



HAIPHONG PORT TUGBOAT
AND TRANSPORT
JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIET NAM
Independence – Freedom – Happiness

Haiphong, Mar 26th 2021

INVITATION LETTER ANNUAL GENERAL MEETING OF SHAREHOLDERS 2021

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 Shareholder 2021, with the following details:

1. Main agenda:

Discussion and adoption the contents under the authority of the General Meeting of Shareholders:

- Report of the Board of Management and the Directorate on Business Results 2020 and Business Plan 2021;
- Audited Financial Statements 2020;
- Adoption of the profit distribution and dividend payment of 2020; Report on the remuneration for the Board of Management and the Board of Supervisors in 2020 and Proposal on the remuneration for the Board of Management and the Board Supervisors in 2021; Proposal on the selection of auditors for the year 2021;
- Report of the Board of Supervisors;
- Amendment and reissue the Charter and Internal Regulation on corporate governance.
- Adoption the operation regulations of the Board of Management and the Board of Supervisors;
- Adoption the policy of investment in tugboat “Azimuth”;
- Discussion and approval of the Meeting Minutes and Resolution.

2. Time, venue and participants:

Time: **08:00 a.m Tuesday April 27th 2021**

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 **March 18th 2021**.

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 2021 at No. 4 Ly Tu Trong street, Minh Khai ward, Hong Bang district, Haiphong city of Vietnam **no later than April 22nd 2021**.

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 2021.
- 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: www.tugtranco.vn.

Confirm and contact us at:

- Tel No: 02253.569.551 – Fax: 02253.747.073;
- Mr. Tran Ngoc Thiem – Mobil: 0912.789.328;
- Email: info@tugtranco.vn

ON BEHALF OF THE BOARD OF MANAGEMENT
CHAIRMAN



Nguyen Van Dung