



**PORT OF HAI PHONG JOINT STOCK COMPANY**

Address: 8A Tran Phu Street, May To Ward, Ngo Quyen District, Hai Phong City

Telephone: 0225.3859945 Fax: 0225.3859973

Tax Code: 0200236845

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

**INVITATION LETTER  
2022 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
(Electronic Meeting Format)**

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

The Management Board of Port of Hai Phong JSC is pleased to invite you to the 2022 Annual General Meeting of Shareholders, with the following details:

**1. Main agenda:**

- Report of Management Board and Executive Board on 2021 operating performance and 2022 business plan.
- Proposal for Audited Financial Statement 2021.
- Proposal on After-tax Profit Distribution and Divident Payment Plan.
- Proposal on Remuneration of Board of Directors/Supervisory Board in 2021 and Plan for Remuneration of Board of Directors/Supervision Board in 2022.
- Proposal on Change in Business Line in Business Registration.
- Proposal on Selection of Auditing Agency for Financial Statement 2022.
- Report on activities of Supervisory Board.
- Report on implementation of "Investment and construction project of Container Berths No. 3 & 4 at Hai Phong International Gateway Port".
- Report on the removal of Hoang Dieu Port.
- Other contents within the competence of General Meeting of Shareholders.
- Meeting Minutes and Resolution.

**2. Time, venue and participants**

- Time: **08:00 a.m Thursday, April 28<sup>th</sup> 2022**
- Venue: **Meeting Hall - Port of Hai Phong Head Office**

(No. 8A Tran Phu, May To Ward, Ngo Quyen District, Hai Phong City)

Shareholders will attend the meeting via **2022 Electronic General Meeting of Shareholders System at website <https://ezgsm.fpts.com.vn> with username and password enclosed with Invitation Letter.**

- Participation: Those who are recorded in the list of shareholders of Port of Hai Phong JSC closed on **28<sup>th</sup> March 2022.**

**3. Registration time, attendance confirmation/proxy appointment and voting method**

- Kindly register to attend the meeting at website <https://ezgsm.fpts.com.vn> **before 28<sup>th</sup> April 2022.**
- For shareholders who cannot attend the meeting, shareholders may appoint Mr. Pham Hong Minh - Chairman of Management Board of Port of Hai Phong or another individual/organization to act as your proxy and attend the meeting. Please kindly fill in the Proxy Form at website <https://ezgsm.fpts.com.vn> and send the signed Proxy Form (*Kindly refer to Proxy Form enclosed herewith*) to Organizing Board of General Meeting of Shareholders of Port of Hai Phong - No. 8A Tran Phu, May To Ward, Ngo Quyen District, Hai Phong **before 28<sup>th</sup> April 2022.**

- Shareholders exercise your voting right at website <https://ezgsm.fpts.com.vn>.
- Information as well as instruction on how to register for 2022 Electronic General Meeting of Shareholders System at website <https://ezgsm.fpts.com.vn> are stated at Guideline for attending the 2022 Annual General Meeting of Shareholders enclosed with Invitation Letter.

Kindly follow the Guideline for attending the 2022 Annual General Meeting of Shareholders for a success meeting. Sincerely yours./.

**Remark:** Related documents are available on our website: [www.haiphongport.com.vn](http://www.haiphongport.com.vn)

**R.S.V.P:**

- Mr. Tran Van Hoan - 0936.647.769
- Telephone: 0225.3652192 - Fax: 0225.3652192.



**Pham Hong Minh**



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PORT OF HAI PHONG

**AGENDA**  
**FOR 2022 ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**(Electronic Meeting Format)**  
**(28<sup>th</sup> April 2022)**

NO.	SCHEDULE	CONTENTS
<b>I</b>	<b>Log in</b>	
1	7h30-8h00	Shareholders log in as per instruction
<b>II</b>	<b>Opening</b>	
2	8h00-8h15	- Salute to the flag, Opening and Introduction of the guests of honor - Report on the shareholder identification inspection
3	8h15-8h30	- Introduction of Regulation on Organizing the General Meeting - Introduction of the Chair - Introduction of the Secretary - Introduction of the Counting Board - Introduction of the Agenda Adoption of Regulation on Organizing the General Meeting, the Chair, the Secretary, the Counting Board and the Agenda
<b>III</b>	<b>Agenda</b>	
4	8h30-10h30	- Report of Management Board and Executive Board on 2021 operating performance and 2022 business plan. - Proposal for Audited Financial Statement 2021. - Proposal on After-tax Profit Distribution and Divident Payment Plan. - Proposal on Remuneration of Management Board/Supervisory Board in 2021 and Plan for Remuneration of Management Board/Supervision Board in 2022. - Proposal on Change in Business Line stated in Business Registration. - Proposal on Selection of Auditing Agency for Financial Statement 2022. - Report on activities of Supervisory Board. - Report on implementation of "Investment and construction project of Container Berths No. 3 & 4 at Hai Phong International Gateway Port". - Report on the removal of Hoang Dieu Port. - Other contents within the competence of General Meeting of Shareholders.
5	10h30-11h30	- Discussion; - Votes to adopt the Proposals and Reports; - Break-time; - Counting votes and Announcement of the voting results
6	11h30-12h00	- Meeting Minutes and Resolution - Approval for the Meeting Minutes and Resolution - Counting votes and adoption of Meeting Minutes and Resolution
7	12h00	- Salute to the flag, Closing of the Meeting

**ORGANIZING BOARD**