

**QUANG NINH PORT  
JOINT STOCK COMPANY**

No: 198.../CQN-TK

Disclosure of the Invitation Letter and  
Documents for the 2025 Annual  
General Meeting of Shareholders

**THE SOCIALIST REPUBLIC OF VIET NAM**

**Independence-Freedom-Happiness**

*Quảng Ninh, April 4<sup>th</sup>, 2025*

**To: Hanoi Stock Exchange**

Company Name : Quang Ninh Port Joint Stock Company  
Stock Code : CQN  
Headquarters Address : No.1 Cai Lan Street, Bai Chay Ward, Ha Long City, Quang Ninh  
Province  
Phone : 0203 6283288  
Website : [www.quangninhport.com.vn](http://www.quangninhport.com.vn)  
Person in charge of information disclosure: Mr. Hoang Trong Tung - CEO  
Type of Information Disclosure: Extraordinary

**I. Contents of the information disclosed:**

- Invitation Letter to the 2025 Annual General Meeting of Shareholders
- Agenda of the Meeting
- Confirmation Letter/Proxy for Attendance
- Decision on Establishment of Shareholder Qualification Verification Committee
- Regulations on Meeting Procedures
- Voting Card (draft)
- Meeting Resolution (draft)

II. The above information will be disclosed on the website of Quang Ninh Port Joint Stock Company: [www.quangninhport.com.vn](http://www.quangninhport.com.vn) on April 4<sup>th</sup>, 2025.

We commit that the above information is accurate and take full responsibility before the law for the content of the disclosed information.

Sincerely,

**Recipients:**

- As addressed above;
- Archive: clerical department,

**QUANG NINH PORT JOINT STOCK COMPANY  
CHIEF EXECUTIVE OFFICE**



**Hoàng Trọng Tùng**



## QUANG NINH PORT JOINT STOCK COMPANY

Add: No. 1, Cái Lân Street, Bãi Cháy Ward, Hạ Long City, Quảng Ninh Province

Tel: 0203 6283288

Website : [www.quangninhport.com.vn](http://www.quangninhport.com.vn)

Email : [qnp@quangninhport.com.vn](mailto:qnp@quangninhport.com.vn)

Quảng Ninh, April 04<sup>th</sup>, 2025

# INVITATION TO THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

## To: VALUED SHAREHOLDERS

The Board of Directors of Quang Ninh Port Joint Stock Company respectfully announces and invites shareholders to attend the 2025 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company:

1. **Time:** 08:00 AM, April 28<sup>th</sup>, 2025
2. **Venue:** Hall of Quang Ninh Port Joint Stock Company - No. 1, Cai Lan Street, Bai Chay Ward, Ha Long City, Quang Ninh Province.
3. **Attendees:** All shareholders holding shares of Quang Ninh Port Joint Stock Company as per the shareholder list finalized on March 26, 2025.
4. **Meeting Agenda:** As per the attached agenda.
5. **Meeting Documents:** Shareholders can access relevant documents on the company's website: <http://quangninhport.com.vn/> , from April 4<sup>th</sup>, 2025.
6. **Confirmation and Authorization for Attendance:**
  - When attending the meeting, shareholders or their authorized representatives must bring the Invitation Letter, valid ID card/ Citizen ID/ Passport/ Other legally recognized documents (valid as per legal regulations), and Authorization Letter (if applicable) for registration.
  - If a shareholder is unable to attend, they may authorize another person or one of the delegates proposed by Quang Ninh Port (as per the attached Authorization Letter template and delegate list). The Authorization Letter must be sent to the Organizing Committee before **4:00 PM, April 27, 2025**.
  - To facilitate smooth meeting arrangements, shareholders or their authorized representatives are kindly requested to confirm attendance by sending the Confirmation of Attendance to the Organizing Committee before **4:00 PM, April 27, 2025**.

If any shareholder has not received the Invitation Letter, please bring a valid ID card/ Citizen ID/ Passport/ Other legally recognized documents to register at the meeting venue./.

*We sincerely appreciate your attention and participation!*

### Recipients:

- As mentioned above;
- Archive: Secretary.

