



PORT OF HAI PHONG JOINT STOCK COMPANY

Address: No 8A Tran Phu Street, May To Ward, Ngo Quyen District, Hai Phong City

Telephone: 0225.3859945

Fax: 0225.3859973

Business Registration No: 0200236845

Hai Phong, March 26th 2021

INVITATION LETTER ANNUAL GENERAL MEETING OF SHAREHOLDERS 2021

Dear Shareholders

The Board of Management of the Port of Hai Phong JSC is pleased to invite you to the Annual General Meeting of Shareholder 2021, with the following details:

1. Agenda:

- Amendment and issuance of the Company Charter and Regulations according to the laws;
- Addition of the company's business line information;
- Report of the Board of Management and the Directorate on the Business Results 2020 and Business Plan 2021;
- Audited Financial Statements 2020;
- Plan of after-tax profit distribution and dividend payment 2020;
- The remuneration payment in 2020 and remuneration plan in 2021 for the Non-permanent Management Board members and the Non-permanent Supervisors;
- The construction project of Berth No 3 and 4 of Hai Phong International Gateway Port (in Lach Huyen seaport area), Hai Phong city.
- Report of the Board of Supervisors;
- Selection of auditors for Financial Statements 2021;
- Other contents under the authority of the Annual General Meeting;
- The Meeting Minutes and Resolution.

2. Time, venue and participants:

- Time: **08:00 a.m Thursday, April 29th 2021**
- Venue: **Meeting Hall 505 - Conference Hall of Tan Vu Terminal - Port of Hai Phong JSC**
(Dinh Vu - Cat Hai Industrial Park, Dong Hai 2 Ward, Hai An District, Hai Phong City)
- Participants: Those who are recorded in the list of shareholders of Port of Hai Phong JSC closed on **March 23th 2021**.

3. Time to register and confirm your attendance: For proper preparation, you are kindly requested to send Confirmation Letter to attend the Meeting (Enclosed herewith the sample form) to the Organizing Board of the Annual General Meeting 2021 at No. 8A Tran Phu, May To ward, Ngo Quyen district, Hai Phong city **no later than April 22rd 2021**.

Sincerely welcome.

Note:

- Kindly bring the Invitation Letter, Identity Card/Citizen Identification Card (or Passport) and Power of Attorney (for those who participate by proxy); Voting Card, Voting Paper on the proposal presented at the Annual General Meeting 2021.
- Shareholder is entitled to authorize the member of the Board of Management of the Port of Hai Phong JSC or other person by issuing a Power of Attorney (Enclosed herewith the sample form);
- Voting Paper and The Meeting documents are available on the website: www.haiphongport.com.vn.

Confirm and contact us at:

- Mr. Tran Van Hoan – 0936.647.769
- Mrs. Nguyen Thi Ha Phuong – 0942.608.017
- Tel No: 0225.3652192 – Fax:0225.3652192

ON BEHALF OF THE BOARD OF MANAGEMENT
CHAIRMAN



Pham Hong Minh



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AGENDA FOR THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2021

April 29th 2021

SQU	SCHEDULE	MEETING AGENDA
I	Reception	
1	7:30-7:55 a.m	- Welcoming; Registration; Distribution of documents, Voting Paper to shareholders.
II	Opening	
2	8:00-8:20 a.m	- Salute to the flag, Opening and Introduction of the guests of honor - Adoption of the Meeting's Rules
3	8:20-8:25 a.m	- Report on the shareholder identification inspection
4	8:25-8:40 a.m	- Recommendation and approval of the Presidency - Recommendation and approval of the Secretariat - Recommendation and approval of the Vote Counting Board
III	Agenda	
5	08:40-08:45 a.m	- Adoption of the meeting agenda
6	08:45 – 10:00 a.m	Reports and Proposals presented: - Proposal on the amendment and issuance of the Company Charter and Regulations according to the laws; - Proposal on the addition of the company's business line information; - Report of the Board of Management and the Directorate on the Business Results 2020 and Business Plan 2021; - Proposal on the summary audited Financial Statements 2020; - Proposal on the plan of after-tax profit distribution and dividend payment 2020; - Proposal on the remuneration for the Management Board members and Supervisors; - Proposal on the construction project of Berth No 3 and 4 of Hai Phong International Gateway Port (in Lach Huyen seaport area), Hai Phong city. - Report of the Board of Supervisors; - Proposal on the selection of auditors for Financial Statements 2021.
7	10:00-11:30 a.m	- Discussion; - Votes to adopt the Reports and Proposals; - Break-time ; - Counting votes.
8	11:30-11:50 a.m	- Approval of the Meeting Minutes and Resolution
9	11:50 a.m -12:00 p.m	- Salute to the flag, Closing of the Meeting

ORGANIZING BOARD