



**PORT OF HAI PHONG  
JOINT STOCK COMPANY**

**SOCIALIST REPUBLIC OF VIET NAM  
Independence – Freedom – Happiness**

*Hai Phong, January 29<sup>th</sup> 2021*

**INVITATION LETTER  
EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2021**

**Dear Shareholders of Port of Hai Phong Joint Stock Company**

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

**1. Main agenda:**

- Propose to the General Meeting the Feasibility Study for the construction of Berth No 3 and 4 of Hai Phong International Gateway Port (in Lach Huyen seaport area), Hai Phong city.
- Discuss and approve the Meeting Minutes and Resolution

**2. Time, venue and participants:**

- Time: **08:00 a.m Friday March 26<sup>th</sup> 2021**

- Venue: **Meeting Hall 505 - Port of Hai Phong Head Office**

(No 8A Tran Phu, May To ward, Ngo Quyen district, Hai Phong city)

- Participants: Those who are recorded in the list of shareholders of Port of Hai Phong JSC closed on **January 26<sup>th</sup> 2021**.

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



## PORT OF HAI PHONG

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Tel: +84-225-3-859.945 - Fax: +84-225-3-859.973.

### AGENDA FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2021 March 26<sup>th</sup> 2021

SQU	SCHEDULE	MEETING AGENDA
<i>I</i>	<i>Reception</i>	
1	7:30-7:55 a.m	- Welcoming; Registration, Distribution of documents, Voting Paper to shareholders.
<i>II</i>	<i>Opening</i>	
2	8:00-8:30 a.m	- Salute to the flag, Opening and Introduction of the guests of honor - Adoption of the Meeting's Rule
3	8:30-8:40 a.m	- Report on the shareholder identification inspection
4	8:40-8:55 a.m	- Recommendation and approval of the Chair - Recommendation and approval of the Secretary - Recommendation and approval of the Counting Board
<i>III</i>	<i>Agenda</i>	
5	08:55-09:05 a.m	- Adoption of the meeting agenda
6	09:05 – 09:15 a.m	- Proposing the General Meeting the Feasibility Study for the construction of Berth No 3 and 4 of Hai Phong International Gateway Port (in Lach Huyen seaport area)
7	09:15-09:45 a.m	- Discussion - Votes to adopt the Proposal
8	09:45-10:00 a.m	- Break-time - Counting votes - Announcement of the voting results
9	10:00-10:15 a.m	- Approval of the Meeting Minutes and Resolution
10	10:20 a.m	- Salute to the flag, Closing of the Meeting

**ORGANIZING BOARD**