

Cantho, 12 July 2017

**VOTING REGULATION**  
**EXTRAORDINARY GENERAL MEETING IN THE FORM OF**  
**ABSENTEE VOTING 2017**

**Kind Attn to: EXTRAORDINARY GENERAL MEETING OF DHG PHARMA**

- *Based on the Enterprise Law No.68/2014/QH13 dated 26 November 2014;*
- *Based on the Charter of organization and operation of DHG Pharmaceutical JSC. issued on 09 June 2017,*

**1. Shareholder with voting right:**

The shareholder or the legal authorized person of the shareholder according to the list of shareholders provided by Vietnam Securities Depository as at 05 July 2017 has the voting right.

**2. Method of voting:**

Shareholder after studying the consulting content as the statement No. 009/2017/TTr.ĐHĐCĐ shall exercise the voting right in **the absentee ballot**.

Form of voting status:

- Only select one (01) out of three (03) voting status:
  - + For
  - + Against
  - + Abstain
- Mark (X) for the selected voting status.
- In case you want to modify, you have to cross over the marked box, sign next to the crossed out and mark again in a remaining voting status.

**3. Condition for voting contents to be approved.**

- Voting is considered to *pass by/approve the content* when the shareholders select "For".

- Voting is considered to *not pass by/disapprove the content* when the shareholders select "Against" or "Abstain" or invalid absentee ballots.
- *Not participate in the absentee voting* is the case in which the absentee ballots have been sent to the shareholders but have been returned due to inaccurate address, or the ballots have been sent to the Company's office as notice but after the deadline for receipt; or the ballots has not been sent to the Company by postal mail.

Based on the Article 26 of the Charter of DHG Pharma amended and supplemented 16<sup>th</sup> time on 09 June 2017, "The decisions of the Extraordinary General Meeting shall be passed by absentee voting if the number of shareholders represent at least 65% of the total number of votes with voting rights."

#### 4. Submitting the absentee ballot to DHG Pharmaceutical Joint Stock Company

The shareholder kindly votes and sends "**the absentee ballot**" in a sealed envelope to DHG Pharma at the following address:

**BOD SECRETARY - DHG PHARMACEUTICAL JOINT STOCK COMPANY**

Address: 288 Bis Nguyen Van Cu, An Hoa Ward, Ninh Kieu District, Can Tho City.

Tel: (+84292) 3891 433. Ext: 242

In case that the shareholder exercises the voting right via the authorized organization/individual of the shareholder, the power of attorney must be sent back to the Company. Encouraging to use power of attorney of the Company.

#### 5. The principle of vote counting:

- A valid absentee ballot is as follows:
  - + The absentee ballot was issued by the Organizing Board, signed by the Chairman and the General Director of DHG Pharma and sealed by DHG Pharma.
  - + The absentee ballot was certified by the signature of shareholder or representative/the authorized person/ legal representative of the authorized organization.
  - + Selected one (01) out of three (03) voting status as "For", "Against", "Abstain" for each content.
  - + The absentee ballot was not torn, erased and edited.

- + The absentee ballot must be sent to DHG Pharmaceutical Joint Stock Company before 16:00pm on 28 July 2017, at the time when DHG Pharma has received postal mail including the absentee ballot.
- + The absentee ballot of shareholder must be put in a sealed envelope.
- An invalid absentee ballot is as follows:
  - + The absentee ballot was not issued by the Organizing Board, not signed by the Chairman and the General Director of DHG Pharma and not sealed by DHG Pharma.
  - + The absentee ballot was not certified by the signature of shareholder or representative/the authorized person/legal representative of the authorized organization.
  - + The absentee ballot did not have voting opinion.
  - + The absentee ballot was torn, erased and edited.
  - + The absentee ballot has been sent to DHG Pharmaceutical Joint Stock Company after 16:00pm on 28 July 2017, at the time when DHG Pharma has received postal mail.
  - + The ballot has not been put in a sealed envelope.
  - + The envelope of the absentee ballot has been opened.

#### **6. Attendance of vote counting and vote supervising:**

- Representative of the Board of Directors: *Mr.* Hoang Nguyen Hoc – Chairman
- Representative of the Company: *Mrs.* Pham Thi Viet Nga - BOD Members, the General Director, the legal representative.
- Supervising the process of votes: *Mr.* Tran Quoc Hung – Head of the Board of Supervisory
- Vote Counting Committee include:
  - + *Mrs.* Le Thi Hong Nhung – BOD Secretary – Head of Vote Counting Committee
  - + *Mrs.* Duong Kim Loan – Member of BOD Secretary’s team – Member
- Head of Vote Counting Committee: being responsible for procedure, chronology and legalization of checking attendance qualification, the validity of absentee ballot and organization of vote counting.

- Members of Vote Counting Committee: being responsible for input of data, calculating and statistic data.
- Members of the Board of Directors, the Vote Counting Committee and the Supervisor shall be responsible for the honesty and accuracy of the minute; the losses arising from decisions passed by dishonest and inaccurate vote counting.

## **7. Checking and summarizing result:**

- Absentee ballot after being collected will be checked for the validity.
- Absentee ballot after being checked and input into the software will be synthesized to determine the result of vote counting and make a minute of vote counting. The minute of vote counting has to clearly state the number of voting shares for each contents and the ratio.
- The minute of vote counting will be signed by the Chairman, the General Director/ legal representative, the supervisor and members of Vote Counting Committee to confirm the accuracy, transparency, complying with the rules and order of vote counting.
- Voting result will be defined for each voting contents, calculated in percentage (%) and rounded to two (02) decimal places.
- The schedule of vote counting is within seven (7) working days from the closing date at 16:00pm on 28 July 2017.
- The minute of vote counting and the resolution of the Meeting will be disclosed within 24 hours on the Company's website [www.dhgpharma.com.vn](http://www.dhgpharma.com.vn) - Investor Relations section, information disclosure of the State Securities Commission and the Ho Chi Minh Stock Exchange.

Best regards./.

### **Recipients:**

- As above;
- Archived: BOD Secretary, BOS, AT

**ON BEHALF OF THE BOARD OF DIRECTORS  
CHAIRMAN**

**Hoang Nguyen Hoc**