VINCOM RETAIL JOINT STOCK COMPANY	THE SOCIALIST REPUBLIC OF VIETNAM
	Independence – Freedom – Happiness

Hanoi, 06 July 2026

(Form)

BALLOT FOR SOLICITATION OF SHAREHOLDERS' WRITTEN OPINIONS

To: Shareholder:
Legal certificate number:
Nationality:
Address:
Telephone:
Shareholder code:

Number of shares held:
Number of votes:

I. ENTERPRISE INFORMATION:

VINCOM RETAIL JOINT STOCK COMPANY (the "Company")

Address: Symphony Office Building, Chu Huy Man Street, Vinhomes Riverside Ecological Urban Area, Phuc Loi Ward, Hanoi, Vietnam.

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:

Board of Directors ("**BOD**") would like to obtain the shareholders' opinion in the form of written ballots to approve the discharge of members and the election of new members of the BOD for the term 2023 – 2028;

The proposal of the BOD, the draft of Election regulations and the draft of Resolution of the General Meeting of Shareholders ("**GMS**") and Curricula vitae of the candidates in relation to the solicitation of shareholders' written opinions are disclosed on the Company's website at http://www.ir.vincom.com.vn/en, under Information Disclosure/General Meeting of Shareholders section.

III. THE MATTERS TO BE APPROVED:

1. Approving the discharge of Mr. Nguyen The Anh from their positions as members of the BOD and the election of new members of the BOD for the term 2023 – 2028.

Vote: ☐ Approve ☐ Disapprove ☐ No opinion

2. Approving the Election regulations to elect new members of the BOD.

Vote: ☐ Approve ☐ Disapprove ☐ No opinion

<u>Please note the following voting method:</u>

- *Please put a cross (x) or a tick (✓) into either 01 out of 03 voting boxes: Approve, Disapprove 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 (approve, disapprove 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. Electing the additional member of the BOD for the term 2023 – 2028:

No.	Candidate for the election of additional members of the BOD	Total number of eligible votes	Number of votes
(1)	(2)	(3)	(4)
1	**Mr. TRAN LE PHUONG**		

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 20 July 2026** at the following address:

Ms. Vu Nguyen Hai Duong – Legal Department

VINCOM RETAIL JOINT STOCK COMPANY

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

Telephone: (84 24) 3975 6699 (Ext: 5138)

Email: v.duongvnh@vincom.com.vn

Please submit this written ballot in accordance with the instructions above. Shareholders failing to return the ballot to the Company will be considered not participating in the voting.

Thank you.

…………, date…..month. ……2026

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)

CHAIRPERSON OF THE BOARD OF DIRECTORS

(signed)

TRAN MAI HOA

VINCOM RETAIL	**THE SOCIALIST REPUBLIC OF VIETNAM**
JOINT STOCK COMPANY	**Independence – Freedom - Happiness**
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No.: 01 /2026/TTr-VCR	Hanoi, 06 July 2026

PROPOSAL OF THE BOARD OF DIRECTORS

Re: Approving the step down and election of members of the Board of Directors

Respectfully to: THE GENERAL MEETING OF SHAREHOLDERS

The Board of Directors of Vincom Retail Joint Stock Company ("**Vincom Retail**" or the "**Company**") is hereby submitting to the General Meeting of Shareholders (the "**GMS**") to approve the step down of a member and election of a new member of the Board of Directors with the following main information:

1. Approving the step down and election of new members of the Board of Directors as follows:

(i) To approve the step down of Mr. Nguyen The Anh as a Member of the Board of Directors.

(ii) The Board of Directors respectfully submit to the GMS to consider and conduct the election of an additional member to the Board of Directors of the Company.

