

INSTRUCTION TO ATTEND AND CONDUCT ELECTRONIC VOTING AT THE 2022 ANNUAL GENERAL MEETING OF SHAREHOLDERS OF VIETNAM DAIRY PRODUCTS JOINT STOCK COMPANY

The 2022 Annual General Meeting of Shareholders (“GMS”) of Vietnam Dairy Products Joint Stock Company (“Vinamilk” or “Company”) will be held in form of online meeting and the electronic voting (e-voting) will be applied at this meeting. In order to facilitate the attendance and conducting e-voting at the GMS, Shareholders kindly follow the instruction as below:

I. GUIDANCE TO LOGIN

1. Preparation

In order to attend and conduct voting at the online meeting, you are advised to prepare:

- Computer/tablet/mobile phone with adequate speakers, microphone, camera/webcam, and a stable Internet connection.
- Necessary documents such as ID card/Passport that were used to open the securities account owning Vinamilk’s shares (*Securities code: VNM*).

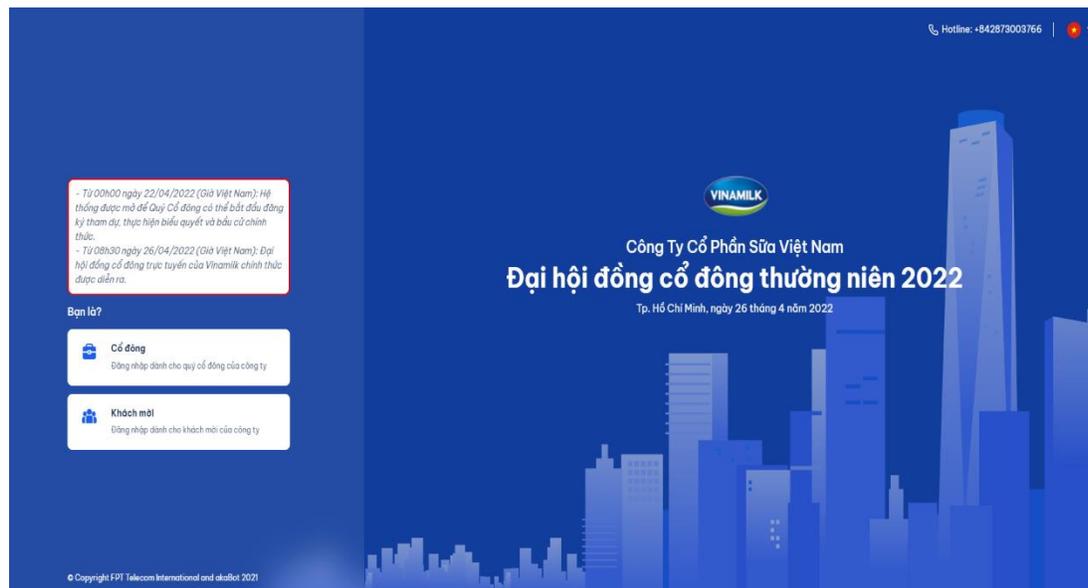
Note: Web browsers supported:

- Windows OS: Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+
- MacOS: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

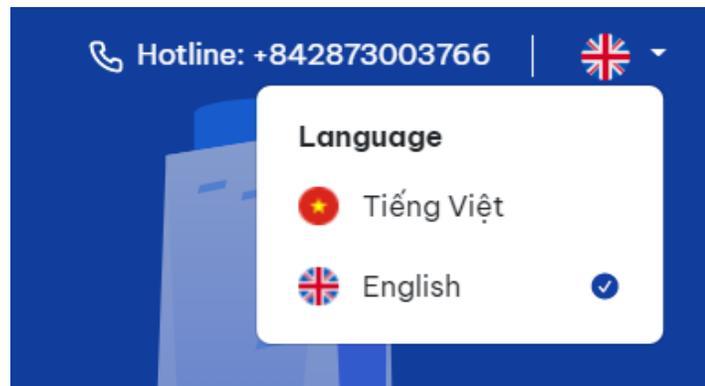
2. Steps

Step 1: Shareholders access the link <https://vinamilk.daihoicodong.online> or scan the QR Code printed in the Invitation letter.

