

Hanoi, 18 December 2020

**BALLOT FOR SOLICITATION OF SHAREHOLDERS' WRITTEN OPINIONS**

**To:** Shareholder:  
 Address:  
 Telephone:  
 Sequence number:  
  
 Number of shares held:  
 Number of votes:

**I. ENTERPRISE INFORMATION:****VINCOM RETAIL JOINT STOCK COMPANY (the “Company”)**

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

Enterprise Registration Certificate No.: 0105850244 firstly issued by the Business Registration Office of the Hanoi Department of Planning and Investment on 11 April 2012, as amended and supplemented from time to time.

**II. PURPOSE OF COLLECTING WRITTEN OPINIONS:**

The Chairperson of Company’s Board of Directors (“**BOD**”) would like to obtain the shareholders’ opinion in the form of written ballots to approve the discharge of an independent member and election of a new independent member of the BOD for the term 2018 – 2023.

The proposal of BOD, draft of Election regulations and draft of Resolution of the General Meeting of Shareholders (“**GMS**”) regarding the solicitation of shareholders’ written opinions are disclosed on the Company's website at <http://www.vincom.com.vn>, under Investor Relations/Information Disclosure/General Meeting of Shareholders section.

**III. THE MATTERS TO BE APPROVED:**

- 1. Approve to discharge Mr. Brett Harold Krause from the position of independent member of the BOD according to his resignation letter sent to the Company.**

**Vote:**  Approve  Disapprove  No opinion

- 2. Approve the Election regulations to elect a new member of the BOD.**

**Vote:**  Approve  Disapprove  No opinion

**Please note the following voting method:**

- Please put a cross (x) or a tick (✓) into either 01 out of 03 voting boxes: Agree, Disagree or No opinion;
- Voting becomes invalid in one of the following cases: (i) if 2 voting boxes or more of a single matter are ticked/crossed, voting on such matter will become invalid; (ii) the ballot is returned without signature (in the case of individual shareholder) or without signature of a legal representative and seal (in the case of an institutional shareholder); (iii) the envelope containing the ballot has been opened before the ballot counting starts; (iv) the ballot is returned to the Company after the deadline set out below; (v) the ballot has been hand-corrected, erased or marked;
- If all three voting boxes (agree, disagree or no opinion) of a single matter are left blank but the ballot has been signed with full name and seal (in the case of an institutional shareholder), the voting result will be considered as “no opinion”.

- If you authorize another person to exercise your voting rights, the filled-in ballot must be accompanied by an original or a duly certified true copy of the relevant power of attorney (the "POA"). Such a ballot if not accompanied by the POA will be considered invalid.

**3. Elect the additional member of the BOD.**

No.	List of candidates for the election of additional members of the BOD	Total number of eligible votes	Number of votes
(1)	(2)	(3)	(4)
1	Mr. SANJAY VINAYAK		

**Please note the following voting method:**

Shareholders may cumulate wholly or partly their votes in column (3) and fill in column (4) so that the number of votes is not more than the total number of eligible votes.

**IV. DEADLINE FOR SENDING THE WRITTEN BALLOT:**

Shareholder may return the filled-in ballot in a sealed envelope or via facsimile, electronic mail or other means to the Company **before 12:00 PM 03 January 2021** at the following address:

*Ms. Nguyen Bao Hanh – Legal Department*

**VINCOM RETAIL JOINT STOCK COMPANY**

*Address: 6th Floor, Symphony Office Building, Chu Huy Man Street, Phuc Loi Ward, Long Bien District, Hanoi*

*Telephone: (84 24) 3975 6699 (Ext: 5569)*

*Email: v.hanhnb3@vincom.com.vn*

Please submit this written ballot in accordance with the instructions above.

Shareholders failing to return the ballot to the Company on time will be considered not participating in the voting.

Thank you.

**CHAIRPERSON OF  
THE BOARD OF DIRECTORS**



**THAI THI THANH HAI**

**CHIEF EXECUTIVE OFFICER**



**TRAN MAI HOA**

....., date.....month. ....year .....

**Shareholder's signature**

*(Please sign and state your full name if you are an individual shareholder;*

*Please have the ballot signed by the legal representative with the full name and seal of the institution in the case of an institutional shareholder)*