



# SAI GON PORT JOINT STOCK COMPANY

Business Registration Certificate No.: 0300479714, issued by the Business Registration Office - Department of Planning and Investment of Ho Chi Minh City, amended for the 8th time on May 9, 2023. Head Office Address: No. 3 Nguyen Tat Thanh, Ward 13, District 4, Ho Chi Minh City.

Ho Chi Minh City, [Date] 2025

## INVITATION TO ATTEND 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS SAI GON PORT JOINT STOCK COMPANY (SGP)

To: **Shareholders of Sai Gon Port Joint Stock Company**

The Board of Directors of Sai Gon Port Joint Stock Company is pleased to invite you to attend the 2025 Annual General Meeting of Shareholders (AGM) with the following details:

**1. Meeting Time:** 08:30 AM on March 26, 2025 (*Reception starts at 08:00 AM*).

**2. Meeting Venue:** Sai Gon Port Joint Stock Company Hall - No. 3 Nguyen Tat Thanh, Ward 13, District 4, Ho Chi Minh City.

**3. Agenda and Meeting Documents:**

- + 2024 Reports from the Board of Directors and the Board of Supervisors;
- + Approval of 2024 business results; approval of 2025 business and investment plans;
- + Approval of the 2024 audited financial statements (separate and consolidated);
- + Approval of profit allocation, fund distributions, and 2024 dividend payments; 2025 dividend plan;
- + Approval of 2024 salary and remuneration fund results and the 2025 plan for management personnel;
- + Authorization for the Board of Directors to select an independent audit firm for 2025 financial statements;
- + Election of new Board of Directors members;
- + Other matters (if any).

The meeting documents will be available on the website [www.saigonport.vn](http://www.saigonport.vn) from **March 5, 2025**, and printed copies will be provided at the meeting.

**4. Registration for Attendance:**

To ensure smooth organization, we kindly request shareholders to submit *the Meeting Registration Form* to the address provided in Section 6 of this Invitation **no later than 16:30 PM on [Date] March 2025**.

**5. Letter of Authorization for Attending the AGM:**

In case a shareholder authorizes another person to attend the meeting, please complete the *Letter of Authorization (attached)* and submit it to the address specified in Section 6 of this Invitation **no later than 16:30 PM on [Date] March 2025**, or present it upon the authorized person's arrival at the meeting.

**(Note:** *The Letter of Authorization must be the original document, duly signed by the authorizing shareholder. If the shareholder is a corporate entity, the authorization must include the signature of the legal representative and the company's seal. The authorized attendee must present their*



*ID/Passport or other valid identification documents for verification by the organizing committee to confirm their eligibility to attend the meeting.)*

**6. Submission Address for Meeting Registration and Letter of Authorization & Contact Information:**

**Board of Directors Secretariat - Sai Gon Port Joint Stock Company**

+ Address: No. 3 Nguyen Tat Thanh, Ward 13, District 4, Ho Chi Minh City.

+ Phone: (028) 3940 2184 - Fax: (028) 3940 0168

We look forward to your participation..

Sincerely./.

**ON BEHALF OF THE BOARD OF DIRECTORS  
Chairman**

**Huynh Van Cuong**

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***Shareholders Attending the Meeting Must Bring the Following Documents for Verification:***

- *Meeting Invitation.*
- *ID Card/Citizen ID/Passport or other valid identification documents.*



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Ho Chi Minh City, [Date] 2025

### CONFIRMATION / LETTER OF AUTHORIZATION FOR ATTENDING THE 2025 ANNUAL GENERAL MEETING OF SHAREHOLDERS

To: **Sai Gon Port Joint Stock Company**

No. 3 Nguyen Tat Thanh, Ward 13, District 4, Ho Chi Minh City

Shareholder Name: .....

Address: .....

ID/Business Registration No. .... Issued Date.../.../..... Issued Place.....

Phone Number: .....

Current Shareholding: ..... shares in Sai Gon Port Joint Stock Company.

**By this document, I/We confirm:**

I/We will attend the 2025 Annual General Meeting of Shareholders of Sai Gon Port Joint Stock Company; or

I/We authorize Mr./Ms. [Name] to attend on my/our behalf:

Authorized Person's Name: .....

ID Number..... Issued Date.../.../..... Issued Place.....

(Other identification documents: ..... Date of issue: .../.../..... Place of issue: .....)

(n case the shareholder does not authorize another individual, they may authorize a member of the Board of Directors of Sai Gon Port Joint Stock Company for the 2021 - 2026 term according to the attached list. The shareholder should clearly state the name of the authorized Board Member):  
.....).

Number of authorized shares:..... shares.

#### Authorization Terms & Commitments:

- The authorized holder is authorized to attend, speak, vote, and perform shareholder rights at the 2025 AGM within the authorized shares.
- The authorized holder may not delegate this authorization to another party.
- This authorization is valid until the conclusion of the 2025 AGM.
- Both parties acknowledge full responsibility for this authorization and commit to compliance with applicable laws and the Company's Charter./.

Signed on ..... 2025

**AUTHORIZED PERSON**

(Signature & Full Name)

**SHAREHOLDER - AUTHORIZING PARTY**

(Signature, Full Name & Stamped if applicable)





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*Ho Chi Minh City, [Date] 2025*

## OPINION CONTRIBUTION FORM

*(Applicable for the 2025 Annual General Meeting of Shareholders of Sai Gon Port Joint Stock Company)*

**To: SAI GON PORT JOINT STOCK COMPANY**

*No. 3 Nguyen Tat Thanh, Ward 13, District 4, Ho Chi Minh City*

Full Name: .....

ID/Citizen ID Number..... Issued Date.../.../..... Issued Place.....

*(Other identification documents..... Issued Date.../.../..... Issued Place.....)*

*(Business Registration Certificate (if representing a corporate shareholder): ..... Issued Date.../.../..... Issued Place.....)*

Phone Number: .....

### COMMENTS & SUGGESTIONS

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..... 2025  
**SHAREHOLDER**  
*(Signature & Full Name)*

**BOARD OF DIRECTORS MEMBERS LIST**  
**SAI GON PORT JOINT STOCK COMPANY**  
**(TERM 2021 - 2026)**

<b>No.</b>	<b>Full Name</b>	<b>Position</b>
1	Mr. Huynh Van Cuong	Chairman of the Board
2	Mr. Vu Phuoc Long	Board Member
3	Mr. Nguyen Ngoc Toi	Board Member
4	Mr. Ly Quang Thai	Board Member
5	Mr. Nguyen Van Phuong	Board Member
6	Ms. Do Thi Minh	Board Member
7	Ms. Trinh Thi Ngoc Bien	Board Member
8	Ms. Ho Thi Thu Hien	Board Member
9	Ms. Do Thi Thanh Thuy	Board Member