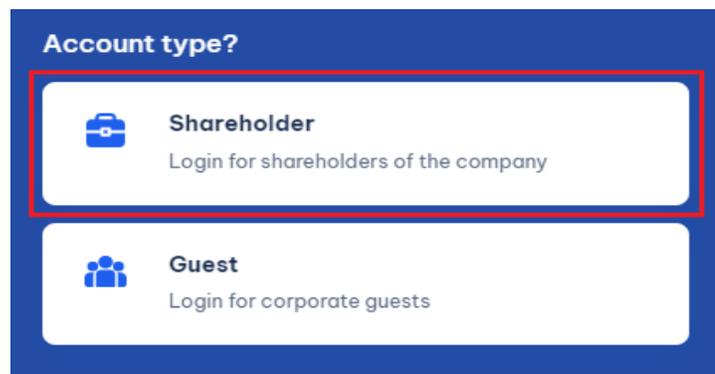
The System will show the viewing screen as the picture below:



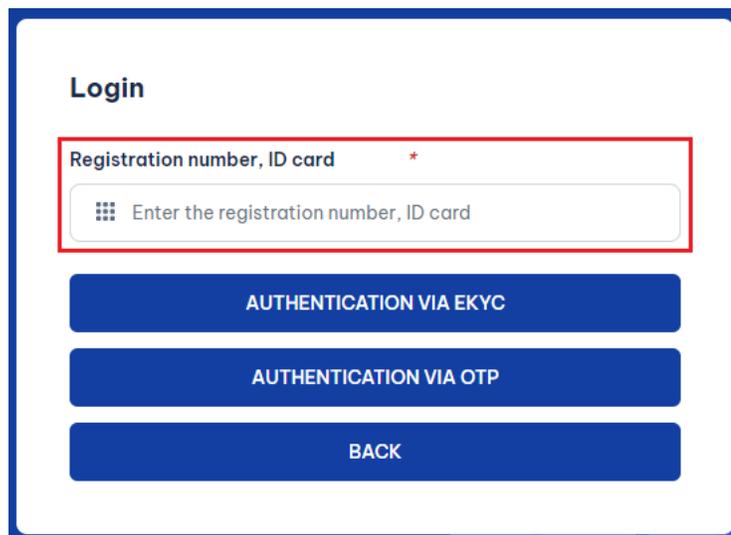
Shareholders can choose between two languages (i.e. English or Vietnamese) by click on the symbol  and choose the language as indicated in the picture below:



Step 2: Click on “**SHAREHOLDER**” to verify your information.



Step 3: Enter (1) **custodian code** (in case of being a corporate shareholder) or (2) **ID card number/passport number** (in case of being an individual shareholder).

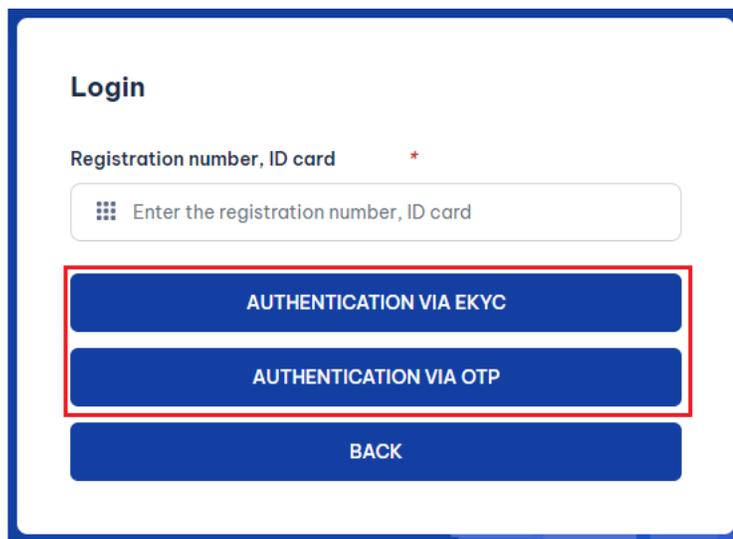


Note:

- The custodian code/ID card/Passport number must be entered correctly in accordance with the code/number specified in the invitation letter.
- In case the attendee is the authorized representative of Shareholders, entering the ID card/Passport number of such attendee.
- In order for the Company to grant the authorized representative the right to access the System, Shareholders kindly send the Power of Attorney and related documents to the Company no later than **April 24th, 2022** in accordance with the instruction stipulated in the invitation letter and template Power of Attorney of the Company.