ON BEHALF OF THE BOARD OF DIRECTORS

CHAIRMAN



Nguyễn Ngọc Nghị





# QUANG NINH PORT JOINT STOCK COMPANY

Add: No. 1, Cái Lân Street, Bãi Cháy Ward, Hạ Long City, Quảng Ninh Province

Tel: 0203 6283288



## AGENDA

### 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

No.	TIME	CONTENT	PRESENTER
1	08h00 – 09h00	Reception and shareholder registration, distribution of voting cards	Organizing Committee
2	9h00 – 10h30	Opening of the meeting; Report on shareholder eligibility verification	Shareholder Verification Committee
3		Approval of the Presidium and Vote Counting Committee	Host/Presidium
4		Approval of the working regulations and meeting agenda	Chairperson
5		Report from the Board of Directors on 2024 performance and 2025 business plan	Representative of the BoD
6		Report on 2024 business performance and 2025 business plan	CEO
7		Audit report on the 2024 financial statements, report on the Supervisory Board's 2024 activities, and 2025 work plan	Representative of the Supervisory Board
8		Presentation of proposals by the Board of Directors	Representative of the Board of Directors
9		Discussion and voting on reports from the Board of Directors, General Director, Supervisory Board, and proposals	Shareholders
10	10h30 – 10h40	Break	
11	10h40 – 10h55	Announcement of voting results	Vote Counting Committee
12		Approval of the Meeting Minutes and Resolutions	Secretariat
13	11h00	Closing of the Meeting	MC





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....., date.....month.....year 2025

## CONFIRMATION/ AUTHORIZATION LETTER

FOR ATTENDANCE AT THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS  
QUANG NINH PORT JOINT STOCK COMPANY

To: The Organizing Committee of the 2025 Annual General Meeting of Shareholders

Shareholder Name:..... Shareholder Code:.....

ID/Citizen ID/Business Registration No.:..... Date of Issue:.....

Place of Issue:.....

Address: .....

Phone: ..... Fax: ..... Email:.....

Legal Representative (for organizations):

- Full name of legal representative: ..... Position: .....

- ID/Citizen ID: ..... Date of Issue: ..... Place of Issue: .....

Total shares owned: ..... shares

(In words: .....)

**I hereby confirm** (Shareholder to select one of the two options below and check the appropriate box):

☐ **REGISTER TO ATTEND THE MEETING**

☐ **WILL NOT ATTEND AND AUTHORIZE THE FOLLOWING PERSON:**

Mr./Ms.: .....

ID/Citizen ID No.:..... Date of Issue:..... Place of Issue:.....

Address: .....

(\*)Or one of the following members of the Board of Directors of Quang Ninh Port

☐ Mr. Nguyễn Ngọc Nghị ID: 001075002541 DoI: 04/09/2022 Place of Issue: Police Department

☐ Mr. Phạm Công Đoàn ID: 037057000017 DoI: 20/5/2021 Place of Issue: Police Department

☐ Mr. Doãn Tuấn Anh ID: 038064013100 DoI: 24/05/2022 Place of Issue: Police Department

### Authorization Details:

The authorized representative shall attend the 2025 Annual General Meeting of Shareholders of Quang Ninh Port JSC at **08:00 AM on April 28, 2025**, and exercise shareholder rights and obligations corresponding to the authorized shares.

We commit to complying fully with the Charter of Quang Ninh Port Joint Stock Company and take full legal responsibility for this authorization./.

**SHAREHOLDER / AUTHORIZING PARTY**

(Signature, seal, and full name)

**AUTHORIZED REPRESENTATIVE**

(Signature and full name)

Please send the original Confirmation/Authorization Letter to the following address before **4:00 PM on April 27, 2025**.

