ບໍລິສັດ ປິໂຕຣລ້ຽມເທຣດດິ້ງລາວ ມະຫາຊົນ
PETROLEUM TRADING LAO PUBLIC COMPANY
ຖະໜົນ: ກຳແພງເມືອງ, ບ້ານໂພນທັນ, ເມືອງໄຊເສດຖາ, ນະຄອນຫຼວງວຽງຈັນ, ສ ປ ປ ລາວ ໂທ: 856 21 264834-5 ແຟັກ: 856021 264836
Kampheangmueng Rd, Phonthan Village, Xaysettha District, Vientiane Capital, Lao P.D.R, Tel: 856 21 264834-5, Fax: 856021 264836

No.....0019...../PTL/2022

Vientiane Capital, Date:

INVITATION

To: Shareholders of Petroleum Trading Lao Public Company.
Subject: Invitation to the Annual General Shareholders' Meeting for the year 2021.

- Pursuant to the regulation of Petroleum Trading Lao Public Company, Dated 13 October 2014;
- Pursuant to the resolutions of PTL's Board of Director's meeting No. 1/2022, Dated 15 March 2022.

Petroleum Trading Lao Public Company ("company" or "PTL") is honored to invite you to attend the Annual General Shareholders' Meeting for the year 2021 which will be held on **28 April 2022** at **08:30 am** (The Registration is available at **08:00** am) venue at Meeting room on 8th Floor, Lao Securities Exchange Building, Kamphengmeuang Road, Phonthan Village, Saysettha District, Vientiane Capital, Lao PDR. In order to consider and approve the issues as indicated in the agendas attached herewith.

The company has announced the date, time, venue and agendas of the Annual General Shareholders' Meeting for the year 2020 on the Lao Securities Exchange website (www.lsx.com.la).

Your attendance is always highly appreciated.

Sincerely Yours,
Chairman of Board of Director

ບໍລິສັດ ປິໂຕຣລ້ຽມເທຣດດິ້ງ ລາວ ມະຫາຊົນ
Petroleum Trading Lao Public Company

ທ່ວາງ ຣັຕຕະນະວົງ
Vang RATANAVONG

Attachments

1. Agendas of the Annual General Shareholders' Meeting for the year 2021 (Attachment 1);
2. Minutes of the Annual General Shareholders' Meeting for the year 2020 (Attachment 2);
3. Financial statements of the year 2021 (Attachment 3);
4. Curriculum Vitae of the Board of Directors and Independent Directors (Attachment 4);
5. Proxy Form (Attachment 5);
6. Instruction on the documents and evidences required to be presented prior to attending the meeting (Attachment 6);
7. Map of the meeting venue (Attachment 7);
8. The COVID-19 protecting and resisting measure of the meeting;

Remarks:

1. All shareholders shall obtain the invitation letter attached herewith related documents, starting from 7th April 2022 at LSX Building 4th floor, Settlement and Depositary Department, Phonethan Village, Saysettha District, Vientiane Capital. Tel: +856-21 454 361-4, Fax; +856-21 454 361-4;
2. For the Shareholders who will attend the meeting in person, please kindly bring your personal identification (ID) card or passport (for foreign shareholders) for registration prior to attending the meeting.
3. The Shareholders, who will authorize a representative to attend the meeting and vote on their behalf, shall complete and provide signature on the proxy form (attachment 5).
4. Any shareholder's proxy to attend the meeting must present the documents and evidences to identify himself/herself for attending the meeting, according to the detail specified in the (attachment 6) attached hereto, and submit to the Chairman of the Meeting and/or a person authorized by the Chairman prior to attending the Meeting.
5. In case, shareholders shall authorize the Independent Director of company to attend the meeting and vote on their behalf, must complete the information and sign on the proxy form then tick (✓) in the ☐ on the paper for choosing the Independent Director to be a representative of the company and sent proxy letter together with supporting documents to Mr. Khamphout SOMBOUN, Secretary of Petroleum Trading Lao Public Company, Kamphengmeuang Road, Phonthan village, Saysettha District, Vientiane Capital. Please submit within 3 days prior to meeting date.
6. If you have any queries or questions in relation to the proxy letter including the details in this invitation letter, please contact Mr. Khamphout SOMBOUN via Tel +856-20 5555 9043.

Attachment 1

Agenda 01: To consider and approve the Minutes of the Annual General Shareholders' Meeting for the year 2020

Detail: The Annual General Shareholders' Meeting for the year 2020 was held on 29th April 2021, the meeting had considered all necessary matters, recorded the contents of the minutes of meeting accurately. The minutes in details was enclosed herewith (**Attachment 2)**

Board of Directors' opinion: The Board of Directors have thoroughly considered and agreed to propose to the Meeting in order to consider and approve on this agenda.

Required vote: Pursuant to the Enterprises Law, this agenda must be approved by the votes for more than half of the total votes in the meeting.