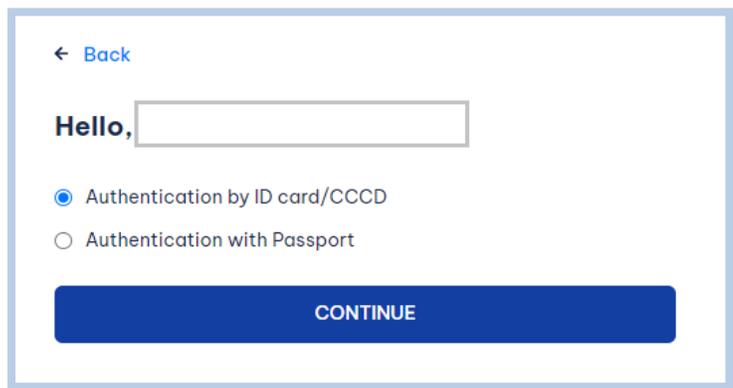
Step 4: Select between two (02) options to verify your information as follows:

- Authentication via eKYC; or
- Authentication via OTP.

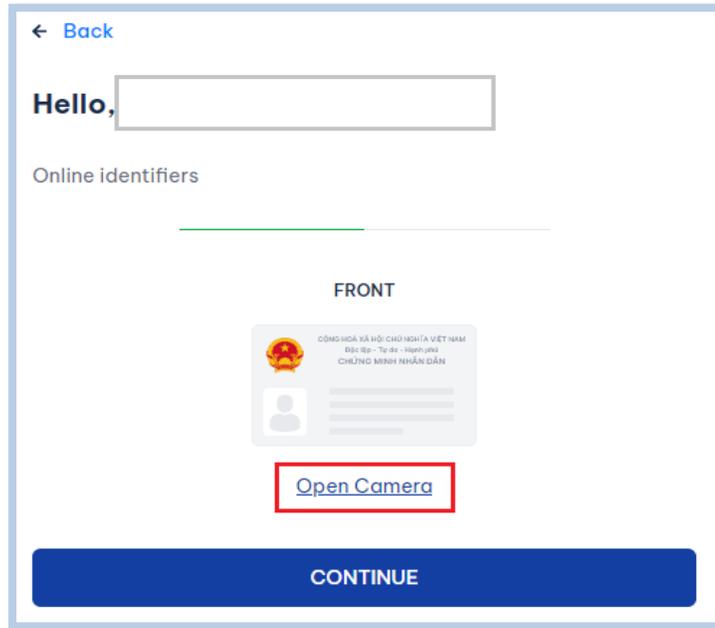


Case 1: Authentication via eKYC

- + Select “**Authentication by ID card**” or “**Authentication with Passport**”.

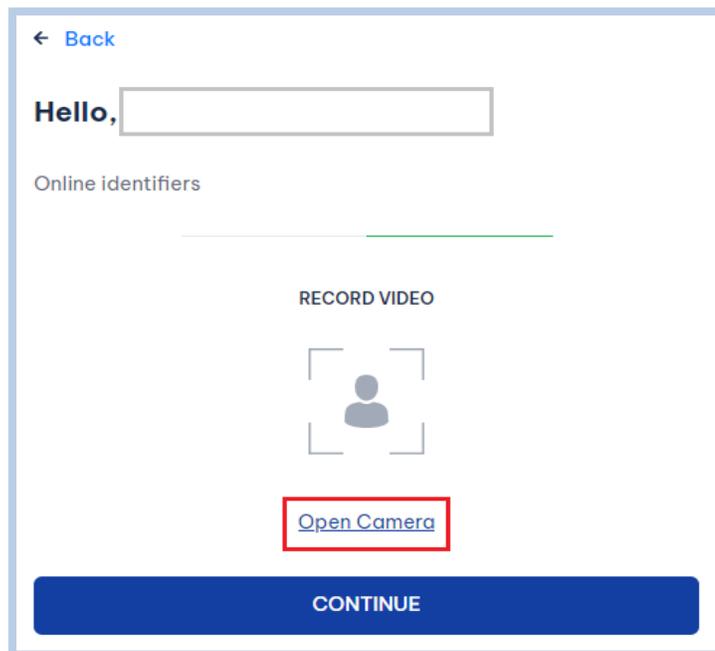


- + Select “**Open Camera**” to take a photo of the front side of your ID card/Passport.



