



## FPT'S ANNUAL GENERAL MEETING OF SHAREHOLDERS 2022

### INSTRUCTION MANUAL

#### 1. PREPARATION

- Computer/tablet/mobile phone with adequate speakers, microphone, camera, and a stable Internet connection.
- Take note of your phone number/email registered in the list of shareholders that is stored at the Vietnam Securities Depository Center.
- Necessary documents such as ID card/Passport that were used to open the securities account owning FPT shares, Power of attorney if you are authorized to attend the General Meeting on behalf of others.

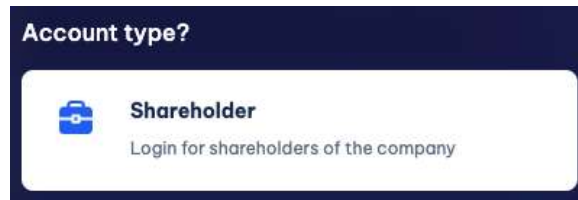
#### **Note:**

- Shareholders' attendance at the Meeting will be confirmed upon the completion of the verification process.
- Shareholders that have authorized their representatives to attend the AGM, please do not log in.

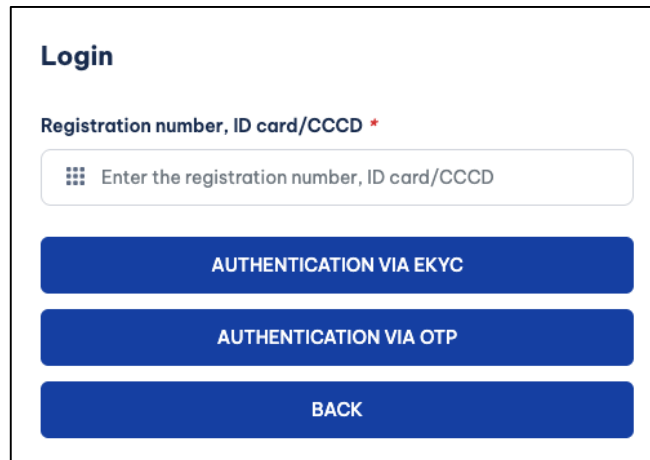
**Step 1:** Access the link <https://agm.fpt.com.vn>

Shareholders can choose between 2 languages: Vietnamese or English.


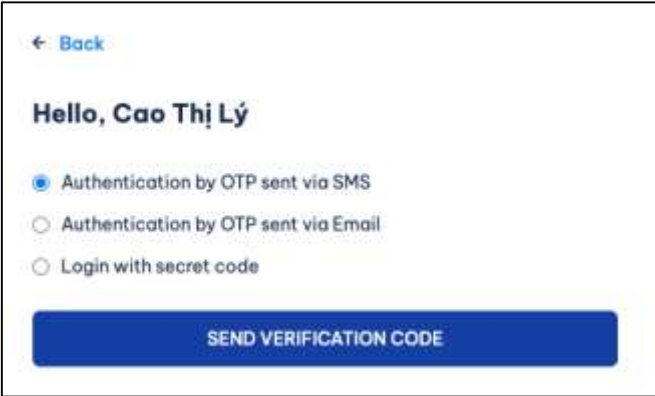
**Step 2:** Click on “Shareholder” to verify your information.



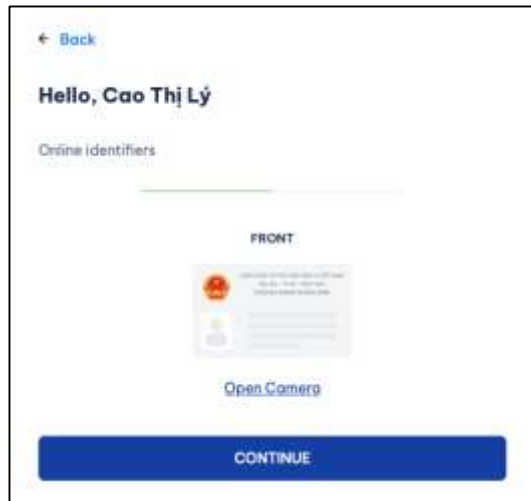
**Step 3:** Enter your ID number/Passport that was used to open the securities account owning FPT shares.