**QUANG NINH PORT JOINT STOCK COMPANY (ORGANIZING COMMITTEE OF THE 2025 AGM OF SHAREHOLDERS)**

Add: No. 1, Cai Lan Street, Bai Chay Ward, Ha Long City, Quang Ninh Province

Contact: Ms. Trần Thu Trang – Company Secretary Phone: 077.331.6595 Email: thuky@quangninhport.com.vn

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**DECISION**

**On the Establishment of the Shareholder Eligibility Verification Committee  
for the 2025 Annual General Meeting of Shareholders**

**BOARD OF DIRECTORS  
QUANG NINH PORT JOINT STOCK COMPANY**

- Pursuant to the Enterprise Law No. 59/2020/QH14 dated June 17, 2020;
- Pursuant to the Charter of Organization and Operation of Quang Ninh Port Joint Stock Company;
- Pursuant to the Meeting Minutes of the Board of Directors of Quang Ninh Port Joint Stock Company No. 03/2025/BB-BOD dated March 5, 2024, on the approval of convening the 2025 Annual General Meeting of Shareholders;
- Based on the proposal of the Chief Executive Officer of Quang Ninh Port Joint Stock Company,

**DECIDES:**

**Article 1.** Establish the **Shareholder Eligibility Verification Committee** for the 2025 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company, comprising the following members:

1. Mr. Dương Đình Chung	Deputy Head of HR & Salary Dept	Head of the Committee
2. Mr. Vũ Mạnh Duy	Head of Finance & Accounting Dept	Member
3. Mr. Hồ Ngọc Hải	Deputy Head of Logistics Dept	Member
4. Mr. Trần Văn Châu	Staff, Administration & Management Dept	Member
5. Mr. Hoàng Đình Tuyển	Staff, Administration & Management Dept	Member
6. Mr. Phan Mạnh Cường	Staff, Administration & Management Dept	Member
7. Mr. Mạc Văn Tú	Staff, HR & Salary Dept	Member
8. Mr. Trần Nhật Trung	Staff, Security Dept	Member

**Article 2. Duties of the Shareholder Eligibility Verification Committee**

1. Receive and store confirmation documents of attendance for the 2025 Annual General Meeting of Shareholders and address any shareholder inquiries regarding meeting time and procedures.

2. Verify shareholder eligibility for the 2025 Annual General Meeting in accordance with the law and the company's charter.

3. Prepare and report the results of shareholder eligibility verification, ensuring accuracy, compliance with the law, and adherence to the company's charter.

4. The committee will automatically dissolve upon completion of its assigned tasks.

**Article 3.** This decision takes effect from the date of signing.

**Article 4.** The CEO, Deputy CEOs, and the Heads of the following departments: HR & Salary, Administration & Management, Finance & Accounting, Logistics, Security, along with the individuals named in Article 1, are responsible for implementing this decision./.

***Recipients:***

- As stated in Article 4;
- Supervisory Board;
- Archive: Clerical, Secretary.

**ON BEHALF OF THE BOARD OF DIRECTORS**

**CHAIRMAN**



*[Handwritten signature]*

**Nguyễn Ngọc Nghị**





## QUANG NINH PORT JOINT STOCK COMPANY

Address: No 1, Cai Lan street, Bai Chay Ward, Ha Long city, Quang Ninh province  
Tel: 0203 6283288

No: 12/2025/QĐ-HĐQT

Quảng Ninh, date 04 month 4 year 2025

### DICISION

(On Issuance of the Working Regulations for the 2025 Annual General Shareholders' Meeting 2025)

### BOARD OF DIRECTORS QUANG NINH PORT JOINT STOCK COMPANY

- Pursuant the Enterprise Law No. 59/2020/QH14, approved by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its guiding documents, amendments, and supplements;
- Pursuant the Charter of Organization and Operation of Quang Ninh Port Joint Stock Company;
- Based on the Internal Regulations on Corporate Governance of Quang Ninh Port Joint Stock Company, issued together with Decision No. 11/202218/2024/QĐ-HĐQT date 03/10/2024,

### DECIDES:

**Article 1:** Enclosed with this Decision is **the Working Regulation for the 2025 Annual General Meeting of Shareholders** of Quang Ninh Port Joint Stock Company.

**Article 2:** This Decision takes effect from the date of signing.

**Article 3:** The General Director, members of the Organizing Committee, relevant members, and shareholders attending the 2025 Annual General Meeting of Shareholders are responsible for implementing this Decision ./.