Note: Please note that the sharpness of the photo will affect the correct identification of the System.

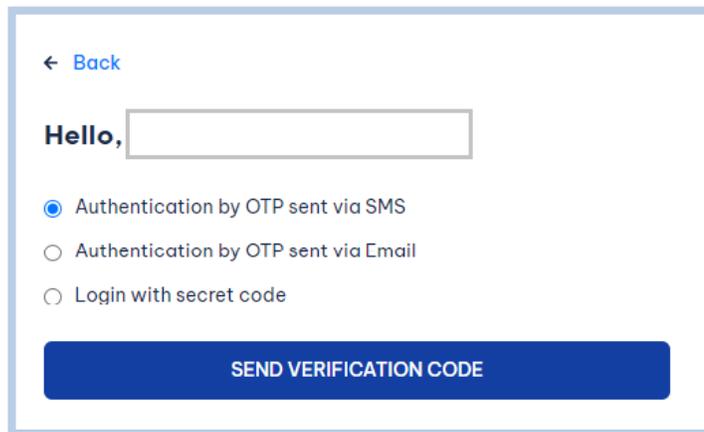
- + After that, select “**Open Camera**” to record your face in 5s (Shareholders kindly note the angle of the face).



- + Click “**CONTINUE**” to complete the verification of your information.

Case 2: Authentication via OTP

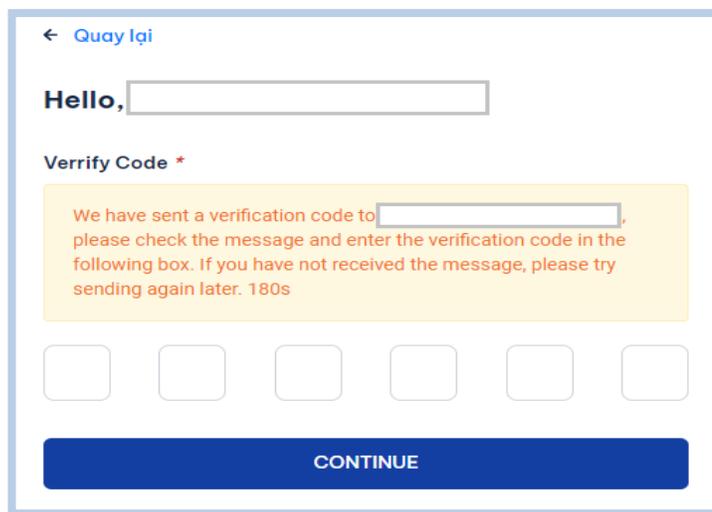
- + Select “**Authentication by OTP sent via SMS**” or “**Authentication by OTP sent via Email**” and click “**SEND VERIFICATION CODE**”.



The screenshot shows a mobile application interface for authentication. At the top left, there is a blue arrow pointing left and the text "Back". Below this, the text "Hello," is followed by a white input field. Underneath, there are three radio button options: "Authentication by OTP sent via SMS" (which is selected), "Authentication by OTP sent via Email", and "Login with secret code". At the bottom of the screen, there is a large blue button with the text "SEND VERIFICATION CODE".

Note:

- *In case the person who is logging in the System is a Shareholder, the OTP will be sent to the mobile phone number/email address of such Shareholder which was registered with the Vietnam Securities Depository Center. In case Shareholder changed his/her mobile phone number/email address, please liaise with the contact point of the Company specified in the invitation letter to update his/her mobile phone number/email address or to make a phone call into the hotline number specified in the System for assistance.*
 - *In case the person who is logging in the System is the authorized representative, the OTP will be sent to the mobile phone number/email address of such authorized representative which is indicated in the Power of Attorney sent to the Company.*
- + Enter the OTP (6 digits) sent via mobile phone or email to access the System.



The screenshot shows a mobile application interface for OTP verification. At the top left, there is a blue arrow pointing left and the text "Quay lại". Below this, the text "Hello," is followed by a white input field. Underneath, the text "Verrify Code *" is displayed. A yellow box contains the following text: "We have sent a verification code to [input field], please check the message and enter the verification code in the following box. If you have not received the message, please try sending again later. 180s". Below this box, there are six white input fields for entering the OTP digits. At the bottom of the screen, there is a large blue button with the text "CONTINUE".

