

**VIETJET AVIATION  
JOINT STOCK COMPANY**

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No: 02 - 23/VJC-HĐQT-TB

**SOCIALIST REPUBLIC OF VIETNAM****Independence – Freedom – Happiness**

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Hanoi, December 05, 2023

**LETTER OF NOTIFICATION****Subject: The collection of shareholders' written opinions on the issues within decision authority of the General Meeting of Shareholders****To: SHAREHOLDER OF VIETJET AVIATION JOINT STOCK COMPANY****Pursuant to:**

- Enterprise Law No. 59/2020/QH14 approved by the National Assembly of the Socialist Republic of Vietnam on 17/06/2020;
- Article of organization and operation of Vietjet Joint Stock Company ("Vietjet");

Vietjet's Board of Directors ("BOD") is pleased to announce and invite our shareholders to participate to obtain shareholder's written opinion with the following information:

1. **Time:** From 08:00am on December 05, 2023 to 5:00pm on December 15, 2023
2. **Voting and vote counting venue:** Vietjet Aviation Joint Stock Company, 8th floor, Vietjet Plaza, 60A Truong Son Street, Ward 2, Tan Binh District, Ho Chi Minh City, Vietnam.
3. **Methods of collecting questionnaires:** Through **SHAREHOLDER'S VOTING FORM ("Voting form")** (In accordance with the form uploaded on Vietjet's website at link: <https://ir.vietjetair.com/Home/Menu/annual-general-meetings>)
4. **Participants:** All the shareholders who own Vietjet shares being determined in the shareholder lists finalized on November 28, 2023 by Viet Nam Securities Depository and Clearing Corporation are eligible to participate in the collection of shareholders' opinions through written documents.
5. **Content of shareholders' opinion collection:** To approve the information within decision authority of the General Meeting of Shareholders ("GMS"). The enclosed voting documents will be published on Vietjet website (<https://ir.vietjetair.com/Home/Menu/annual-general-meetings>) on December 05, 2023 at the latest.
6. **Voting instructions:** The shareholder shall provide your opinion on each issues specified in the Voting form and send it to Vietjet using the following methods:
  - Send with a sealed envelope to Vietjet's office at the following address: Attention to Investor Relations Department – Representative Office in Ho Chi Minh City, Vietjet Aviation Joint Stock Company, 8th Floor, Vietjet Plaza Building, 60A Truong Son, Ward 2, Tan Binh District, Ho Chi Minh City; or
  - Fax: 028 3547 1865; or



- Attach your scanned Voting form with decisions to the following email address:  
[ir@vietjetair.com](mailto:ir@vietjetair.com)

For institutional shareholders, the authorization document must be signed by the representative of the contributed capital at Vietjet or the legal representative of that organization. In order to be authorized, institutional shareholders shall send authorization documents to Vietjet including Power of Attorney and a copy of the authorized person's ID /passport. For the Authorized Party being a foreign organization: to authorize the organization/individual to vote, it is required to send a scanned copy of the authorization document to Vietjet to verify the validity of the authorization document. Shareholders can send a scanned copy of the document to the email address: [ir@vietjetair.com](mailto:ir@vietjetair.com) and the original to Vietjet before 17:00 on December 15, 2023 at the address in section (6).

Voting forms that are submitted after the deadline or opened before vote counting time (for those sent by post) or revealed (for those sent by fax or email) shall be considered invalid. Voting forms that are not submitted shall not be counted as votes.

Sincerely,

**Recipients:**

- As above;
- BOD Office

**ON BEHALF OF BOARD OF DIRECTORS  
VICE CHAIRMAN**



**NGUYEN ANH TUAN**

