



## Hai Phong Port Joint Stock Company (Hai Phong Port)

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

Phone: 0225.3859945

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Mã số doanh nghiệp: 0200236845

Hai Phong, 31<sup>st</sup> March 2022

### INSTRUCTIONS TO ATTEND THE ONLINE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2022 OF HAI PHONG PORT JOINT STOCK COMPANY

Hai Phong Port Joint Stock Company (Hai Phong Port) - stock code PHP would like to send to Shareholders/Authorized representatives of shareholders Instructions for logging in, attending, voting on the Meeting Organizer System Online General Meeting of Shareholders (AGM) and EzGSM electronic voting provided by FPT Securities Joint Stock Company are as follows:

#### 1. Log in to the online system of the General Meeting of Shareholders

Shareholders/Authorized representatives of shareholders, please visit the website <https://ezgsm.fpts.com.vn> and log into the system according to the information in the Invitation sent to Shareholders.

Trang đăng nhập - EzGsmOnline

ezgsm.fpts.com.vn/Login?returnUrl=/

HOTLINE: 19006446

FPT Securities

Tên đăng nhập

Mã số

Đăng nhập

Hướng dẫn sử dụng


Quên mật khẩu | Trợ giúp

Từ số Hà Nội  
Số giấy phép: 3438/CĐ-TTĐT ngày 04/07/2016  
Chi nhánh nhân chứng Ông Nguyễn Diệp Tùng – Tổng Giám đốc  
Số 52 đường Lạc Long Quân, phường Đa Phúc, quận Tây Hồ, TP Hà Nội  
19006446 | Fax: 024 3773 9058  
fptscurities@fpts.com.vn

Chi nhánh Hồ Chí Minh  
Tầng 3, Tòa nhà 136-138 Lê Thị Hồng Gấm, Phường Nguyễn Thái Bình, Quận 1, TP Hồ Chí Minh, Việt Nam  
19006446 | Fax: 028 6291 0007  
fptscurities@fpts.com.vn

Chi nhánh Đà Nẵng  
Tầng 3, 4 Tòa nhà Trảng Lớn, số 130 Đồng Đa, Phường Thuận Phước, Quận Hải Châu, TP Đà Nẵng  
19006446 | Fax: 0236 3553 688  
fptscurities@fpts.com.vn

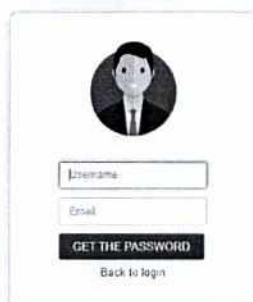
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To use the English interface, please click on the icon  (Icon on to the right).



The screenshot shows a login form with a user icon at the top. Below the icon are two input fields: "Tên đăng nhập" (Username) and "Mật khẩu" (Password). A dark button labeled "Đăng nhập" (Login) is positioned below the fields. Underneath the button are two links: "Hướng dẫn sử dụng" (User Guide) and "Quên mật khẩu | Trợ giúp" (Forgot password | Help).


In case of forgetting the access password, shareholders click "**Forgot password**", enter **Username** and **email address** (Email registered with PHP - in case the shares have not been deposited or registered at the Securities Company where open a PHP stock depository account). The password to access the system will be sent to shareholders via a valid email address/phone number. In case shareholders have not registered their email address/phone number, please contact Mr. Tran Van Hoan directly according to the information stated in the Meeting Invitation letter for assistance in retrieving login information.



The screenshot shows a "Forgot password" form. At the top is a user icon. Below it are two input fields: "Username" and "Email". A dark button labeled "GET THE PASSWORD" is located below the fields. At the bottom of the form is a link labeled "Back to login".

## 2. Change Password

Hai Phong Port recommends that Shareholders/Authorized representatives of shareholders when receiving login information, including username and password, should access the system to change password login to secure information (at **CHANGE PASSWORD** tab)

### 3. Confirmation to attend the meeting

Shareholders/Authorized Representatives of Shareholders are counted as attending the Online General Meeting at the time the Shareholders' Verification Board reports the results publicly at the General Meeting as Shareholders/Authorized Representatives of the shareholder confirming the **CHECK-IN** (follow the instructions below).

CÔNG TY CỔ PHẦN CẢNG HẢI PHÒNG CHECK-IN ★

HOME VOTING AUTHORIZATION DOCUMENTS LIVESTREAM CONTACT CHANGE PASSWORD

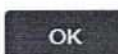
**CONFIRM ATTENDANCE AT THE ONLINE GENERAL SHAREHOLDERS MEETING** ✕

- Shareholders who confirm their attendance at this step are counted as eligible to attend the General Meeting.
- Shareholders are not allowed to cancel the confirmation of attendance at the meeting and cannot authorize other organizations or individuals to attend the meeting.