- Number of additional members of the Board of Directors to be elected: one member.
- Requirements on criteria and conditions for the candidates to be elected to the Board of Directors: candidates to be elected to be a member of the Board of Directors must meet the standards and conditions specified in Article 155 of the Law on Enterprises 2020 and the Charter of the Company.
- The term of the additionally elected members of the Board of Directors will be in accordance with the remaining term of the Board of Directors (2023 – 2028).
- Candidate for the position of member of the Board of Directors: Mr. Tran Le Phuong.

Information of the candidate for the position of members of the Board of Directors, the Draft of the Election Regulations are posted on the Company's website, accessible via http://ir.vincom.com.vn/en, under Information Disclosure/Annual General Meeting of Shareholders section.

Respectfully submit to the GMS for consideration and approval of the step down and election ofnew members of the Board of Directors in accordance with regulations.

Thank you./.

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRPERSON

CÔNG TY CỔ PHẦN VINCOM RETAIL
MSDN: 0105850244

TRAN MAI HOA

CURRICULUM VITAE

MR TRẦN LÊ PHƯƠNG

1. Full name: **TRẦN LÊ PHƯƠNG**
2. Gender: Male
3. Date of birth: 04 January 1969
4. Nationality: Vietnam
5. Ethnicity: Kinh
6. Education/Qualification: Master of Economic Management
7. Employment history:

From - To	Title, Company
1991 – 1996	Researcher at the Chemical Industry Design Institute
1996 – 2006	Business, Technical and Management Officer at ExxonMobil Vietnam Co., Ltd.
2007 – 2008	Chief Executive Officer of VCCorp
2008 - current	Worked at Vingroup Joint Stock Company
2014 - current	Member of the Board of Directors and Chief Executive Officer of Hoang Gia City Real Estate Trading Floor Joint Stock Company
2020 - current	Member of the Board of Directors of Vietnam Book Joint Stock Company
2019 - current	Chairman of the Board of Directors of Vietnam Exhibition Fair Center Joint Stock Company
2020 - current	Member of the Board of Directors of Hanoi Livestock Breeding Joint Stock Company
2022 - current	Member of the Board of Directors of Ecological Investment and Development Joint Stock Company
2023 - current	Chief Executive Officer and Legal Representative of Vietnam Book Joint Stock Company

8. Management Positions Held in Other Enterprises :
   - Member of the Board of Directors and Chief Executive Officer (CEO) of Hoang Gia City Real Estate Trading Floor Joint Stock Company.
   - Chairman of the Board of Directors of Vietnam Exhibition Fair Center Joint Stock Company.
   - Member of the Board of Directors of Hanoi Livestock Breeding Joint Stock Company
   - Member of the Board of Directors of Ecological Investment and Development Joint Stock Company
   - Member of the Board of Directors of Vietnam Book Joint Stock Company

9. Number of shares owned:

+ On behalf of other institutions/ investors:	0 shares, equivalent to 0% of charter capital
+ Held for own account:	0 shares, equivalent to 0% of charter capital

VINCOM RETAIL JOINT STOCK COMPANY -----------☙ ❀ ❧----------	THE SOCIALIST REPUBLIC OF VIET NAM Independence - Freedom - Happiness -----------☙ ❀ ❧----------

Hanoi, …………………..…

(Draft)

REGULATIONS ON SUPPLEMENTARY ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

(applied to supplementarily elect members of the Board of Directors by the way of solicitation of shareholders' written opinions)

***Pursuant to*:**

- *Law on Enterprises No. 59/2020/QH14 dated 17 June 2020 and its guiding documents;*
- *Law on Securities No. 54/2019/QH14 dated 26 November 2019 and its guiding documents;*
- *Charter of Vincom Retail Joint Stock Company (the "**Company**").*

The General Meeting of Shareholders of the Company ("**GMS**") shall supplementarily elect members of the Board of Directors ("**BOD**") by collecting the shareholders' written opinions in accordance with the following regulations:

Article 1: Principles and subjects of election:

1. Principles for election:

   a) To vote in accordance with law, the Comapny's Charter and in accordance with these Regulations to ensure the democracy and legitimate interests of all shareholders.

   b) Voting by accumulating votes by solicitation of shareholders' written opinions.

