

**MEETING MINUTES**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS 2025**

Company Name: CAI LAN PORT INVESTMENT JOINT STOCK COMPANY (CPI) Head Office: Lot No. 34, LK2 Zone, Cai Lan Port Logistics Service Area, Bai Chay Ward, Ha Long City, Quang Ninh Province Enterprise Code: 5700688013 issued by the Department of Planning and Investment of Quang Ninh Province.

**A. MEETING INFORMATION**

1. Time: 08:00 AM, April 11, 2025
2. Location: Meeting Room – 6th Floor Administration Building of Quang Ninh Port Joint Stock Company, No. 01, Cai Lan Street, Bai Chay Ward, Ha Long City, Quang Ninh Province.

**B. ATTENDEES**

1. Shareholders, authorized representatives of shareholders: 21 persons.
2. Members of the Board of Directors, Supervisory Board, CPI Management Board
3. Secretariat:
  - Mr. Tran Nam Quang – Head of HR & Administration Department – Head
  - Ms. Mac Thi Lan Anh – Secretary of the Board of Directors – Member

**C. MEETING CONTENTS**

1. The Organizing Committee announced the reasons for the meeting, introduced the attendees, read the Report on the Verification of Shareholders' Eligibility to Attend, and declared the meeting open. The number of attending shareholders holding and representing ownership of 24.569.163 shares, equivalent to 67,30 % of the total voting shares, met the quorum requirement as stipulated in the Company's Charter.
2. The Organizing Committee introduced and sought the voting opinions of the shareholders on the composition of the Presiding Board to chair the General Meeting: The Presiding Board of the General Meeting included:



- Mr. Do Duc An – Chairman of the Board of Directors – Chairperson
  - Mr. Doan Ngoc Tu – Member of the Board of Directors, General Director
  - Mr. Nguyen Van Manh – Member of the Board of Directors The approval rate of attending shareholders/authorized representatives was 100%.
3. The Chairperson presented to the General Meeting of Shareholders for approval the Working Regulations; the Meeting Agenda; the list of the Secretariat; and the list of the Vote Counting Committee at the General Meeting, with an approval rate of 100% from the attending shareholders/authorized representatives.

**a. Meeting Agenda:**

- 1) Approval of the Report on the Results of Production and Business Activities in 2024 and the Production and Business Activity Plan for 2025;
- 2) Approval of the Report on Activities in 2024 and the Activity Plan of the Board of Directors for 2025;
- 3) Approval of the Report on the Activities of the Supervisory Board at the Annual General Meeting of Shareholders 2025;
- 4) Approval of the Audited Financial Statements for 2024;
- 5) Approval of the proposal on authorizing the Board of Directors to select the auditing firm for the Financial Statements of 2025;
- 6) Approval of the proposal on the remuneration payment for the Board of Directors and the Supervisory Board in 2025;
- 7) Approval of the amendment of the Company's Charter;
- 8) Approval of the dismissal of a member of the Supervisory Board;
- 9) Approval of the election of an additional member to the Supervisory Board.

**b. List of the Secretariat:**

- 1) Mr. Tran Nam Quang – Head of HR & Administration Department – Head
- 2) Ms. Mac Thi Lan Anh – Secretary of the Board of Directors – Member

**c. List of the Vote Counting Committee:**

- 1) Mr. Do Tuan Hien – Deputy General Director – Head
- 2) Mr. Tran Nam Quang – Head of HR & Administration Department – Member
- 3) Mr. Le Trung Thong – Head of Business Investment Department – Member
- 4) Mr. Do Vu Linh – Head of Finance and Accounting Department – Member
- 5) Ms. Vu Thi An – HR & Administration Department – Member



4. The Chairperson invited Mr. Doan Ngoc Tu – Member of the Board of Directors, General Director of CPI, to present the Report on the Results of Production and Business Activities in 2024 and the Production and Business Activity Plan for 2025.
5. Mr. Do Duc An – Chairman of the Board of Directors – presented the Report on Activities in 2024, the Activity Plan for 2025 of the Board of Directors, and the Proposal on approving the actual remuneration for 2024 and approving the remuneration plan for 2025 of the Board of Directors and the Supervisory Board.
6. The Chairperson invited Mr. Doan Ngoc Tu – Member of the Board of Directors, General Director of CPI, to present the Proposals to the General Meeting of Shareholders for approving the Audited Financial Statements for 2024 and the Proposal on amending the Charter of Cai Lan Port Investment Joint Stock Company (According to Proposal No. 08/TTr-HĐQT, 9<sup>th</sup> April 2025).
7. The Chairperson invited Ms. Nguyen Thi Minh Thu – Head of the Supervisory Board – to present the report of the Supervisory Board to the Annual General Meeting of Shareholders 2025 and the Proposal on authorizing the Board of Directors to select the auditing firm for the Financial Statements of 2025.
8. The Chairperson invited Mr. Nguyen Van Manh – Member of the Board of Directors – to present to the General Meeting of Shareholders the proposal for the dismissal of a member of the Supervisory Board.

