

**TUTORIAL TO ATTEND ONLINE ANNUAL GENERAL MEETING OF  
SHAREHOLDERS IN 2023**

**CONTENTS**

<b>1. Choose language.....</b>	<b>2</b>
<b>2. Instructions for attending and voting at the 2023 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)

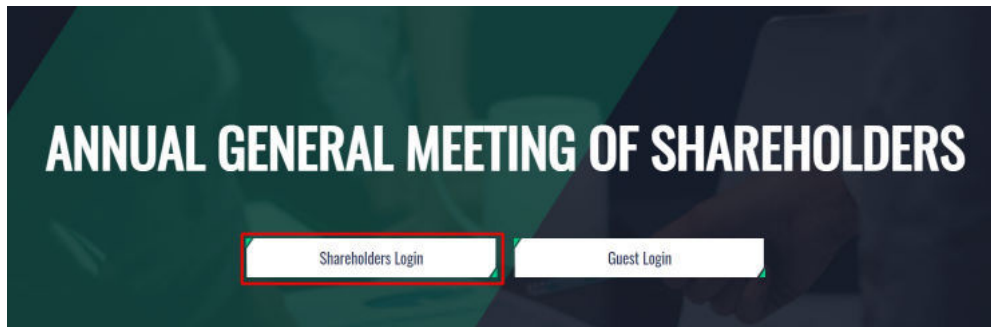


**2. Instructions for attending and voting at the 2023 online AGM of Coteccons Construction Joint Stock Company**

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:

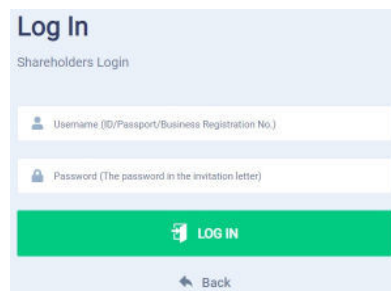
**Step 1: Log in**

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) → Click “Shareholders Login”



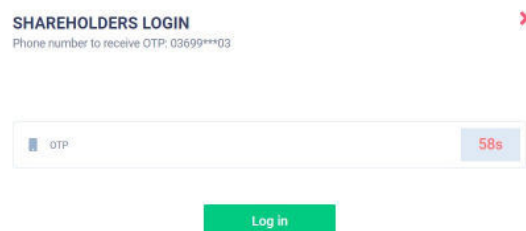
**Notes:** Shareholders should use one of the browsers Chrome, Firefox, Coccoc, Safari... on your computer or smartphone for the best performance.

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



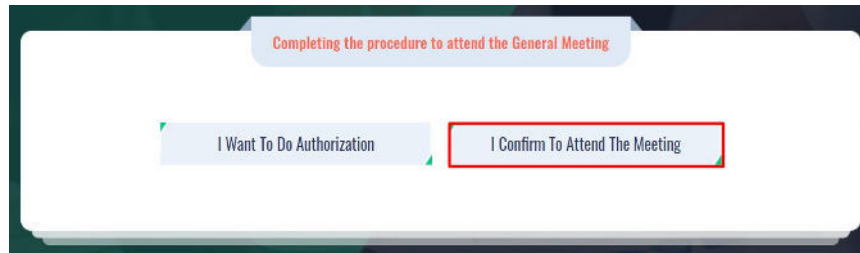
*If Shareholders forget their passwords:*

- 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

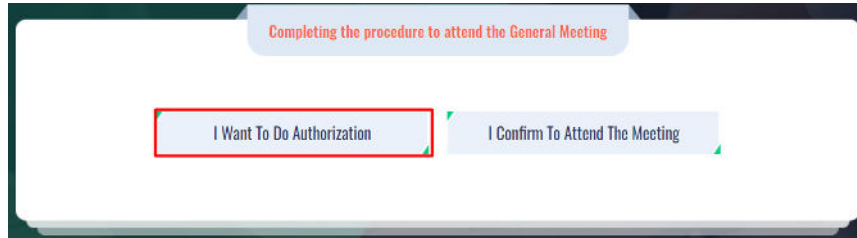
Opening Ceremony ▼

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 13:30, April 25, 2023, 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"**



**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, 2023

**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](#)

<input type="text"/> Address <input type="text"/> Address	<input type="text"/> Authorization time <input type="text"/> Time
--	--

**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

<input type="text"/> ID/Passport/Business Registration No.	<input type="text"/> Phone number	
<input type="text"/> Full name	<input type="text"/> Issue date	<input type="text"/> Issued by
<input type="text"/> Address	<input type="text"/> 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

[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, 2023**
- 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

 55s

#### 4. Supporting contact

Problems related to the process of logging in or e-voting at the 2023 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./.