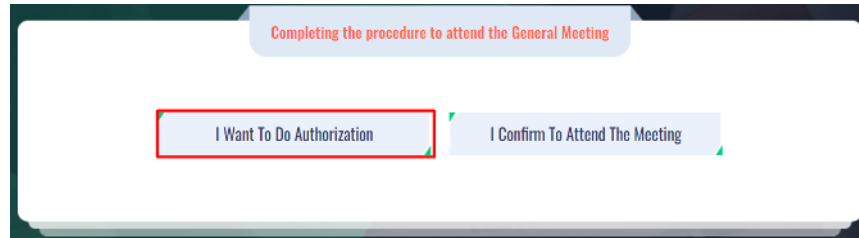
Opening Ceremony ▼

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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit"/>

Then enter the content to register for discussion and then click "Submit". Time to submit comments is from 08:30, October 17<sup>th</sup>, 2024, until the Meeting ends the discussion part.

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

a. 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".



b. Select the Authorization Method

- i. **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 October 12<sup>th</sup>, 2024**

**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

- ii. **Online authorization:** Online authorization needs to be done **before 5:00 p.m. on October 12<sup>th</sup>, 2024**. Shareholders can authorize online in the following 02 ways.

**Method 1:** Authorize all of the Shareholder's shares to the Chairman.

- **Step 1:** Shareholders click on the Chairman of the Board of Directors box, then click 'Continue.

Form 2: Online authorization

Step 1: Authorize all voting rights to:

Bolat Duisenov - Chairman of the Board

Or enter authorized person information

ID/Passport/Business Registration No.      Phone number

Full name      Issue date      Issued by

Address      Enter number of authorized shares

Continue

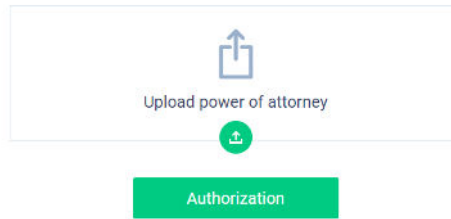
- **Step 2:** Shareholders click download **“Power of attorney”**, sign/seal to confirm the authorization.

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

[Power of attorney](#)

- **Step 3:** 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

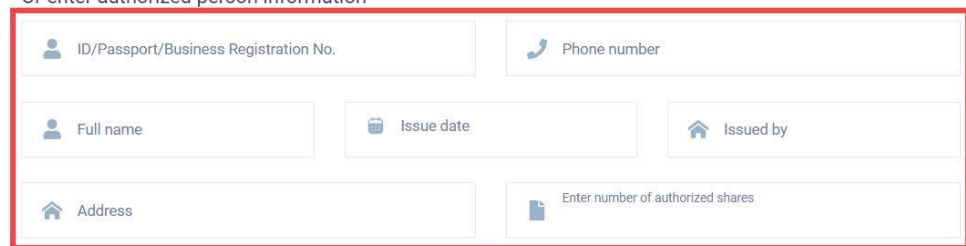
Authorization

**Method 2:** Authorize to another representative.

- **Step 1:** Shareholders should fill in the authorized person's information completely in the form and then click "**Continue.**"

Note when "**Enter number of authorized shares**": The number of shares authorized must be less than or equal to the number of shares owned by the Shareholder. If shares remain after authorization, the Shareholder can still authorize another representative or continue to authorize the Chairman.

Or enter authorized person information



ID/Passport/Business Registration No.

Phone number

Full name

Issue date

Issued by

Address

Enter number of authorized shares

Continue

- **Step 2 and 3** are the same as in Method 1.

#### 4. Supporting contact

Problems related to the process of logging in or e-voting at the fiscal year 2024 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./.