

## INSTRUCTIONS FOR INSTALLATION AND USE MS TEAM

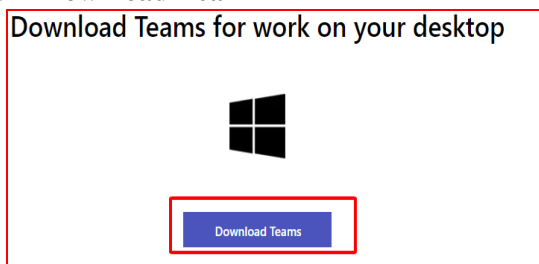
### 1. Shareholders register to attend the meeting:

- a) Confirm attendance by email.
- b) Shareholders send Email to Bibica Secretary: “thukybbc@bibica.com.vn”; confirmation of attendance; phone number.
- c) Bibica sends an email to Shareholders confirming: the connection link, Username and password of MS Team (shareholders keep Username and password confidentiality from the beginning to the end of the meeting)

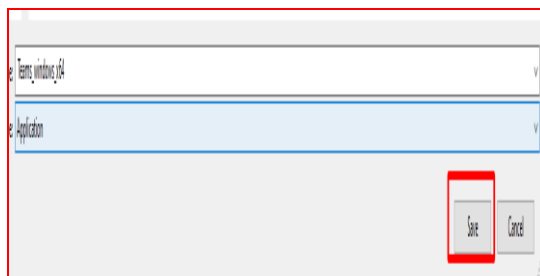
### 2. Instructions for creating User in MS Team:

#### a) Step 1: Click on the link (In the email send by Bibica)

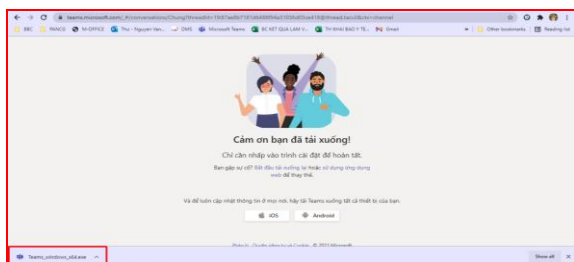
- Click on the link: <https://www.microsoft.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion>
- Click “Download Team”



- Choose where to save the file on the desktop.



- Choose “Team Windows” – in the bottom left corner to install



- Note: the above steps for using a computer; for Smart phones, Tablet



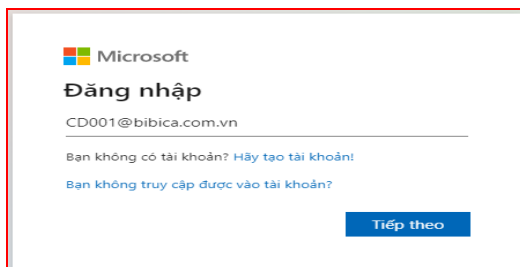
Appstore choose MS Team và download

#### b) Step 2: Sign in User and Password:

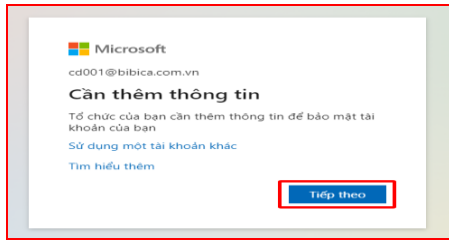
Enter the Email address and password sent in the letter/email to Shareholders:

Example: shareholder: Code:001; email: bbc001@bibica.com.vn

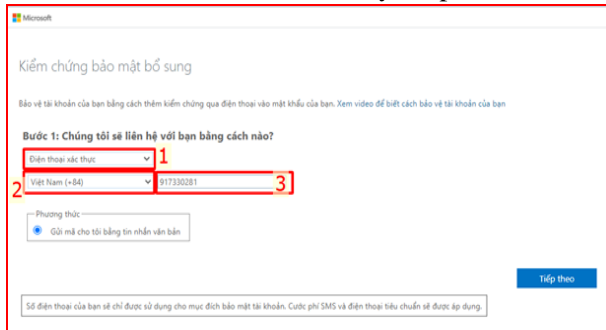
- Sign in: “Username”



- Sign in: “Password”, choose “Next”



- c) **Step 3:** Additional security verification: position #1: Select “Verified phone”, position #2: Select “Vietnam”, position 3: “Enter mobile phone number”; select: “Next”
- Authentication code will be sent to your phone number.