Agenda 02: To consider and approve the business performance result of the year 2021 and audited financial statement for the year 2021

Details:

I. The business performance results of the year 2021 were detailed as follow:

❖ B2B Sales Volume:

Customer	Plan in 2021	Sales Volume	Difference	
	Liter	Liter	Liter	%
B2B	**85.747.000**	**53.129.000**	**-32.618.000**	**61,96**

❖ SPOT Sales Volume:

Customer	Plan in 2021	Sales Volume	Difference	
	Liter	Liter	Liter	%
SPOT	**45.000.000**	**75.109.000**	**30.109.000**	**166,91**

❖ Gas Station Sales Volume:

No.	Customer	Plan	Sales Volume	Difference	
		Liter	Liter	Liter	%
1	Platinum	13.164.000	11.004.000	(2.160.000)	83,59
2	Gold	29.514.000	21.295.500	(8.218.500)	72,15
3	Standard	25.160.000	23.146.245	(2.013.755)	92,00
4	Thongthin	12.052.000	13.161.000	1.109.000	109,20
Total		**79.890.000**	**68.606.745**	**(11.283.255)**	**85,88**

❖ Medium LS Fuel Oil, Road Petroleum and Lubricant Sales Volume:

No.	**Customer**	Plan in 2021	Sales Volume	Difference	
		Liter	Liter	Liter	%
1	Medium LS Fuel Oil	Based on customers' order	60.000	60.000	100
2	Road Petroleum Customer	Based on customers' order			
3	Lubricant	120.000	26.142	-93.858	21,78
Total		**120.000**	**86.142**	**-33.858**	**71,78**

❖ Comparison of Sales between 2020 and 2021

No.	Total	Sales in 2021	Sales in 2020	Difference	
		Liter	Liter	Liter	%
Total		**196.930.887**	**174.496.860**	**22.434.027**	**12,85**

❖ ภาษีมอบพันทะอากอน และ อื่นๆ เข้ำลัด ปะจำปี 2021

No.	**Detail**	**Amount (LAK)**
1	Import Tax	84.433.127.700
2	Excise Tax	268.779.530.700
3	Value Added Tax	143.983.943.199
4	Road Tax	107.570.320.000
5	Statutory Fuel-price Stabilizing reserve Fund	109.298.940.000
6	E-Meter	261.876.000
7	Quality Fee	2.764.776.000
8	Notice of tax	130.714.999
9	Value Added Tax During a Year	27.661.930.426
10	Profit Tax	-
11	Income Tax	991.977.069
Total		**745.877.136.094**

❖ Human Recourse

Petroleum Trading Lao Public Company has total 44 employees in 2021 in which 22 employees are female.

II. Financial Statement for the year 2021 were summarized as following:

Items	2021	2020
Total Assets (LAK)	931.260.589.103	781.156.921.782
Total Liabilities (LAK)	799.091.539.693	571.010.773.835
Total Equity (LAK)	132.169.049.410	210.146.147.947
Sales (LAK)	1.629.626.447.217	1.129.058.388.481
Net Profit/(Loss) (LAK)	(77.977.098.537)	(22.431.185.908)
Earnings (Loss) per Share	(334)	(96)

The financial statement of the year 2021 in details **(Attachment 3)**

Board of Directors' opinion: The Board of Directors have thoroughly considered and agreed to propose to the Meeting in order to consider and approve on this agenda.

Required vote: Pursuant to the Enterprises Law, this agenda must be approved by the votes for more than half of the total votes in the meeting.

Agenda 03: To consider and approve the business plan of PTL for the year 2022

Details: The business plans of PTL Company for the year 2022 are detailed as follow:

In the context of the Covid-19 pandemic, 2021 has been hit by the first substantial wave of contamination in Lao PDR in April, which has resulted in a second national lockdown throughout Q2 and Q3. Coupled with international geopolitics instability, the price of fuel has rocketed to reach over 150% of its original price.

Despite those gloomy factors, PETROLEUM TRADING LAO PUBLIC COMPANY has adopted a more resilient and stronger approach in its strategy throughout 2021, which has resulted in the highest sales volume in PTL's history.

2022 will still remain a challenge as Lao PDR is still facing the devaluation of its currency, however, the outlook on 2022 is very positive with a high-volume customer base built in 2021 and forecasted lower product cost which will allow the company to be poised to generate profits in 2022.

1) Growth - Offset 20201 Volume Loss

i) **Projects/B2B**

- Retain main B2B Customer.
- Capture other Key B2B Accounts (Mining/ USD account /FX cover).
- Capitalize Spot Market Opportunities – Consolidates 75M m3
- Target/Transition to USD accounts to maintain USD/LAK balance.

ii) **Retail**

- Grow PTL network DODO and branding (highest profitable BL).
- Capture Full potential of existing and newly acquired COCO sites.
- Expand Retail Value Proposition:
  - Take Over Plus Card.
  - (10) Lub Bays and (5) Coffee Shops.
  - Marketing & Promotions – Payment method BCEL/WeChat.
  - Invest in developing new energy sources (Electric Vehicles)
- Optimize margins by improving /mapping real cost to serve and restructure accordingly
- Develop & Capture franchise /volume expansion in North & South new business models
- Design and build first "tax exempt "station @ VLP