**Step 4:** Shareholders can select between 2 options: Authentication via eKYC or Authentication via OTP

| Case 1: Authentication via eKYC   | Case 2: Authentication via OTP   |
|---|--|
| <p><b>Step 5:</b> Select Authentication by ID card or Authentication by Passport (according to the type of documents Shareholders used to open the securities account owning FPT shares).</p>  | <p><b>Step 5:</b> Select Authentication by OTP sent via SMS or via Email (according to the information registered in the list of shareholders stored at the Vietnam Securities Depository Center).</p>  |

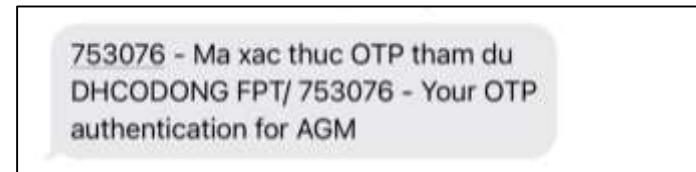
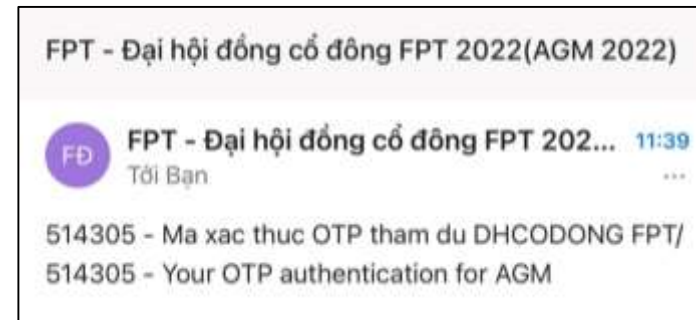
**Step 6:** Select Open camera to take a photo of the front side of the document.



**Step 7:** Bring the document to the front of the Camera and select Capture (Please note that the sharpness of the photo will affect the correct identification of the system).



**Step 6:** Enter the OTP code sent via SMS or via Email.



**Step 8:** Select Open camera to record your face in 5s (Shareholders note the angle of the face).



**Shareholders who are organizations that cannot be authenticated via eKYC and OTP:**

**Step 5:** Authorize your representative using the Power of Attorney attached to the meeting invitation letter or download from <https://fpt.com.vn/> (including the representative's full name, ID/Passport number, email, phone number). Send the document by post to the Company and e-mail a scanned copy of the document to [ir@fpt.com.vn](mailto:ir@fpt.com.vn), ensuring that the Company can receive before 23:00, April 6<sup>th</sup>, 2022.

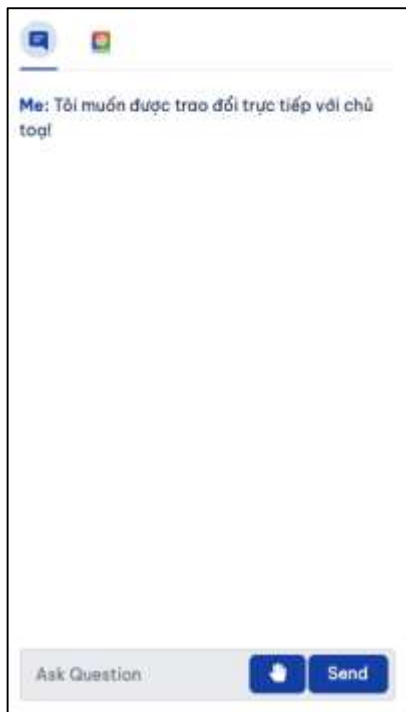
**Step 6:** Authorized representative authenticates as above-mentioned, via eKYC (Case 1) or via OTP (Case 2).

## 2. INSTRUCTIONS FOR THE ONLINE MEETING

After being authenticated, Shareholders will be allowed to proceed to the online AGM window.

- Shareholders can raise questions in the "Ask question" section and click "Send". The secretariat will collect and send to the chairperson in the Discussion section.

- Shareholders can click on the hand icon if they wish to have direct discussion. Upon receiving signals from the Shareholders, the technical department will select and activate necessary features so that Shareholders can turn on their Camera and Microphone to discuss directly in the AGM.



### 3. INSTRUCTIONS FOR VOTING AND ELECTIONS

On your viewing screen, click on “Voting and elections”.



**a. Voting**

- Shareholders can opt for “Approve”, “Disapprove” or “Abstain”, then click on "Submit" for each voting content.
- Authorized representative can choose 2 forms of voting: General voting on behalf of all shareholders so that all votes are the same or Separate voting according to the individual needs of each mandating shareholder.

**b. Elections**

- Shareholders choose the number of votes for each candidates and then click on "Submit" for each election content.
- Authorized representative can choose 2 forms of election: General electing on behalf of all shareholders or Separate electing according to the individual needs of each mandating shareholder.

*Note: Shareholders can vote and elect as soon as the online system is open for login from March 17<sup>th</sup>, 2022.*