

Hanoi dated December 2019

**MEETING MINUTES OF THE VOTING OF SHAREHOLDERS
OF BAOVIET HOLDINGS
(VIA THE OPINION COLLECTION IN WRITTEN FORM)**

In pursuant to:

- The Law on Enterprise No. 68/2014/QH13 dated 26/11/2014 and the guidelines on the implementation of the Law on Enterprise;
- The current Charter of Baoviet Holdings;

Today, at on December 2019, at the Office of Baoviet Holdings, no. 72 Tran Hung Dao, Hanoi, Baoviet Holdings organized the voting via the opinion collection in written form.

The Vote counting Board includes the Mr./Mrs./Ms. as follows:

1. Mr. Dao Dinh Thi - BOD's Chairman: Head of the Vote Counting Board
2. Mr. Do Truong Minh - BOD's member, CEO, the legal representative of Baoviet Holdings: Member;
3. Ms. Tran Thi Dieu Hang - BOD's member: Member;
4. Ms. Luong Thi Bich Ngoc - Head of Corporate Secretary Division: Vote counter;
5. Ms. Le Thi Ha Linh - Member of Corporate Secretary Division: Vote counter cum Secretary.

The Inspection Board on vote counting includes the Mr./Mrs./Ms. as follows:

1. Mr. Ong Tien Hung - Head of the Supervisory Board of Baoviet Holdings: Head of the Inspection Board;
2. Mr. Vu Thanh Hai - Member of the Supervisory Board of Baoviet Holdings: Member;
3. Ms. Tran Thi Phuong - Member of the Supervisory Board of Baoviet Holdings: Member.

The Inspection Board proceeds to count the votes, the Board proceeds to inspect on the vote counting process regarding the voting of the AGM in written form as follows:

I. Purposes and the matters for opinion collection in written form

1. Purposes:

The BOD of Baoviet Holdings organise to collect the opinions in written form to approve of the contents as at Paragraph I.2 of this minutes.

2. The matters for opinion collection approval

✓ Approve of the proposed contents for supplementing, revising the business lines as registered in the Business registration certificate (*details as in the Submission No.1530/2019/TTr-HĐQT dated 21/11/2019 of the BOD of Baoviet Holdings*);

✓ Approve of the supplement and revision of the related regulations as stipulated at Paragraph 1 Article 4 of the current Charter of Baoviet Holdings regarding the business sectors and business lines of Baoviet Holdings; other articles of the Charter shall reserve the validity, thus, shall be unchanged. Approve of the Charter of Baoviet Holdings (10th supplementary, revised Edition) (*details as in the Submission No. 1530/2019/TTr-HĐQT dated 21/11/2019 of the BOD of Baoviet Holdings*);

✓ Assign to the CEO of Baoviet Holdings to organize and to implement the tasks as follows:

- Organise to implement, to complete the procedures as stipulated by the competent Government agencies in order to register the supplementary, revised business lines of Baoviet Holdings as stipulated by the law;

- Issue the Charter of Baoviet Holdings (10th supplementary, revised Edition) as stipulated by the law and the regulations of Baoviet Holdings.

II. General Information

Name of enterprise: Baoviet Holdings

Address of the headquarter: No. 72 Tran Hung Dao, Tran Hung Dao Ward, Hoan Kiem District, Hanoi.

Business registration certificate no. 0100111761 issued by the Hanoi Department of Planning and Investment dated 15/10/2007, 12th revision dated 11/07/2018.

Charter capital: 7,008,864,340,000 VND Dong

Total of shares: 700,886,434 shares, including:

- Ordinary shares: 700,886,434 shares
- Preferred shares: 0 shares

The total of shareholders as listed by the Vietnam Security Directory (VSD) dated 18/11/2019: ... shareholders.

III. Inspection results on the opinion collection

1. Total of the opinion collection forms submitted to the Shareholders: Forms, equivalent to 700,886,434 shares, contributed to 100% of shares with votable rights.

2. Total of the opinion collection forms sent back by shareholders: Forms, equivalent to ... shares, contributed to ... of shares with votable rights, in which the details on valid forms and the numbers of invalid forms for each contents as mentioned in the Part IV of this Minute.

As attached to the Appendix on the List of shareholders participating in the voting and the submission methods.

