

WRITTEN OPINION FORM

(Ref: Collecting opinion for amendment and supplementation of some contents of the Internal Regulations on Corporate Governance)

Respectfully to: **The General Meeting of Shareholders – Vietnam Dairy Products JSC**

1. COMPANY’S INFORMATION:

- Company’s name : **VIETNAM DAIRY PRODUCTS JOINT STOCK COMPANY**
- Headquarter : 10 Tan Trao, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam
- Certificate of Incorporation No.: 0300588569, initially issued by the Department of Planning & Investment of Ho Chi Minh City on November 20th, 2003 with the 27th modification on October 12th, 2018
- Phone number : (84 28) 54 155 555 - Fax: (84 28) 54 161 226
- Website : www.vinamilk.com.vn
- Stock ticker : VNM
- Type of stock : Common shares
- Par value : VND 10,000
- Record date : May 11th, 2020

2. PURPOSE OF COLLECTING OPINIONS:

To get approval from the General Meeting of Shareholders of Vietnam Dairy Products Joint Stock Company (the “**Company**”) *with respect to the amendment and supplementation of some contents of the Internal Regulations on Corporate Governance of the Company for purposes of convening General Meetings of Shareholders in the form of online meetings or other equivalent forms.*

3. ISSUES TO COLLECT OPINIONS ON:

- (a) **Amending and supplementing some contents of the Internal Regulations on Corporate Governance approved by the General Meeting of Shareholders on March 31st, 2018 (the “Current Regulations”), particularly as follows:**
 - Amending and supplementing the contents specified in Section No. 4 of Part I of the Current Regulations; and
 - Supplementing Section No. 11 into Part I of the Current Regulations.
- (b) **Ratifying the new regulations incorporating the amendments and supplementations mentioned above in order to replace the Current Regulations.**

Reasons: Adding legal basis for convening General Meetings of Shareholders in the form of online meetings (e-GMS) or other equivalent forms. Shareholders are entitled to join and exercise their voting rights at General Meetings of Shareholders convened online (e-GMS) or other equivalent forms of meeting by way of electronic voting (e-voting) or using other equivalent voting methods.

For your convenience, the draft of new Internal Regulations on Corporate Governance and an Explanation of the amendments and supplementation of the Internal Regulations on Corporate Governance are attached to this document and published in detail on Vinamilk's website: <http://www.vinamilk.com.vn/> no later than May 16th, 2020.

4. DEADLINE AND METHOD OF SENDING OPINIONS:

- The Voting Slip of Shareholders must be put in a sealed envelope and sent to Vietnam Dairy Products Joint Stock Company at the following address:

VIETNAM DAIRY PRODUCTS JOINT STOCK

Address: 10 Tan Trao, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam

Phone: (84 28) 54 155 555 Fax: (84 28) 54 161 226

Receiver: Mr. **Tran Chi Son** – Senior Finance Manager

- Besides mailing to the above address, Shareholders may:
 - (i) Fax a copy of the Voting Slip of Shareholders to: (84-28) 54 161 226; or
 - (ii) Send a scanned copy of the Voting Slip of Shareholders to email address: bankiemphieu@vinamilk.com.vn.
- Voting Slips of Shareholders must be received by the Company **no later than 10.00 AM on June 05th, 2020**.

5. VOTE-COUNTING AND DISCLOSURE OF INFORMATION

- For the sequence and procedures for passing a resolution at the General Meeting of Shareholders by way of collection of written opinions, please refer to the Charter of Vietnam Dairy Products Joint Stock Company at the website: <http://www.vinamilk.com.vn/>.
- The estimated time-limit of vote-counting is two (02) days from the expiry date of the time-limit for voting (i.e. June 05th, 2020). The results of voting on the Resolutions of the General Meeting of Shareholders shall be disclosed in accordance with the provisions of laws.

Sincerely,

For and on behalf of
BOARD OF MANAGEMENT
VIETNAM DAIRY PRODUCTS JSC
CHAIRWOMAN



LE THI BANG TAM

NOTES TO THE VOTING SLIP OF SHAREHOLDERS

1. Shareholders are required to send the Voting Slips only and the power of attorney (if any) to Vietnam Dairy Products Joint Stock Company in accordance with the aforesaid instruction.
2. Voting Slips of Shareholders must be received by Vietnam Dairy Products Joint Stock Company **no later than 10.00 AM on June 05th, 2020**.
3. Shareholders vote by way of marking (x) in the appropriate box of the Voting Slip.
4. The Voting Slips of the Shareholders shall be deemed valid if all of the following conditions are satisfied:
 - Choosing a voting status only for each issue voted on (marking (x)). In case of mistyping or changing opinion, the Shareholders must shade the selected box and mark (x) into another box;
 - The Voting Slips of the Shareholders must be issued by Vietnam Dairy Products Joint Stock Company and stamped by the company seal of Vietnam Dairy Products Joint Stock Company;
 - The Voting Slips of the Shareholders must be received by Vietnam Dairy Products Joint Stock Company **no later than 10.00 AM on June 05th, 2020** based on the postmark (*with respect to the Voting Slip being sent by post*) or the time on which the Company receives the fax copy or scanned copies of the Voting Slip (*with respect to the Voting Slip being sent by facsimile or email*);
 - The Voting Slips of the Shareholders must be (i) signed by the Shareholder being an individual or his/her authorized representative; or (ii) signed by the legal representative or the authorized representative of the Shareholder being an organization and stamped by its company seal (if any);
 - The Voting Slips of the Shareholders must be put in a sealed envelope being sent to Vietnam Dairy Products Joint Stock Company (*with respect to the Voting Slip being sent by post*).

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