

CMRT Declaration Guidelines for Supply Chain Partners

Date: April 25, 2025

1. Introduction

This document provides step-by-step guidelines for our valued supply chain partners on how to accurately complete the Conflict Minerals Reporting Template (CMRT) and submit it to **VinFast**. Our commitment to ethical and responsible sourcing throughout our supply chain is paramount, and your cooperation in providing accurate and timely CMRT declarations is crucial to achieving this goal.

1.1 What are Conflict Minerals?

Conflict Minerals refer to Tin (Sn), Tantalum (Ta), Tungsten (W), and Gold (Au) originating from the Democratic Republic of Congo (DRC) and adjoining countries. The concern surrounding these minerals stems from the potential for their trade to finance armed groups involved in conflict, human rights abuses, and illegal activities.

1.2 Our Commitment to Responsible Sourcing

VinFast is committed to sourcing materials ethically and responsibly. We strive to ensure that our products do not contribute to the conflict in the DRC region. This commitment extends to our entire supply chain, and we rely on our partners to share this responsibility.

1.3 Purpose of the CMRT

The Conflict Minerals Reporting Template (CMRT) is a standardized tool developed by the Responsible Minerals Initiative (RMI). It is used to collect information about the origin of conflict minerals within a company's supply chain. By completing the CMRT accurately, you help us and our customers comply with regulations and demonstrate our collective commitment to responsible sourcing practices.

2. Understanding Your Responsibility

As a valued supplier to VinFast, your role in the CMRT process is vital. You are responsible for:

- Understanding these Guidelines: Carefully reviewing and comprehending the instructions outlined in this document.
- Accurately Completing the CMRT: Providing truthful and verifiable information in all required sections of the template.

- **Providing Supporting Documentation (If Requested):** Supplying additional documentation, such as smelter lists or audit reports, if specifically requested by VinFast.
- Ensuring Data Accuracy and Completeness: Implementing internal review processes to guarantee the accuracy and completeness of your declarations before submission.
- Submitting the CMRT within the Specified Timeframe: Adhering to the communicated deadlines for CMRT submission.

Accurate data is essential for our compliance efforts and for building a transparent and ethical supply chain. Incomplete or inaccurate information can lead to delays in our reporting and potential disruptions to our business relationship. We trust in your diligence and commitment to providing reliable information.

3. Step-by-step Guide to Completing the CMRT Using CDX System

Step 1: Register your company in CDX by clicking on the link <u>https://www.cdxsystem.com/cdx/faces/login</u>

Clicking on the Register your Company

	Information
Login	Webinar Save Time & Reduce Costs with Tailored CDX BPO Services
User ID forgotten Request new password	
Registration	Annuncements
Register your company Terms of Use Privacy statement	Amouncenes
Help	
CDX User Manual CDX Training Frequently Asked Questions Contact MFA step by step guide	
Tutorials	
Register Your Company in CDX Accept Received MDS Create Material with Substances Send / Propose MDS CND Manager - Getting Started CND Search Import a CMD Submit a CMD	

▶ Kindly fill all the necessary details for company registration and its mandatory

	Company Registration
	Company Data
Login	Please enter your company data in the following fields. Each field marked with a red asterisk is mandatory.
	Company Name *
Language English 🗸	Street
	Zip or Postal Code
Itear ID forgettee	City
Request new password	State / Province
	Mailbox
Registration	DUNS Number
Register your company	Country Germany
Ierms or Use Privacy statement	Is your company a CM Conflict Minerals (CM)
	smeter
Help	Company Administrator
CDX User Manual	Enter the Company Administrator's data here. This user is responsible for the administration of your company. He creates organizational units and administers your company's users.
CDX Training Frequently Asked Ouestions	Make sure the Company Administrator's e-mail address is correct, because your company registration data will be sent to it. Since CDV is an international system places also include the control data content data will be sent to it.
Contact	Last Name *
MFA step by step guide	First Name *
Tutorials	Telephone no.
Register Your Company in CDX	Fax no.
 Accept Received MDS 	E-Mail address
 Create Material with Substances Send / Propose MDS 	Repeat e-mail address
CMD Manager - Getting Started	
Import a CMD	How did you find out about CDX?
Submit a CMD	Please let us know how you find out about CDX or who did tell you about our system.
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	batter a corporation function function for the function of the