Agree with the above terms



**Successfully registered for the online meeting**



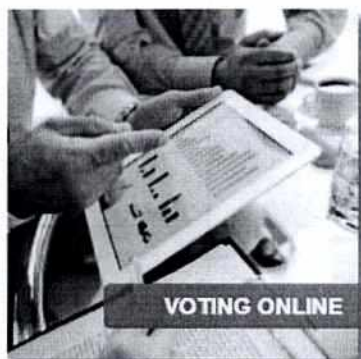


#### 4. Voting

The voting system will be officially opened from the opening of the meeting (8:00 am on April 28, 2022) until the time of voting ends (according to the announcement of the Presidium or the end of the General Meeting of Shareholders on April 28, 2022)

At the Home screen, Shareholders/Authorized representatives of shareholders, please check the personal information and the AGM status. Shareholders/Authorized representatives of shareholders select “**Voting online**” to conduct electronic voting on the contents of the General Meeting of Shareholders.

#### SELECT MEETING OPTION



At the online meeting of the 2022 Annual General Meeting of Shareholders of Hai Phong Port, there were **03 votes** according to the agenda of the General Meeting sent to shareholders and announced on the website of Hai Phong Port, specifically:

| BIỂU QUYẾT LẦN THỨ 1                 |  |                                    |  |  |
|--------------------------------------|--|------------------------------------|--|--|
| Số lượng phiếu biểu quyết đại diện : |  |                                    |  |  |
| Tiêu đề nội dung                     | Nội dung                                   | <input type="checkbox"/> Tán Thành | <input type="checkbox"/> Không tán thành | <input type="checkbox"/> Không có ý kiến |
| Nội dung 01                          | Thông qua Quy chế tổ chức Đại hội          | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 02                          | Thông qua Đoàn Chủ tịch                    | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 03                          | Thông qua Ban thư ký Đại hội               | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 04                          | Thông qua Ban kiểm phiếu                   | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 05                          | Thông qua Chương trình Nghị sự của Đại hội | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |

**BIỂU QUYẾT**

[Hướng dẫn biểu quyết]

## BIỂU QUYẾT LẦN THỨ 2

Số lượng phiếu biểu quyết đại diện :

| Tiêu đề nội dung | Nội dung   | <input type="checkbox"/> Tán Thành | <input type="checkbox"/> Không tán thành | <input type="checkbox"/> Không có ý kiến |
|------------------|--|------------------------------------|--|--|
| Nội dung 01      | Báo cáo của Hội đồng quản trị và Ban điều hành về kết quả sản xuất kinh doanh năm 2021 và kế hoạch sản xuất kinh doanh năm 2022  | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 02      | Thông qua Tờ trình Báo cáo tài chính năm 2021 đã được kiểm toán  | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 03      | Tờ trình Phương án phân phối lợi nhuận sau thuế và chi trả cổ tức năm 2021   | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 04      | Tờ trình Thù lao Hội đồng quản trị/Ban kiểm soát năm 2021 và Kế hoạch thù lao Hội đồng quản trị/Ban kiểm soát năm 2022           | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 05      | Thông qua Tờ trình Thay đổi ngành nghề đăng ký kinh doanh  | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 06      | Thông qua Tờ trình lựa chọn đơn vị kiểm toán báo cáo tài chính năm 2022  | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 07      | Thông qua Báo cáo hoạt động của Ban kiểm soát  | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 08      | Thông qua Báo cáo về việc triển khai "Dự án đầu tư xây dựng các bến container số 3 và số 4 thuộc Cảng cửa ngõ quốc tế Hải Phòng. | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 09      | Thông qua Báo cáo về đề án di dời Cảng Hoàng Diệu  | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |

**BIỂU QUYẾT**

[Hướng dẫn biểu quyết]

## BIỂU QUYẾT LẦN THỨ 3

Số lượng phiếu biểu quyết đại diện :

| Tiêu đề nội dung | Nội dung                             | <input type="checkbox"/> Tán Thành | <input type="checkbox"/> Không tán thành | <input type="checkbox"/> Không có ý kiến |
|------------------|--------------------------------------|------------------------------------|--|--|
| Nội dung 01      | Thông qua Nghị quyết Đại hội cổ đông | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |
| Nội dung 02      | Thông qua Biên bản Đại hội           | <input type="checkbox"/>           | <input type="checkbox"/>                 | <input type="checkbox"/>                 |

**BIỂU QUYẾT**

[Hướng dẫn biểu quyết]

With the contents, Shareholders/Authorized representatives of shareholders, please choose 01 out of 03 options: **Approve, Disapprove, Abstain**, then click "**Voting**", the system will record and save the voting results.

