



**PORT OF HAI PHONG JOINT STOCK COMPANY**

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

Telephone: 0225.3859945 Fax: 0225.3859973

Tax Code: 0200236845

Hai Phong, 15<sup>th</sup> March, 2024

## INVITATION LETTER ANNUAL GENERAL MEETING OF SHAREHOLDERS 2024

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

The Management Board of Port of Hai Phong JSC (The Company) is pleased to invite you to the Annual General Meeting of Shareholder 2024, with the following details:

**1. Date and time: 08:00 a.m Monday, April 15<sup>th</sup> 2024.**

**2. Venue:** Meeting Hall No.505 – Tan Vu Terminal, Port of Hai Phong.

(Dinh Vu Industrial Zone – Cat Hai, Dong Hai 2 Ward, Hai An District, Hai Phong City)

**3. Participants:** Those who are recorded in the list of shareholders of Port of Hai Phong JSC closed on **March 11<sup>th</sup> 2024.**

**4. Agenda and documents for the General Meeting of Shareholders:**

Details of the content, agenda and documents of the General Meeting are posted on the website Port of Hai Phong Joint Stock Company at the link <https://haiphongport.com.vn/vi/dai-hoi-dong-co-dong>.

**5. Authorization to attend meeting**

- Shareholders who cannot attend the meeting can appoint Mr. Pham Hong Minh – Chairman of the Management Board of Port of Hai Phong or another individual/organization to act as your proxy (*Kindly refer to the Confirmation/Authorization Letter enclosed herewith*).

- Please kindly send the signed Confirmation/Authorization Letter scan copy to the Organizing Board of General Meeting of Shareholders of the Company to [congbothongtin@haiphongport.com.vn](mailto:congbothongtin@haiphongport.com.vn) or the signed Confirmation/Authorization Letter copy to Port of Hai Phong office at No. 8A Tran Phu Street, May To Ward, Ngo Quyen District, Hai Phong City.

**6. Attendees**

- For proper arrangement, you are kindly requested to send the confirmation of attendance (*enclosed herewith the Confirmation/Authorization Letter form*) to the Organizing Board of General Meeting of Shareholders of the Company at Port of Hai Phong office, No. 8A Tran Phu Street, May To Ward, Ngo Quyen District, Hai Phong City.

- Please bring the Invitation Letter, Identity Card/Citizen Identification Card (or Passport), original Confirmation/Authorization Letter (in case of authorization) to attend the Meeting.

Sincerely yours./.

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

- Mr. Tran Van Hoan - 0936.647.769

- Mrs Nguyen Thi Ha Phuong – 0942.608.017

- Telephone: 0225.3652192 - Fax: 0225.3652192.

**PP. MANAGEMENT BOARD  
CHAIRMAN**



**Pham Hong Minh**



**CONFIRMATION/AUTHORIZATION LETTER  
TO ATTEND ANNUAL GENERAL MEETING OF SHAREHOLDERS 2024  
OF PORT OF HAI PHONG JOINT STOCK COMPANY**

**Respectfully to: PORT OF HAI PHONG JOINT STOCK COMPANY**

**1. SHAREHOLDER/AUTHORIZING PARTY:**

Full name: .....  
Identity Card/Citizen Identification Card /Passport/Business Registration No: .....  
Date of issuance .....Place of Issuance .....  
Legal representative (for organization): .....  
Shareholder Code: .....  
Address : .....  
Telephone: .....  
Number of shares owned as at March 11<sup>th</sup> 2024: .....  
(In words: .....)

Hereby, I/we confirm:

To attend the Meeting

To grant an authorization

**2. IN CASE OF AUTHORIZATION**

**2.1 AUTHORIZED PARTY:**

Full name/Organization's name : .....  
Identity Card/Citizen Identification Card /Passport/Business Registration No. ....  
Date of issuance .....Place of Issuance .....  
Legal representative (for organization): .....  
Address: .....  
Telephone: .....

*Otherwise, Shareholders can authorize the entire number of shares owned to the Chairman of the Board of Management (BOM) of Port of Hai Phong Joint Stock Company by ticking ✓ in the left box below:*

Mr. PHAM HONG MINH - Chairman of Management Board of Port of Hai Phong

**2.2 AUTHORIZED CONTENTS**

**The number of shares to be authorized:** .....  
(In words: .....)

**Scope of authorization:** The Authorized party is entitled to represent the Authorizing party to attend the Annual General Meeting of Shareholder 2024 of Port of Hai Phong Joint Stock Company on April 15<sup>th</sup> 2024 and to perform all rights and obligations at the General Meeting of Shareholders related to the number of authorized shares.

**Validity:** This Letter of Authorization shall remain valid before the Annual General Meeting of Shareholder 2024 of the Port of Hai Phong JSC ends.

*We hold full responsibilities for the above information and commit to strictly complying with prevailing laws and regulations of Port of Hai Phong Joint Stock Company.*

Date ..... Month.....2024

**Authorized Party**  
(Sign and write full name)

**Authorizing Party**  
(Sign and write full name, stamp required for organization)