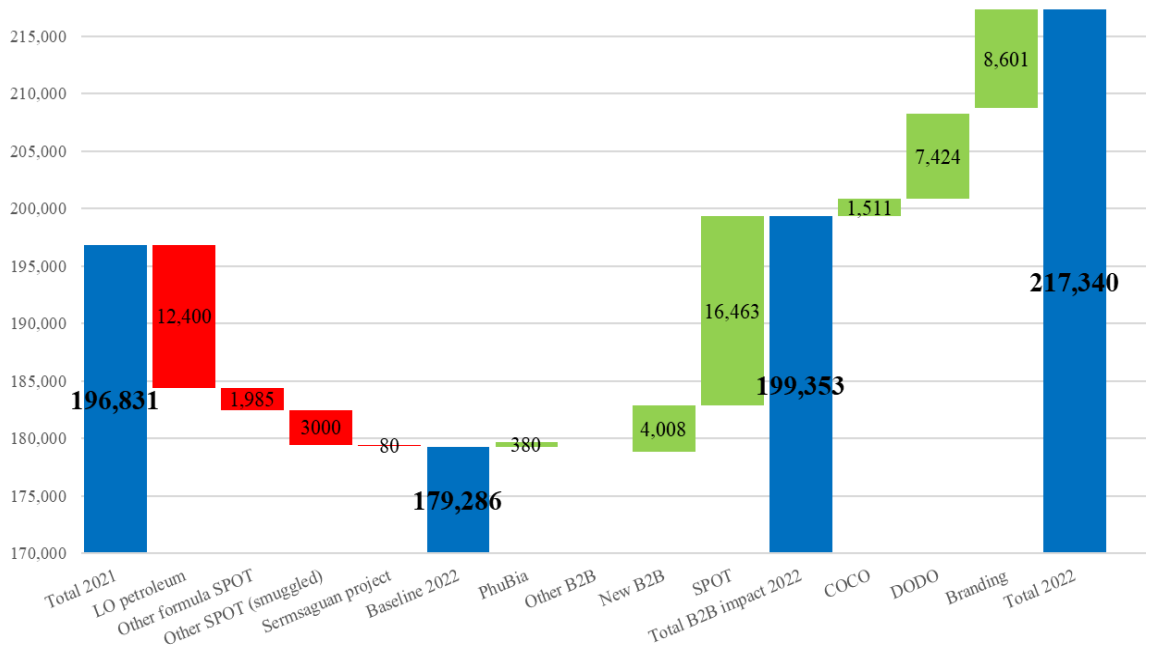
iii) **Supply**

- Obtain, implement and maintain AEO certificate.
- Seek alternative fuel supply sources LAK / diversify credit risk. Synergies with other importers.
- Reduce Sitthi logistics inefficiency (Trucks not used, Trips and G/L monitoring and receiving procedure).

Plan of supply volume

	2022 TOTAL				2021 Actual			
m3	Diesel	UL91+UL106	Other	Total	Diesel	UL91+UL106	Other	Total
PhuBia	38,400	0	0	38,400	38,020	0	0	38,020
Sinohydro	2,282	0	0	2,282	2,443	0	0	2,443
Other Formula	200	0	0	200	2,375	669	0	3,044
Other B2B	11,430	0	0	11,430	6,864	0	0	6,864
Other B2B Pick up	0	0	0	0	3,077			3,077
New B2B	4,008	0	0	4,008	1,851	42	0	1,893
SPOT	45,000	30,000	0	75,000	48,138	24,784	0	72,922
	101,320	30,000	0	131,320	102,768	25,495	0	128,263
COCO	20,521	13,667	0	34,188	19,891	12,814	0	32,705
New COCO	721	480	0	1,201	618	555	0	1,173
DODO Transport	19,722	14,140	0	33,862	17,017	13,258	0	30,275
DODO Pick up	0	0	0	0	713	538	0	1,251
New DODO	4,903	3,265	0	8,168	2,383	697	0	3,080
Branding	4,731	3,870	0	8,601				
	50,598	35,422	0	86,020	40,622	27,862	0	68,484
Lubricants	0	0	0	0	0	0	24	24
Bitumen	0	0	0	0	0	0	0	0
HFO	0	0	0	0	0	0	60	60
	0	0	0	0	0	0	84	84
TOTAL	151,918	65,422	0	217,340	143,390	53,357	84	196,831

Graph of Supply Volume



Board of Directors' opinion: The Board of Directors have thoroughly considered and agreed to propose to the Meeting in order to consider and approve on this agenda.

Required vote: Pursuant to the Enterprises Law, this agenda must be approved by the votes for more than half of the total votes in the meeting.

Agenda 04: To consider that there is no dividend payments from the business performance result of the year 2021

Details: Pursuant to the Financial Statement was audited by external auditor for the year 2021, the company losses from business operation and pursuant to the Enterprises Law No.46/NA, dated 26 December 2013, on the article 155 "Distribution of dividends" the company is prohibited to distribute dividends when there still are accumulated losses.

Board of Directors' opinion: The Board of Directors have thoroughly considered and agreed to propose to the Meeting in order to consider and approve on this agenda.

Required vote: Pursuant to the Enterprises Law, this agenda must be approved by the votes of more than half of the total votes in the meeting.

Agenda 05: To consider and approve the appointment of the External Auditor which is Price Waterhouse Cooper (Lao) Sole Co., Ltd ("PwC") for the year 2022 together with determination a gap of remuneration between USD34.000 to USD37.000.

