

FPT'S 2024 ANNUAL GENERAL MEETING OF SHAREHOLDERS

Hanoi, April 10th 2024



INSTRUCTIONS FOR JOINING AND VOTING IN AGM

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1. Prepare to login

To attend and vote at the Annual General Meeting, Shareholders are kindly requested to prepare:

- A stable Internet/4G-connected computer, smartphone, or tablet with speakers, microphone, and camera/webcam.
- Personal identification documents such as ID Cards, Citizen Identity Cards, and Passports have been previously used to register securities trading accounts for share ownership.

2. Login

Step 1: To participate in the AGM, Shareholders access the website address <https://agm.fpt.com>.

Step 2: Choose **Log in**.

Step 3: Shareholders can choose to log in as a **Shareholder** or **Guest**. In this instruction, Shareholders choose to log in as a Shareholder.



Step 4: Shareholders enter their Custodian Code/ID Number/Passport Number that was used to register their securities trading account for share ownership.

Step 5: Press **Continue** to proceed to the next step.



Note:

- The Custodian Code/ ID number/ Passport number must be entered accurately according to the information recorded on the Meeting Invitation.
- In case the Attendee is a Proxy appointed by the Shareholder, please enter the Proxy's ID number/ Passport number.
- To enable the Organizer to timely grant access rights to the proxy, shareholders are kindly requested to submit relevant authorization documents to the Organizer on time, following the instructions in the Invitation letter and the Organizer's Proxy Form.

Step 6: Choose one of the following two authentication methods:

- Verify via OTP code
- Verify via eKYC (This option is only available on devices with a camera)



2.1. Verify via OTP Code

Step 7.1: Shareholders receive a six-digit OTP code via SMS to the phone number associated with their securities account registration.

Step 7.2: Enter the received OTP code and click on **Sign in** to complete the shareholder identity verification process.

Shareholders' participation in the AGM will be confirmed upon the verification process, after which shareholders cannot authorize others to join.



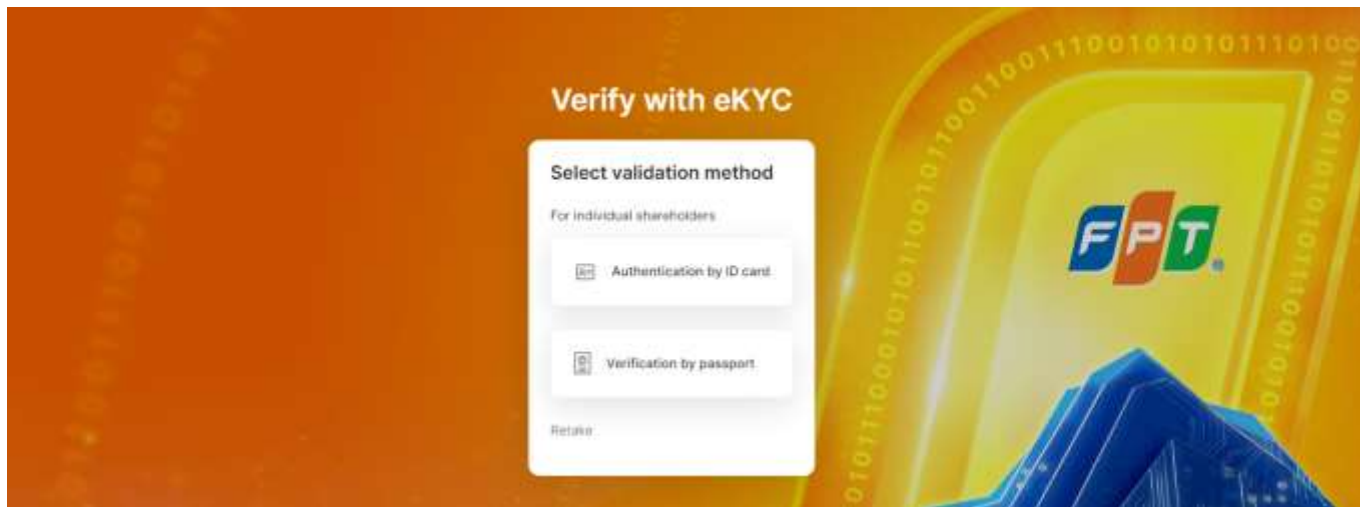
Note:

- If the shareholder is the one logging in, the phone number receiving the OTP code is the one registered when opening the securities trading account.
- In case the shareholder has changed their phone number, please contact the Organizer according to the information provided in the Invitation Letter to update your phone number, or call the hotline for assistance.
- If the attendee is a Proxy, the phone number receiving the OTP code is the one provided by the shareholder on the Proxy form sent to the Organizer.

2.2. Verify via eKYC

Step 7.1: Choose one of the following two authentication methods:

- Authenticate by ID/ Citizen Card.
- Authenticate by Passport.



