

## RULES FOR VOTING IN THE MEETING OF GENERAL MEETING OF SHAREHOLDERS

- Pursuant to Law on Enterprises No 68/2014/QH13 dated 26 November 2014 (“Law on Enterprises”) and its guiding documents for implementation;
- Pursuant to the Charter of VietJet Aviation Joint Stock Company approved by General Meeting of Shareholders.

Rules for voting in the meeting of General Meeting of Shareholders is prepared by the Board of Directors (“BOD”) to submit to the General Meeting of Shareholders for consideration and approval for application to the voting at the General Meeting of Shareholders of Vietjet Aviation Joint Stock Company (“Company”).

### Article 1. Purpose of promulgation

The Rules shall be applied to determine the principle and method for voting issues proposed in Agenda of the annual and extraordinary meeting of General Meeting of Shareholders (here is referred as “Meeting”) under the Charter and Company Management Rules.

### Article 2. Scope

This Rules shall be applied for voting issues set out in the Agenda of the Meeting of General Meeting of Shareholders of the Company.

### Article 3. Definition

In this Rules, the terms set out below are construed and understood:

1. **Voting:** is the action that Shareholders shows their opinion on specific issues to determine whether such issues are eligible for approving by the General Meeting of Shareholders.
2. **Agenda:** is a group of issues proposed by Board Of Directors (here is referred as “BOD”) in the Meeting Schedule to ask for voting by the Shareholders of the Company.
3. **Charter:** is the effective Charter of the Company.
4. **Company Management Rules:** is the Rules for managing the Company.

## **Article 4. General Provision of voting**

### **1. Principle of voting:**

- a) Meeting is convened in accordance with the Charter and relevant applicable Laws;
- b) The issues for voting are official proposed by the BOD to the General Meeting of Shareholders and shall be approved in the Meeting;
- c) Entities having the rights to vote are eligible for voting;
- d) Voting is executed in accordance with this Rules.

### **2. Entities having voting rights**

Shareholders owning ordinary shares of the Company shall have the voting rights and shall have been provided the voting cards after his valid registration to attend the General Meeting of Shareholders stipulated by the Company.

### **3. Vote Counting Committee**

- a) The counting of votes shall be performed by a Vote Counting Committee. The Organization Committee shall propose to the General Meeting a Committee for vote counting and this committee shall be responsible for examining eligibility of the attendance and votes. The Vote Counting Committee shall be elected by the Shareholders at the General Meeting in manner of a public voting based on the proposal of the Chairman.
- b) The number of members of the Vote Counting Committee shall be three (03) members including one (01) Head and two (02) members. Composition and responsibility of the Vote Counting Committee are as follows:
  - **Head of the Vote Counting Committee:** shall be responsible for the eligibility and correct procedures and numbers in checking the attendance of Shareholders and in the vote counting. The Head of the Vote Counting Committee shall also be responsible for checking the conditions for conducting the General Meeting and declaring that the conditions of General Meeting are fulfilled upon the assignment of the Organization Committee.
  - **Member-in-charge-of data and statistics:** shall be responsible for ensuring the accuracy of the data, including but not limited to data entry, calculation and statistics relating to the conduct of the General Meeting and data of vote counting.
  - **Member monitoring the vote counting:** shall be responsible for supervising the performance of the Vote Counting Committee. The General Meeting may appoint other personnel to replace or supplement this member to carry out the monitoring task.

- c) The Shareholders at the Meeting may select supervisors amongst them to supervise the vote counting of the Vote Counting Committee.

#### **4. Application of Information Technology in vote counting**

In order to ensure the accuracy and timeliness in recording and synthesizing information and data as well as the convenience for the Shareholders, the registration, the vote record and the synthesis of information and data will be performed by computer system and software designed in accordance with the voting principles.

### **Article 5. Voting Regulation**

#### **1. Voting:**

- a) Shareholders owning ordinary shares exercise voting right at the General Meeting.
- b) In order to exercise voting right, the Shareholders must meet the following conditions:
  - Complete the registration and eligibility checking for attendance at the General Meeting.
  - The time for voting shall be executed before the collection of voting forms of Shareholders.

#### **2. Voting Form/Voting Card:**

Voting Form has the following main contents:

- Form Code (Delegate's code);
- Name of Delegate;
- Name of Proxy (if any);
- Number of shares owned/authorized;
- Contents of voting;
- Status of voting: Agree, disagree, no opinion.

Voting Card consists of Shareholders'code, number of shares holding and Company's Seal.

#### **3. Method of Voting at the Meeting**

Method of Voting shall be the form that Shareholders raises their voting cards to agree/disagree/uncomment on each issue when the Chairperson ask for giving opinion. Shareholders shall only vote one time for each issue.

#### **4. Clarification of Voting Form:**

##### **a) Valid Voting Form:**

- In the form issued by the Company.

- Printed contents in Form are not erased or scraped. In the event there is any additional voting issues, then such additional issues would be written in order and no other contents shall be acceptable except for those requested by the Organization Committee.
- For each voting issue, the Voting Form is marked one (01) of three (03) voting status.
- Put into the ballot box.

**b) Invalid Voting Form:** is those that violates one of the conditions of the Valid Voting Form.

**5. Collection of Voting Forms:**

- a) Voting Forms distributed at the General Meeting shall be collected after the Shareholders have finished the voting.
- b) Voting Forms shall be put into the sealed ballot boxes.

**6. Conditions for voting issues to be adopted:**

Voting issues are adopted when the minimum voting rate specified in the Charter is reached.

**Article 6. Implementation**

This Policy shall take effect on the date of adoption by the General Meeting of Shareholders and shall be applied at all the Annual General Meetings of Shareholders and the Extraordinary General Meetings as well./.

**ON BEHALF OF THE GENERAL  
MEETING OF SHAREHOLDERS  
CHAIRWOMAN**

**NGUYEN THANH HA**