II. INSTRUCTION TO ATTEND AND FOLLOW THE MEETING

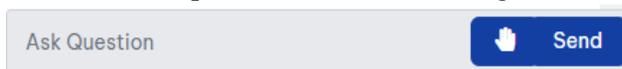
- After successfully logging in, the System will show the viewing screen as below so that Shareholders/authorized representatives can participate in voting and election as well as following the progress of the online meeting.

Note: The System will be officially opened from 12:00 AM on April 22nd, 2022 (Vietnam time). Shareholders can access the System and conduct voting and election from that time.



In which,

- 1** is the part displaying real-time progress of the meeting. This function is only available from 8:00AM on April 26th, 2022 until the closing of the meeting.
- 2** is the part in which Shareholders can raise questions with the Presiding Committee.
 - + Shareholders can enter questions in the “**Ask Question**” section and then click on “**Send**” to send questions to the Presiding Committee.



- Shareholders can click on the “**hand**” symbol  if Shareholders would like to speak directly with the Presiding Committee.

Upon receipt of signal from shareholders, technical staffs will open functions of the System so that shareholders can open their camera and microphone to directly speak with the Presiding Committee at the meeting. This function is only available during the Q&A session at the online meeting.
- 3** is the part in which shareholders can conduct voting and election prior to the opening of the online meeting. The ways to conduct electronic voting are instructed in **Section III_Instruction of voting and election**.
- 4**: is the congress documents.
- 5**: is the profile of candidates to be elected as the members of the Board of Directors.
- 6**: is the Shareholder's information (including Full name, number of shares with voting rights, ...) and logout from the System.

III. INSTRUCTION OF VOTING AND ELECTION

- Shareholders can access the System to conduct voting and election prior to the opening of the online meeting. The voting and election can be conducted from 12:00AM on April 22nd, 2022. In such case, shareholders click “**Voting and elections**” to conduct voting and election.



In addition, during the meeting, the System will automatically display the voting ballots and/or the election ballots so that Shareholders can cast their votes in accordance with the progress of the meeting.

1) **Voting**

- Shareholders can choose “**Approve**”, “**Disapprove**” or “**Abstain**” for each issue in each Voting ballot.



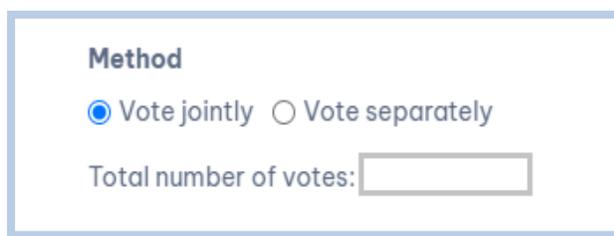
1. *The agenda of the Annual General Meeting of Shareholders of 2022.*
 Approve Disapprove Abstain

2. *The members of the Vote Counting Committee.*
 Approve Disapprove Abstain

- After completing the voting for all issues in the relevant Voting ballot, Shareholders click “**Submit**” so that the System can record the voting results of shareholders.



- In case the Authorized representative is authorized by many shareholders to conduct voting, such representative can choose any of the following options: (1) “**Vote jointly**” or (2) “**Vote separately**”
 - + If choosing “**Vote jointly**”, the System will show the viewing screen as follows:



Method
 Vote jointly Vote separately

Total number of votes:

- + If choosing “Vote separately”, the System will show the viewing screen as follows:

Method

Vote jointly Vote separately

Written Ballot of shareholder: (ShareHolder 1/2)

Shareholder's trading code: , Total number of authorized shares:

Authorized representatives choose to conduct voting for each Shareholder.

Note: The authorized representative must complete the voting for all Shareholders who authorized him or her in order to submit the voting results to the System.

- After shareholders/authorized representatives submitted the voting results, the System will record such voting results and show the announcement as the photo below. If shareholders/authorized representatives would like to change their votes, they can click on “Change voted content” to vote again.

