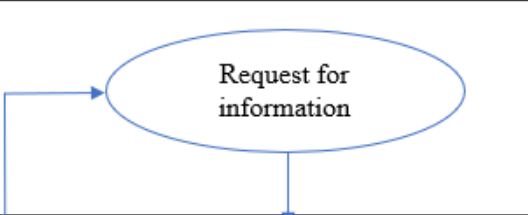
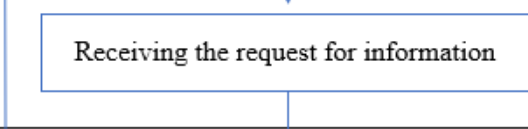
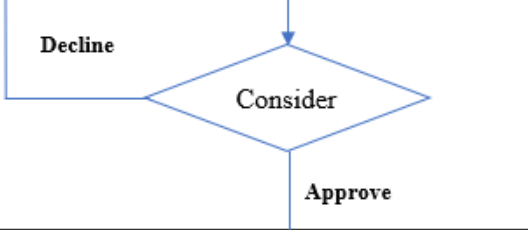
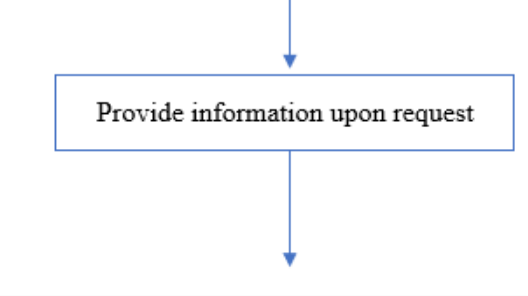
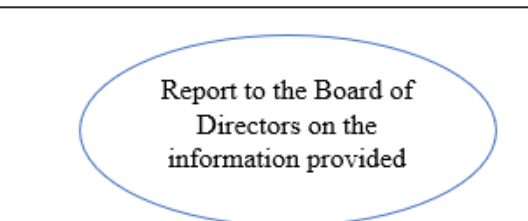


## INFORMATION PROVISION PROCESS

Order of implementation	Flowchart	Performer	Instructions/Templates
Step 1		<ul style="list-style-type: none"> <li>- Shareholder or group of shareholders (1)</li> <li>- Board of Supervisors(2)</li> <li>- Board member (3)</li> <li>- Board of Supervisors member (4)</li> <li>- Executive (5)</li> </ul>	<ul style="list-style-type: none"> <li>- Request for information in writing (Form 01).</li> <li>- In case a representative authorized by the shareholder or group of shareholders requests information, the original or notarized copy of the authorization letter must be attached as per legal regulations.</li> </ul>
Step 2		Company	
Step 3		Board of Directors	<ul style="list-style-type: none"> <li>- The maximum review time is 10 working days from when the request for information is received.</li> <li>- The time to respond to a refusal of the request for information is a maximum of 2 working days from when the Board of Directors decides to deny the request.</li> </ul>
Step 4		Manager	<ul style="list-style-type: none"> <li>- The time for the manager to provide information is a maximum of 7 working days from when the Board of Directors agrees to provide the information.</li> <li>- Information is to be provided at the company's headquarters/ representative office/ branch.</li> <li>- Any costs incurred for document copying (if any) from providing the information will be borne by the requester for information.</li> </ul>
Step 5		Manager	

(1) Shareholder or group of shareholders: according to the provisions in Article 12, Article 45 of the Company Charter.

(2) Board of Supervisors: according to the provisions in Article 40 of the Company Charter.

(3), (4), (5) Members of the Board of Directors, Members of the Board of Supervisors, Executives: according to the provisions in Article 45 of the Company Charter.

**FORM 01**  
**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

**DOCUMENT REQUEST FOR INFORMATION**

**Dear: Joint Stock Company .....**

**I. INFORMATION OF THE PERSON REQUESTING TO PROVIDE INFORMATION:**

1. Proposer :... ..

Legal representative (*For institutional shareholders*) :... ..

2. Subjects requesting information provision:

Shareholder/shareholder group

Board of Directors

Board Member

Board of Supervisors

Operator

3. Contact address/Head office: .....

4. Nationality:

.....

5. ID card/Passport/Business registration number: .....Date of issue : .....

Place of issue : .....

6. Contact phone number :... ..Email:

.....

7. Number of shares owned/Representative ownership :... ..shares, as of date

.....

**II. CONTENT OF REQUEST FOR INFORMATION PROVISION:**

Purpose of requesting information: .....

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Hereby, I/We request the Company to provide the following information:.....

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.....

I/We commit to the following contents:

- Keep confidential the information provided by the Company according to the provisions of the Company Charter and the law;
- Only use the information provided to properly perform the assigned work/ protect your legitimate rights and interests ;
- Do not distribute or copy or send information provided by the Company to other organizations or individuals in accordance with the law;
- Pay in full any costs incurred in copying records (if any) from providing this information;
- Take full responsibility before the law in case of using information for the wrong purpose .

Thank you very much!

....., *date* .....*month* .....*year* 20..

**PERSON REQUESTING INFORMATION**

*(Sign, seal and print full name)*

**GROUP MEETING MINUTES  
ATTACHMENT OF DOCUMENT REQUESTING FOR INFORMATION  
PROVISION**

Today, on ..... /...../20...., at ....., we are shareholders of Joint Stock Company ....., together holding ..... shares, accounting for .....% of the Company's voting shares, whose names are listed below:

STT	Shareholder name	ID card/ CCCD/Passport/Business registration certificate	Contact address	Number of shares owned	Shareholder signature/ Signature and seal if organization
1					
2					
...					
<b>Total</b>					

**We unanimously agree to nominate:**

- Full Name:
- ID card/Passport/Business registration number:

Date of issue : ..... .Place of issue :

**Represent the group to carry out procedures to request information provision at Joint Stock Company ....., specific content as follows:**

Purpose of requesting information: .....  
.....  
.....

Hereby, We request the Company to provide the following information:...  
.....  
.....  
.....  
.....  
.....  
.....

They commit to the following:

- Keep confidential the information provided by the Company according to the provisions of the Company Charter and the law;
- Only use the information provided to protect your legitimate rights and interests ;
- Do not distribute or copy or send information provided by the Company to other organizations or individuals in accordance with the law;
- Pay in full any costs incurred in copying records (if any) from providing this information;
- Take full responsibility before the law in case of using information for the wrong purpose .

Thank you very much!

....., *date* .....*month* .....*year* 20..  
**GROUP REPRESENTATIVE NOMINEE**  
*(Sign, seal and print full name)*