



## GUIDELINES

### FOR ATTENDING THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS ON THE ELECTRONIC VOTING SYSTEM

#### GELEX GROUP JOINT STOCK COMPANY

**GELEX Group Joint Stock Company (GELEX)** hereby provides to its esteemed shareholders/authorized representatives of shareholders (hereinafter collectively referred to as "**Delegates**") the instructions for logging in, attending, voting, and electing on the Electronic Voting System provided by FPT Securities Joint Stock Company as follows:

#### 1. Logging into the Electronic Voting System

To attend the 2025 Annual General Meeting of Shareholders of GELEX Group Joint Stock Company, Delegates are requested to visit the website <https://ezgsm.fpts.com.vn> and log into the system using the login information provided in the Invitation Letter to the meeting sent to Delegates.

HOTLINE: 19006446




UserName

Log in

Instructions

Forgot password | Help



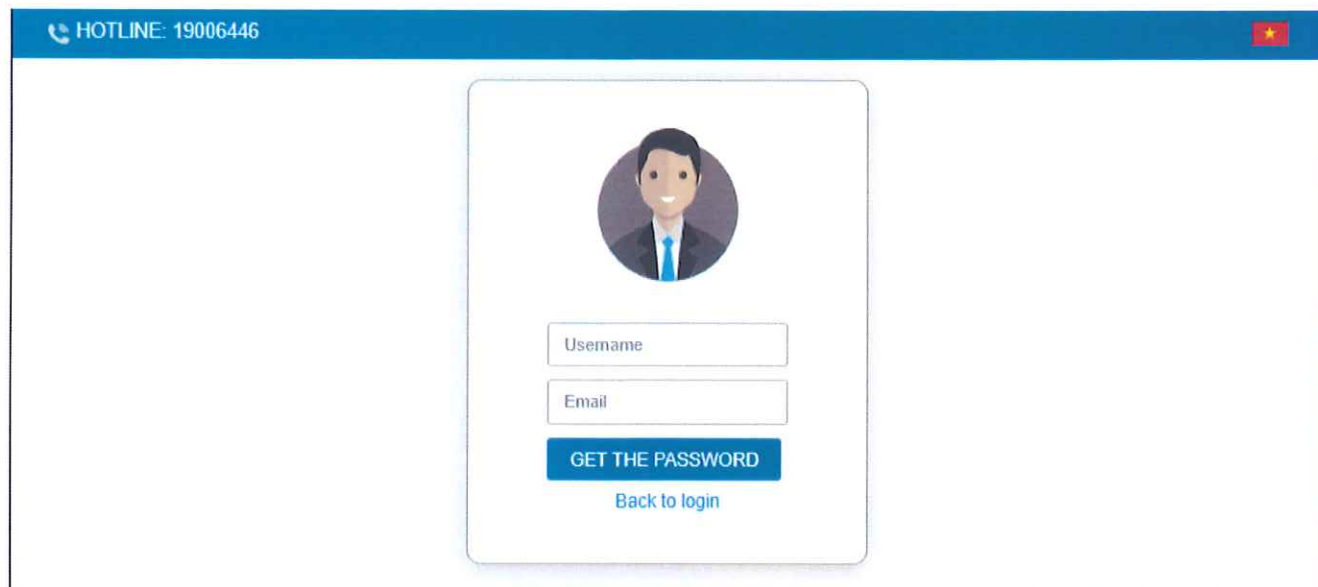
To use the English interface, please click on the icon  (icon in the top right corner).

To view the video manual, please click on the "**Instructions**" button located below the "**Log in**" button.

In case of forgetting the password, Delegates should click on "**Forgot password**" button, enter their Username and Email address (the email information is based on the Shareholder List as of February 25, 2025, provided by the Vietnam Securities Depository and Clearing Corporation

*In the event of any conflict, inconsistency, or discrepancy between the English and the Vietnamese version, the Vietnamese version shall prevail.*

