



**PORT OF HAI PHONG JOINT STOCK COMPANY**

Address: No 8A Tran Phu street, May To ward, Ngo Quyen district, Hai Phong City, Viet Nam

Telephone: 0225.3859945

Fax: 0225.3859973

Business Registration No: 0200236845

Hai Phong, 14<sup>th</sup> June, 2021

Number of shares

Code: .....

**WRITTEN SHAREHOLDER OPINION FORM  
TO APPROVE THE SHAREHOLDER MEETING'S RESOLUTION**

Shareholder's fullname: .....

Address:.....Nationality:.....

Identity Card/Citizen Identification Card/Passport/Business Registration No:.....

**1. Purpose of collecting written opinions from shareholders**

In order to ensure compliance with the existing laws, the Charter of organization and operation of Port of Hai Phong Joint Stock Company, the Board of Management of the company collects shareholders' opinions in a written form to pass the Resolution of the General Meeting of Shareholders on the content submitted by the Board of Management of Port of Hai Phong Joint Stock Company in the Proposal No. 12.2021/TTr-CHP dated 14<sup>th</sup> June, 2021.

Documents related to asking shareholder's opinion are posted on the website of Port of Hai Phong Joint Stock Company: [www.haiphongport.com.vn](http://www.haiphongport.com.vn)

**2. Time to receive Written shareholder opinion form**

The Board of Management of Port of Hai Phong Joint Stock Company respectfully requests Shareholders to consider, give opinions and send the Written shareholder opinion form, Power of Attorney (if any) to the Port of Hai Phong no later than **12:00 p.m on Thursday, July 1, 2021.**

Port of Hai Phong Joint Stock Company will confirm the time of receiving Shareholder written opinion form and Power of Attorney (if any) according to the postal stamp or the time of receiving email or fax (whichever comes first).

**3. How to send Written shareholder opinion form**

Shareholder/Authorized Person votes on the content raised in the Written shareholder opinion form issued by Port of Hai Phong Joint Stock Company and send to the company by one of the following methods:

- Written shareholder opinion form (original copy) should be sent to the address: Company Secretary – Head Office, Port of Hai Phong Joint Stock Company, No. 8A Tran Phu Street, May To Ward, Ngo Quyen District, City Hai Phong (*Envelope with the company's address on it, please enclose the Written shareholder opinion form*). In case Shareholder/Authorized Person does not use the Envelope sent by the company enclosed with the Written shareholder opinion form, Shareholder is kindly requested to clearly write the title of WRITTEN SHAREHOLDER OPINION FORM on the envelope sent to the company in order to ensure the confidentiality of the document.

- Written shareholder opinion form (**Scanned copy**) should be sent to email address: [congbothongtin@haiphongport.com.vn](mailto:congbothongtin@haiphongport.com.vn)

- Written shareholder opinion form (**Fax copy**) please send to fax number: 0225.3652192

**4. Shareholders entitled to get written opinion form**

Those who are recorded in the list of shareholders of Port of Hai Phong JSC as of June 11, 2021.

**5. The issue raised to collect opinions of shareholders to pass the Resolution of the General Meeting of Shareholders**

**5.1 The issue raised to collect shareholders' opinion**

Regarding the authorization to decide issues under the authority of the General Meeting of Shareholders in the implementation process of "Investment project to construct container berths No. 3 and No. 4 in Hai Phong International Gateway Port (Lach Huyen port complex), Hai Phong city according to the details in the Proposal No. 12.2021/TTr-CHP dated 14<sup>th</sup> June, 2021 of the Board of Management of Port of Hai Phong Joint Stock Company.

**5.2 Voting method**



- Shareholder/Authorized Person writes X or √ in one of the boxes to select voting opinion and sign for acknowledgement.
- Invalid shareholder opinion form is a vote with one of the following signs:
  - + Not issued by Port of Hai Phong Joint Stock Company;
  - + There is no signature of the shareholder as an individual or a legal representative of the organization or the authorized representative of the shareholder;
  - + There are signs of erasure or revision; torn, worn, blurred;
  - + Having additional alphanumeric signs or characters different from the instructions in the voting options; other information that is not included in the content of opinion collection;
  - + The Written shareholder opinion form is marked with two (02) or more voting options for one content raised in 5.3;
  - + The Written shareholder opinion form sent to Port of Hai Phong Joint Stock Company after the prescribed time limit;
  - + The Written shareholder opinion form has been opened in the case of mailing or disclosed before the time of vote counting in the case of sending by fax or email;
  - + In case of authorization to give opinions, Written shareholder opinion form sent to Port of Hai Phong Joint Stock Company has no valid authorization document attached;
- In case a shareholder/authorized person does not check any of the three boxes in the voting option but still signs, clearly writes his/her full name and stamps on the Written shareholder opinion form, the vote will be considered to be **No opinion**.
- Written shareholder opinion form which is not sent to Port of Hai Phong Joint Stock Company by the listed methods is considered to be no-voting.

### 5.3 Voting opinions of shareholders

After reading the Proposal No. 12.2021/TTr-CHP dated 14<sup>th</sup> June, 2021 of the Board of Management of Port of Hai Phong Joint Stock Company, I vote as bellow:

1. The General Meeting of Shareholders of Port of Hai Phong authorizes the Board of Management of Port of Hai Phong to consider and decide issues related to the investment project to construct container berths No. 3 and No. 4 in Hai Phong International Gateway Port (Lach Huyen port complex), Hai Phong city which are under the authority of the General Meeting of Shareholders during the implementation phase and the construction completion phase of the Project, excluding the approval of the final settlement of construction investment amount, ensuring compliance with the company's charter and full compliance with the law.

**Vote:**       For                       Against                       No opinion

2. The Board of Management of Port of Hai Phong is responsible for implementing the contents authorized by the General Meeting of Shareholders, ensuring full compliance with the law and reports the result at the earliest General Meeting of Shareholders.

**Vote:**       For                       Against                       No opinion

I hereby shall bear full responsibility for the vote and undertake to comply with all existing regulations of the laws and Charter of Port of Hai Phong Joint Stock Company, and not to file any claims or suits against the Company.

*Pham Hong Minh*  
 ON BEHALF OF THE BOARD OF  
 MANAGEMENT  
 CHAIRMAN



**Pham Hong Minh**

**SHAREHOLDER**  
 (Sign, clearly write full name and stamp (if any))

**Contact:**

- Company Secretary – Port of Hai Phong Joint Stock Company: 0225.3652192
- Mr. Tran Van Hoan: 0936.647.769 - Ms. Nguyen Thi Ha Phuong: 0942.608.017