



INSTRUCTIONS
FOR ATTENDING AND EXERCISING RIGHTS AT THE 2025
ANNUAL GENERAL MEETING OF SHAREHOLDERS
DEO CA TRAFFIC INFRASTRUCTURE INVESTMENT JOINT
STOCK COMPANY

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I. AUTHORIZATION TO ATTEND THE GENERAL MEETING

Shareholders can directly attend or authorize other organizations or individuals to attend the 2025 Annual General Meeting of Shareholders (*General Meeting*) of the Company.

In the event that authorization is required, shareholders must use the Power of Attorney form (*that is attached to the Meeting Invitation Letter*) or create their own authorization (*in line with the provisions of civil law and the information outlined in Article 17 of the Company's Charter*). The Power of Attorney must then be sent to the Company's headquarters via certified delivery or postal mail.

The Organizing Committee of the General Meeting will verify and grant access to the Online General Meeting System to the Authorized Person if the authorization is valid and legal.

II. PROPOSING ISSUES TO THE GENERAL MEETING AGENDA

Shareholders or groups of shareholders who own at least 0.5 percent of the company's common shares (*or 21,612,776 HHV shares*) are entitled to suggest topics for the meeting agenda by submitting a written proposal to the company **by April 21, 2025** (Vietnam time), using the form that is posted with the meeting materials.

The Board of Directors (BOD) will consider accepting the proposal to include it in the agenda of the General Meeting. In case the proposal is rejected, the Board of Directors will respond in writing stating the reasons for rejection and disclose information in accordance with regulations.

III. ATTENDING ONLINE MEETING AND VOTING ELECTRONICALLY

1. Preparation

To attend the General Meeting, Shareholders please prepare:

- Electronic devices with stable internet or 4G/5G connection and sound such as: Mobile phones, personal computers, tablets, etc.
- The mobile phone is using the phone number or email of the Shareholder declared when registering to open a securities account at the Securities Company (registered with the Vietnam Securities Depository and Clearing Corporation (VSDC)).
- Meeting invitation letter and/or Personal documents such as Citizen ID Card/Passport (to enter the ownership registration number on the Online General Meeting System).

2. Log in to the Online General Meeting System

Step 1: Use the prepared electronic device to access the Online General Meeting System at: <https://AGM2025.hhv.com.vn/> or scan the QR Code below:



Step 2: Select **Login as Shareholder**.

Step 3: Enter the Ownership Registration/Citizen ID Card/Passport Number stated in the Meeting Invitation and click **Continue** to move to the next step. In

case the authorized representative logs in, please enter the representative's Citizen ID card/Passport number after completing the valid authorization procedure with the Company.

Step 4: Click on **OTP Code**. The system will send an OTP code to the registered phone number and email of the Shareholder/Shareholder Representative.

Step 5: Enter the received OTP Code in the **Enter OTP Code** box and click Login to enter the Online General Meeting System.

3. Attending and following the General Meeting

After logging into the Online General Meeting System, Shareholders can:

- View Shareholder information and authorization information (if any) displayed in the **Shareholder Account Information** section. If there are any errors, please contact the Company for support.
- View General Meeting documents: click **Download General Meeting documents** to download meeting documents and watch videos related to the General Meeting.
- Follow the General Meeting online: click on **Watch the General Meeting broadcast** to follow the meeting after it has opened (*this feature will be activated before the General Meeting opens*).
- Voting and Election: Click on **Voting - Election** to view and vote on the contents of the request for opinions and elections.
- Discussion: Click on the **Chat** icon to read announcements from the Organizing Committee or ask questions/discussion comments to the General Meeting.
- Log out of your account and return to the login screen: Click **Log Out**.

4. Voting and Election

Step 1: Click on **Voting - Election** .

Step 2: Shareholders check the personal information displayed on the votes. If there are any errors, Shareholders please contact the Company for correction.

4.1. Voting

Step 3: Click on each **Voting Form**, elect the Supervisor for the term 2025 - 2030 to view the content or vote.

Note: Votes and elections can exist in the following states:

- **“Opening”, “Voting time remaining...”, “Election time remaining...”:** Shareholders are allowed to vote.
- **“Voting time has expired”, “Votes not opened”:** Shareholders are not allowed to vote.

Step 4: Click to activate the **General Voting feature for you and all authorized Shareholders** if you want to vote together (*you only need to vote once, the number of shares with voting rights of your Shareholders will now be equal to the total number of shares owned by you and the number of authorized shares from other Shareholders*) or turn it off to vote/elect on each representative card for each Shareholder.

Step 5: Select “**Agree**” or “**Disagree**” or “**No opinion**” for each content in each Voting Form.

Step 6: Fill out the voting form and click **Submit** (at the bottom of each form) to confirm sending the form to the system. When the vote is successfully submitted, the vote will display the voting notification status and voting time.

4.2. Election:

Steps 3 to 4 are performed similarly to the voting procedure above.

Step 5: Shareholders can vote in 2 ways:

- Enter the number of votes for each candidate. Shareholders click to turn off the feature **Divide votes equally for all selected candidates** then select the candidate they want to vote for and enter the number of votes; or
- Select the candidates you want to vote for and the system automatically divides the votes equally among these candidates. Shareholders click on the feature **Divide votes equally for all selected candidates** then click to select the candidate they want to vote for so that the system will automatically divide the votes equally among those selected candidates. Votes are only distributed to candidates selected by Shareholders.

Step 6: Fill out the ballot and click **Submit** (at the bottom of each ballot) to confirm sending the ballot to the system. When the vote is successfully submitted, the vote will display the voted notification status and voting time.

4.3. Issuance of voting or election

Shareholders who want to download voting/election, click on Issuance of votes and choose 1 of 2 forms of vote issuance:

- Download PDF file: Select **Download PDF file** and click **Confirm**. The system will automatically download the Shareholder's voting/election form (after filling in the content) to the device being used to log in.
- Receive by email: Select **Send by Email**, enter the email address (press Enter to add) then press **Confirm**. The system will send information about the voting/election content of Shareholders to the email address entered.

5. Discussion

Step 1: Shareholders click on the **Q&A** section to send questions/discussion comments to the General Meeting (if any).

Note: When logging into the system, the chat box will default to the **Notification** section. The notification box will only display notifications from the system and cannot be interacted with.

Step 2: Enter your question/discussion comment in the chat box and click **Send**. Questions/discussion comments from Shareholders will be received and responded to in accordance with regulations./.