#### Recipients:

- As stated in Article 3;
- HNX (for information disclosure)
- Archives: Clerical, Secretary.

ON BEHALF OF THE BOARD OF DIRECTORS  
CHAIRMAN



Nguyễn Ngọc Nghị







## QUANG NINH PORT JOINT STOCK COMPANY

Address: No. 1, Cai Lan Street, Bai Chay Ward, Ha Long City, Quang Ninh Province  
Tel: 0203 6283288

### WORKING REGULATION

#### 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

*(Effective from 04/04/2025, issued under Decision No. 12/2025/QĐ-HĐQT dated 04/4/2025 by the Board of Directors of Quang Ninh Port Joint Stock Company)*

### CHAPTER I GENERAL PROVISIONS

#### Article 1. Scope of Application

This Regulation is applied to the organization of the 2025 Annual General Meeting of Shareholders of Quang Ninh Port Joint Stock Company.

**Article 2.** This Regulation specifically stipulates the rights and obligations of participants in the General Meeting, the conditions and procedures for conducting the General Meeting.

**Article 3.** Shareholders and other participants in the General Meeting are responsible for complying with the provisions of this Regulation.

### CHAPTER II RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE GENERAL MEETING

#### Article 4. Shareholders attending the General Meeting of Shareholders

##### 1. Conditions for attending the Meeting

All shareholders holding shares of Quang Ninh Port Joint Stock Company as per the finalized shareholder list as of **26/03/2025** or legally authorized representatives are eligible to attend.

##### 2. Rights and obligations of eligible Shareholders attending the meeting.

a) Shareholders or authorized representatives attending the General Meeting must bring the following documents:

- The meeting invitation notice;
- National ID card, Citizen ID card, passport, or other legally recognized documents (valid as per legal regulations);
- Power of attorney and the meeting invitation notice (if attending as an authorized representative).

b) Meeting Registration: Shareholders or authorized representatives must present the above documents to the Shareholder Eligibility Verification Committee, receive the meeting materials, and:

- Receive **one pink voting card** containing: Shareholder ID, the number of voting shares (owned and/or authorized), and the voting options (Agree, Disagree, No opinion);
- c) Shareholders may authorize another individual in writing to attend and vote on their behalf at the General Meeting. The authorized representative **may not** delegate their authority to another person.
- d) Shareholders wishing to speak must obtain approval from the Chairperson. Comments should be brief, focused on key discussion points, and relevant to the approved agenda. Issues already discussed should not be repeated to avoid redundancy. Shareholders may also submit written questions to the Secretariat.
- e) Shareholders vote on matters under the authority of the General Meeting of Shareholders as per the Company's Charter.
- f) After hearing reports on the agenda items, shareholders will discuss and vote on resolutions.
- g) Shareholders must follow the Chairperson's guidance, behave respectfully, and maintain order during the Meeting.
- h) Shareholders or authorized representatives arriving after the meeting has started may still attend and vote on remaining agenda items. Previously conducted votes remain valid.

#### **Article 5. The Presidium and Chairperson of the General Meeting**

1. The Presidium is elected by the General Meeting of Shareholders; the Chairman of the Board of Directors shall preside over the meeting or authorize another member of the Board of Directors to do so.
2. Rights and Responsibilities of the Presidium:
  - a) Conduct the meeting as per the approved agenda, ensuring order and meeting the expectations of the majority of attending shareholders.
  - b) Guide discussions among delegates and the General Meeting.
  - c) Present necessary drafts for voting.
  - d) Respond to inquiries from shareholders or delegate responses when necessary..

#### **Article 6. Shareholder Eligibility Verification Committee**

The Shareholder Eligibility Verification Committee is established by the Board of Directors. This committee is responsible for verifying the eligibility of shareholders or authorized representatives attending the meeting, ensuring compliance with legal regulations, and cross-checking with the finalized list of shareholders entitled to attend as of **26/03/2025**. Additionally, the committee distributes meeting materials and voting ballots; reports to the General Meeting, and is accountable for the verification results before the official commencement of the meeting

#### **Article 7. The Secretariat of the General Meeting**

1. The Chairperson appoints one or more individuals as Secretaries of the General Meeting.
2. The Secretariat's Responsibilities:



- a) Accurately and comprehensively record the meeting proceedings.
- b) Assist the Presidium in publishing drafts of the meeting minutes, resolutions, and announcements to shareholders as required..
- c) Collect shareholder question forms.