Thank you for voting, your vote has been recorded on the system at 08/04/2022 13:48:54

Note: Shareholders/Authorized representatives can only change their votes prior to the closing of the voting and election session (i.e. the time of such closing will be announced by the Chairman or the MC at the online meeting)

2) Election

- At the election session, the viewing screen will show the list of candidates to be elected for the 2022-2026 term.

No	Candidates	Candidate Position	Choose	Number of votes:
1	Nguyễn Thị A	Thành viên độc lập	<input type="checkbox"/>	0
2	Nguyễn Văn B	Thành viên độc lập	<input type="checkbox"/>	0
3	Trần Thị C	Thành viên độc lập	<input type="checkbox"/>	0
4	Trần Văn D		<input type="checkbox"/>	0
5	Phạm Thị F		<input type="checkbox"/>	0
6	Ngô Văn G		<input type="checkbox"/>	0
7	Ngô Thị H		<input type="checkbox"/>	0
8	Phạm Văn J		<input type="checkbox"/>	0
9	Mai Văn P		<input type="checkbox"/>	0
10	Mai Thị Q		<input type="checkbox"/>	0



- Shareholders can select candidates in any of the following ways:
 - Distribute all of their votes for a single particular candidate being selected:** click on “**Choose**” for the candidate to be selected. The System will automatically record the “**Number of votes**” for the selected candidate which is equal to the total number of votes of the shareholders/authorized representatives.

No	Candidates	Candidate Position	Choose	Number of votes:
1	Nguyễn Thị A	Thành viên độc lập	<input checked="" type="checkbox"/>	157,448,192
2	Nguyễn Văn B	Thành viên độc lập	<input type="checkbox"/>	0
3	Trần Thị C	Thành viên độc lập	<input type="checkbox"/>	0
4	Trần Văn D		<input type="checkbox"/>	0
5	Phạm Thị F		<input type="checkbox"/>	0

- Equally distribute their votes for the candidates being selected:** click on “**Choose**” for the candidates to be selected. The System will automatically distribute the total number of votes of the shareholders/authorized representatives equally for the selected candidates and record the specific number of votes at the “**Number of votes**” column.

No	Candidates	Candidate Position	Choose	Number of votes:
1	Nguyễn Thị A	Thành viên độc lập	<input checked="" type="checkbox"/>	31,489,638
2	Nguyễn Văn B	Thành viên độc lập	<input type="checkbox"/>	0
3	Trần Thị C	Thành viên độc lập	<input type="checkbox"/>	0
4	Trần Văn D		<input checked="" type="checkbox"/>	31,489,638
5	Phạm Thị F		<input checked="" type="checkbox"/>	31,489,638
6	Ngô Văn G		<input checked="" type="checkbox"/>	31,489,638
7	Ngô Thị H		<input type="checkbox"/>	0
8	Phạm Văn J		<input checked="" type="checkbox"/>	31,489,638

- Distribute their votes for the candidates being selected by specific number of votes:** click on “**Choose**” to select the candidate and enter specific number of votes for each selected candidate in the “**Number of votes**” column.

No	Candidates	Candidate Position	Choose	Number of votes:
1	Nguyễn Thị A	Thành viên độc lập	<input checked="" type="checkbox"/>	<input type="text" value="7,700"/>
2	Nguyễn Văn B	Thành viên độc lập	<input type="checkbox"/>	<input type="text" value="0"/>
3	Trần Thị C	Thành viên độc lập	<input checked="" type="checkbox"/>	<input type="text" value="897,416"/>
4	Trần Văn D		<input type="checkbox"/>	<input type="text" value="0"/>
5	Phạm Thị F		<input checked="" type="checkbox"/>	<input type="text" value="5,820,863"/>
6	Ngô Văn G		<input checked="" type="checkbox"/>	<input type="text" value="7,108,462"/>
7	Ngô Thị H		<input type="checkbox"/>	<input type="text" value="0"/>
8	Phạm Văn J		<input checked="" type="checkbox"/>	<input type="text" value="894"/>



- In case the Authorized representative is authorized by many shareholders to conduct election, such representative can choose any of the following options: (1) “**Vote jointly**” or (2) “**Vote separately**”.

B. Electing member of the Board of Directors for the term of office from 2022 to 2026 —

Voting Type

Vote jointly Vote separately

a) If choosing “**Vote jointly**”, the authorized representative may:

- + ***Distribute all of their votes for a single particular candidate being selected:*** click on “**Choose**” for the candidate to be selected.

