

Shareholders Communication Policy

1 Purpose

- 1.1 The board of directors (the “**Board**”) of Vietnam Manufacturing and Export Processing (Holdings) Limited (the “**Company**”) recognizes the value of strong communication with its shareholders, both individual and institutional (“**Shareholders**”), and its potential investors.
- 1.2 This shareholders communication policy (the “**Policy**”) aims to set out the provisions with the objective of ensuring that Shareholders and potential investors are provided with ready, equal and timely access to balanced and understandable information about the Company, in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and potential investors to engage actively with the Company.

2 General Policy

- 2.1 The Board shall maintain an on-going dialogue with Shareholders and potential investors, and will regularly review the Policy to ensure its effectiveness.
- 2.2 Information shall be communicated to Shareholders and potential investors mainly through the Company’s financial reports (interim and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and corporate communications on the websites of the Stock Exchange at www.hkex.com.hk and the Company at www.vmeph.com.
- 2.3 Effective and timely dissemination of information to Shareholders and potential investors shall be ensured at all times. Any question regarding the Policy shall be directed to the Company Secretary.

3 Communication Channels

- 3.1 In order to develop and maintain a continuing investors’ relationship programme, the Company has established various channels of communication with Shareholders and potential investors as follows:

Company Website

- 3.2 A dedicated Investor Relations section is available on the Company’s website from which the information is updated on a regular basis.

- 3.3 Information released by the Company to the Stock Exchange is also posted on the Company's website within one hour thereafter so as to ensure that Shareholders and potential investors can timely access to updated information about the Company and its subsidiaries (the "**Group**"). Such information includes financial statements, results announcements, circulars and notices of general meetings and associated explanatory documents, and all announcements etc.

Shareholders' Meeting

- 3.4 Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend the meetings.
- 3.5 Appropriate arrangements for the annual general meetings or general meetings shall be in place to encourage Shareholder's participation.
- 3.6 The process of the Company's general meeting will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
- 3.7 Board members, in particular, chairman of the Board as well as the external auditor shall attend the annual general meetings of the Company. The chairman of the Board shall also invite the chairman of the audit, remuneration, nomination and any other committees (as appropriate) to attend the meetings in order to answer Shareholders' questions. In their absence, another member of the committee(s) or failing this his/her duly appointed delegate will be invited to attend the meetings.

Shareholders' Enquiries

- 3.8 Shareholders should direct their queries about their shareholdings, share registration and related matters to the share registrar of the Company, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.
- 3.9 Shareholders and potential investors may at any time make a request for the Company's information to the extent such information is publicly available.

Corporate Communication

- 3.10 Corporate communication which includes but not limited to an annual report, an interim report, an announcement, a notice of meeting, a circular and a proxy form will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders' understanding.

3.11 Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

4 Shareholder Privy

4.1 The Company recognizes the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by law to do so.

5 Review of Policy

5.1 The Policy was approved by the Board in January 2022 which is subject to regular review by the Board and will be amended as and when appropriate to ensure its effectiveness.

5.2 The Policy is available on the Company's website.