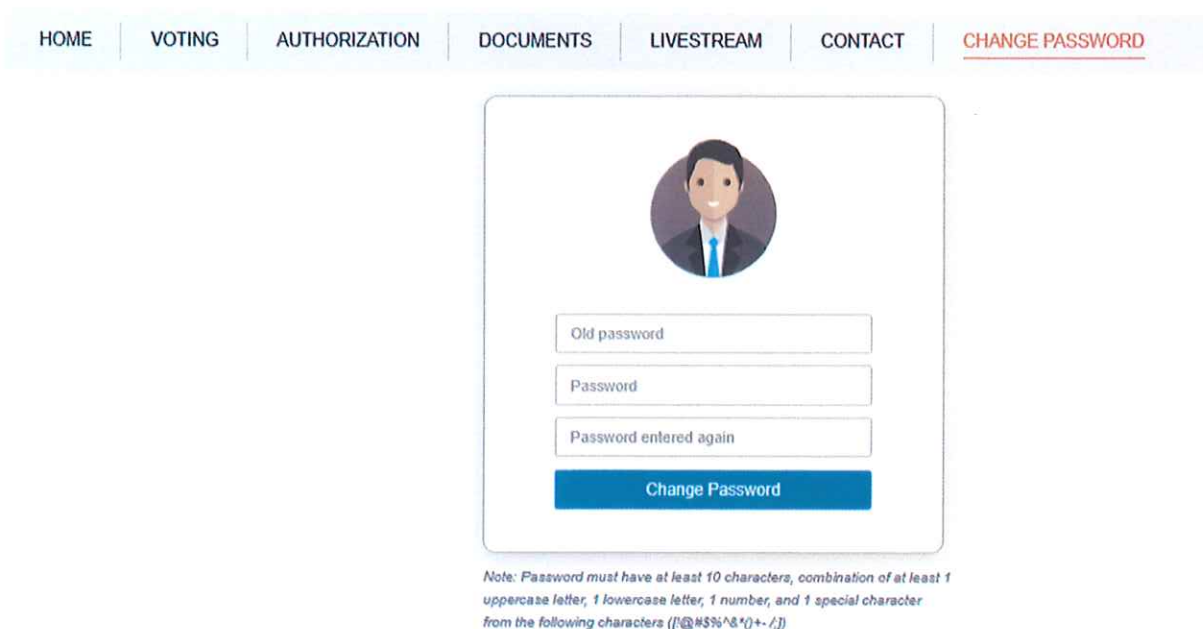
(VSDC)). The password to access the system will be sent to Delegates through a valid email address. In case Delegates has not yet deposited shares or has deposited shares but has not registered an email address at the Securities Company where their GELEX shares deposit account is held, please contact the Company directly for assistance in retrieving the login information.



The screenshot shows a web interface with a blue header containing the text "HOTLINE: 19006446" and a small red flag icon. The main content area features a white rounded rectangle with a circular profile picture of a man in a suit. Below the profile picture are two input fields labeled "Username" and "Email". Underneath these fields is a blue button with the text "GET THE PASSWORD" and a link below it that says "Back to login".

## 2. Change Password

The Company recommends that Delegates, upon receiving their login information as per the Invitation Letter, including their login information, access the system to change their login password in order to ensure the security.

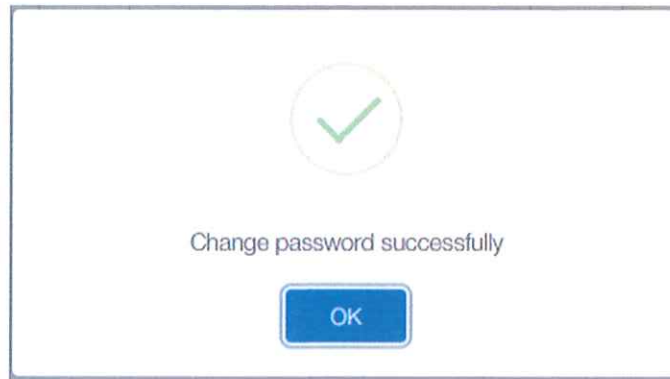


The screenshot shows a navigation menu at the top with the following items: HOME, VOTING, AUTHORIZATION, DOCUMENTS, LIVESTREAM, CONTACT, and CHANGE PASSWORD (which is underlined in red). Below the menu is a white rounded rectangle containing a circular profile picture of a man in a suit. Underneath the profile picture are three input fields labeled "Old password", "Password", and "Password entered again". Below these fields is a blue button with the text "Change Password".