Details: Pursuant to the Enterprises Law No.46/NA, dated 26 December 2013, on the article 154 Rights and duties of the Annual General Shareholders' meeting to elect and decide a remuneration of the external auditor which Price Waterhouse Cooper (Lao) Sole Co., Ltd ("PwC") has been accordingly considered by the Board of Directors, hereby propose to the meeting in order to consider and approve the appointment of PWC as the external auditor for the year 2022 and determined a gap of remuneration between USD34.000 to USD37.000; PWC is the external auditor company authorized by Lao Securities Commission Office. Due to PWC has been the external auditor for PTL since 2018 to 2021with its equipped experience and detailed discretion. The previous remunerations in details are as follow:

Year	Remuneration of audit
2018	55.000
2019	34.000
2020	34.000
2021	32.000
2022	34.000 – 37.000

Board of Directors' opinion: The Board of Directors have thoroughly considered and agreed to propose to the Meeting in order to consider and approve on this agenda.

Required vote: Pursuant to the Enterprises Law, this agenda must be approved by the votes of more than half of the total votes in the meeting.

Agenda 06: To consider and adopt the resignation of the current PTL's Board of Directors due to the completion of the term.

Details: Pursuant to the Decision on Board of the Director No 10/LSC, dated on 26 April 2019, the members of the Board of Director have a term within 2 years and the current PTL's Board of Directors were appointed by the Annual General Shareholders' Meeting for the year 2018 held on 26 April 2019, this means the term of PTL's Directors will be complete soon. Therefore, PTL agreed to propose to the Meeting to consider and adopt the resignation in detail as follow:

The Current PTL's Board of Directors:

1. Mrs. Savanhthong PHONGSAVANH : Vice Chairman;
2. Mrs. Chanthadom MEKSAVANH : Vice Chairman;
3. Mr. Phoxay CHANTHAVONGSA : Independent Director;
4. Mr. Nouphan MAHAPHON : Independent Director;
5. Mrs. Daly PHOLSENA : Independent Director;
6. Mr. Bounthanh CHITTAVONG : Director.

Board of Directors' opinion: The Board of Directors have thoroughly considered and agreed to propose to the Meeting in order to consider and approve on this agenda.

Required vote: Pursuant to the Enterprises Law, this agenda must be approved by the votes of more than half of the total votes in the meeting.

Agenda 07: To consider and adopt the appointment of the new PTL's Board of Directors for the year 2022-2024.

Details: Pursuant to the Decision on Board of the Director No 10/LSC, dated on 26 April 2019, and in order to ensure the effectiveness of the PTL's management. Therefore, PTL agreed to propose to the Meeting to consider and adopt the appointment of the new PTL's Board of Directors for the year 2022-2024 the details as follow:

New PTL's Board of Directors:

1. Mr. Vang RATTANAVONG : Independent Chairman (continue the position since 2021);
2. Mr. Khamsone SITTHIXAY : Vice Chairman;
3. Mr. Mark LOUVANT : Director;
4. Mrs. Saengdeuan KIEOSUVATH : Director;
5. Mr. Viengkhone SITTHIXAY : Chairman of Economic committee / Independent Director;
6. Mr. Bounthanh VONGSOULY : Chairman of Risk Management / Independent Director;
7. Prof. Davone VANGVICHITH : Chairman of Audit Committee / Independent Director.

Curriculum Vitae of the new PTL's Board of Directors for the year 2022-2024 in details **(Attachment 4)**

Board of Directors' opinion: The Board of Directors have thoroughly considered and agreed to propose to the Meeting in order to consider and approve on this agenda.

Required vote: Pursuant to the Enterprises Law, this agenda must be approved by the votes of more than half of the total votes in the meeting.

Attachment 2

The Minutes of the Annual General Shareholders' Meeting 2020

PetroTrade

ບໍລິສັດ ປິໂຕຣລ້ຽມເທຣດດິ້ງລາວ ມະຫາຊົນ
PETROLEUM TRADING LAO PUBLIC COMPANY

Kamphoungmuang Rd, Phonthan Village, Xaysettha District, Vientiane Capital, Lao P.D.R, Tel: 856 21 264834-5, Fax: 856021 264836

00 35
No:...../PTL/2021
Vientiane Capital, Date: 18 MAY 2021

The Minutes of the Annual General Shareholders' Meeting of 2020 of Petroleum Trading Lao Public Company

The Annual General Shareholders' Meeting of 2020 of Petroleum Trading Lao Public Company (PTL) was held on 07th May 2021 at 08:50 am on the 8th floor of Lao Securities Exchange Building, Phonthan Village, Saysettha District, Vientiane, Lao P.D.R. At the opening, the meeting was attended by 11 shareholders, in which 8 shareholders attended the meeting in person and 3 shareholders attended the meeting as proxies, holding the total of 198.816.290 shares, equivalent to 84,60% of the total paid-up shares. On the agenda 3, There was 1 more shareholder attended the meeting in person. Thus, the meeting was attended by 12 shareholders, in which 9 shareholders attended the meeting in person and 3 shareholders attended the meeting as proxies, holding the total of 198.824.790 shares, equivalent to 84,61% of the total paid-up shares. Thereby, this made the quorum in accordance with the Enterprise Law and the Articles of Association of the company.

The host introduced each of Board of Directors and the relevant officers attending the meeting as followed:

Board of Directors	Position
1. Mrs. Chanthadom MEKSAVANH	: Vice Chairman;
2. Mrs. Daly PHOLSENA	: Independent Director, Chairman of Internal Audit Committee;
3. Mr. Phoxay CHANTHAVONGSA	: Independent Director, Internal Audit Committee;
4. Mr. Bounthanh CHITTAVONG	: Director.