Step 7.2: Select **Take Photo** to open the camera on your device. Click **Capture the front/ Capture the back/ Portrait** to take the photo in the following sequence:

- Front and back of the ID or Citizen Card; or front of the passport.
- A portrait photo or a short video of the shareholder.



Note: The ID/ Citizen Card or Passport must not be too old (blurry, overexposed, significantly different from the current time...); the portrait needs to be taken directly and clearly to avoid affecting the face recognition system.

Step 7.3: After each capture, the screen will allow the customer to review the captured photo. Select **Retake** to retake the photo or select **Confirm** to proceed to the next step.

Step 7.4: After completing the photo-taking steps, the system will automatically extract information from the ID/ Citizen Card/ Passport of the shareholder. The shareholder should check their personal information and make any necessary adjustments

Step 7.5: Select **Confirm** to complete the shareholder identity verification process. Shareholders' participation in the AGM will be confirmed upon the verification process, after which shareholders cannot authorize others to join.

3. Instructions for watching the AGM



After the verification process, Shareholders can vote, watch the online AGM or chat:

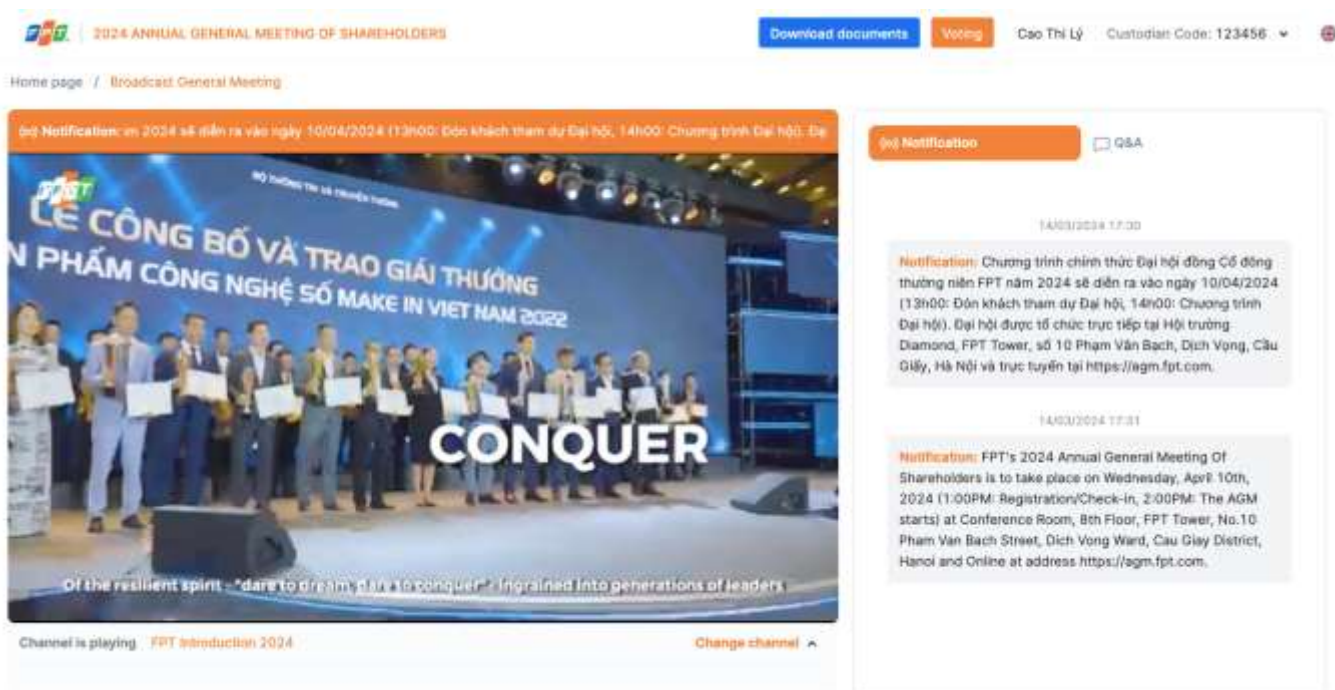
- 1) **Sign out:** Allows Shareholders to exit the system and return to the login screen.
- 2) **Account Information of Shareholder:** Displays general information of Shareholders.
- 3) **Watch the Livestream:** Allows Shareholders to access the online Annual General Meeting broadcast channel.
- 4) **Download AGM's materials:** Allows Shareholders to download meeting-related documents.
- 5) **Voting:** Allows Shareholders to view and vote.
- 6) **Notification icon:** Allows Shareholders to read notifications and chat

Step 1: To watch the online AGM, Shareholders click on **Watch the Livestream.**

Step 2: Shareholders will be directed to the online AGM broadcast channel.

