



*Haiphong, June 01<sup>st</sup> 2023*

**INVITATION LETTER  
ANNUAL GENERAL MEETING OF SHAREHOLDERS 2023**

**Dear Shareholders of Haiphong Port Tugboat and Transport JSC.**

The Board of Management of the Haiphong Port Tugboat and Transport JSC is pleased to invite you to the Annual General Meeting of Shareholders 2023, with the following details:

**1. Main agenda:**

- Report of the Board of Management and the Directorate on Business Results in 2022 and Business Plan in 2023;
- Adoption of the Audited Financial Statements for the financial year 2022;
- Proposal on the profit after tax distribution and dividend payment in 2022;
- Results of the remuneration payment for the Board of Management and the Board of Supervisors in 2022 and the remuneration plan for the Board of Management and the Board of Supervisors in 2023;
- Report of the Board of Supervisors in 2022;
- Proposal on the selection of auditors for the financial year 2023;
- Enter into contracts with related parties;
- Report on the implementation of liquidation of fixed assets;
- Other agenda items under the authority of the General Meeting of Shareholder;
- Approval the Meeting Minutes and Resolutions.

**2. Time, venue and participants:**

- Time: **08:00 a.m Monday June 26<sup>th</sup> 2023**
- Venue: **Conference Hall of the Haiphong Port Tugboat and Transport JSC.**

(Address: No. 4 Ly Tu Trong street, Minh Khai ward, Hong Bang district, Haiphong city of Vietnam)

- Participants: Those who are recorded in the list of shareholders of the Haiphong Port Tugboat and Transport JSC closed on May 24<sup>th</sup> 2023.

**3. Time to register and confirm your attendance:** For proper preparation, you are kindly requested to send Confirmation Letter to attend the Annual General Meeting (Enclosed herewith the sample form) to the Organizing Board of the Annual General Meeting of Shareholders 2023 at No. 4 Ly Tu Trong street, Minh Khai ward, Hong Bang district, Haiphong city of Vietnam no later than June 19<sup>th</sup> 2023.

Sincerely welcome!

**Note:**

- Kindly bring the Invitation Letter, Identity Card/Citizen Identification Card (or Passport) and Power of Attorney (for those who participate by proxy); Voting Paper, Voting Card on the proposals presented at the Annual General Meeting 2023.
- Shareholder is entitled to the member of the Board of Management of the Haiphong Port Tugboat and Transport JSC or other person by issuing a Power of Attorney (Enclosed herewith the sample form);
- The Meeting documents are available on the website: <https://www.tugtranco.vn>.

**Confirm and contact us at:**

- Tel No: (84) 2253.569.873 - Fax: (84) 2253.747.073;
- Mr. Tran Ngoc Thiem - Mobil: (84) 912.789.328;
- Email: [info@tugtranco.vn](mailto:info@tugtranco.vn)

**ON BEHALF OF THE BOARD OF MANAGEMENT**



**Nguyen Van Dung**