Note: Password must have at least 10 characters, combination of at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character from the following characters ([!@#\$\$%^&\*()+-./,])


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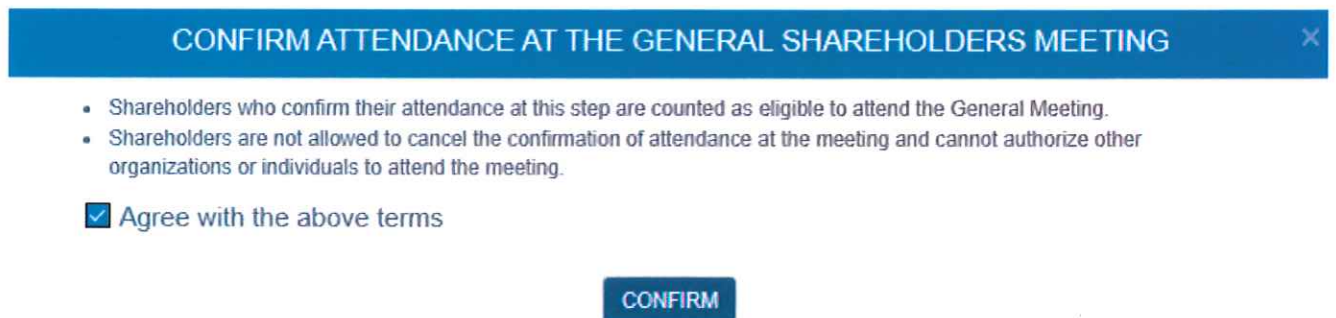
Once the information has been entered and the "Change Password" button is clicked, the system will automatically send a notification to Delegates as follows:



### 3. Registration and Voting Procedures – Election Process

#### 3.1. Registration

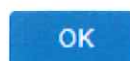
On the Home Page, Delegates should verify their personal information displayed and the status of the General Meeting. The Delegate should click , then check the box "Agree with the above terms" and click the "CONFIRM" button to complete the registration for attending the meeting.



After clicking "CONFIRM", the system will automatically send a notification to Delegates as follows:



**Successfully registered for the online meeting**



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### 3.2. Voting Procedures – Election Process

Shareholders may begin accessing the Electronic Voting System to exercise their voting rights from **09:00 on March 10, 2025**, until the Meeting Chairperson announces the conclusion of voting on each respective agenda matter. Once the voting period for a particular agenda matter ends, the Electronic Voting System will not record any additional electronic vote for that matter from the Delegates.

Delegates should check the box “**VOTING**” to proceed with electronic voting on the matters within the authority of the General Meeting of Shareholders for approval.

HOME	<b>VOTING</b>	AUTHORIZATION	DOCUMENTS	LIVESTREAM	CONTACT	CHANGE PASSWORD
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#### a. Voting to approve the contents at the General Meeting

At the 2025 Annual General Meeting of Shareholders of GELEX, there will be **03 (three) Voting sessions** in accordance with the agenda of the General Meeting, which has already sent to Delegates and disclosed on the Company's website, as follows:

##### ❖ Voting Session 1

VOTING NO.01						
Shares represented : -----						
Title	Content	<input type="checkbox"/>	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Matter 01	Approval of the list of Vote Counting Committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Matter 02	Approval of the Agenda of the General Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Matter 03	Approval of the Working Regulations at the 2025 Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Matter 04	Approval of the Election Regulations for the Additional Appointment of Members to the Board of Directors for the 2021-2026 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**VOTING** [Guide]

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## ❖ Voting Session 2

VOTING NO.01							
Shares represented : -----							
Title	Content	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove	<input type="checkbox"/>	Abstain
Matter 01	Approval of the list of Vote Counting Committees	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Matter 02	Approval of the Agenda of the General Meeting	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Matter 03	Approval of the Working Regulations at the 2025 Annual General Meeting of Shareholders	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Matter 04	Approval of the Election Regulations for the Additional Appointment of Members to the Board of Directors for the 2021-2026 term	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

**VOTING**

[Guide]

VOTING NO.02							
Shares represented : -----							
Title	Content	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove	<input type="checkbox"/>	Abstain
Matter 01	Approval of the General Director's Report on the business operations in 2024 and the 2025 business plan	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Matter 02	Approval of the Report of the Board of Directors on the activities in 2024 and the 2025 strategic direction	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Matter 03	Approval of the Report on the activity of the independent Board of Directors members within the Audit Committee	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Matter 04	Approval of 2024 Audited financial statements	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Matter 05	Approval of the Audited Report on the use of capital obtained from the offering of shares to existing shareholders in 2021 to January 16, 2025	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Matter 06	Approval of profit distribution in 2024	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