Mr. Chanthone SITTHIXAY Chairman; Mrs. Savanhthong PHONGSAVANH Vice Chairman and Mr. Nouphan MAHAPHON Independent Director were not available to attend the meeting. Therefore, Mrs. Chanthadom MEKSAVANH Vice Chairman was appointed as the chairman of this meeting.

Furthermore, there were representatives from the Lao Securities Commission Office, Lao Securities Exchange, Price Waterhouse Cooper (Lao) Sole Co., Ltd, Lanexang Securities Public Company and the individual shareholder attended the meeting.

The host instructed the measures of COVID-19 prevention attending the meeting as well as informed the agenda, instruction for vote procedure and counting as the following:

Agenda:

Agenda 1: To consider and approve the Minutes of the Annual General Shareholders' Meeting for the year 2019

Agenda 2: To consider and approve the business performance result of the year 2020 and audited financial statement for the year 2020

Agenda 3: To consider and approve the business plan of PTL for the year 2021

Agenda 4: To consider that there is no dividend payments from the business performance result of the year 2020

Agenda 5: To consider and approve the appointment of the External Auditor which is Price Waterhouse Cooper (Lao) Sole Co., Ltd ("PwC") for the year 2021 together with determination a gap of remuneration between USD34.000 to USD37.000

Agenda 6: To consider and approve on the requested resignation of Mr. Chanthone SITTHIXAY as the PTL's Chairman of the Board of Directors

Agenda 7: To consider and approve on the appointment of Mr. Vang RATTANAVONG to be the PTL's chairman of the Board of Directors

Process of Voting:

- Each shareholder is entitled to the votes equaling to the number of shares held by them, whereby one share is entitled to one vote;
- In casting votes in each agenda, the Chairman of the meeting will ask If any shareholders disapproved;
  If the shareholders who disapprove shall put a mark ✓ in the disapproved box □ in the ballots and raise hand up for the company's staff to collect the vote counting card; and for the shareholders who do not raise the hand up shall be deemed that they have approved as proposed to the meeting;
- In the case of any shareholders have appointed the proxies to attend the Meeting and to cast the votes as specified by the shareholders in the Proxy Form, the Company has already recorded such votes at the registration for the convenience of the proxies. The proxies are not required to put any mark in the ballots.

Vote Counting:

- In vote counting of each agenda, the disapproval votes of the shareholders attending the Meeting and by proxy which the Company recorded the votes at the registration will be deducted from the amount of the total shares of the shareholders attending the Meeting and casting the votes in each agenda.
- The Chairman will announce the voting results of each Agenda to the Meeting after the vote casting of each agenda is completed by specifying the numbers and percentages of the approval votes and the disapproval votes. The company will not count the disapproval vote of the shareholders who submit the ballots after the Chairman has announced the voting results of each agenda to the meeting.

In case of the shareholders or the proxies have any question of each agenda, please raise hand up and introduce yourself that you're a shareholder or the proxy in order to record

in the minutes of the Annual General Shareholders' Meeting of 2020. And again, in accordance with the relevant rules and regulations, I would like to notify that the observers are not allowed to have comments on the agenda of the meeting today.

Therefore, in order to make transparency for counting the votes to the meeting, we are looking for the volunteer at least 1 people to be witness by informing your name, surname, and specific as the shareholder or the proxy. And shall sit at the counting desk in which Ms. Moukdalay KHOUNSAVANH, the proxy of shareholder being as a volunteer together with the Directors of the company; and then assigned to secretary of the company responsible for counting votes of all agendas.

After that, Mrs. Chanthadom MEKSAVANH, Chairman of the meeting officially opened and proceed the meeting according to the agenda of the Annual General Shareholders' Meeting of 2020 as per details following:

Agenda 1. To consider and approve the Minutes of the Annual General Shareholders' Meeting for the year 2019

The Chairman of the meeting proposed to the meeting as follows: The Minutes of the Annual General Shareholders' Meeting for the year 2019 held on 29th May 2020 has been accurately and completely reviewed the contents.

The Chairman of the meeting encouraged the meeting to have comments after report but there were no comments.

The Chairman of the meeting then proposed to the meeting to consider and approve the Minutes of the Annual General Shareholders' Meeting for the year 2019.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to approve the Minutes of the Annual General Shareholders' Meeting for the year 2019 as the votes following:

- Approved 198,816,290 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,816,290 votes or equal to 100 %.

Agenda 2. To consider and approve the business performance result of the year 2020 and audited financial statement for the year 2020

The Chairman of the meeting proposed to the meeting about the business performance result of the year 2020 has been detailed as follows:

I. The business performance result of the year 2020

❖ The total sale of Gas station customers:

1) Comparison of sales between the Plan in 2020 and the actual sales

No.	Gas station	Plan in 2020 (liters)	Actual (liters)	Difference	
				(liters)	(%)
1	Platinum	16.113.000	12.991.000	(3.122.000)	(19)
2	Gold	23.036.000	21.576.000	(1.460.000)	(6)
3	Standard	22.553.000	18.443.000	(4.110.000)	(18)
4	Thongthin	11.597.000	11.137.000	(460.000)	(4)
Total		**73.299.000**	**64.147.000**	**(9.152.000)**	**(12,49)**