3. Total of the opinion collection forms unsend: Forms, equivalent to ... shares, contributed to ... of shares with votable rights.

4. Total of the opinion collection forms of the related shareholders omitted from voting rights as stipulated by the law and the Charter of Baoviet Holdings: 0% of shares with votable rights.

IV. Results on the voting for each content as follows:

1. **1st opinion collection issue:** Approve of the proposed contents for the supplement, revision of the business lines in the Business Registration Certificate.

Vote Counting results:

- Valid forms: ... forms, representing: ... shares
- Invalid forms: ... forms, representing: ... shares

Voted results:

No.	Voted contents	No. of shares	Total of shares owned/ represented	Rate/ Total of shares with votable rights (%)
1	Agree			
2	Disagree			
3	No comment			

2. **2nd opinion collection issue:** Approve of the supplement and revision of the related regulations as stipulated at Paragraph 1 Article 4 of the current Charter of Baoviet Holdings regarding the business sectors and business lines of Baoviet Holdings; other articles of the Charter shall reserve the validity, thus, shall be unchanged. Approve of the Charter of Baoviet Holdings (10th supplementary, revised Edition).

Vote Counting results:

- Valid forms: ... forms, representing: ... shares
- Invalid forms: ... forms, representing: ... shares

Voted results:

No.	Voted contents	No. of shares	Total of shares owned/ represented	Rate/ Total of shares with votable rights (%)
1	Agree			
2	Disagree			
3	No comment			

3. **3rd opinion collection issue:** Assign the CEO of Baoviet Holdings to organize, to implement the tasks as follows:

- Organise to implement, to complete the procedures as stipulated by the competent Government agencies in order to register the supplementary, revised business lines of Baoviet Holdings as stipulated by the law;
- Issue the Charter of Baoviet Holdings (10th supplementary, revised Edition) as stipulated by the law and the regulations of Baoviet Holdings.

Vote Counting results:

- Valid forms: ... forms, representing: ... shares
- Invalid forms: ... forms, representing: ... shares

Voted results:

No.	Voted contents	No. of shares	Total of shares owned/ represented	Rate/ Total of shares with votable rights (%)
1	Agree			
2	Disagree			
3	No comment			

V. Approved contents:

1. **1st content:** Approve of the proposed contents for the supplement, revision of the business lines in the Business Registration Certificate.

This content is approved with the voted “agree” rate % of the total shares with votable rights and valid for immediate implementation.

2. **2nd content:** Approve of the supplement and revision of the related regulations as stipulated at Paragraph 1 Article 4 of the current Charter of Baoviet Holdings regarding the business sectors and business lines of Baoviet Holdings; other articles of the Charter shall reserve the validity, thus, shall be unchanged. Approve of the Charter of Baoviet Holdings (10th supplementary, revised Edition).

This content is approved with the voted “agree” rate % of the total shares with votable rights and valid for immediate implementation.

3. **3rd content:** Assign the CEO of Baoviet Holdings to organize, to implement the tasks as follows:

- Organise to implement, to complete the procedures as stipulated by the competent Government agencies in order to register the supplementary, revised business lines of Baoviet Holdings as stipulated by the law;

- Issue the Charter of Baoviet Holdings (10th supplementary, revised Edition) as stipulated by the law and the regulations of Baoviet Holdings

This content is approved with the voted “agree” rate % of the total shares with votable rights and valid for immediate implementation

The vote counting ended on the same day.

100% members of the Vote counting Board and the Inspection Board agree to approve of the contents of the Meeting minutes, are mutually responsible for the precision, honesty of the content of the Meeting minutes on the vote counting and sign as follows.

THE VOTING INSPECTION BOARD

**BOD’s Chairman
Head of Inspection Board**

**BOD’s member, CEO
Legal representative**

BOD’s member

Dao Dinh Thi

Do Truong Minh

Tran Thi Dieu Hang

Vote counter

**Vote counter
Secretary of the Board**

Luong Thi Bich Ngoc

Le Thi Ha Linh

THE INSPECTION BOARD ON VOTE COUNTING

**Head of the Supervisory Board
Head of Inspection Board**

**Member
Inspection Board**

**Member
Inspection Board**

Ong Tien Hung

Vu Thanh Hai

Tran Thi Phuong