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Matter 07	Approval of Key performance indicators for the year 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matter 08	Approval of the selection of independent audit firms for the fiscal year 2025 and other related Matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matter 09	Approved the addition of a number of business lines of the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matter 10	Approval of the Plan for Issuance of Shares for 2024 Dividend Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matter 11	Approval of the dismissal of Mr. Nguyen Van Tuan from the position of Board of Directors Member due to his resignation request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matter 12	Approval of the election of 01 (one) additional member to the Board of Directors for the 2021-2026 term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VOTING**

[Guide]


### ❖ Voting Session 3

VOTING NO.03						
Shares represented : -----						
Title	Content	<input type="checkbox"/>	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Abstain	
Matter 01	Approval of the Draft Meeting Minutes of the 2025 Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Matter 02	Approval of the Draft Resolution of the 2025 Annual General Meeting of Shareholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[VOTING](#) [Guide]

For each voting matter, Delegates should select 1 of 3 boxes: **Approve, Disapprove or Abstain**, then click "**VOTING/VOTE**", the system will record and save the voting results.

Delegates who have clicked "**VOTING/VOTE**" to submit their vote on the matters at the meeting may change their vote before the Meeting Chairperson announces the conclusion of voting for

that particular matter by clicking the button  , then choosing 1 of 3 boxes: **Approve, Disapprove or Abstain**, and clicking "**VOTING/VOTE**" again to have the system record the new voting result.

Delegates may change their voting results multiple times but cannot cancel their votes. The Electronic Voting System will only record the final voting result at the time the voting period for each session ends, as announced by the Meeting Chairperson.

#### **b. Election of an Additional Member to the Board of Directors for the 2021 – 2026 term**

At the 2025 Annual General Meeting of Shareholders of GELEX, there will be **01 (one)** election for the supplementary appointment of a member to the Board of Directors for the 2021 – 2026 term. The detailed information has already sent to the esteemed Delegates and disclosed on the Company's website, as follows:

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Shares represented : -----		Elected members : 1
Voting rights : ----		
Name	Cumulative voting	Number of votes
.....	<input type="checkbox"/>	<input type="text"/>
.....	<input type="checkbox"/>	<input type="text"/>
.....	<input type="checkbox"/>	<input type="text"/>
<input type="button" value="VOTE"/>		[Guide]

Each Election Voting Sheet contains two columns: the "**Cumulative Voting**" column and the "**Number of Votes**" column. Delegates should follow the instructions below for the election:

Each Election Voting Sheet allows for the election of a maximum number of candidates as specified in Clause 4, Article 2 of the **Regulation on the Supplementary Election of Members to the Board of Directors for the 2021-2026 term** (one candidate).

**Scenario 1 – If the Delegate votes for one (1) candidate:** The Delegate should check the box in the "Cumulative Voting" column for the selected candidate or enter the number of votes in the "Number of Votes" section, but not exceeding the Delegate's maximum voting rights.

**Scenario 2 – If the Delegate does not vote for any candidate:** The Delegate should leave the sections blank, **DO NOT CHECK ANY BOXES, OR ENTER ANY SYMBOLS** in both the "Cumulative Voting" and "Number of Votes" columns for all candidates. In this case, the Delegate's Election Voting Sheet will be considered as an invalid vote.

**Note:** In cases where the Delegate both checks the box in the "Cumulative Voting" column and enters the number of votes in the "Number of Votes" section, the result will be based on the number of votes indicated in the "Number of Votes" box.

#### 4. Authorization

Shareholders who do not attend the General Meeting may authorize another person to attend and vote on the matters included in the agenda of the General Meeting. Shareholders can perform the authorization online by selecting as follows:

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SELECT MEETING OPTION



- [HOME](#)
- [VOTING](#)
- [AUTHORIZATION](#)
- [DOCUMENTS](#)
- [LIVESTREAM](#)
- [CONTACT](#)
- [CHANGE PASSWORD](#)

**AUTHORIZED CONTENT AGREEMENT**

The Authorized Party is entitled to represent the mandator to attend the meeting and perform all rights and obligations at the General Meeting of Shareholders related to the authorized shares.

