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*Bien Hoa City, 21 December 2021*

**Respectfully to: Shareholders of Vinacafé Biên Hòa Joint Stock Company**

- Pursuant to Announcement No. 74/2021/CV-VCF dated 6 December 2021 of Vinacafé Bien Hoa Joint Stock Company (securities sticker: VCF) on the shareholder book closing date for payment dividend in cash.

Vinacafé Bien Hoa Joint Stock Company would like to announce about the procedures to receive the 2021 dividend advance as follows:

1. For the shares which have been deposited: shareholders shall receive the dividend advance 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 Bien Hoa 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:  
5<sup>th</sup> 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 24 December 2021.
  - Shareholders shall come to the Company’s office to implement the procedures to receive the dividend advance 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 Bien Hoa Joint Stock Company encourages the payment of dividend advance 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](https://www.vinacafebienhoa.com/category/news-and-features?lang_ui=en)).

# PAYMENT REQUEST

**To: Vinacafé Biên Hòa Joint Stock Company**

- Pursuant to Announcement No. 74/2021/CV-VCF dated 6 December 2021 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 2021 dividend advance to my/our bank account as following:

- Account holder: .....
- Account number (\*): .....
- At bank: .....
- Branch: ..... Province/city: .....
- Purpose: VCF is paying the 2021 dividend advance to *[full name of the shareholder]* .....

Regards.

....., date: .....

**Requested by**

*(signature, full name, position, stamp)*

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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/ Passorts 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.