



Hai Phong, May 22nd 2020

**INVITATION LETTER
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2020**

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 2020, with the following details:

1. Main agenda:

- Report of the Board of Management and the Directorate on Business Results 2019, Business Plan 2020;
- Audited Financial Statements 2019;
- Proposal on profit distribution and dividend payment of 2019;
- Report of the Board of Supervisors;
- Report on the remuneration for the Board of Management and the Board of Supervisors in 2019 and Proposal on the remuneration for the Board of Management and the Board of Supervisors in 2020;
- 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 implementation process of the management plan of Berth No 4 and 5 Chua Ve Terminal;
- Proposal on the selection of auditors for the year 2020;
- Discussion and approval of the Meeting Minutes and Resolution

2. Time, venue and participants:

Time: **08:00 a.m Friday June 12th 2020**

Venue: **Conference Hall of Tan Vu Terminal - Port of Hai Phong JSC**

(Dinh Vu - Cat Hai Industrial Park, Dong Hai 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 May 19th 2020.

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 Annual General Meeting 2020 at No 8A Tran Phu, May To ward, Ngo Quyen district, Hai Phong city **no later than June 8th 2020**.

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 Paper, Voting Card on the proposals presented at the Annual General Meeting 2020.
- Shareholder is entitled to 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);
- 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



PORT OF HAI PHONG

No 8A, Tran Phu Street, May To Ward, Ngo Quyen District, Hai Phong City
Tel: +84-225-3-859.945 - Fax: +84-225-3-859.973.

AGENDA FOR ANNUAL MEETING OF SHAREHOLDERS 2020

June 12th 2020

SQU	SCHEDULE	MEETING AGENDA
I	Reception	
1	7:30-7:55 a.m	- Welcoming; Registration, Distribution of documents, voting card and 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 Rule
3	8:20-8:25 a.m	- Report on the shareholder identification inspection
4	8:25-8:40 a.m	- Introduction and approval of the Chair - Introduction and approval of the Secretary - Introduction and approval of the Counting Board
III	Agenda	
5	08:40-08:45 a.m	- Adoption of the meeting agenda
6	08:45 – 10:05 a.m	- Report of the Board of Management and the Directorate on Business Results 2019, Business Plan 2020; - Audited Financial Statements 2019; - Proposal on profit distribution and dividend payment of 2019; - Report of the Board of Supervisors; - Report on the remuneration for the Board of Management and the Board of Supervisors in 2019 and Proposal on the remuneration for the Board of Management and the Board of Supervisors in 2020; - 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 implementation process of the management plan of Berth No 4 and 5 Chua Ve Terminal; - Proposal on the selection of auditors for the year 2020;
7	10:05-11:30 a.m	- Discussion - Votes to adopt the Proposals and Reports - Break-time and music performance - 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