## SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness

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# CONFIRMATION/AUTHORIZATION LETTER OF ATTENDANCE

### **Annual Shareholders Meeting 2018 ("ASM")**

Attn: Vinh Hoan Corporation ("Vinh Hoan")

I. Shareholder Information:
Full name:
Shareholder Code 1:
No. of shares owned:(shares)
Identification Card No. / Citizen Identification Card No. / Passport No. / Business Registration Certificate No.
/Business Establishment Certificate No. / Ownership No.:
Legal representative (of institution shareholder):
Permanent address/head office (of institution shareholder):
II. Confirmation/Authorization of attendance at Vinh Hoan Corporation's Annual Shareholders
Meeting 2018:
(Indicate with an "X" in the appropriate box)
1.   Attendance in person
2.   Authorization to the following proxy:
Individual/institution name:
/Business Establishment Certificate No. / Ownership No.:
Legal representative (of institution proxy):
Permanent address/head office (of institution proxy):
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3.   Authorization to one member of Vinh Hoan Corporation's Board of Directors: (Indicate with an "X"
in the appropriate box)
☐Ms. Truong Thi Le Khanh – Chairwoman ☐Ms. Nguyen Ngo Vi Tam – Board Member
$\square$ Ms. Truong Tuyet Hoa – Board Member $\square$ Ms. Nguyen Thi Kim Dao – Board Member
□Mr. Vo Phu Duc – Board Member
3.1. Scope of authorization:
The proxy's execution rights shall be limited to: (Indicate with an "X" in the appropriate box)
The No. of authorized shares: $\Box$ Full authorization $\Box$ Partial authorization:shares <sup>2</sup>
- Authorization scope: □ Attendance at the ASM □ Attendance at the ASM and casting the voting right
- Authorization period: from 9AM May 12, 2018 until the closing of the ASM
3.2. Authorization Commitment:
- The shareholder is fully responsible for any matter arising in accordance with the rights and
responsibilities executed by the proxy.  - The proxy is only allowed to execute their rights according to the scope stated in Section 3.1 of this
Confirmation/Authorization Letter of Attendance and is not allowed to re-appoint another third party as
their proxy.
III. Confirmation of attendance at the luncheon and the company tour after the ASM's closing:
III.1. Confirmation of attendance at the luncheon:
The luncheon is scheduled from 12:00-13:00 on May 12, 2018 at the Conference Hall of Vinh Hoan.
Are you attending? (Indicate with an "X" in the appropriate box) $\square$ Yes $\square$ No
III.2. Confirmation of attendance at the company tour:
The company tour is scheduled from 13:00-14:00 on May 12, 2018, including:
- Visit to Vinh Hoan Collagen factory, and
- Visit to Tan Thuan Dong fish farm (by hi-speed boat, leaving from the pier) or to Tan Thuan Tay farm (by
either your vehicle or Vinh Hoan's car, heading to Cao Lanh City)
Are you attending? (Indicate with an "X" in the appropriate box) $\square$ Yes $\square$ No

<sup>&</sup>lt;sup>1</sup> Contact us at (028) 3836 4849 – Ext: 19 or 40 to get your Shareholder Code if you do not receive this letter by post

<sup>&</sup>lt;sup>2</sup> Provide the number of authorized shares

#### ....., day......month....., 2018

#### THE SHAREHOLDER

(Sign with your full name and; in case of institution, must be signed by the legal representative and stamped)

#### THE AUTHORIZED PROXY

(Sign with your full name and seal the company stamp if available)

#### **Important Notes:**

#### Prior to ASM 2018 date:

Shareholders please confirm your attendance in person or authorize to the proxy and at the same time, please confirm your attendance at the luncheon and the company tour latest by 16:00 April 23, 2018 by one of the following method:

- Scan to this email: ir@vinhhoan.com,
- Fax: (028) 3836 5090,
- Send by post to Vinh Hoan's address:

#### **Attn: Vinh Hoan Corporation**

Ms. Nguyễn Thị Thái Ly

8<sup>th</sup> floor, 569 Trần Hưng Đạo, Cầu Kho Ward, District 1, Hochiminh City

Tel: (028) 3836 4849 - Ext: 19

#### On the ASM date, at the registration desk:

Shareholder who attends in person is requested to present:

- Identity Card/ Citizen Identification Card/ Passport;
- Original Invitation Letter/ Confirmation/Authorization Letter of Attendance (if you do not receive these letters by post, please email to *ir@vinhhoan.com* to require the copies of these documents.)

The authorized proxy is requested to present:

- Original Invitation Letter/ Confirmation/Authorization Letter of Attendance (if you do not receive these letters by post, please email to *ir@vinhhoan.com* to require the copies of these documents);
- A certified copy of the authorizer's Identity Card/ Citizen Identification Card/ Passport;
- The proxy's Identity Card/ Citizen Identification Card/ Passport.

#### Map to Vinh Hoan's Conference Hall

