



*Bac Ninh, date 24 month 06 year 2020*

**Dear - The shareholders of Kinh Bac City Development Holding Corporation (KBC)**

To support Shareholders attending the online AGM, KBC would like to send to Shareholders a **summary of important notes** as follows:

### **I. TIME TO ACCESS, VOTE, AUTHORIZE ON EZGSM SYSTEM ( EZGSM)**

Immediately after the Shareholders receive the user and password provided via email or the hard copy Invitation sent by the Corporation of Shareholders has access to the online meeting system (EZGSM) by the following link: <https://ezgsm.fpts.com.vn>.

#### **1. DOCUMENTS OF MEETING**

Meeting documents have been posted on the website: [http // www.kinhbacity.vn](http://www.kinhbacity.vn). In addition, Shareholders access the EZGSM system to download all documents of the Meeting

#### **2. VOTING - ELECTION**

After accessing the system at any time since the Shareholders receive the user and password, shareholders can participate in the voting of the issues submitted to the General Meeting of Shareholders on the system before the meeting starts . The time for ending voting and changing voting is when the Meeting closes the Election system online on June 29, 2020.

#### **3. AUTHORITY**

For Shareholders who have direct access to EZGSM, the Corporation encourages Shareholders to vote directly. If you want to authorize the system, the system will notify you of the necessary documents to complete the authorization procedure.

### **II. JOIN THE CONGRESS**

If the shareholder has voted online at <https://ezgsm.fpts.com.vn/>, that shareholder still has the right to attend the meeting directly at the venue of the meeting to listen and discuss, however do not receive Hard cards/voting cards for direct voting. In this case, shareholders need to submit procedures to present ID / Passport to attend the meeting.

The Corporation encourages shareholders who want to attend the meeting directly to be able to choose the online voting form in advance, shareholders still have the right to modify the online voting options during the Meeting time.

### **III. SEND QUESTION TO MEETING**

For the shareholders attending the online meeting, during the discussion period, you can send questions to the meeting via email: [kinhbac.kbc@gmail.com](mailto:kinhbac.kbc@gmail.com)

**Organization board of the AGM**