

MEETING MINUTES ANNUAL GENERAL MEETING OF SHAREHOLDERS 2024

Pursuant to:

- *Enterprise Law No. 59/2020/QH14 promulgated by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020 and its implementation guiding documents;*
- *The current charter of Vietjet Aviation Joint Stock Company ("**Charter**").*

A. BUSINESS INFORMATION

Company name: Vietjet Aviation Joint Stock Company ("**Vietjet**")

Head office address: 302/3 Kim Ma Street, Ngoc Khanh Ward, Ba Dinh District, Hanoi City, Vietnam

Business registration code: 0102325399

B. TIME AND VENUE

The 2024 Annual General Meeting of Shareholders ("**the Meeting**") is held online:

- o **Time:** 15:00, April 26, 2024.
- o **Venue:** online from Ho Chi Minh City, Vietnam.

C. PARTICIPANTS

- **Shareholders:** At the opening of the Meeting at 15:00, the total number of participating Vietjet Shareholders (including Shareholders and authorized persons) is 172/6.345 Shareholders, representing 95.18% of the total number of voting shares.
- Member of the Board of Directors ("**BOD**") of Vietjet.
- **Guests:** Representatives of the Office of the State Securities Commission in Ho Chi Minh City, members of the Board of Management, Senior Management Board, Directors/ Leaders of departments and representatives of Vietjet employees.

D. CONTENTS OF THE MEETING

After hearing the quorum inspection report and the qualification of delegates attending the Meeting, conduct voting of the Meeting's Regulations and Voting Regulations, voting of the

Chairperson, Secretary, Counting Committee, the Meeting agenda, the Meeting discusses the following contents:

1. Mdm. Nguyen Thanh Ha – Vice Chairwoman of the Board of Directors delivered the opening speech of the Meeting;
2. Mr. To Viet Thang – Vice President introduced Mdm. Nguyen Thi Phuong Thao – Chairwoman of the Board of Directors as the Chairperson of the Meeting ("**Chairwoman**"), the Meeting voted to approve the Presidium of the Meeting including:
 - Mdm. Nguyen Thi Phuong Thao – Chairwoman;
 - Mdm. Nguyen Thanh Ha – Vice Chairwoman;
 - Mr. Nguyen Anh Tuan – Vice Chairman, Independent Member of the Board of Directors;
 - Mr. Dinh Viet Phuong – Member of the Board of Directors, CEO.
3. Mr. Dinh Viet Phuong – Member of the Board of Directors, CEO introduced and approved the voting result of: the Vote Counting Committee, Secretariat of the Meeting, the Meeting agenda, Regulations, Meeting's Regulations and Voting Regulations;
4. Mdm. Nguyen Thanh Ha – Vice Chairwoman of the Board of Directors presented the 2023 Summary Report and 2024 operation orientation of the Board of Directors;
5. Mr. Dinh Viet Phuong – Member of the Board of Directors, CEO presented the Report of the Board of Management on the operation performance in 2023 and the company's business operation plan in 2024;
6. Mr. Dinh Viet Phuong – Member of the Board of Directors, CEO invited Mr. Le Nhi Nang – Chief Representatives of the Office of the State Securities Commission in Ho Chi Minh City to speak;
7. Mdm. Nguyen Thi Phuong Thao – Chairwoman of the Board of Directors moderated the discussion. Shareholders ask questions through online mailing and participate in asking questions through online screens. Mdm. Nguyen Thi Phuong Thao, together with Members of the Board of Directors and the Board of Management answer questions via online screens.
8. Mr. Nguyen Anh Tuan – Vice Chairman of the Board of Directors, Independent Member of the Board of Directors stated that due to limited time, questions that shareholders have not been answered at the Meeting, Vietjet's Board of Management will continue to answer questions of shareholders via email of Vietjet - Investor Relations Department (IR).
9. Ms. Tran Duong Ngoc Thao – Head of the Internal Audit Department under the Audit Committee of the Board of Directors reported the second quorum inspection at 17:20, the total number of participating Vietjet Shareholders (including Shareholders and authorized persons) is 180 Shareholders, representing 95.18% of the total number of voting shares.
10. Mr. Nguyen Anh Tuan – Vice Chairman of the Board of Directors, Independent Member of the Board of Directors presented the Report of the Audit Committee in 2023, the Audited Financial Statements in 2023 and the following proposals:

- Proposal No. 01-24/VJC-HĐQT-TT: Proposal on approving the reports of the Board of Directors, Audit Committee, Board of Management and Vietjet's 2023 audited financial statements.
- Proposal No. 02-24/VJC-HĐQT-TT: Proposal on profit distribution plan;
- Proposal No. 03-24/VJC-HĐQT-TT: Proposal on extension of the Employee Stock Ownership Plan – ESOP;
- Proposal No. 04-24/VJC-HĐQT-TT: Proposal on a plan for new share offering;
- Proposal No. 05-24/VJC-HĐQT-TT: Proposal on authorization by the General Meeting of Shareholders to the Board of Directors to appoint an independent auditing company in 2024;
- Proposal No. 06-24/VJC-HĐQT-TT: Proposal on total remuneration and budget for the Board of Directors in 2024;
- Proposal No. 07-24/VJC-HĐQT-TT: Proposal on authorization of the Board of Directors to decide on a number of issues within the General Meeting of Shareholders' authorities;
- Proposal No. 08-24/VJC-HĐQT-TT: Proposal on approval of the Operation Regulation of the Board of Directors.