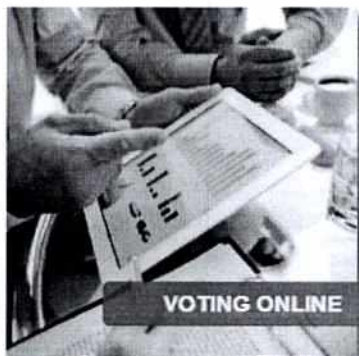
Shareholders/Authorized representatives of shareholders who have voted on the items at the General Meeting, before the Chairman announces the end of the voting period for that content, can change the voting results by Press the button **MODIFY VOTING** then click "**VOTE**" so that the system will record new voting results.



## 5. Authorization

Shareholders do not attend the online meeting of Hai Phong Port can authorize other individuals/organizations to vote on issues under the AGM agenda. Shareholders can perform online authorization in the following ways:

### SELECT MEETING OPTION



VOTING ONLINE



AUTHORIZE ONLINE





REGISTER MEETING  
OFFLINE

| AUTHORIZATION             |   |  |   |
|---------------------------|---|--|---|
| <b>MANDATOR</b>           |   |  |   |
| Authorized Delegate Code: | DEMO.000003   | Number of shares owned:                  | 74.900  |
| ID number:                | 030740365   | Number of authorized shares:             | 0   |
| Nationality:              | Viet Nam  | Number of shares received:               | 33.890  |
| Full name:                | TRẦN THỊ NGỌC THUY  | Number of remaining shares:              | 33.890  |
| Address                   | 2/77 Trần Phú, Lương Khánh Thiện, Hải Phòng                       |  |   |
| <b>AUTHORIZED PARTY</b>   |   |  |   |
| Authorize                 | <input type="radio"/> Board of Directors and Board of Supervisors | <input type="radio"/> Other shareholders | <input type="radio"/> Other authorized recipients |
| Authorized Delegate Code: |   | Number of shares received:               | <input type="text"/>                              |
| ID number:                | <input type="text"/>  |  |   |
| Nationality:              |   |  |   |
| Full name:                |   |  |   |
| Address:                  |   |  |   |
| <b>SUBMIT</b>             |   | <b>RESET</b>                             |   |

Shareholders choose to authorize the Chairman of the Board of Directors of Hai Phong Port Joint Stock Company or to another individual/organization by ticking the blank box before each of these options. Shareholders fill in the number of authorized shares, then press **SUBMIT** to record authorization on the system.

After performing, the shareholder's authorization is in the status of "NOT APPROVED". Shareholders can "CANCEL AUTHORIZATION" or proceed to print the Power of Attorney and send a hard copy (enclosed with documents related to the authorization - if any) to the contact address of the Organizing Committee to assist the

Meeting. Annual Shareholders Meeting 2022 of Hai Phong Port according to the information in the Invitation letter

| ID | Date of authorization  | Representative | Mandator           | The number of Shares | Made by     | Status       | Action  |
|----|------------------------|----------------|--------------------|----------------------|-------------|--------------|---|
| 1  | 3/8/2021<br>8:09:32 PM | VŨ BÁ KHÁNH    | TRẦN THỊ NGỌC THŨY | 74.900               | DEMO.000003 | Not approved |   |

After receiving a valid Power of Attorney from the shareholder, the Organizing Committee assisting of Hai Phong Port will approve the authorization and officially record the number of authorized shares for the shareholder. Authorized shareholders can still access the system but do not have the right to vote online.

## 6. Chat



Shareholders please send questions in the "CHAT BOX" section at the bottom the shareholder's interface or leave a contact address for the Organizing Committee Hai Phong port support.

## 7. Other features

### 7.1 Livestream

On the Meeting day, Shareholders can monitor the progress and progress of the General Meeting of Shareholders in real time by clicking on the "LIVESTREAM" tab.

HOME | VOTING | AUTHORIZATION | DOCUMENTS | **LIVESTREAM** | CONTACT | CHANGE PASSWORD



### 7.2 Documents

All documents for the General Meeting of Shareholders are posted in the Meeting Documents section on the EzGSM system. Shareholders select the tab "MEETING DOCUMENTS", then select each document to view and download documents.

HOME | VOTING | AUTHORIZATION | **DOCUMENTS** | LIVESTREAM | CONTACT | CHANGE PASSWORD



### 7.3 Contacts

Any comments or questions of shareholders, please send them to the Organizing Committee Hai Phong Port according to the information below:

HOME | VOTING | AUTHORIZATION | DOCUMENTS | LIVESTREAM | **CONTACT** | CHANGE PASSWORD

Phone number to support login: 036 8567 645 (Mr Tran Le Phuong).



**THE ORGANIZATION COMMITTEE**