



Hai Phong, June 6th 2019

**INVITATION LETTER
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2019**

Dear Shareholders of Port of Hai Phong Joint Stock Company,

The Board of Management of the Port of Hai Phong JSC is pleased to invite you to the Annual General Meeting of Shareholder 2019, with the following details:

1. Main agenda:

- Report of the Board of Management and the Directorate on Business Results 2018, performance of major missions during the 2014-2019 term, Business Plan and Development Strategy during the 2019-2024 term;
- Summary Audited Financial Statements 2018;
- Proposal on profit distribution and dividend payment of 2018;
- Proposal on electing members of the Board of Management and the Board of Supervisors for the 2019-2024 term;
- Electing members of the Board of Management and the Board of Supervisors for the 2019-2024 term;
- Report on the remuneration for the Board of Management and the Board of Supervisors in 2018 and Proposal on the remuneration for the Board of Management and the Board of Supervisors in 2019;
- Proposal on the revision of the company's business line information;
- Report on the investment in the construction of Berth No 3 and 4 Lach Huyen and the relocation of Hoang Dieu Terminal;
- Report on the progress of executing payment plan of Berth No 4 and 5 Chua Ve Terminal loans and other costs applied on equipment packages;
- Report on the implementation of early retirement policy for employees;
- Proposal on the selection of auditors for the year 2019;
- Report of the Board of Supervisors;
- Other contents under the authority of the Annual General Meeting.
- Discuss and adopt the Meeting Resolution.

2. Time, venue and participants:

Time: **08:00 a.m Wednesday June 26th 2019**

Venue: **Hai Phong City Convention Center – No 18 Hoang Dieu, Minh Khai ward, Hong Bang district, Hai Phong city.**

Participants: Those who are recorded in the list of shareholders of Port of Hai Phong JSC closed on June 3rd 2019.

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 Committee of the Annual General Meeting 2019 at No 8A Tran Phu, May To ward, Ngo Quyen district, Hai Phong city **no later than June 21st 2019.**

Sincerely welcome you to make a successful Meeting.

Note:

- Kindly bring the Invitation Letter, Identity Card/Citizen Identification Card (or Passport) and Power of Attorney (for those who participate by proxy);
- Shareholder is entitled to authorize the Company's leader or other person by issuing a Power of Attorney (Enclosed herewith the sample form);
- The Meeting documents are available on the website: www.haiphongport.com.vn.

**ON BEHALF OF THE BOARD OF MANAGEMENT
CHAIRMAN**



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.

Phung Xuan Ha



PORT OF HAI PHONG

**PORT OF HAI PHONG
JOINT STOCK COMPANY**

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

**CONFIRMATION LETTER/POWER OF ATTORNEY TO ATTEND
THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2019
PORT OF HAI PHONG JOINT STOCK COMPANY**

To: Port of Hai Phong JSC

Full name of shareholder:.....
Address:.....
Identity Card/Citizen Identification Card /Business Registration No:.....
Date of issuance:.....- Place of issuance:.....
Owners of:.....shares of The Port of Hai Phong Joint Stock Company
(In words:shares)

Hereby, I/We confirm to:

Agree to attend the Meeting

Confer power of attorney to Mr (Mrs) with the following details:

- Full name:.....
- Identity Card/Citizen Identification Card/ Passport:.....
- Date of issuance:.....- Place of issuance:.....

(In the event that the shareholder does not authorize any other person, he can confer power of attorney to the member of the Board of Management of the Port of Hai Phong JSC – clearly names the authorized one:

.....)

- Terms and conditions:

+ The authorized party can act for and on behalf of the authorizing party to attend, speak, elect (if any) and cast the vote at the Annual General Meeting of Shareholders of the Port of Hai Phong JSC relevant with the number of shares owned by the authorizing party as of the list-closing date as regulated and hold full responsibility for the authorization.

+ The authorized party is not allowed to re-authorize the third party.

+The Power of Attorney will be expired when the Annual General Meeting of Shareholders of the Port of Hai Phong JSC ends.

....., date.....month.....year 2019

AUTHORIZED PARTY
(Sign and write full name)

SHAREHOLDER
(Sign and write full name)