> After filling all the necessary field, kindly click on Next

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· · ·	Zip or Postal Code	
Login	City	
	State / Province	
Language English V	Mailbox	
	DUNS Number	
User ID forgotten	Country Germany	
 Request new password 	Is your company a CM Conflict Minerals (CM)	
Devictoria	sincici	
Registration	Company Administrator	
Register your company Terms of Use	Enter the Company Administrator's data here. This user is responsible for the administration of your company. He creates organize	ional units and administers your company's users.
 Privacy statement 	Make sure the Company Administrator's e-mail address is correct, because your company registration data will be sent to it. Since CDX is an international system, please also include the country dialing code in the phone number.	
	Last Name *	
нер	First Name *	
CDX User Manual CDX Training	Telephone no. *	
Frequently Asked Questions	Fax no.	
MFA step by step guide	E-Mail address	
	Repeat e-mail address	
Tutorials		
Register Your Company in CDX	How did you find out about CDX?	
Create Material with Substances	How did you find out about (I) Consulting / Training Partner	
 Send / Propose MDS CMD Manager - Getting Started 	CDX? O Customer	
CMD Search	 Internet 	
Import a CMD Submit a CMD	○ Event	
	○ Other	
	Select a consulting / training Please select a consulting / training partner 💙	
	partner Name of the consulting /	
	training partner	
		A limit O Canad
		View Cancel

Please ensure the e-mail address field is filled with the correct address as this is where the confirmation mail is sent. User IDs are assigned to individuals and not to companies.

After Clicking on Next, you get pop up display of Credential. Please copy your CDX credentials and store in a safe place. They will not be displayed again.

CDX Credentials	
Please copy your new CDX User ID. Once it is activated, we ask you to reset your password, using the corresponding link on our landing page.	
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use IV Descurre After relation we will send you an email with schief "Indate your arround" in set your assessed	
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Company ID 52686	
Company Name VINFAST TRADING AND PRODUCTION JOINT STOCK COMPANY	
- I confirm that I have noted my new CDX user ID, which I will need to log in after registration.	
- I understand an email will arrive shortly with a link I need to use to activate my registration before I am able to login.	
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	y on

> You will receive an email containing a link to activate your new company in CDX

CDX - Company Re	egistration					
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Action Items					+ Get more a	dd-ins
Company Data		_				
Company Name	VINFAST TRADING AND PRODUCTION JOINT STOCK COMPA	NΥ				
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Zip Code	180000					
City	Hai Phong City					
State / Province	-					
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Country	India					
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ast Name	Ν					
first name	Sudha					
elephone No.						
ax No.	-					
E-mail Address	v.pn.sudhan@vinfast.vn					
low did you find out a	bout CDX?					
Consulting / Training Partr	ner Global PCCS					
lease click the following li	ink to activate your CDX company. After that, please perform a pa	isswo	rd reset on ye	our new user id	and setup your	mult
actor-authentication (MFA	a creation of the second se		-Milloppuz			

update new Password and set up your multifactor authentication (MFA) Credential by installing Authentication App.

A You need to set up Mobile Authenticator to activate your	
account.	
 Install one of the following applications on your mobile: 	
Microsoft Authenticator Google Authenticator FreeOTP	
2. Open the application and scan the barcode:	
Unable to scan?	
 Enter the one-time code provided by the application and click Submit to finish the setup. 	
Provide a Device Name to help you manage your OTP devices.	N
One-time code *	
770104	
Device Name	
PROD	
Sign out from other devices	
Submit	

> Use this URL to activate the company before you can log into CDX.

Company A	ctivation	
Thank you for	your CDX company registration with the following data:	
Compa	ny ID	
Company	Name	
S	Street	
Zip or Postal	Code	
	City	
State / Pro	vince	
Pressing the A received during if you have no company regis	ctivate button to activate your CDX company. After that you can log g the company registration process. You have to change your passwo t registered this company or if you do not want to activate this compo tration.	in to CDX immediately using the user ID and password you rd and accept the CDX Terms of Use during your first logon. any in CDX please press the Cancel button to discard the Activate Cancel
C	DX - Compliance Data Exchange	
	Information	
	Your CDX Company Registration is completed. You can log in CDX by using the userid and password you received during the registration.	

VOK

Step 2: Login with USERNAME and password

mpliance.data.exchange		C TECHNOLO
	PROD	
	Sign in to your account	
	Username	
	Password 👁	
	Forgot Password?	
	Sign In	

> Enter one time code which have generated in authentication

compliance.dota.exchange		TECHNOLOGY
	PROD	
	gvisn009 🖻	
	Sign In	
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Step3 : CMD Mode Menus: with CDX you can manage Material Data Sheet (MDS) as well as Conflict Minerals Information (CMD). To simplify the look go to settings and change CMD View.

compliance.data.exchange	
CMD • Functions • Administration • Help •	1 8 월 2 9 월 8 월 8 월 0 7
CMD Search Details Supplier data Recipient da	ata CMD Request MDS View
Name, ID, Version, Date	Supplier CMDs Supplier CMDs Ctrl+U
Name CMD ID Current.	accepted CMDs Password Change Notification

Step 4: Import CMRT

If you have a CMRT spreadsheet created for your company, you can import it into CDX and assign it to a CMD request. To successfully import a CMRT as a CMD owned by your company, the spreadsheet must meet the following requirements: Requirements for Importing a CMRT:

- 1. Company Name Match
 - The Company Name in the CMRT "Declaration" tab must exactly match (case insensitive) the Company Name in CDX under: Administration → Company
- 2. Company Unique ID (DUNS) Match
 - If a Company Unique ID (like a DUNS number) is entered in the CMRT, it must exactly match the DUNS number in CDX under: Administration → Company
 - Note: If either the Company Name or Company Unique ID does not match, CDX will treat the CMRT as coming from a supplier instead of your own company.
- 3. Contact Information Match
 - The CONTACT'S Name in the CMRT "Declaration" tab must match a "CMD Contact" in CDX under: Administration → User

The following fields must match exactly (case insensitive):

- First Name must match the CDX User's CMD Contact First Name.
- Last Name must match the CDX User's CMD Contact Last Name.

