

No: 14/TB-HĐQT-SVC

Ho Chi Minh City, 14 May, 2020

NOTICE

Nomination candidates to the Board of Directors and the Board of Supervisors for the term of 4th (2020 – 2025)

- Pursuant to the Law on Enterprises dated November 26, 2014 by the National Assembly of the Socialist Republic of Vietnam, took effect from July 01, 2015
- Pursuant to the Charter of Saigon General Service Corporation (“Savico”) that the first approved on October 08th 2004, the 9th revised and approved on April 1st 2016;
- Pursuant to the Corporate Governance Regulation of SAVICO that the first approved on April 05th 2013, the 2nd amendment on August 02nd 2016;
- Pursuant to the Minutes of the 03rd BOD’s Meeting of 2020, dated May 12, 2020.

The Board of Directors sincerely informs to our Shareholders about the nomination candidates for additional election to Board of Directors and Board of Supervisors for the term of 4th (2020 – 2025), as follows:

1. The number of members of the Board of Directors, the number of members of the Board of Supervisors:

The number of members of BODs, the number of members of BOS will be approved by the General Meeting of Shareholders at the AGM in accordance with the regulations of law and to meet the development requirements of Savico, for the term of office from the day of election to the end of the term of 4th (2020 – 2025).

2. The standards and conditions of members of BOD and members of BOS:

The standards and conditions of members of BOD:

Pursuant to Clause 2 Article 23 of the Company’s charter and Clause 1 Article 151 of Vietnam Law on Enterprises, members of BOD must meet the main of standards and conditions specified as follows:

- Having full capacity for civil acts, and not fall into the category of persons not permitted to manage an enterprise as stipulated in Clause 2 Article 18 of the Law on Enterprises;
- Being the individual shareholder owned from at least 05% of total ordinary shares of Savico; Or being a person had professional expertise, qualification and experience of business management of the main business lines of Savico, is nominated by Shareholder or group of Shareholders that holds at least from 05% of total voting shares for at least 06 consecutive months;
- Having other standards and conditions in accordance with the relevant laws.

The standards and conditions of independent members of BOD:

Pursuant to Clause 1 Article 23 of the Company’s charter and Clause 2 Article 151 of Vietnam Law on Enterprises, independent members of BOD must meet the main of standards and conditions specified as follows:

- Not being a person currently working for Savico or any subsidiary company of Savico; or not being a person having worked for Savico or any subsidiary company of the Savico for at least the three preceding years;
- Not being a person who is currently entitled to salary or remuneration from Savico, except for allowances which members of the BOD are entitled to in accordance with regulations;
- Not being a person whose spouse, natural father, adoptive father, natural mother, adoptive mother, child, adopted child, or sibling is a major shareholder of Savico, or a manager of Savico or Savico' subsidiaries;
- Not being a person directly or indirectly owning at least one percent of the total voting shares in Savico;
- Not being a person having been a member of the BOD or the BOS of Savico for at least five preceding years;
- Having other standards and conditions in accordance with the relevant laws.

The standards and conditions of members of BOS:

Pursuant to Clause 2 Article 34 of the Company's charter, members of BOS must meet the standards and conditions specified as follows:

- Having full capacity for civil acts, have sound work ethics, ensuring compliance with the law, Company's charter and regulation;
- Having physical ability, capacity and qualifications to carry out the tasks;
- Duty of loyalty to Savico and shareholders;
- Not permitted to hold managerial positions in SAVICO or not being the related person of any member of the BOD, BOM or being prohibited from management of enterprises in accordance with law;
- A member of the BOS may be a shareholder, representative of institution shareholders or may be not a shareholder of Savico;
- Not having worked in the accounting, finance department of Savico;
- Not having worked within a period during the previous three (3) consecutive years as a member or staff of the independent auditor auditing the financial statements of Savico;
- Having other standards and conditions in accordance with the relevant laws.

