

Hanoi, January 22, 2018



**WRITTEN BALLOT FOR THE APPROVAL OF VINCOM RETAIL JOINT STOCK  
COMPANY'S GENERAL MEETING OF SHAREHOLDERS**

Shareholder:

Address:

Share Certificate No.:

Number of Shares owned:

Number of votes:

I. **Company Name:**

VINCOM RETAIL JOINT STOCK COMPANY

Address: No. 7, Bang Lang 1 Street, Vinhomes Riverside Ecological Urban Area, Viet Hung Ward, Long Bien District, Hanoi

Enterprise Registration Certificate No.: 0105850244 first issued by the Business Registration Office No. 1 of the Department of Planning and Investment of Hanoi on 11 April 2012.

II. **Purpose:**

Vincom Retail Joint Stock Company (the "Company") would like to obtain the shareholders' votes in the form of written ballots to approve the additional election of members of the Board of Directors and the expected remuneration for members of the Board of Directors in 2018.

The Board of Directors would like to send the shareholders the written ballot form to obtain your approval for the following matters.

The documents attached to this written ballot will be posted to the Company's website at: <http://ir.vincom.com.vn> and available for all shareholders to download.

III. **The matters to be approved:**

1. Electing additional members of the Board of Directors (details are specified in the Statement of the Board of Directors, Election Regulation of Additional Membership of the Board of Directors and Election Vote form attached to this written ballot).

Shareholders use Election Vote form attached to vote for additional members of the Board of Directors in accordance with the Election Regulation of Additional Membership of the Board of Directors.

2. Approve the expected remuneration for members of the Board of Directors in 2018 (details are specified in the enclosed draft Resolution of the General Shareholders' Meeting).

 Approve Disapprove No opinion**Please note the following voting method**

- Mark (x) or (✓) in 01 of the 03 boxes: Approve or Disapprove or No opinion;
- The vote is invalid in the following cases: (i) check 2 or more boxes to vote for one of the two above matters, (ii) there is no signature (if the shareholder is an individual), if this form is not signed by the legal representative and is not stamped (if the shareholder is an institution), (iii) the envelop was opened prior to the counting of votes, (iv) this form is

sent to the Company after the required deadline, (v) the form was modified, erased, marked;

- When all 3 boxes (Approve or Disapprove or No opinion) are not marked, but the shareholder already signed, stated his/her full name and stamped (if the shareholder is an institution) then that form is considered as no opinion.

**IV. Deadline for sending the written ballot:**

The written ballot has to be sent either via email or in a sealed envelop (as enclosed) to the following address before February 05, 2018:

*Nguyen Bao Hanh (Ms)*

*Vincom Retail Joint Stock Company*

*Address: 4th floor, Block T26, No. 458 Minh Khai Street, Vinh Tuy Ward, Hai Ba Trung District, Ha Noi City, Vietnam.*

*Telephone: 04-39756699 Email: [v.hanhmb3@vincom.com.vn](mailto:v.hanhmb3@vincom.com.vn)*

Please submit this written ballot to the Company's Office on or prior to the above deadline. If the shareholder does not submit the written ballot, it shall be deemed that they have lost their voting right for the above matters.

**Legal Representative of the Company  
GENERAL DIRECTOR**



**Tran Mai Hoa**

**CHAIRWOMAN OF  
THE BOARD OF DIRECTORS**

A handwritten signature in black ink, appearing to read 'Duong Thi Mai Hoa'.

**Duong Thi Mai Hoa**

**Shareholder's signature**

(Sign and state your full name if you are an individual shareholder;

Signed by the legal representative, state your full name and stamp company's seal if you are an institutional shareholder)

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