

**VINACAFÉ BIÊN HÒA
JOINT STOCK COMPANY**

THE SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

Bien Hoa City, 28 August 2019

Respectfully to: Shareholders of Vinacafé Biên Hòa Joint Stock Company

- Pursuant to Announcement No. 62/2019/CV dated 2 August 2019 of Vinacafé Biên Hòa Joint Stock Company (securities sticker: VCF) on the shareholder book closing date for payment dividend in cash.

Vinacafé Biên Hòa Joint Stock Company would like to announce about the procedures to receive the 2018 dividend as follows:

1. For the shares which have been deposited: shareholders shall receive the dividend from the custodian firms where the shareholders deposited VCF shares.
2. For the shares which have not been deposited: shareholders shall implement the following procedures to receive the dividend:
 - Address:
 - ✓ At Dong Nai Province: Accounting Department – Vinacafé Biên Hòa Joint Stock Company
Bien Hoa 1 Industrial Park 1, An Binh Ward, Bien Hoa City, Dong Nai Province
Contact person: Ms. Bui Thi Kim Thoa
Telephone: 0902662660 – Ext: 32092
 - ✓ At Ho Chi Minh City:
5th Floor, MPlaza Saigon, No. 39 Le Duan, Ben Nghe Ward, District 1, Ho Chi Minh City
Contact person: Ms. Nguyen Thi Vinh
Telephone: 0902662660 – Ext: 32086
 - Time: from 9am to 4pm of each business days (excluding holidays and other not business days in accordance with laws), from 30 August 2019.
 - Shareholders shall come to the Company's office to implement the procedures to receive the dividend and shall be required to show the Company the original copy of (i) ID card or passport, or (ii) introduction letter from shareholders being institution for their representative to implement the procedures to receive the dividend and ID card or passport of such representative. In case where shareholders being individuals authorizing other person to implement the procedures to receive the dividend shall be required to submit a notarized Power of Attorney and ID card of the authorized person.

Vinacafé Biên Hòa Joint Stock Company encourages the payment of dividend is made via bank transfer. The shareholders receive the dividend via bank transfer shall complete the Payment request with the form as attached to this notice letter (the form of Payment request is posted on the Company's website at https://www.vinacafebienhoa.com/category/news-and-features?lang_ui=en).

PAYMENT REQUEST

To: Vinacafé Biên Hòa Joint Stock Company

- Pursuant to Announcement No. 62/2017/CV dated 2 August 2019 of Vinacafé Bien Hoa Joint Stock Company (securities sticker: VCF) on the shareholder book closing date for payment dividend in cash.

Shareholder:

ID Card/ Passport/ BRC/ Trading code No.:

Date of issue:..... Place of issue:

Address:

I would like Vinacafé Bien Hoa Joint Stock Company to transfer the 2018 dividend to my/our bank account as following:

- Account holder:
- Account number (*):
- At bank:
- Branch: Province/city:
- Purpose: VCF is paying the 2018 dividend to *[full name of the shareholder]*

Regards.

....., date:

Requested by

(signature, full name, position, stamp)

Note:

- Vinacafé Bien Hoa Joint Stock Company encourages payment via bank transfer. For speed and convenience, shareholders please provide bank accounts at Vietcombank or Techcombank for higher priority.
- Shareholders please fill in your own account for VCF's payment. In case shareholders wish to appoint bank accounts of other people, please provide PoA (certified by notary offices), or please present your original ID Cards/ Passports at VCF office in person to register the appointed accounts. Vinacafé Bien Hoa Joint Stock Company is not responsible for any dispute related to the designation by the shareholders for others to receive the dividend.

(*): for shareholders who are foreign institutions and individuals, please fill in the information of their indirect investment capital account opened at permitted banks related to the indirect investment activities in Vietnam under applicable laws.