

## MEETING MINUTES OF

### THE 2018 ANNUAL GENERAL MEETING OF SHAREHOLDERS

#### I. Company information:

- Company name: Sai Gon Thuong Tin Real Estate Joint Stock Company
- Head office address: No. 253 Hoang Van Thu, Ward 2, Tan Binh District, Ho Chi Minh City
- Business registration certificate of Joint Stock Company No. 0303315400 issued by Department of Planning and Investment on March 29<sup>th</sup>, 2004, registered for the 31<sup>st</sup> change on December 21<sup>st</sup>, 2018.

#### II. Time, place, participation rate:

- Time: [...] hours [...] – [...], **Monday**, April 23<sup>rd</sup>, 2019
- Place: Model Carillon House - 24 Thoai Ngoc Hau, Phu Thanh Ward, Tan Phu District, Ho Chi Minh City.
- Participation rate:
  - o Total number of shareholders entitled to attend the meeting: [...] **shareholders**, owning [...] **shares**, equivalent to **100%** shares with voting rights.
  - o Participation rate: ..... shareholders, owning..... shares, according for.....% of total number of shares with voting rights.
  - o Absence rate: ..... shareholders, owning ..... shares, according for .....% of total number of shares with voting rights.

The Meeting was qualified to be conducted legally and validly in accordance with the Company's Charter and the law.

#### III. Meeting contents:

##### 1. Approval of the List of Meeting's Presidency, Secretariat and Vote Counting Committee

- The Meeting's Presidency includes:
  1. Mr. Pham Dien Trung - Chairman of the BOD – Chairman of the Meeting
  2. Mr. Bui Tien Thang - Member of the BOD cum CEO - Member
  3. Mr. Lam Minh Chau - Member of the BOD in charge of supervisory- Member
- The Secretariat includes:
  1. Mr. Nguyen Huu Dat - Chief of Office of the Company - Head

2. Mr. Nguyen Ngoc Hai Dang - Head of Legal Department - Member
3. Mr. Tran Trieu Nhan - Finance Executive – Member
- The Vote Counting Committee includes:
  1. Mr. Vo Duc Toai - Head of Internal Audit Committee - Head
  2. Mrs. Au Thi Yen - Deputy Head of Finance Department - Member
  3. Mrs. Doan Thi Thu Oanh - Head of System Management Department - Member.
- The Shareholder Status Examination Committee includes:
  1. Mr. Vo Duc Toai – Head of Internal Audit Committee - Head
  2. Mrs. Doan Thi Thu Oanh – Head of System Management Department – Member
  3. Mr. Tu Quang Bao - Company Office Executive - Member

**2. The Meeting spent time listening to the following reports:**

- Mr. Pham Dien Trung - On behalf of the BOD, delivered the opening speech and the Report on operation of the BOD for 2018, plan for 2019;
- Mr. Bui Tien Thang - CEO delivered the Report on performance for 2018 and orientations and tasks for 2019 of the BOM;
- Mr. Lam Minh Chau - Member of the BOD in charge of supervisory delivered the Report on inspection and supervisory activities for 2018.

**3. The BOD and the BOM read the Proposals, including:**

- Proposal on approval of the 2018 audited financial statements.
- Proposal on approval of the authorization to select the auditor for the 2019 fiscal year;
- Proposal on approval of the profit distribution plan for 2018;
- Proposal on approval of the business and production plan for 2019;
- Proposal on approval of the plan to issue shares to pay dividends;
- Proposal on approval of the policy for investments, mergers and acquisitions of real estate projects;
- Proposal on approval of the policy of signing related contracts and transactions of the Company;
- Proposal on approval of the establishment of the Audit Sub-Committee;
- Proposal on approval of the dismissal, additional election and change in the number of members of the BOD;
- Proposal on approval of appointing the Chairman of the BOD cum CEO of the company
- Proposal on approval of remuneration for the BOD in 2019;

- Proposal on approval of the amendments and supplements to the internal regulations on corporate governance;
- Proposal on approval of the contents of the amended and supplemented Charter.

**4. The Meeting conducted discussions**

The Meeting conducted discussions focusing on issues related to the above Reports and Proposals. The attending shareholders asked some questions and were answered by the Chairman at the meeting. Some of the most typical questions answered are as follows:

**Question 1:**

**Answer to question 1:**

.....

**Question 2: [...]**

**Answer to question 2: [...]**

**5. The Meeting conducted voting on reports and proposals:**

After discussion, the General Meeting voted to approve the Reports and Proposals of the BOD, Inspection, Supervisory Department and BOM, specifically:

| <b>Voted content</b>   | <b>Approval voting rate</b> |
|--|-----------------------------|
| Report on operation of the BOD for 2018, plan for 2019   | .....%                      |
| Report on performance for 2018 and orientations and tasks for 2019 of the BOM                                  | .....%                      |
| Report on inspection and supervisory activities for 2018   | .....%                      |
| Proposal No. 1: Approval of the 2018 audited financial statements;   | .....%                      |
| Proposal No. 2: Approval of the authorization for the BOD to select the auditor for the 2019 fiscal year;      | .....%                      |
| Proposal No. 3: Approval of the profit distribution plan for 2018;   | .....%                      |
| Proposal No. 4: Approval of the business and production plan for 2019;   | .....%                      |
| Proposal No. 5: Approval of the plan to issue shares to pay dividends;   | .....%                      |
| Proposal No. 6: Approval of the policy for investments, mergers and acquisitions of real estate projects;      | .....%                      |
| Proposal No. 7: Approval of the policy of signing related contracts and transactions of the Company;           | .....%                      |
| Proposal No. 8: Approval of establishing the Audit Subcommittee  | .....%                      |
| Proposal No. 9: Approval of the dismissal, additional election and change in the number of members of the BOD; | .....%                      |
| Proposal No. 10: Approval of appointing the Chairman of the BOD cum CEO of                                     |                             |

|  |        |
|--|--------|
| the company  |        |
| Proposal No. 11: Approval of remuneration for the BOD in 2019;   | .....% |
| Proposal No. 12: Approval of the amendments and supplements to the internal regulations on corporate governance; | .....% |
| Proposal No. 13: Approval of the contents of the amended and supplemented Charter;.                              | .....% |

Details of the vote counting results are presented in the vote counting minutes and were read by the Vote Counting Committee and approved by the GMS at the Meeting.

**6. The Secretariat read and the Meeting approved the Meeting Minutes and Resolution:**

- Representative of the Secretariat read the draft Meeting Minutes and Resolution.
- After hearing the representative of the Secretariat read the draft Minutes and Resolution of the 2018 Annual GMS, the Meeting approved the full text of the contents of the Meeting Minutes and Resolution with ... % of total number of votes of shareholders attending the meeting.

**7. Mr. Nguyen Dang Thanh - New Chairman of the BOD delivered a summary statement of the Meeting;**

**IV. End of the Meeting:**

The 2018 Annual GMS ended successfully at ..... hours ..... minutes on the same day. The Meeting agreed to assign the BOD and the BOM to implement decisions in the resolution of the Meeting.

**2018 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
SIGNATURES OF MEETING'S PRESIDENCY**

**LAM MINH CHAU**

**BUI TIEN THANG**

**NGUYEN THI MAI THAO**

**SIGNATURES OF SECRETARIST**

**NGUYEN HUU DAT**

**NGUYEN NGOC HAI DANG**

**TRAN TRIEU NHAN**