2. Eligible to vote are shareholders according to the list of shareholders issued by Vietnam Securities Depository and Clearing Corporation (VSDC) as of the latest registration date: 01/07/2026.

Article 2: Quantity and criteria of member of the Board of Directors to be elected:

1. Number of new member of the Board of Directors to be elected: one member.

2. Criteria and requirements for new members to be elected to the Board of Directors:

   Candidates for additional election as members of the Board of Directors must satisfy the standards and conditions prescribed in Article 155 of the Law on Enterprises; Article 275 of Decree No. 155/2020/ND-CP; and Clause 78, Article 1 of Decree No. 245/2025/ND-CP

Article 3: Method of election:

1. The election of the members of the BOD shall be conducted by the method of cumulative voting whereby each shareholder has the total number of votes corresponding to the total number of shares owned / represented.

2. Shareholders may cumulate wholly or partly their votes to the candidates provided that their votes do not exceed the total number of votes cast.

   For examples:

   A shareholder owning 100 ordinary shares equivalent to 100 votes;

This shareholder may cumulate 100 votes or a number of votes but not exceeding 100 shares for the candidate.

Article 4: Form of conducting the election:

1. Election ballot:

Each shareholder receives a ballot from the Company to vote for the new member of the BOD ("**Election Ballot**"). Each Election Ballot states the full name of the shareholder, address, contact number (if any), shareholder code, number of votes corresponding to number of shares owned, and candidate's name nominated for election.

2. Regulations on the Election Ballot:

2.1. A valid Election Ballot is:

a) Issued by the Company;

b) With the Company's round seal;

c) With the signature of the shareholder (in case of individual shareholder)/With the signature of the lawful representative and the affixed seal of the shareholder (in case of institutional shareholder);

d) Not torn, erased, corrected.

2.2. An invalid Election Ballot is:

a) Not issued by the Company;

b) Without the Company's round seal;

c) Torn, brushed, erased, corrected or added the names of candidates who are not on the list of nominees;

d) Without the signature of the shareholder (in case of individual shareholder)/Without the signature of the lawful representative and the affixed seal of the shareholder (in case of institutional shareholder);

e) Added other information or symbols;

f) Having the total number of votes for a candidate in excess of the total number of votes the shareholder is entitled to vote;

g) Sent to the Company after the deadline stated in the ballot form.

Invalid ballots are not included in the vote counting results.

2.3. Election method of the Election Ballot:

a) There is the "**Total number of eligible votes**" of the shareholder on each Election Ballot.

b) The shareholders may cumulate wholly or partly their votes by inserting to column "**Number of votes**" so that the number of votes is not more than the total number of eligible votes.

c) In the case of an individual shareholder, he or she signs and states his or her full name. In the case of an institutional shareholder, the legal representative signs, states his or her full name and affixes company's seal.

3. Principles of sending the Election Ballot:

a) Shareholders send the Election Ballots fully filled in by fasimile, email or by post in sealed envelope or by any other forms to the registered address of the Company on time in accordance with the deadline stated on the Election Ballot.

b) Shareholders who do not send the Election Ballots to the Company shall be considered as forfeiting their rights to vote for the supplementary election of members of the Board of Directors ("**BOD**").

4. Regulations on the vote counting:

a) The BOD organizes the Election Ballot counting. The vote counting committee consists of the BOD's Chairperson (on behalf of the BOD), the Chief Executive Officer, one member of the BOD and one secretary proceeds the vote counting according to the following regulations:

- To check the validity of the Election Ballots;
- To check each Election Ballot and the secretary to record the election results of the candidates;
- To seal all Election Ballots after completing the vote counting.

b) Minutes of vote counting:

- The secretary is responsible to make the minutes of vote counting;
- The minutes of vote counting shall include the following contents:
  + Name, head office address, enterprise code of the Company;
  + Purpose of colicitation of written opinions and issues on which it is necessary to obtain written opinions in order to pass a resolution;
  + Number of shareholders with total numbers of votes to have participated in the vote, classifying the votes into valid and invalid, the method to return the written opinions, and including an appendix being a list of the shareholders who participated in the vote;
  + Total number of votes for, against and abstentions on each matter voted upon;
  + Resolutions which have been passed and their corresponding voting rates;
  + Full name and signature of the Chairperson of the BOD, of the person who counted the votes, and of the person who supervised the counting of votes.