11. The Conference shall vote to approve the contents with the following voting percentage:

STT	CONTENT	Agree		Disagree		No opinion	
		Number of shares	Rate (%)	Number of shares	Rate (%)	Number of shares	Rate (%)
1	Proposal No. 01-24/VJC-HĐQT-TT: Proposal on approving the reports of the Board of Directors, Audit Committee, Board of Management and Vietjet's 2023 audited financial statements	514,435,355	99.89%	574,770	0.11%	0	0%
2	Proposal No. 02-24/VJC-HĐQT-TT: Proposal on profit distribution plan.	481,022,038	93.40%	33,988,087	6.60%	0	0%
3	Proposal No. 03-24/VJC-HĐQT-TT: Proposal on extension of the Employee Stock Ownership Plan – ESOP.	481,022,038	93.40%	33,988,087	6.60%	0	0%
4	Proposal No. 04-24/VJC-HĐQT-TT: Proposal on a plan for new share offering.	481,022,038	93.40%	33,988,087	6.60%	0	0%

5	Proposal No. 05-24/VJC-HDQT-TT: Proposal on authorization by the General Meeting of Shareholders to the Board of Directors to appoint an independent auditing company in 2024.	512,342,685	99.48%	125,000	0.02%	2,542,440	0.49%
6	Proposal No. 06-24/VJC-HDQT-TT: Proposal on total remuneration and budget for the Board of Directors in 2024.	515,010,125	100.00%	0	0.00%	0	0%
7	Proposal No. 07-24/VJC-HDQT-TT: Proposal on authorization of the Board of Directors to decide on a number of issues within the General Meeting of Shareholders' authorities.	481,022,038	93.40%	33,988,087	6.60%	0	0%
8	Proposal No. 08-24/VJC-HDQT-TT: Proposal on approval of the Operation Regulation of the Board of Directors.	481,022,038	93.40%	33,988,087	6.60%	0	0%

12. Mr. Nguyen Anh Tuan – Vice Chairman of the Board of Directors, Independent Member of the Board of Directors presented the Draft Meeting Minutes and Resolutions of the Annual General Meeting of Shareholders 2024;

13. Mr. Nguyen Anh Tuan – Vice Chairman of the Board of Directors, independent member of the Board of Directors, moderated the vote No. 4 and announced the vote counting results, approved the draft Meeting Minutes and Resolutions of the 2024 Annual General Meeting of Shareholders;

The Meeting voted to approve the meeting minutes and resolutions of the General Meeting of Shareholders at the rate of 100%.

14. Mdm. Nguyen Thi Phuong Thao – Chairwoman of the Board of Directors delivered the closing speech of the Meeting.

The meeting minutes were approved at the 2024 Annual General Meeting of Shareholders of Vietjet Aviation Joint Stock Company on April 26, 2024.

The Meeting concludes at 18:15 the same day.

Recipients:

- *Shareholders;*
- *Board of Directors;*
- *Board of Management;*
- *Archive: Secretariat.*

**ON BEHALF OF
GENERAL MEETING OF SHAREHOLDERS
VICE CHAIRMAN**

[Signed]

NGUYEN ANH TUAN

REPRESENTATIVE OF THE SECRETARIAT

[Signed]

HOANG THI MAI NGUYEN

No.: 01-24/VJC- ĐHĐCĐ -NQ

Ho Chi Minh City, 26 April 2024

RESOLUTION
THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2024

Pursuant to:

- *Enterprise Law No. 59/2020/QH14 promulgated by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020 and its implementation guiding documents;*
- *The current charter of Vietjet Aviation Joint Stock Company;*
- *Meeting Minutes of the 2024 Annual General Meeting of Shareholders No. 01-24/VJC-ĐHĐCĐ-BB dated April 26, 2024.*

RESOLVES

Article 1. Approving all contents of the Board of Directors ("**BOD**")'s Proposals including:

- Proposal No. 01-24/VJC-HĐQT-TT: Proposal on approving the reports of the Board of Directors, Audit Committee, Board of Management and Vietjet's 2023 audited financial statements.
- Proposal No. 02-24/VJC-HĐQT-TT: Proposal on profit distribution plan.
- Proposal No. 03-24/VJC-HĐQT-TT: Proposal on extension of the Employee Stock Ownership Plan – ESOP.

Approving the extension of the plan to issue shares to employees from 2024 to 2026 with the total number of shares issued to employees: 10,000,000 (Ten million) shares.

- Proposal No. 04-24/VJC-HĐQT-TT: Proposal on a plan for new share offering.
- Proposal No. 05-24/VJC-HĐQT-TT: Proposal on authorization by the General Meeting of Shareholders to the Board of Directors to appoint an independent auditing company in 2024 as follows:
 - KPMG Vietnam Company Limited (KPMG);
 - Deloitte Vietnam Company Limited (Deloitte);
 - PricewaterhouseCoopers Vietnam Company Limited (PwC);
 - Ernst & Young Vietnam Vietnam Limited (EY).
- Proposal No. 06-24/VJC-HĐQT-TT: Proposal on remuneration, allowance, operating budget, social charity and community funds of the Board of Directors in 2024 and authorization to the BOD's Chairwoman to decide on the type and amount of remuneration and allowance for each BOD's member.
- Proposal No. 07-24/VJC-HĐQT-TT: Proposal on authorization by the General Meeting of Shareholders to the Board of Directors to decide on a number of matters within the General Meeting of Shareholders' authorities in accordance with Company's Charter and current laws.
- Proposal No. 08-24/VJC-HĐQT-TT: Proposal on approval of the Operation Regulation of the Board of Directors.

Article 2. The resolution takes effect from the date of signing. The Board of Directors of Vietjet Aviation Joint Stock Company is responsible for organizing and leading the Company to implement this Resolution.

Recipients:

- *Shareholders;*
- *Board of Directors;*
- *Board of Management;*
- *Archive: Secretariat.*

**ON BEHALF OF
GENERAL MEETING OF SHAREHOLDERS
VICE CHAIRMAN**

[Signed]

NGUYEN ANH TUAN