



**CAILANPORT INVESTMENT JOIN STOCK COMPANY**

Address: Room 34, Block LK2, Cai Lan Port Logistics Service Area, Bai Chay Ward,  
Ha Long City, Quang Ninh Province

Phone number: 0203.3512 866/0203.3512 868

Email: [info@cailanportinvest.com.vn](mailto:info@cailanportinvest.com.vn) Website: [www.cailanportinvest.com.vn](http://www.cailanportinvest.com.vn)

**AGENDA OF THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

*Annual General Meeting, April 11, 2025*

**Location: Meeting Hall – 6th Floor Administration Building, Quang Ninh Port Joint Stock Company, No. 01 Cai Lan Road, Bai Chay Ward, Ha Long City, Quang Ninh Province**

TIME	CONTENT		PRESENTER
I. Verification of delegate credentials			
08h00 - 9h00	1.1	Welcoming delegates, guests, and shareholders	
	1.2	Registration of attending shareholders and verification of delegate credentials	
II. Organizing committee of the general meeting			
09h00 – 09h10	2.1	Declaration of meeting purpose and introduction of attendees	
	2.2	Report on verification of shareholder eligibility	
	2.3	Invitation to the Chairperson to preside over the General Meeting	
III. Agenda of the general meeting			
09h10-9h20	3.1	Submission to the General Meeting for approval of the "Working Regulations of the General Meeting"	
	3.2	Adoption of the General Meeting Agenda	
	3.3	Introduction of the Secretariat and Ballot Counting Committee by the Chairperson for approval	
09h20-09h35	3.4	Report on 2024 Business Operations Results and 2025 Business Plan	
09h35-9h50	3.5	Report on 2024 Activities of the Board of Directors	
	3.6	Approval of 2024 Remuneration and 2025 Remuneration Plan for the BOD and Board of Supervisors (BOS)	
9h50-10h00	3.7	Submission by the BOD for approval of the 2024 Audited Financial Statements	
	3.8	Submission by the BOD for amendments to the Company Charter	
10h00-10h15	3.9	Report of the Board of Supervisors to the 2025 Annual General Meeting	
	3.10	Submission by the BOS for Shareholders’ approval to authorize the BOD in selecting the 2025 Financial Audit Firm	
10h15-10h30	3.11	Proposal to dismiss a member of the Board of Supervisors	
	3.12	Proposal to elect additional member(s) to the Board of Supervisors	





10h30-10h45	3.13	Discussion on matters raised at the General Meeting	
10h45-11h00	3.14	Voting on agenda items and election/dismissal of BOS members	
11h00-11h15	3.15	Recess and ballot counting	
11h15-11h20	3.16	Announcement of voting results and election of BOS members	
<b>IV. Closing of the general meeting</b>			
11h20-11h30	4.1	Introduction of newly elected BOS member(s)	
	4.2	Presentation of the Draft Minutes and Resolutions of the General Meeting	
	4.3	Adoption of the Minutes and Resolutions	
	4.4	Adjournment of the General Meeting	