Article 5. The principles of selecting members of the BOD

1. The elected member(s) of the Board of Directors shall be determined based on the number of votes received, ranked from highest to lowest, starting with the candidate receiving the highest number of votes until the required number of members has been filled.
2. In the event that two (02) or more candidates receive an equal number of votes for the remaining seat(s) on the Board of Directors, priority shall be given to the candidate holding a greater number of shares in the Company. If such candidates do not hold any shares or hold an equal number of shares, the General Meeting of Shareholders shall conduct a re-election among those candidates with an equal number of votes. The candidate receiving the higher number of votes in such re-election shall be elected.

Article 6. Announcement of the results of supplementary election of members of the BOD

The result of the supplementary election of members of the Supervisory shall be stipulated in the Resolution of the GMS and disclosed in accordance with the regulations and posted on the Company's website together with the minutes of vote counting.

Article 7. Validity of the Regulations

These Regulations consist of 07 (seven) articles and is valid after being approved by the GMS and is the legal basis for the supplementary election of members of the BOD.

CHAIRPERSON
OF THE BOARD OF DIRECTORS

TRAN MAI HOA

VINCOM RETAIL JOINT STOCK COMPANY	**THE SOCIALIST REPUBLIC OF VIETNAM**
-----------☙ ❀ ❧----------	**Independence – Freedom – Happiness**
No.: /2026/NQ-DHDCD-VINCOM RETAIL	**-----------☙ ❀ ❧----------**
	Hanoi, 2026

(DRAFT)

RESOLUTION OF GENERAL MEETING OF SHAREHOLDERS

OF VINCOM RETAIL JOINT STOCK COMPANY

Pursuant to:

- *Law on Enterprises 2020 and its guiding documents;*
- *Law on Securities 2019 and its guiding documents;*
- *The Charter of Vincom Retail Joint Stock Company (the "**Company**");*
- *Minutes of vote counting for shareholders' written opinions dated __/07/2026*

RESOLVES:

1. **Approval of the discharge of Mr. Nguyen The Anh from their positions as members of the Board of Directors.**
2. **Approval of the regulations for the supplementary election of members of the Board of Directors for the 2023–2028 term.**
3. **Election of supplementary members of the Board of Directors for the 2023–2028 term by cumulative voting, with the following results:**

No.	Names of the supplementary elected members of the Board of Directors	Number of votes	Percentage (%)
1	Trần Lê Phương		

The term of the supplementary elected members of the Board of Directors shall follow the remaining term of the Board of Directors (2023–2028).

After the supplementary election, the Company's Board of Directors consists of the following members:

- Ms. Tran Mai Hoa – Chairperson of the Board of Directors
- Mr. Nguyen Hoai Nam– Member of the Board of Directors
- Mr. Tran Le Phuong – Member of the Board of Directors
- Mr. Sanjay Vinayak – Independent Member of the Board of Directors
- Mr. Fong, Ming Huang Ernest – Independent Member of the Board of Directors

4. Implementation of the Resolution

This Resolution takes effect from the date of signing.

The members of the BOD, the Supervisory Board and the Management based on their functions, assignments and competence are responsible for organizing and implementing all contents of this Resolution.

To:	**ON BEHALF OF THE**
- *SSC, HOSE,*	**GENERAL MEETING OF SHAREHOLDERS**
- *The Company archives.*	**CHAIRPERSON**
	TRAN MAI HOA