3. Nomination candidates for election to BOD, BOS:

Nomination candidates for election to BOD

Pursuant to Article 23.3 of the Company's charter, a shareholder or a group of shareholders holding from 05% of the voting shares for at least six (06) consecutive months or more, has the right to nominate/ self-nominate candidates to BOD. Shareholder holding below 05% of the voting shares for at least six (06) consecutive months or more may gather their votes to have full conditions to nominate/ self-nominate candidates to BOD. Detail as follows:

- A shareholder or a group of shareholders holding from 05% to < 10% of the voting shares has the right to nominate maximum 1 candidate;

- A shareholder or a group of shareholders holding from 10% to < 30% of the voting shares has the right to nominate maximum 2 candidates;
- A shareholder or a group of shareholders holding from 30% to < 40% of the voting shares has the right to nominate maximum 3 candidates;
- A shareholder or a group of shareholders holding from 40% to < 50% of the voting shares has the right to nominate maximum 4 candidates;
- A shareholder or a group of shareholders holding from 50% to < 60% of the voting shares has the right to nominate maximum 5 candidates;
- A shareholder or a group of shareholders holding from 60% to < 70% of the voting shares has the right to nominate maximum 6 candidates;
- A shareholder or a group of shareholders holding from 70% to < 80% of the voting shares has the right to nominate maximum 7 candidates;
- A shareholder or a group of shareholders holding from 80% of the voting shares has the right to nominate maximum 11 candidates.

In case the number of BOD's candidates through nomination and election is still insufficient quantity needed, the current BOD will introduce more candidates or organize the nomination according to mechanism regulated by Savico. The mechanism of nomination or introducing candidates of the current BOD will have to announce clearly to the AGM for approval before implementation.

Nomination candidates for election to BOS:

Pursuant to Article 34.2 of the Company's charter, a shareholder or a group of shareholders holding from 05% of the voting shares for at least six (06) consecutive months or more, has the right to nominate/ self-nominate candidates to BOS. Shareholder holding below 05% of the voting shares for at least six (06) consecutive months or more may gather their votes to have full conditions to nominate/ self-nominate candidates to BOS. Detail as follows:

- A shareholder or a group of shareholders holding from 05% to < 10% of the voting shares has the right to nominate maximum 1 candidate;
- A shareholder or a group of shareholders holding from 10% to < 30% of the voting shares has the right to nominate maximum 2 candidates;
- A shareholder or a group of shareholders holding from 30% to < 40% of the voting shares has the right to nominate maximum 3 candidates;
- A shareholder or a group of shareholders holding from 40% to < 50% of the voting shares has the right to nominate maximum 4 candidates;
- A shareholder or a group of shareholders holding from 50% of the voting shares has the right to nominate maximum 5 candidates.

4. Method of electing members of BOD, BOS:

The election of BOD, BOS members is carried out by the method of cumulative voting whereby each shareholder has the total number of votes corresponding to the total number of shares multiplied by the number of elected members of BOD, BOS and the shareholders have the right to place all their votes in one or more candidates of BOD, BOS.

The elected candidates of BOS, BOD are selected based on the votes casting from high to low, starting from the candidate with the highest number of votes until enough members. The method of electing is regulated on the Principles of election members to BOD, BOS for the term of IV (2020 – 2025).

5. Nomination documents:

- Candidacy Letter (on website at Savico.com.vn);
- Meeting minutes of group of shareholders (on website at Savico.com.vn);
- Curriculum Vitae of Candidate (on website at Savico.com.vn);
- The valid notarized copies of: (1) Identity card/ Citizen's card/ Passport; (2) Permanent or Temporary Residence Permit.

6. Review the candidates' resumes

Based on the documents received, the BOD will review and make the list of candidates who meet the requirements to submit to the AGM for election members to BOD, BOS.

7. Closing date

Please kindly complete the nomination documents of candidates of BOS, BOD and sent to Savico before **May 27, 2020**, at the following information:

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Yours Sincerely.

For and on behalf of BODs

Chairman

Signed

Mai Viet Ha