

Hanoi, 29th April, 2014

GUIDANCE

ON THE USE OF VOTING CARD AND VOTING AND ELECTION PAPERS

at the 2014 Annual General Meeting of Shareholders

On behalf of the Organization Committee of the 2014 Annual General Meeting of Shareholders (AGM), I would like to provide you with guidance on the use of voting card, voting and election papers as follows:

After shareholders' eligibility checking, the Eligibility Committee of the AGM will provide shareholders with voting cards, voting papers.

1. VOTING CARD

- Features: Voting card is in in YELLOW COLOR, listing the information of shareholder, shareholder's code and the number of voting shares of shareholder at the AGM.

- Purposes: Voting card is used to vote on the following items at the AGM by raising voting cards, including:

- Chairmanship Panel of the AGM;
- Vote Counting Committee of the AGM;
- Regulations of the AGM;
- Agenda of the AGM;
- Regulations on the election of members to the Board of Directors and Supervisory Board;
- Minutes and Resolution of the Meeting.

- How to use: Shareholders are required to raise their voting cards to "Approve" or "Disapprove", or "Abstain" with respect to the items required to vote

by Organization Committee or Chairmanship Panel. The voting results will be announced by Vote Counting Committee right after the voting of each item.

2. VOTING PAPER

- Features: The Voting paper is in BLUE COLOR, listing the information of shareholders, shareholder code, and the number of voting shares of shareholder at the AGM.

- Purposes: Voting paper is used to vote for proposals that need to be passed at the AGM by putting voting papers in a ballot box. The Organization Committee has arranged a ballot box at the AGM for shareholders to put their voting papers in. Proposals submitted for approval are:

- Report on the business performance in 2013 and business plan for 2014;
- Report of the Board of Directors on performing tasks in 2013;
- Report of the Supervisory Board on the activities of VietinBank in 2013;
- Proposal on approval of 2013 audited financial statements; on approval to authorize the Board of Directors to select an independent auditor to audit the financial statements in 2015;
- Proposal on 2013 profit distribution plan;
- Proposal for approval of the remuneration for the Board of Directors and the Supervisory Board in 2014;
- Proposal for approval of the amendments and supplements to the Charter of VietinBank;
- Proposal for approval of personnel work of VietinBank;

- How to use: the above-mentioned AGM approval items are printed on the voting paper. There are 3 voting options corresponding to each item including "Approve", "Disapprove" or "Abstain ". When Chairmanship Panel asks shareholders to vote, shareholders check "X" in the box to indicate their choices.

3. ELECTION PAPER FOR MEMBERSHIP OF THE BOARD OF DIRECTORS.

- Features: The Election Paper is in WHITE COLOR, listing the information of shareholder, shareholder code and number of voting shares at the AGM.
- Purposes: Election paper is used to vote for the Board of Directors' membership at the AGM. A ballot box has been arranged for the shareholders to deposit filled election papers.
- How to use: The total number of voting rights of a shareholder shall correspond to the numbers of voting shares (including number of shares under his/her ownership and number of shares that he/she is authorized to represent for under a POA) multiplied by the number of Board of Directors' members to be elected.

Shareholders can cast all their votes for one or more than one candidate. An election paper for Board of Directors's membership is deemed valid if total number of votes does not exceed total number of voting rights of shareholders.

4. ELECTION PAPER FOR MEMBERSHIP OF SUPERVISORY BOARD.

- Features: The Election Paper is in PINK COLOR, listing the information of shareholder, shareholder code and number of voting shares at the AGM.
- Purposes: Election Paper is used to vote for the Supervisory Board's membership. A ballot box has been arranged for the shareholders to deposit filled election papers.
- How to use: The total number of voting rights of a shareholder shall correspond to the numbers of voting shares (including number of shares under his/her ownership and number of shares that he/she is authorized to represent for under a POA) multiplied by the number of Supervisory Board's members to be elected.

Shareholders can cast all their votes for one or more than one candidate. An election paper for Board of Directors's membership is deemed valid if total number of votes does not exceed total number of voting rights of shareholders.

Upon completion of discussion session of the Meeting, approval of above-mentioned AGM approval items and election shall be conducted. Shareholders will begin to vote and put voting and election papers into the ballot boxes placed in the meeting hall.

Vote Counting Committee shall count the votes and declare the voting results at the AGM.

Thank you very much for your cooperation.

**ON BEHALF OF THE AGM
CHAIRMAN**

(Signed and sealed)

Nguyen Van Thang