
**TUTORIAL TO ATTEND ONLINE ANNUAL GENERAL MEETING OF
SHAREHOLDERS FOR FISCAL YEAR 2023**

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1. Choose language

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

(Note: VI = Vietnamese, EN = English)

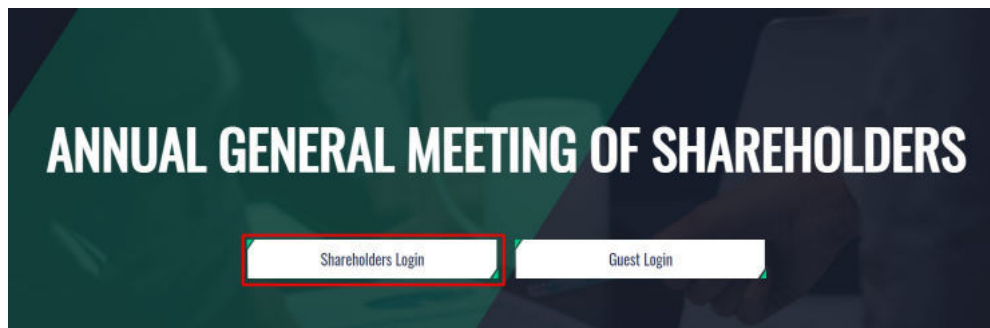


2. Instructions for attending and voting at the fiscal year 2023 online AGM of Coteccons Construction Joint Stock Company

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:

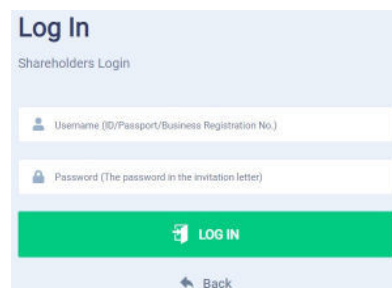
Step 1: Log in

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** à Click **“Shareholders Login”**



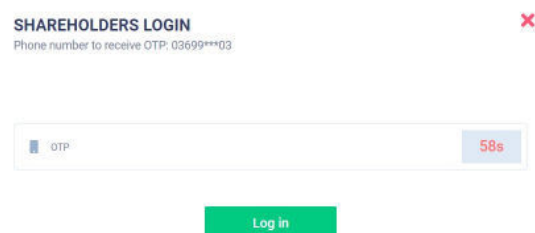
Notes: Shareholders should use one of the browsers Chrome, Firefox, Coccoc, Safari... on your computer or smartphone for the best performance.

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



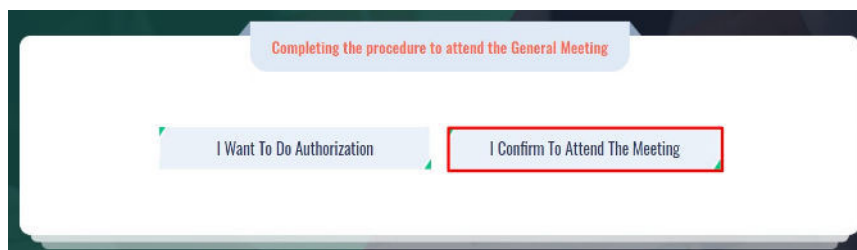
If Shareholders forget their passwords:

- 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

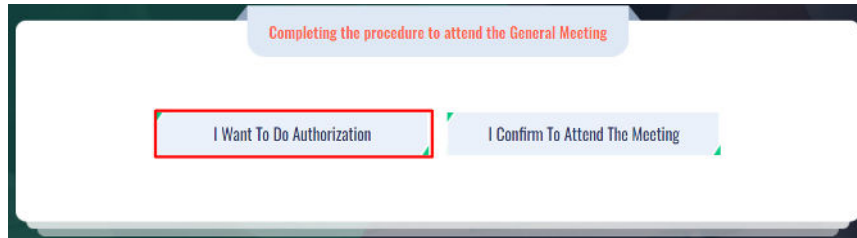
Opening Ceremony ▼

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 13:30, October 17th, 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 October 10, 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" value="Address"/> <input type="text" value="Address"/>	<input type="text" value="Authorization time"/> <input type="text" value="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

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

[Authorization](#)

- Online authorization needs to be done **before 5:00 p.m. on October 10th, 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**Submit****4. Supporting contact**

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