



PORT OF HAI PHONG JOINT STOCK COMPANY

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Hai Phong, 05th December, 2022

**INVITATION LETTER
2022 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS
(Online 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 Extraordinary General Meeting of Shareholders, with the following details:

1. Time, venue and participants

- Time: **08:00 a.m Thursday, December 29th 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 General Online Meeting of Shareholders 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 **29th November 2022**.

2. 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 <http://haiphongport.com.vn> (Investor Relations/General Meeting of Shareholders).

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

Kindly register to access website <https://ezgsm.fpts.com.vn> to attend the General Online Meeting of Shareholders by login information at Invitation letter.

Kindly register to attend the meeting at website <https://ezgsm.fpts.com.vn> **before 29th December 2022**. Information, register instruction for 2022 General Online Meeting of Shareholders System at website <https://ezgsm.fpts.com.vn> are stated at Guideline for attending the 2022 Extraordinary General Meeting of Shareholders, which is posted on the website <http://haiphongport.com.vn>.

4. Authorization to attend meeting

Shareholders who cannot attend the meeting 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 29th December 2022**.

5. Voting

Shareholders process your voting right at website <https://ezgsm.fpts.com.vn>.

Kindly follow the Guideline for attending the 2022 Extraordinary General Meeting of Shareholders for a success 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.



Pham Hong Minh