#### **Article 8. Vote Counting Committee**

The Vote Counting Committee of 08 members. The Vote Counting Committee is nominated by the Chairperson and approved by the General Meeting of Shareholders at the meeting. The Vote Counting Committee has the following rights and responsibilities:

- a) Supervising the voting process of shareholders or their representatives attending the meeting;
- b) Guiding shareholders on how to vote on issues at the meeting;
- c) Summarizing the number of shares voting on each issue and reporting the results to the Chairperson and the Secretariat;
- d) Conducting ballot collection, vote counting, and reporting vote counting results on each voting matter before the General Meeting;
- e) Being responsible for the honesty and accuracy of the vote counting results;
- f) Handing over the Vote Counting Minutes and all voting ballots to the Secretariat of the General Meeting.

### **CHAPTER III CONDUCTING THE GENERAL MEETING**

#### **Article 9. Conditions for Holding the General Meeting**

The General Meeting of Shareholders will be conducted when the attending shareholders represent more than 50% of the total voting shares, based on the shareholder list finalized as of **26/03/2025**.

#### **Article 10. Voting Procedures for Issues at the General Meeting.**

1. All items on the agenda of the General Meeting must be voted on by all shareholders attending the meeting using Voting Cards based on the number of shares owned and represented.

Voting Methods:

- a) Voting by **Raising the Voting Card (Pink)/ Raising Hands**: Certain matters require shareholders to raise their Voting Card or raise hands during the meeting as requested by the Chairperson to vote on the following options: Approve; Disapprove; or No Opinion. Specifically:
  - Approval of the composition of the Presidium, the Vote Counting Committee, the Working Regulations, and the Meeting Agenda;
  - Approval of the Minutes and Resolutions of the General Meeting;
  - Other matters arising during the actual proceedings of the meeting.

b) Voting by **Marking the Voting Card**: Detailed items listed on the Voting Card (**Pink**) require shareholders to vote by marking the corresponding box (Approve, Disapprove, No Opinion) for the following matters:

- Report of the Board of Directors on operational results for 2024 and programs, objectives, and tasks for 2025;
- Business performance report for 2024 and business plan for 2025;
- Audit report on the 2024 financial statements, performance report of the Supervisory Board for 2024, and orientations and tasks for 2025;
- Approval of the content of proposals (detailed in the Meeting Agenda).

If a shareholder marks incorrectly, they must strike it out and remark in the correct box, signing next to the correction to confirm their final vote.

After voting on all items on the Voting Card, the shareholder/authorized representative must sign and clearly state their full name.

Voting items in the General Meeting agenda may be adjusted by the Chairperson in a manner appropriate to the meeting's proceedings.

2. The total number of votes for Approval, Disapproval, and No Opinion for each item will be announced by the Head of the Vote Counting Committee during the meeting..

3. Invalid Voting Cards:

- Cards not issued by the Organizing Committee;
- Cards without the company's official red seal;
- Cards that have been erased, altered, or have additional markings beyond the printed content;
- Cards that are torn, damaged, or missing the shareholder's confirmation signature.

If a shareholder does not mark any box or marks more than one box for a single voting item, that vote will be deemed invalid.

## **Article 11. Vote Counting and Announcement of Results**

1. Vote Counting

The vote counting process must be conducted immediately after the voting concludes. Before opening the ballot box, the Vote Counting Committee must compile a report, seal unused Voting Cards, and verify the cards voted on by authorized representatives. The Vote Counting Committee is not allowed to erase or alter the Voting Cards.