4. Instructions for Voting

Step 1: To vote, Shareholders click on **Voting**.



Step 2: Shareholders should review their personal information displayed on the ballot. If there are any errors, Shareholders should contact the organizing team to make the necessary corrections.

Step 3: Shareholders select the ballot they wish to view the content of or vote on.

Note: The voting ballots may have the following statuses:

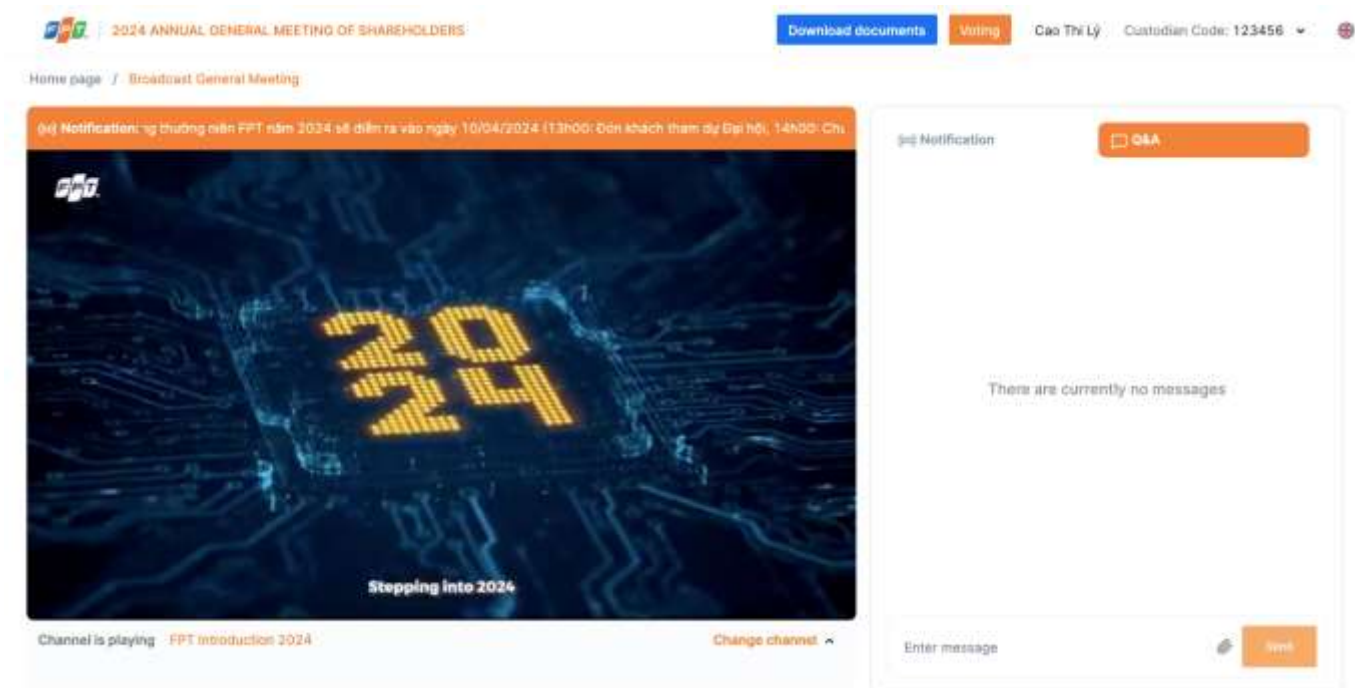
- **"Open", "Remaining voting time...", "Remaining election time..."** Shareholders are allowed to vote.
 - **"Voting time is over"** Shareholders are not allowed to vote.
- ⇒ Shareholders can activate the feature of **General voting for all authorized shareholders** to vote together or turn it off to **cast votes separately for each shareholders' proxy**.
- ✓ **Case 1:** If the feature **General voting for all authorized shareholders** is enabled, you only need to vote once. The number of voting shares of the shareholder at this time will be equal to the total number of shares owned by the shareholder and the number of shares delegated by other shareholders.
- ✓ **Case 2:** If the feature **General voting for all authorized shareholders** is turned off, the shareholder needs to cast their vote or ballot for each representative card of each shareholder.
- ⇒ Shareholders choose **Agree** or **Disagree** or **Abstain** for each content in each Voting Form.
- ⇒ Shareholders fill in the voting ballot and click on **Send votes** (at the end of each ballot) to confirm sending the vote to the system. If the vote is successfully submitted, the voting ballot will display a notification status as shown in the image below.



5. Instructions for Q&A

Step 1: To ask questions to the company's leadership, shareholders select the **Q&A** section.

Note: When logging into the general meeting, the chat window defaults to the **Notification** section. The notification window will only display notifications from the company and cannot interact further.



Step 2: Enter your message on the chat box and click **Send**.