2) Comparison of sales between the year 2020 and 2019

No.	Gas stations	Sales in 2020 (liters)	Sales in 2019 (liters)	Difference	
				(liters)	(%)
1	Platinum	12.991.000	14.518.000	(1.527.000)	(10,52)
2	Gold	21.576.000	24.036.000	(2.460.000)	(10,23)
3	Standard	18.443.000	17.747.000	696.000	3,92
4	Thongthin	11.137.000	10.675.000	462.000	4,33
Total		**64.147.000**	**66.976.000**	**(2.829.000)**	**(4,22)**

❖ The total sale of project customers:

1) Comparison of sales between the Plan in 2020 and the actual sales

No.	Customer	Plan in 2020 (liters)	Actual (liters)	Difference	
				(liters)	(%)
1	B2B	114.140.000	84.575.000	(29.565.000)	(25,90)

2) Comparison of sales between the year 2020 and 2019

No.	Customer	Sales in 2020 (liters)	Sales in 2019 (liters)	Difference	
				(liters)	(%)
1	B2B	84.575.000	102.357.000	(17.782.000)	(17,37)

❖ The total sale of Medium LS Fuel Oil, Asphalt Petroleum and Lubricant

1) Comparison of sales between the Plan in 2020 and the actual sales

No.	Customers	Plan in 2020 (liters)	Actual (liters)	Difference	
				(liters)	(%)
1	Medium LS Fuel Oil	According to the customers' order	6.759.375	6.759.375	100
2	Asphalt Petroleum	According to the customers' order	19.003.187	19.003.187	100
3	Lubricant	120.000	12.298	(107.702)	(89,75)
Total		**120.000**	**25.774.860**	**25.654.860**	**213,79**

2) Comparison of sales between the year 2020 and 2019

No.	Customers	Sales in 2020 (liters)	Sales in 2019 (liters)	Difference	
				(liters)	(%)
1	Medium LS Fuel Oil	6.759.375	N/A	6.759.375	100
2	Asphalt Petroleum	19.003.187	N/A	19.003.187	100
3	Lubricant	12.298	10.335	1.963	18,99
Total		**25.774.860**	**10.335**	**25.764.525**	**218,99**

❖ Comparison of the total customer's sales

1) Comparison of sales between the Plan in 2020 and the actual sales

No.	Customers	Plan in 2020 (liters)	Actual (liters)	Difference	
				(liters)	(%)
1	B2B	114.140.000	84.575.000	(29.565.000)	(25,90)
2	Gas stations	73.299.000	64.147.000	(9.152.000)	(12,49)
3	Medium LS Fuel Oil, Asphalt Petroleum	According to the customers' order	25.762.562	25.762.562	100
4	Lubricant	120.000	12.298	(107.702)	(89,75)
Total		**187.559.000**	**174.496.860**	**(13.062.140)**	**(6,96)**

2) Comparison of sales between the year 2020 and 2019

No.	Customers	Sales in 2020 (liters)	Sales in 2019 (liters)	Difference	
				(liters)	(%)
1	B2B	84.575.000	102.357.000	(17.782.000)	(17,37)
2	Gas stations	64.147.000	66.976.000	(2.829.000)	(4,22)
3	Medium LS Fuel Oil, Asphalt Petroleum	25.762.562	N/A	25.762.562	N/A
4	Lubricant	12.298	10.335	1.963	18,99
Total		**174.496.860**	**169.343.335**	**5.153.525**	**3%**

❖ Tax paid to the tax authority and other in 2020

No.	List	2019 (KIP)	2020 (KIP)	Difference	
				(KIP)	(%)
1	Import Tax	43.299.752.000	30.770.033.800	(12.529.718.200)	(28,94)
2	Excise Tax	174.210.011.500	104.651.811.900	(69.558.199.600)	(39,93)
3	Value Added Tax	162.358.934.899	56.457.764.899	(105.901.170.000)	(65,23)
4	Road Tax	88.338.640.000	76.018.280.000	(12.320.360.000)	(13,95)
5	Reserve Fund	80.734.800.000	195.899.410.000	115.164.610.000	58,79
6	E-Meter	1.019.292.000	877.134.000	(142.158.000)	(13,95)
7	Quality Fee	2.717.812.000	2.339.024.000	(378.788.000)	(13,94)
8	Value Added Tax During a Year	15.826.873.767	61.466.531.998	45.639.658.231	74,25
9	Profit Tax	800.000.000	2.870.718.065	2.070.718.065	72,13
10	Income Tax	1.251.753.473	880.770.879	(370.982.594)	(29,63)
Total		**570.557.869.639**	**532.231.479.541**	**(38.326.390.098)**	**(6,72)**

❖ Human Resource

In 2020, our human resource department have worked to make sure that our employees are enough and capable and skills to works in their roles and responsibilities, update and make sure our wealth fare and employee benefit are complying with labor law and company policy. In addition, we provide training on various topics to increase the skills and awareness of employees within the organization.

Our Company has 56 employees for the year 2020, in which 35 staffs are female.

