

**VIETJET AVIATION
JOINT STOCK COMPANY**
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SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness
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No.: 02-24/VJC-HĐQT-TB

Hanoi, December 16, 2024

LETTER OF NOTIFICATION

Subject: Organizing the collection of shareholders' opinions on issues under the jurisdiction of the General Meeting of Shareholders

To: SHAREHOLDERS OF VIETJET AVIATION JOINT STOCK COMPANY

Pursuant to:

- *Law on Enterprises of the Socialist Republic of Vietnam No. 59/2020/QH14 approved by the National Assembly on June 17, 2020;*
- *Charter of Organization and Operation of Vietjet Aviation Joint Stock Company ("Vietjet");*

The Board of Directors ("BOD") of Vietjet Aviation Joint Stock Company ("Vietjet") would like to inform and invite shareholders to participate in the written consultation with the following contents:

1. **Time:** from 08:00 am on 16/12/2024 to 17:00 on 26/12/2024
2. **Voting and vote counting venue:** Vietjet Aviation Joint Stock Company, 8th Floor, Vietjet Plaza Building, 60A Truong Son, Ward 2, Tan Binh District, Ho Chi Minh City, Vietnam.
3. **Method of collecting the voting form:** Through the **SHAREHOLDER VOTING FORM ("Voting Form")** (according to the form posted on Vietjet's website at <http://ir.vietjetair.com/Home/Menu/58>)
4. **Participants:** All shareholders owning shares of Vietjet determined according to the list of shareholders as of December 6, 2024 provided by the Vietnam Securities Depository and Clearing Corporation have the right to participate in collecting shareholders' opinions through written documents
5. **Contents of opinion collection:** Approve the contents under the decision-making authority of the General Meeting of Shareholders (AGM). The enclosed voting documents will be published on the Vietjet website (<http://ir.vietjetair.com/Home/Menu/58>) no later than December 16, 2024.
6. **Voting instructions:** Shareholders shall give their opinions on each issue in the Voting Form and send the answered Voting Form to Vietjet in one of the following forms:

- Send in 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
- Scan the Voting Form and send the file to the email address: ir@vietjetair.com

For institutional shareholders, the Power of Attorney must be signed by the representative of the capital contribution at Vietjet or the legal representative of that organization. For authorization, the institutional shareholder sends the authorization dossier to Vietjet including the Power of Attorney and a copy of the authorized person's ID card/ID card/passport. For the Authorized Party being a foreign organization: authorize organizations/individuals to give opinions that need to send a scanned copy of the Power of Attorney to Vietjet to verify the validity of the power of attorney. Shareholders can send a scanned copy of the document to the email address: ir@vietjetair.com and the original to Vietjet before 17:00 on December 26, 2024 at the address in item (6).

Voting Form sent to the Company after the time limit specified in the content of the Voting Form are invalid. Voting Form votes that are not sent back shall be considered as votes that do not participate in voting.

Respect.

Recipients:

- *As above;*
- *Board of Directors.*

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

Signed and Sealed

NGUYEN ANH TUAN