



Hanoi, 05 May 2021

**INSTRUCTION OF SENDING OPINION AND ADOPTING RESOLUTION OF  
GENERAL MEETING OF SHAREHOLDERS IN WRITING**

**I. PURPOSE**

In order to instruct specifically form of sending opinion and procedures of adopting Resolution of General Meeting of Shareholders of VietJet Aviation Joint Stock Company (the “**Company**”) under form of obtaining shareholders’ opinion in written ballot according to attached Proposals.

**II. REGULATIONS AND INSTRUCTION**

**1. Subject entitled to vote**

Shareholders who own common shares according to the list finalized as at 27 April 2021.

**2. Dossier of obtaining opinion**

- Dossier of obtaining shareholder’s opinion sent with Letter to shareholder includes:
  - One (01) *Ballot for Solicitation of Shareholders’ Written Opinion*: is document in order for Shareholder to fill in his/her information and opinion of voting.
- Written documents of obtaining opinion are posted on website of Company at [www.ir.vietjetair.com](http://www.ir.vietjetair.com) include:
  - One (01) Proposal No. 01-21/VJC-HĐQT-TT dated 26/04/2021 of Board of Directors of VietJet Aviation Joint Stock Company on amending, supplementing Charter of Company;
  - One (01) Proposal No. 02-21/VJC-HĐQT-TT dated 26/04/2021 of Board of Directors of VietJet Aviation Joint Stock Company on amending, supplementing business lines of Company;
  - One (01) Draft of Resolution of General Meeting of Shareholders under form of obtaining shareholders’ opinion in written ballot.

**3. Voting method**

- Shareholder, after reviewing contents need to be given opinion at Proposal of obtaining Shareholder’s opinion, will propose their voted opinion at Ballot for Solicitation of Shareholders’ Written Opinion.
- To execute voting, Shareholder will select one (01) in three (03) items of voting:
  - Approve
  - Disapprove
  - No opinion



- Form of selecting voting items: Shareholder does only select one (01) in three (03) voting items and select by **marking (X)** into selected voting item.

#### 4. Conditions of adopting voting contents

Pursuant to Article 24 of Charter of VietJet Aviation Joint Stock Company, in case of adopting decision under form of obtaining written opinion, such decision must be adopted by Shareholders represented for at least fifty one percent (51%) total approval votes and valid as decision adopted at General Meeting of Shareholders.

#### 5. Sending the Ballot to the Company

After voting in the Ballot for Solicitation of Shareholders' Written Opinion, Shareholder will send the answered Ballot to the Company no later than **17:00, 18 May 2021** by either following forms:

- Send it in fully-sealed envelope to Company's office via address: *Investor Relation Section – Representative Office in Ho Chi Minh City of VietJet Aviation Joint Stock Company, Floor 8, VietJet Plaza, 60A Truong Son, Ward 2, Tan Binh District, Ho Chi Minh City*; or
- Fax: 028 3547 1865; or
- Scan answered Ballot for Solicitation of Shareholders' Written Opinion and then send such file to email: [ir@vietjetair.com](mailto:ir@vietjetair.com).

The date receiving your written opinion by the Company is determined as the delivery agent makes confirmation/stamp or the date of signing to confirm as received if delivery at hand or the day stated on fax/email if sent by fax/email. Beyond such due term that the Company has not received your opinion, it is considered as you have no opinion of the above matters.

#### 6. Classification of Ballot

The Ballot sent to Company will be verified its validity and classified as follows:

- ✓ **Valid vote**, is vote that:
  - Be issued by VietJet Aviation Joint Stock Company with signature of Chairman of Board of Directors and stamp of Company;
  - Be selected one (01) in three (03) voting items;
  - For individual Shareholder, the Ballot must contain the signature of the Shareholder; for organization Shareholder, the Ballot must contain signature of Legal representative or Authorized representative and stamp of Shareholder.
  - In case of mailing, Ballot for Solicitation of Shareholders' Written Opinion must be placed in **strictly-closed envelope** and sent to Company prior to **17:00, 18 May 2021** (based on the date which the delivery agent makes confirmation/stamp or the date of signing to confirm as received if delivery at hand).
  - In case of fax or email, Ballot for Solicitation of Shareholders' Written Opinion must be sent to Company prior to **17:00, 18 May 2021** (based on





time specified on fax or email) and must not be disclosed until time of checking.

- ✓ **Invalid vote**, is vote that fails regulations of Valid vote.

#### 7. **Counting and resulting:**

- The counting must be made by Vote Count Board.
- After counting, the Ballot will be resulted to determine result of counting and recognized into Minutes on shareholder's vote counting. Members of Vote Count Board will sign on the Minutes on shareholder's vote counting to confirm accuracy, integrity, and correctness of principles, procedures of vote count, and appropriateness to regulations of Law on Enterprise.
- Voting result will be determined by each voting content and be resulted by percentage (%) rounded up to two (02) decimals.
- Company will announce result of vote count on website of Company and information publishing means according to regulation of Securities Committee, Ho Chi Minh City Stock Exchange.

#### 8. **Contact**

For any queries or discussion, please contact Investor Relation Department of the Company via:

- Hotline: 19006886 (press 9)
- Email: [ir@vietjetair.com](mailto:ir@vietjetair.com)

#### **Recipients:**

- *Shareholders;*
- *Archived at Office of Board of Directors*

**ON BEHALF OF BOARD OF DIRECTORS**



**NGUYEN THANH HA**