1) Mr. Nguyen Tu Thinh – Member of the Supervisory Board

9. Shareholders'/authorized representatives' comments on the reported contents:

\* Shareholder Nguyen Van Doi, Shareholder ID: 011

In order to incentivize and motivate performance, the remuneration for the Board of Directors and the Supervisory Board should be based on the results of business production and operations.



\* Mr. Do Duc An responded to the shareholder's comment:

In 2023, the company had no profit, so to accompany the difficulties of the unit, the Board of Directors and the Management Board have agreed to submit to the General Meeting of Shareholders to approve not paying remuneration to the Board of Directors in 2024.

The remuneration of the Board of Directors and the Supervisory Board for 2025 has been built, including in the production plan and business operation for 2025.

In case the business results are not achieved or exceeded the plan, then the Board of Directors and the Management Board will submit to the general meeting of shareholders to the final settlement through the appropriate remuneration paying.

10. The Vote Counting Committee announced the results of the vote counting for the dismissal of the Supervisory Board member:

1) Mr. Nguyen Tu Thinh: 99,96 %

- The Chairperson invited Mr. Nguyen Van Manh – Member of the Board of Directors – to present to the General Meeting the election of an additional member to the Supervisory Board.
- The Chairperson directed the General Meeting to vote on the contents of the Meeting and to cast ballots for the election of an additional member to the Supervisory Board. The Chairperson invited the Vote Counting Committee to guide the shareholders on casting their votes on the meeting agenda items and the ballot for the Supervisory Board member, and to conduct the vote counting. Mr. Do Tuan Hien – Head of the Vote Counting Committee – announced the vote counting results as follows:

12.1. Voting on the Agenda Items at the General Meeting

12.1.1. Approval of the Report on the Results of Production and Business Activities in 2024 and the Plan for Production and Business Activities in 2025.

Voting results were as follows:

- In favor: 24,565,728 votes, percentage: 99.99%

- Against: 0 votes, percentage: 0%
- No opinion/Abstain: 3,435 votes, percentage: 0.01%

12.1.2. Approval of the Report on Activities in 2024 and the Activity Plan for 2025 of the Board of Directors.

Voting results were as follows:

- In favor: 24.565.728 votes, percentage: 99.99%
- Against: 0 votes, percentage: 0%
- No opinion/Abstain: 3,435 votes, percentage: 0.01%

12.1.3. Approval of the Audited Financial Statements for 2024

Voting results were as follows:

- In favor: 24.565.728 votes, percentage: 99.99%
- Against: 3,435 votes, percentage: 0.01%
- No opinion/Abstain: 0 votes, percentage: 0%

12.1.4. Approval of the Actual Remuneration for 2024 and Approval of the Remuneration Plan for 2025 of the Board of Directors and the Supervisory Board

Voting results were as follows:

- In favor: 24.569.163 votes, percentage: 100%
- Against: 0 votes, percentage: 0%
- No opinion/Abstain: 0 votes, percentage: 0%

12.1.5. Approval of the Amendment of the Charter of Cai Lan Port Investment Joint Stock Company



Voting results were as follows:

- In favor: 24.569.163 votes, percentage: 100%
- Against: 0 votes, percentage: 0%
- No opinion/Abstain: 0 votes, percentage: 0%

12.1.6. Approval of the Report of the Supervisory Board submitted to the Annual General Meeting of Shareholders 2025

Voting results were as follows:

- In favor: 24.569.163 votes, percentage: 100%
- Against: 0 votes, percentage: 0%
- No opinion/Abstain: 0 votes, percentage: 0%

12.1.7. Approval of the authorization for the Board of Directors to select the auditing firm for the Financial Statements of 2025.

Voting results were as follows:

- In favor: 431.800 votes, percentage: 98,67 %
- Against: 0 votes, percentage: 0%
- No opinion/Abstain: 5.835 votes, percentage: 1,33 %

12.2. Election of an Additional Member to the Supervisory Board

Mr. Vu Manh Duy

Date of Birth: February 22, 1989

Current Position: Head of Finance and Accounting Department Company: Quang Ninh Port Joint Stock Company

Qualifications: Bachelor of Accounting

13. The Head of the Vote Counting Committee announced the results of the ballot count for the election of an additional member to the Supervisory Board:

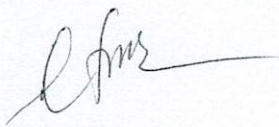
Mr. Vu Manh Duy was elected to the Supervisory Board of Cai Lan Port Investment Joint Stock Company - Term 2023-2028, with a voting rate of: 99,71%

The meeting adjourned at 11:00 AM on the same day. The Minutes of the meeting were read by the representative of the Secretariat to the General Meeting of Shareholders of Cai Lan Port Investment Joint Stock Company and were approved by the General Meeting of Shareholders with a 100% approval rate from the attending shareholders. The Minutes were made in one (01) copy and kept at the Company's head office.

**SECRETARIAT**



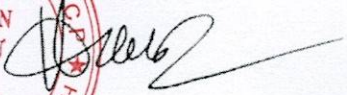
**Tran Nam Quang**



**Mac Thi Lan Anh**



**CHAIRMAN**



**Do Duc An**