

**MEETING SALUTES OF  
ANNUAL SHAREHOLDERS’ MEETING 2019  
EVERPIA JSC**

**PURSUANT TO:**

- *Enterprise Law adopted by National Assembly of Socialist Republic of Vietnam on 26<sup>th</sup> November 2014;*
- *Charter of Everpia JSC.;*

**I. PURPOSE :**

1. To secure the principle of public, justice, and democracy;
2. For the success of the Annual Shareholders’ Meeting 2019 with judicious decisions in order to assure the fast and stable development of the Company.

**II. TO GRANT AUTHORITY TO ATTEND**

1. Shareholders can grant authority to their representatives to take part in the issues of the Company within their competence. The attorneys are not imperatively the shareholders of the Company. They have the right to do within the competence suitably with the Law and the Charter. The attorneys can not grant authority to the third ones;
2. Appointing representatives and attorneys, changing representatives and attorneys must be in writing by regulations below:
  - a) In case of an individual, he/she him/herself must sign in the ‘Power of Attorney’.
  - b) In case of an institution, the ‘Power of attorney’ must be stamped and signed by the legal representatives of that institution.

**III. MEETING ORDER**

1. All shareholders who attend the meeting should be in formal;
2. Shareholders must be in the right place set by Meeting’s Board of Organization. Absolutely obey the arrangements of the organizers;
3. No smoking in meeting-place;
4. No personal talk, no phone call in the Meeting. Cellphone must be powered off or in mode of silence.

**IV. VOTES TO PASS THROUGH THE MEETING ISSUES:**

1. **Principle:** All issues in the Meeting agenda (except issues that approved by a secret ballot) have to be ratified by collecting the public votes of all the shareholders by Voting card based on the possessive amounts of shares and representatives. Each shareholder will have a Voting Card in which includes shareholder code, the number of shares with voting rights (by possession or grant authority) and the stamp of Everpia JSC.
2. **Voting method:** Shareholders vote (in turn: agree, disagree, no idea) on an issue by showing their vote card.

#### **V. STATE ONE'S OPINION AT THE MEETING:**

1. **Principle:** Shareholder attending the meeting who would like to speak his/her opinion has to register for the speaking by showing his/her vote and get permission of the Presidium.
2. **Raising opinion:** Shareholders should make a short speech and concentrate on the main content that they need a discuss, and it must suit the Meeting agenda ratified by the meeting. The Presidium will arrange for the shareholders to speak their opinions in order of registration, and simultaneously deal with their queries.

#### **VI. THE RESPONSIBILITIES OF THE PRESIDUM**

1. Leading the Meeting following the ratified agenda and regulations. The Presidium works due to the principle of centralized democracy and get the decisions following the majority.
2. Leading the discussion of the meeting, collect the voting ideas of the issues in the meeting's agenda and other relative issues during the meeting.
3. Solving the rising issues during the meeting.
4. Putting off the Meeting in cases mentioned in Point 6, Article 19, Chapter of Everpia JSC., even the rate of attending is qualified.

#### **VII. THE RESPONSIBILITIES OF THE SECRETARY**

1. Taking notes completely, honestly all the contents happened in the meeting and the issues ratified by the shareholders or remain of the meeting.
2. Drafting the Minutes of the Meeting and the Resolutions of approved issues at the meeting.
3. Supporting Presidium to announce documents, statements, conclusions and resolutions of the Shareholders' Meeting to attendant if required.

**Pp BOARD OF DIRECTOR**  
**CHAIRMAN**  
*(signed and stamped)*  
**LEE JAE EUN**