II. Financial statement for the year 2020 has been summarized as the following:

List	2020	2019	Difference	%
Total Assets (LAK)	781.156.921.782	753.368.200.898	27.788.720.884	3,69
Total Liabilities (LAK)	571.010.773.835	520.790.867.043	50.219.906.792	9,64
Total Equities (LAK)	210.146.147.947	232.577.333.855	(22.431.185.908)	(9,64)
Total Revenues (LAK)	1.129.058.388.481	1.271.935.934.055	(142.877.545.574)	(11,23)
Profit/(Loss), net (LAK)	(22.431.185.908)	(80.237.966.665)	57.806.780.757	(72,04)
EPS (LAK)	(96)	(342)	246	(71.93)

The audited financial statement for the year 2020 has been detailed as attached the documents in the letter of invitation.

The Chairman of the meeting encouraged the meeting to have comments after report but there were no comments.

The Chairman of the meeting then proposed to the meeting to consider and approve the business performance result of the year 2020 and audited financial statement for the year 2020.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to approve the business performance result of the year 2020 and audited financial statement for the year 2020 as the votes following:

- Approved 198,816,290 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,816,290 votes or equal to 100 %.

Agenda 3. To consider and approve the business plan of PTL for the year 2021

The Chairman of the meeting delegated Mr. Mark LUVANT, General Manager of PTL to report about business plan of PTL for the year 2021 as follows:

2021 will be a big challenge for the Company as we will need to recover from the 2020 losses and also compensate the fact that we will not supply the Express Way during this year as the 2nd portion "*Vang Vieng-Luangprabang*" will resume only by end of 2021/beginning of 2022. Therefore, the Company has decided to adopt a more aggressive and resilient strategy in the market but also internally.

1) Growth - Offset 2020 Volume Loss

i) Projects/B2B

- Capture incremental volumes, leveraging on our supply and logistics advantage (vs other importers) along with our compliance with the government regulations.
- Capture Key B2B Accounts (Mining).

- Capitalize Spot Market opportunities and consolidate 45M liters.

ii) Retail

- Capture Full potential of existing and newly acquired COCO sites
- Redesign and expand our Retail value proposition with additional fuel and non-fuel businesses to capture additional margin and volume:
  - Take over fuel card business (Plus Card)
  - Develop Lubricant bays (10)
  - Develop Coffee Shops (5)

iii) Marketing & Promotions

- Optimize margins by improving mapping real cost to serve.
- Continue to monitor and collaborate with industry to maintain/increase CIF margins.

2) Operational Efficiency

i) Continue to efficiently manage Opex and Capex by adjusting our structures and investments to only the highest returns on short time.

ii) Re-design our operations capacity, divest low volume depots and expand higher ones and leverage on other storage available to reduce the investment of capacity expansion.

3) Financial Discipline

i) Reduce our 2020 AR to 0.

ii) Reduce our OD risk with Suppliers.

iii) Manage Spot market credit risk.

iv) Manage FX losses to 0.

4) Culture

i) Progress high performance individuals into more challenging roles.

ii) Develop our workforce capabilities – promote cross functional changes and trainings.

iii) Foster process innovations.

❖ **External Factors in 2020**

1. Foreign Exchange

For the period of Jan-May we experienced losses only mostly due to negative valuation of KIP to USD that we are experiencing this year. The second half (June-Dec) we started gaining thanks to a positive valuation of receivables and in that period **dollars were getting very weak** on the international market while **Yuan was getting strong**. We were able to capitalize on that because we were pricing the product in Yuan (receiving Yuan) while paying for the product in USD.

2. Post-COVID19

The impact of COVID-19 and the oil prices war are proving to be a two-pronged crisis for oil, gas, and chemicals companies. Oil prices are dropping due to failed agreements on production cuts and the need for chemicals and refined products is slowing from industrial slow-downs and travel restrictions in the wake of this global pandemic.

The Chairman of the meeting encouraged the meeting to have comments after Mr. Mark LUVANT's briefly report but there were no comments.

The Chairman of the meeting then proposed to the meeting to consider and approve the business plan of PTL for the year 2021.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to approve the business plan of PTL for the year 2021 as the votes following:

- Approved 198,824,790 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,824,790 votes or equal to 100 %.

Agenda 4. To consider that there is no dividend payments from the business performance result of the year 2020

The Chairman of the meeting proposed to the meeting: Pursuant to the Financial Statement was audited by external auditor for the year 2020, the company losses from business operation and pursuant to the Enterprises Law No.46/NA, dated 26 December 2013, on the article 155 "Distribution of dividends" the company is prohibited to distribute dividends when there still are accumulated losses.

The Chairman of the meeting encouraged the meeting to have comments after report but there were no comments.

The Chairman of the meeting then proposed to the meeting to consider and approve that there is no dividend payments from the business performance result of the year 2020

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to approve that there is no dividend payments from the business performance result of the year 2020 as the votes following:

- Approved 198,824,790 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,824,790 votes or equal to 100 %.

Agenda 5: To consider and approve the appointment of the External Auditor which is Price Waterhouse Cooper (Lao) Sole Co., Ltd ("PwC") for the year 2021 together with determination a gap of remuneration between USD34.000 to USD37.000

The Chairman of the meeting proposed to the meeting: Pursuant to the Enterprises Law No.46/NA, dated 26 December 2013, on the article 154 Rights and duties of the Annual General Shareholders' meeting to elect and decide a remuneration of the external auditor which Price Waterhouse Cooper (Lao) Sole Co., Ltd ("PwC") has been accordingly considered by the Board of Directors, hereby propose to the meeting in order to consider and approve the appointment of PWC as the external auditor for the year 2021 and determined a gap of remuneration between USD34.000 to USD37.000; PWC is the external auditor company authorized by Lao Securities Commission Office. Due to PWC has been the external auditor for PTL since 2017 to 2020 with its equipped experience and detailed discretion. The previous remunerations in details were as follow:

Year	Remuneration of audit
2017	55.000
2018	55.000
2019	34.000
2020	34.000
2021	34.000 – 37.000

The Chairman of the meeting encouraged the meeting to have comments after report but there were no comments.