No	Candidates	Candidate Position	Choose	Number of votes:
1	Nguyễn Thị A	Thành viên độc lập	<input checked="" type="checkbox"/>	157,448,192
2	Nguyễn Văn B	Thành viên độc lập	<input type="checkbox"/>	0
3	Trần Thị C	Thành viên độc lập	<input type="checkbox"/>	0
4	Trần Văn D		<input type="checkbox"/>	0
5	Phạm Thị F		<input type="checkbox"/>	0

- + ***Equally distribute their votes for the candidates being selected:*** click on “**Choose**” for the candidates to be selected.

No	Candidates	Candidate Position	Choose	Number of votes:
1	Nguyễn Thị A	Independent member	<input type="checkbox"/>	0
2	Nguyễn Văn B	Independent member	<input checked="" type="checkbox"/>	629,724,183
3	Trần Thị C	Independent member	<input type="checkbox"/>	0
4	Trần Văn D		<input checked="" type="checkbox"/>	629,724,183
5	Phạm Thị F		<input type="checkbox"/>	0
6	Ngô Văn G		<input checked="" type="checkbox"/>	629,724,183
7	Ngô Thị H		<input type="checkbox"/>	0



- + **Distribute their votes for the candidates being selected by specific number of votes:** click on “Choose” to select the candidate and enter specific number of votes for each selected candidate in the “Number of votes” column

No	Candidates	Candidate Position	Choose	Number of votes:
1	Nguyễn Thị A	Thành viên độc lập	<input checked="" type="checkbox"/>	<input type="text" value="7,700"/>
2	Nguyễn Văn B	Thành viên độc lập	<input type="checkbox"/>	<input type="text" value="0"/>
3	Trần Thị C	Thành viên độc lập	<input checked="" type="checkbox"/>	<input type="text" value="897,416"/>
4	Trần Văn D		<input type="checkbox"/>	<input type="text" value="0"/>
5	Phạm Thị F		<input checked="" type="checkbox"/>	<input type="text" value="5,820,863"/>
6	Ngô Văn G		<input checked="" type="checkbox"/>	<input type="text" value="7,108,462"/>
7	Ngô Thị H		<input type="checkbox"/>	<input type="text" value="0"/>
8	Phạm Văn J		<input checked="" type="checkbox"/>	<input type="text" value="894"/>

- b) In case each Shareholder have different instruction for the authorized representative, click on “Vote separately”. The viewing screen will be displayed as follows:

B. Electing member of the Board of Directors for the term of office from 2022 to 2026 —

Name of Shareholder: (ShareHolder 1/2)

Shareholder's Custodian code: Total number of shares: Maximum number of votes:

Voting Type

Vote jointly Vote separately

No	Candidates	Candidate Position	Choose	Number of votes:
1	Alain Xavier Cany		<input type="checkbox"/>	<input type="text" value="0"/>
2	Đặng Thị Thu Hà		<input type="checkbox"/>	<input type="text" value="0"/>
3	Đỗ Lê Hùng	Independent Candidate	<input type="checkbox"/>	<input type="text" value="0"/>
4	Lê Thành Liêm		<input type="checkbox"/>	<input type="text" value="0"/>
5	Mai Kiều Liên		<input type="checkbox"/>	<input type="text" value="0"/>
6	Lee Meng Tat		<input type="checkbox"/>	<input type="text" value="0"/>

Authorized representative may choose to conduct the election for and on behalf of each Shareholder. The method of election is similar to those above.



- Upon completion of election by the authorized representative for all shareholders, he or she may click on “**Submit**” so that the System can record the election result of all the shareholders who authorized him or her.

Submit

- After Shareholders/Authorized representatives submitted the election results, the System will record such election results and show the announcement as the photo below. If Shareholders/Authorized representatives would like to change their votes, they can click on “**Change voted content**” to select candidates again.

Thank you for voting, your vote has been recorded on the system at 08/04/2022 14:23:05

 Change voted content

Note: Shareholders/Authorized representatives can only change their votes prior to the closing of the voting and election session (i.e. the time of such closing will be announced by the Chairman or the MC at the online meeting)

Should you have any problem in accessing or conducting the voting/election, please contact Hotline number +84 287 3003 766 for assistance.