

# INFORMATION PROVISION PROCEDURE

Sequence of execution	Flowchart	Transaction executor	Guidelines/Forms
<b>Step 1</b>		<ul style="list-style-type: none"> <li>- Shareholder or group of shareholders(1)</li> <li>- Board of Supervisors(2)</li> <li>- Member of the Board of Directors,(3)</li> <li>- Member of the Board of Supervisors(4)</li> <li>- Executive manager(5)</li> </ul>	<ul style="list-style-type: none"> <li>- Request to provide information in writing (Form 01).</li> <li>- In case an authorized representative of a shareholder or group of shareholders requests information, the original or a notarized copy of the power of attorney in accordance with the law must be attached.</li> </ul>
<b>Step 2</b>		Company	
<b>Step 3</b>		Board of Directors	<ul style="list-style-type: none"> <li>- Maximum consideration time of 10 working days from the date of receipt of the request for information.</li> <li>- Maximum response time to refuse the request for information is 02 working days from the date the Board of Directors decides to refuse to provide information.</li> </ul>
<b>Step 4</b>		Manager	<ul style="list-style-type: none"> <li>- Maximum time for the manager to provide information is 7 working days from the date the Board of Directors agrees to provide information.</li> <li>- Provide information at the head office/representative office/branch of the Company.</li> <li>- Costs arising from document reproduction (if any) from providing this information shall be paid by the information requester.</li> </ul>
<b>Step 5</b>		Manager	

(1) Shareholder or group of shareholders: in accordance with Article 12, Article 44 of the Company Charter.

(2) Board of Supervisors: in accordance with Article 39 of the Company Charter.

(3), (4), (5) Member of the Board of Directors, Member of the Board of Supervisors, Executive manager: in accordance with Article 44 of the Company Charter.

**FORM 01**  
**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**

**INFORMATION PROVISION REQUEST DOCUMENT**

**To: Hai Minh Corporation**

**I. INFORMATION OF THE REQUESTER:**

1. Requester:.....

    Legal representative (for institutional shareholders):.....

2. Subject requesting information:

Shareholder/group of shareholders

Board of Supervisors

Member of the Board of Directors

Member of the Board of Supervisors

Executive manager

3. Address: .....

4. Nationality: .....

5. ID Card/Citizen Identity Card/Passport/Business Registration Certificate No.: .....Date of issue:.....Place of issue: .....

6. Telephone:.....Email: .....

7. Number of shares owned/Representing ownership:.....shares, as of .....

**II. CONTENT OF THE REQUEST FOR INFORMATION:**

Purpose of requesting information: .....

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By this document, I/we request the Company to provide the following information:.....

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I/We commit to the following:

- Keep confidential the information provided by the Company in accordance with the Company Charter and the law;
- Only use the information provided to serve the purpose for assigned work/protect my legitimate rights and interests;
- Do not distribute, copy, or send the information provided by the Company to other organizations or individuals in accordance with the law;
- Pay in full any costs arising from document reproduction (if any) incurred from this information provision;
- Take full responsibility before the law in case of misusing the information.

Sincerely thank you!

....., Date ...../..... / 20..

**INFORMATION REQUESTER**

*(Signature, stamp and full name)*

*(1) Shareholder or group of shareholders: in accordance with Article 12, Article 44 of the Company Charter.*

*(2) Board of Supervisors: in accordance with Article 39 of the Company Charter.*

*(3), (4), (5) Member of the Board of Directors, Member of the Board of Supervisors, Executive manager: in accordance with Article 44 of the Company Charter.*

**GROUP MEETING MINUTES  
ATTACHMENT TO THE INFORMATION PROVISION REQUEST  
DOCUMENT**

Today, the date ...../...../20..., at ....., we are shareholders of Hai Minh Corporation, jointly holding .....shares, accounting for .....% of the total voting shares of the Company, named in the list below:

No.	Name of shareholder	ID Card/CCCD/Passport/Business Registration Certificate	Address	Number of shares owned	Shareholder signature/ Signature and stamp if institutional
1					
2					
...					
<b>Total</b>					

**We collectively agree to appoint:**

- Name:
  - ID Card/Citizen Identity Card/Passport/Business Registration Certificate No.:
- Date of issue:.....Place of issue:

**As the group representative to perform procedures for requesting information at Hai Minh Corporation, with the following specific content:**

Purpose of requesting information: .....

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By this document, we request the Company to provide the following information:.....

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**We commit to the following:**

- Keep confidential the information provided by the Company in accordance with the Company Charter and the law;
- Only use the information provided to protect our legitimate rights and interests;
- Do not distribute, copy, or send the information provided by the Company to other organizations or individuals in accordance with the law;
- Pay in full any costs arising from document reproduction (if any) incurred from this information provision;
- Take full responsibility before the law in case of misusing the information.

Sincerely thank you!

....., Date ...../..... / 20..

**NOMINATED GROUP REPRESENTATIVE**

*(Signature, stamp and full name)*

*(1) Shareholder or group of shareholders: in accordance with Article 12, Article 44 of the Company Charter.*

*(2) Board of Supervisors: in accordance with Article 39 of the Company Charter.*

*(3), (4), (5) Member of the Board of Directors, Member of the Board of Supervisors, Executive manager: in accordance with Article 44 of the Company Charter.*