- Email must match the CDX User's CMD Contact Email Address.
- Note: If any of these contact fields do not match, CDX will display an error and the import will fail.

Step 5: Assign a CMD to the CMD Request \rightarrow To import your CMRT into CDX:

- > Navigate to the CMD Search screen by following:
 - Functions \rightarrow CMD Search



- The CMD Search screen displays existing CMDs in CDX available to your company. This screen also provides the import mechanism to add new CMDs into CDX.
 - To begin, select Import from the CMD Search screen.
 - In the resulting popup, use Choose file to display a file system search window.
 - Locate and select a CMRT file to import.
 - Select Open to load the template to the Create CMD from File popup.



- In the Create CMD from File dialog, CDX will validate an .xlsx file is selected. Once validated, the OK button will enable.
 - If validation fails or to select a different file, use Update to change the selection.
 - Select OK to import the Supplier CMRT file.

CMD + Functions + Administration + Help +		· · · · · · · · · · · · · · · · · · ·
CHD Search Succities Supplies do to Doubling Set	a Did bog	
Name, ID, Version, Date	Supplier CM	CDX - Compliance Data Exchange
Name	accepted	Create CMD from file
CMD ID current *	1 0	Choose CMD template file CM demo 2 CMRT 5.11-637.xlsx Update
Node ID	Dupplior	
Tompate version Only imported from Template No *	Supplier Sea	V OK Cancel

- > Confirm Import of Supplier Submission
 - Information about the CMRT being imported will be displayed. If the file has never been imported, you will only have the option to Import as a new CMD.
 - If the file has been previously imported you have the option to Import as a new CMD or Import as a new version of an existing CMD and then select the existing CMD.
 - Select OK to begin the CMRT import.

port Options					
nformation of CMRT being Imp	ported:				
CMRT Filename	Company Name	Declaration Scope	Description of Scope	Template version	Effective Date
CM demo 2 CMRT 5.11-637 xlsx	Marelle Supplier Company	A. Company	2018 5.11 CMRT	5.11	07/31/2018

Step 6: The CMD is displayed when the import is complete.

- Warnings and error messages will be listed in the Check Results section.
- Save ! the CMD to make it available to assign to your CMD Request.

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20	CMD Search	Details * Supplier data *	Recipient data * OPID Hours												
✓ In Childemin 2 CHRI 5.11-632 (Φ) ✓ In Childemin 2 CHRI 5.11-632 (Φ) ✓ Gold (Au) – Argor Herseus S.A. – Switzenland				Details											
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Step 7: Add recipient:

MD Search Details * Su	upplier data * Recipient data * Civ	ID Request					
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5 🤤 🔝 Propose	Company						
e no recipients assigned to this CMD ye	Company Name	Zip Code			User Name		
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						🖌 Apply 🔁 Cancel	

Send CMRT to Vin fast ID 52686

As a conclusion, after completing the CMRT submission via CDX tool all process will be completed and you will get report.

4. Data Quality and Validation

- Verify all information: Before submitting the CMRT, ensure that all information provided is accurate, complete, and consistent. Double-check smelter names, locations, and conformance details.
- Avoid common errors: Pay close attention to providing the full legal name and correct location of smelters. Ensure you are using the latest version of the CMRT.
- **Implement internal review:** We encourage you to establish an internal review process to verify the accuracy of your CMRT before submitting it to VinFast.

5. Submission Process and Timeline

- How to Submit: Please submit the completed CMRT through CDX System only using Vinfast ID 52686
- Submission Deadline: The deadline for submitting the completed CMRT for the current reporting cycle is Yearly Reporting, and the CMRT declaration shall be submitted before February 28th every year. Timely submission is crucial for our compliance reporting.

6. Contact Information for Questions and Support

If you have any questions or require assistance in completing the CMRT, please do not hesitate to contact our dedicated team:

- Contact Person/Team: Sudha N or Tien
- Email Address: v.pn.sudhan@vinfast.vn, v.tienlq9@vinfast.vn
- Phone Number:

7. Conclusion

Your diligent effort in accurately completing and submitting the CMRT is essential to VinFast's commitment to responsible sourcing and a transparent supply chain. We value your partnership and thank you for your cooperation in this important endeavor. By working together, we can contribute to a more ethical and sustainable global business environment.