This Power of Attorney is only valid during the time of the conference of GELEX GROUP JOINT STOCK COMPANY.

We are solely responsible for this authorization and are committed to strictly abiding by the current provisions of GELEX GROUP JOINT STOCK COMPANY.

AUTHORIZATION

MANDATOR

Authorized Delegate Code:	DEMO.000005	Number of shares owned:	50.000
ID number:	0010620161101	Number of authorized shares:	50.000
Nationality:	Viet Nam	Number of shares received:	0
Full name:	NGUYEN NHU SONG	Number of remaining shares:	0
Address:	123 Dương Văn An, Đô Thị An Phú - An Khánh, An Phú, Quận 2 TP. Hồ Chí Minh		

AUTHORIZED PARTY

Authorize  Company Insider  Other shareholders  Other authorized recipients


Authorized Delegate Code:	Number of shares received: <input style="width: 100%;" type="text"/>
ID number: <input style="width: 90%;" type="text"/>	
Nationality:	
Full name:	
Address:	
Positions :	

SUBMIT
RESET

ID	Date of authorization	Representative	Mandator	The number of Shares	Made by	Status	Action
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Shareholders can choose to authorize an internal person of GELEX (from a pre-existing list), another delegate, or another authorized person by checking the blank box before these options. Shareholders must enter their Shareholder Registration Number (SỐ ĐKNSH) and the number of shares being authorized, then click  to record the authorization in the system. The system will automatically send a notification to the shareholder as follows:



Dear Shareholders, please kindly print and send 01 hard copy of The power of attorney to the Issuer before the date specified in the Meeting Invitation!



After completing the above steps, the shareholder's authorization will be in the "Pending Approval" status. To finalize the authorization, shareholders shall print the Power of Attorney form on the system or use the form provided with the Invitation Letter or disclosed on GELEX's website, then send the signed and valid Power of Attorney to GELEX within the timeframe and through the methods specified in the Invitation Letter.

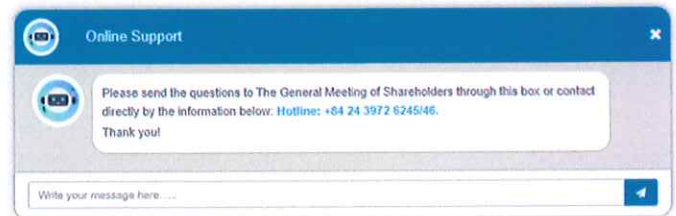
ID	Date of authorization	Representative	Mandator	The number of Shares	Made by	Status	Action
1	2/27/2025 11:29:27 AM					Not approved	 

After receiving the valid Power of Attorney from shareholder, GELEX will proceed with approving the authorization and officially record the number of shares authorized to the authorized representative. Shareholders who have granted authorization can still access the system, but they will not have the right to vote or participate in elections.

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## 5. Discuss

SELECT MEETING OPTION



Delegates are requested to submit any questions through the Online Support window at the bottom right of the Delegate's interface, or leave their contact details so that GELEX can reach out for assistance.

### 6. Other features:

- **Livestream feature:** On the day of the General Meeting, Delegates can follow the live broadcast of the proceedings and progress of the General Meeting of Shareholders.

HOME | VOTING | AUTHORIZATION | DOCUMENTS | LIVESTREAM | CONTACT | CHANGE PASSWORD

- **General Meeting Documents:** All documents related to the General Meeting are disclosed on the Electronic Voting System under the General Meeting Documents section. Delegates can click on each document to view and download them.

HOME | VOTING | AUTHORIZATION | DOCUMENTS | LIVESTREAM | CONTACT | CHANGE PASSWORD

#### DOCUMENTS OF MEETING

- **Contact:** For any inquiries or questions, Delegates are requested to send them to the Organizing Committee using the contact information provided in this tab.

HOME | VOTING | AUTHORIZATION | DOCUMENTS | LIVESTREAM | CONTACT | CHANGE PASSWORD

**ON BEHALF OF BOARD OF DIRECTORS  
CHAIRMAN**

*(signed)*

**Nguyen Trong Hien**

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