2. After counting the votes, the Vote Counting Committee must prepare a Vote Counting Report, including:

- Total number of shareholders attending the General Meeting, the number of voting shares, and the attendance rate;
- Total votes for Approval, Disapproval, and No Opinion on each voting item.
- List of approved and unapproved voting items.





The full Vote Counting Report must be publicly announced before the General Meeting, submitted to relevant State authorities as required by law, and must reflect the results of the voting on each issue.

#### **Article 12. Adoption of General Meeting Resolutions**

1. A resolution of the General Meeting of Shareholders on agenda items is adopted when approved by shareholders owning more than 50% of the total voting shares of all shareholders and representatives attending the meeting (Clause 2, Article 148 of the Enterprise Law 2020).
2. Resolutions of the General Meeting on matters specified in Clause 1, Article 148 of the Enterprise Law 2020 shall be adopted when approved by shareholders representing at least 65% of the total voting shares of all shareholders and representatives attending the meeting.

#### **Article 13. Meeting Minutes and Resolutions of the General Meeting of Shareholders**

1. The Meeting Minutes and Resolutions of the General Meeting of Shareholders must be completed and approved before the meeting adjourns.
2. The Meeting Minutes and Resolutions of the General Meeting must be kept by the General Meeting Secretary at the company's registered office.
3. The full text of the Meeting Minutes and Resolutions of the General Meeting of Shareholders shall be published on the company's website at [www.quangninhport.com.vn](http://www.quangninhport.com.vn) for all shareholders to access and sent to relevant State authorities in accordance with legal regulations on information disclosure.

### **CHAPTER IV IMPLEMENTATION PROVISIONS**

**Article 14.** This regulation consists of 14 articles, issued by the Board of Directors of Quang Ninh Port Joint Stock Company in compliance with legal provisions and the company's Charter.

All shareholders, members of the Supervisory Board, members of the Board of Directors, and members of the Organizing Committee of the 2025 Annual General Meeting of Quang Ninh Port Joint Stock Company are responsible for implementing this regulation./.

**ON BEHALF OF THE BOARD OF DIRECTORS**



**Nguyễn Ngọc Nghị**



# QUANG NINH PORT JOINT STOCK COMPANY

Add: No1, Cái Lân Street, Bãi Cháy Ward, Hạ Long City, Quảng Ninh Province

Tel : 0203 6283288

No: 01/2025/NQ -ĐHĐCĐ

Quảng Ninh, April 28<sup>th</sup>, 2025

**DRAFT**

## GENERAL MEETING OF SHAREHOLDERS

### QUANG NINH PORT JOINT STOCK COMPANY

- Pursuant to the Enterprise Law No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020, and its guiding, amending, and supplementing documents;
- Pursuant to the Charter of Organization and Operation of Quang Ninh Port Joint Stock Company;
- Pursuant to the Minutes of the 2025 Annual General Meeting of Shareholders No. 01/2025/BB-ĐHĐCĐ dated April 28, 2025,

### RESOLVES:

**Article 1:** Approval of the Report of the Board of Directors on the business performance in 2024, as well as the programs, objectives, and tasks for 2025, with ..... votes in favor, accounting for .....% of the total votes cast by the shareholders attending and voting at the General Meeting (..... votes against, equivalent to .....% of the total votes; ..... votes abstained, equivalent to .....%; ..... invalid votes, equivalent to .....%)

**Article 2:** Approval of the Report on business performance in 2024 and the business plan for 2025, with ..... votes in favor, accounting for .....% of the total votes cast by the shareholders attending and voting at the General Meeting (..... votes against, equivalent to .....%; ..... votes abstained, equivalent to .....%; ..... invalid votes, equivalent to .....%)

**Article 3:** Approval of the Supervisory Board's report on the audit of the 2024 financial statements, the report on its 2024 activities, and its work plan for 2025, with ..... votes in favor, accounting for .....% of the total votes cast by the shareholders attending and voting at the General Meeting (..... votes against, equivalent to .....%; ..... votes abstained, equivalent to .....%; ..... invalid votes, equivalent to .....%).