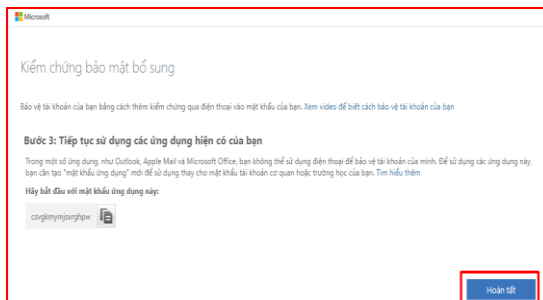
- Select “Next”

d) **Step 4:**

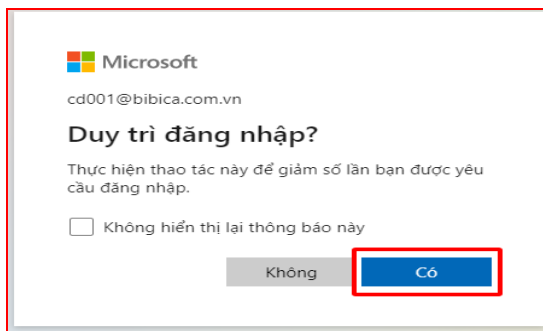
- Enter the above verification code in box 1.



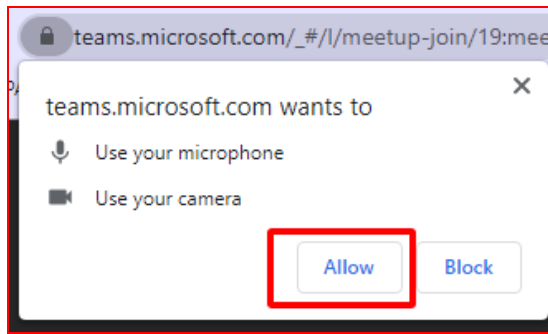
- Select: “Verify” number 2.



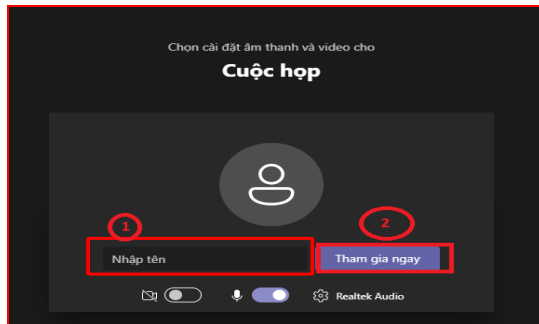
- Select “Finish”



- Select: “Yes” to stay logged in.



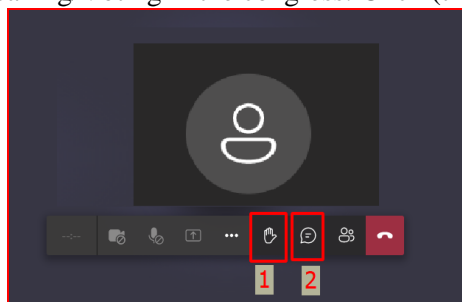
- Select “Allow” to enter the meeting.



- Enter your name in box No. 1 “Name of shareholder” in the letter/email sent to the shareholder.
- Click on box 2 "Join Now" to enter the conference.

### 3. Instructions for using Shareholder User (MS Team) in the General Meeting:

- 3.1. Sign in to the MS Team App.
- 3.2. Enter the verification code sent to your personal phone (do the same thing as step 2 and 3 above)
- 3.3. Go to Calender -> Join the conference meeting.
- 3.4. Speaking/Voting in the congress: Click (the number 1 hand icon) to speak.



- 3.5. Exchange of ideas with the Organizing Committee: Click (message icon number 2): Shareholders Enter comments or ask questions to the Chairman of the Meeting/Organizing Board.

### 4. Voting/election method: Shareholders attend online

Voting on the contents of the General Meeting includes: Chairman, Secretary, Vote Counting Committee, Regulations, Program, Contents, Minutes and Resolutions of the General Meeting.

+ How to vote:

- Shareholders vote directly on the ballot sent by the Organizing Committee (BTC); Scan sent to BTC within 230420 (after university send the ballot to the Company)
- When attending the meeting, vote online in the form set up on office 365 by the organizers sent the link via email.
- Recording results: BTC outputs data, voting results of Shareholders.

Note: The Organizing Committee of the Meeting will conduct an online connection test with each Shareholder 1 day before the official meeting date.

During the General Meeting, the organizers are allowed to record images and sounds during the General Meeting.

The schedule of the General Meeting of Shareholders on MS Team will be made 3 days in advance.

The date of the General Meeting of Shareholders: the time to start connecting with Shareholders is from 02:00PM of the official meeting from 02:30PM to 04:00PM on April 21<sup>st</sup>, 2023.

**BIBICA's AGM**