

CAI LAN PORT INVESTMENT  
JOINT STOCK COMPANY

No: 01/TTr-HĐQT

SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness

Ha Long, day 03 month 4 year 2025

*REPORT*

On the Adoption of Working Regulations for the 2025  
Annual General Meeting of Shareholders

To: The Annual General Meeting of Shareholders  
of Cai Lan Port Investment Joint Stock Company

The Board of Directors (BOD) of Cai Lan Port Investment Joint Stock Company respectfully submits to the Annual General Meeting of Shareholders (AGM) for approval the Working Regulations for the 2025 Annual General Meeting of Shareholders as follows:

I. VOTING ON AGENDA ITEMS

1. Principles:

- o All matters requiring approval at the AGM, as stipulated by law, must be resolved through shareholder voting. Each shareholder or authorized representative shall receive a Voting Ballot specifying their name, shareholder code, number of voting shares, and agenda items for voting.

2. Voting Procedures:

- o For Voting Ballots: Shareholders or authorized representatives shall indicate approval, disapproval, or abstention by marking the corresponding box on the ballot.
- o After voting, the Ballot Counting Committee shall collect all ballots to record and validate the results.
- o For matters involving authorization to the BOD, members of the BOD shall not be eligible to vote.

II. PARTICIPATION IN DISCUSSIONS AT THE GENERAL MEETING

Shareholders or representatives of shareholders attending the Congress when participating in the issues at the Congress will record the content of the comment voucher provided by the Organizing Committee. The voucher of shareholders' opinions will be received and summarized by the organizers to the chairperson or the person appointed to answer. Shareholders or representatives of shareholders may participate in direct dialogue on voting issues at the meeting if allowed by the chair.

III. ORGANIZING COMMITTEE

Responsibilities of the Organizing Committee:

- Distribute and collect voting ballots and meeting documents to attending shareholders.





- Control the congress program until the president presided over the meeting.
- Verification and reporting of the verification results of the shareholders' eligibility to attend the Meeting and the voting results of the matters adopted at the Meeting until the appointment of the Vote Counting Committee.
- Receiving and compiling Shareholders' Opinion Forms to submit to the Chairman for response.

#### IV. CHAIRPERSON

1. Chairman of the General Meeting of Shareholders is the Chairman of the Board of Directors. The chairman can invite more members to participate in the meeting.

2. The responsibility of the chairman:

- Control the congress according to the program and regulations approved by the Congress.
- Guide the discussion and vote of issues in the Congress program and related issues throughout the process of the Congress.

- Answering the questions of the attending delegates.

- Solving problems arising during the meeting.

#### V. SECRETARIAT

1. The list of the Secretariat is approved by raising the voting card at the Congress.

2. The responsibility of the Secretariat:

- Record all opinions, speeches at the Congress and summarize the president's reports.
- Make a record and resolution of the contents approved at the Congress.

#### VI. BALLOT COUNTING COMMITTEE:

The list of votes was approved by the congress by raising the voting card at the Congress.

2. The responsibility of the votes:

- Carry out the card testing of the contents at the Congress and report the results of the votes before the Congress.

Sincerely thank the Congress!

Recipient:

- The Annual General Meeting of Shareholders;
- Filed with: BOD Archives, CPI Administration;

On behalf of the Board of Directors  
Chairman

  
Do Duc An