**Article 4:** Approval of the audited 2024 financial statements as per Proposal No. 01/2025/TTr-HĐQT dated .../.../2025, with ..... votes in favor, accounting for .....% of the total votes cast by the shareholders attending and voting at the General Meeting (..... votes against, equivalent to .....%; ..... votes abstained, equivalent to .....%; ..... invalid votes, equivalent to .....%).

**Article 5:** Approval of the selection of an audit firm for the 2025 financial statements as per Proposal No. 02/2025/TTr-HĐQT dated .../.../2025, with ..... votes in favor, accounting for .....% of the total votes cast by the shareholders attending and voting at the General Meeting (..... votes against, equivalent to .....%; ..... votes abstained,



*equivalent to .....%; ..... invalid votes, equivalent to .....%.*

**Article 6:** Approval of the remuneration report for the Board of Directors and the Supervisory Board for 2024 and the remuneration plan for 2025 as per Proposal No. 03/2025/TTr-HĐQT dated .../.../2025, with ..... votes in favor, accounting for .....% of the total votes cast by the shareholders attending and voting at the General Meeting (..... votes against, equivalent to .....%; ..... votes abstained, equivalent to .....%; ..... invalid votes, equivalent to .....%).

**Article 7:** Approval of the profit distribution plan for 2024 as per Proposal No. 04/2025/TTr-HĐQT dated .../.../2025, with ..... votes in favor, accounting for .....% of the total votes cast by the shareholders attending and voting at the General Meeting (..... votes against, equivalent to .....%; ..... votes abstained, equivalent to .....%; ..... invalid votes, equivalent to .....%).

**Article 8:** The Board of Directors, the Chairman of the Board of Directors, and the General Director of Quang Ninh Port are responsible for implementing the resolutions of the 2025 Annual General Meeting of Shareholders. The Board of Directors and the Chairman of the Board of Directors are authorized to proactively decide on any arising matters to execute the resolutions of the General Meeting of Shareholders, ensuring the interests of the Company and shareholders. Any unexecuted resolutions from previous General Meetings of Shareholders shall continue to be implemented and reported at the nearest General Meeting.

**Article 9:** This Resolution takes effect from April 28, 2025. The Board of Directors, the Supervisory Board, the Executive Board, and all shareholders of Quang Ninh Port Joint Stock Company are responsible for executing this Resolution..

**Article 10:** The Board of Directors is responsible for publishing this Resolution of the 2025 Annual General Meeting of Shareholders and posting it on the Company's website ([quangninhport.com.vn](http://quangninhport.com.vn)) in accordance with information disclosure regulations.

**Recipients:**

- As stated in Articles 9 and 10;
- HNX (for information disclosure);
- Archived: Secretary, clerical.

**ON BEHALF OF THE GENERAL MEETING OF  
SHAREHOLDERS  
CHAIRMAN OF THE MEETING**

**Nguyễn Ngọc Nghị**



ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025  
Quảng Ninh, April 28, 2025  
**VOTING BALLOT**

SHAREHOLDER:  
SHAREHOLDER CODE:

DRAFT

Number of shares owned/represented:Shares

Number of shares authorized:Shares

Total shares with voting rights:Shares

Dear Shareholders, Please provide your opinion by marking (X) in the corresponding box:

1. Approval of the Board of Directors’ report on 2024 performance and the programs, objectives, and tasks for 2025

Agree

Disagree

No option

2. Approval of the report on 2024 business performance and the 2025 business plan

Agree

Disagree

No option

3. Approval of the Supervisory Board’s report on the audit of the 2024 financial statements, the Supervisory Board’s 2024 performance, and the directions and tasks for 2025

Agree

Disagree

No option

4. Approval of Proposal 01 on the audited financial statements for 2024

Agree

Disagree

No option

5. Approval of Proposal 02 on selecting the auditing firm for the 2025 financial statements

Agree

Disagree

No option

6. Approval of Proposal 03 on the remuneration report for the Board of Directors and the Supervisory Board for 2024 and the remuneration plan for 2025

Agree

Disagree

No option

7. Approval of Proposal 04 on the profit distribution plan for 2024

Agree

Disagree

No option

SHAREHOLDER  
(Sign and write full name)