The Chairman of the meeting then proposed to the meeting to consider and approve the appointment of the External Auditor which is Price Waterhouse Cooper (Lao) Sole Co., Ltd ("PwC") for the year 2021 together with determination a gap of remuneration between USD34.000 to USD37.000

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to approve the appointment of the External Auditor which is Price Waterhouse Cooper (Lao) Sole Co., Ltd ("PwC") for the year 2021 together with determination a gap of remuneration between USD34.000 to USD37.000 as the votes following:

- Approved 198,824,790 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,824,790 votes or equal to 100 %.

Agenda 6: To consider and approve on the requested resignation of Mr. Chanthone SITTHIXAY as the PTL's Chairman of the Board of Directors

The Chairman of the meeting proposed to the meeting: Mr. Chanthone SITTHIXAY resigned being the PTL's Chairman of the Board of Directors due to he was responsible for other duties.

The Chairman of the meeting encouraged the meeting to have comments after report but there were no comments.

The Chairman of the meeting then proposed to the meeting to consider and approve on the requested resignation of Mr. Chanthone SITTHIXAY as the PTL's Chairman of the Board of Directors

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to approve on the requested resignation of Mr. Chanthone SITTHIXAY as the PTL's Chairman of the Board of Directors as the votes following:

- Approved 198,824,790 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,824,790 votes or equal to 100 %.

Agenda 7: To consider and approve on the appointment of Mr. Vang RATTANAVONG to be the PTL's chairman of the Board of Directors

The Chairman of the meeting proposed to the meeting: Due to the former Chairman of the Board of Director resigned in order to responsible to other duties. Therefore, propose to appoint Mr. Vang RATTANAVONG to be the new PTL's chairman of the Board of Directors.

The Chairman of the meeting encouraged the meeting to have comments after report but there were no comments.

The Chairman of the meeting then proposed to the meeting to consider and approve on the appointment of Mr. Vang RATTANAVONG to be the PTL's chairman of the Board of Directors

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to approve on the appointment of Mr. Vang RATTANAVONG to be the PTL's chairman of the Board of Directors as the votes following:

- Approved 198,824,790 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,824,790 votes or equal to 100 %.

The Chairman of the meeting informed to the shareholders that all agendas were completely considered and approved in accordance with Letter of Invitation and encouraged the meeting to have other comments but there were no comments from shareholders.

At the end of the meeting, Mrs. Chanthadom MEKSAVANH, Chairman of the meeting gave a speech: on behalf of The Board of Directors would like to thank you very much to all the shareholders and proxies attended the Annual General Shareholders' Meeting of 2020 as well as thank you to representative from the Lao Securities Commission Officer, Lao Securities Exchange, Lanexang Securities Public Company and all related parties, who also attended the meeting today which made this meeting was successful.

The meeting has no any issue and the Chairman of the meeting declared the meeting adjourned at 10:10 a.m.

Yours Sincerely,

Chairman of the meeting



ຈັນທະດອນ ເມກສະຫວັນ
Chanthadom MEKSAVANH

Note: *Minutes of the Annual General Shareholders' meeting for the year 2020 shall deem to use the Lao language as the original.*

Attachment 3

Financial statement for the year 2021

PETROLEUM TRADING LAO PUBLIC COMPANY AND ITS SUBSIDIARIES

Draft

CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2021

	Notes	2021 LAK	2020 LAK
Assets			
Current assets			
Cash and cash equivalents	4	11,122,903,388	5,972,282,724
Trade accounts receivable, net	5	115,478,697,721	116,034,897,876
Inventories, net	6	21,253,312,815	24,330,263,991
Short-term loan to related parties	23.5	119,025,124,397	39,538,507,710
Other current assets	7	205,175,288,929	130,475,900,447
Total current assets		**472,055,327,250**	**316,351,852,748**
Non-current assets			
Property, plant and equipment, net	8	318,240,476,390	317,103,566,523
Intangible assets, net	9	3,963,242,896	5,173,795,545
Investment properties, net	10	83,901,249,041	84,474,039,871
Other non-current assets	11	53,100,293,526	58,053,667,095
Total non-current assets		**459,205,261,853**	**464,805,069,034**
Total assets		**931,260,589,103**	**781,156,921,782**

PETROLEUM TRADING LAO PUBLIC COMPANY AND ITS SUBSIDIARIES

Draft

CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2021

	Notes	2021 LAK	2020 LAK
Liabilities and equity			
Liabilities			
Current liabilities			
Trade accounts payable	12	169,370,572,944	82,421,760,886
Tax payables	13	11,188,055,755	17,553,668,359
Short-term borrowings	14	176,574,231,586	67,706,597,421
Other current liabilities	15	107,235,259,408	36,932,327,169
Total current liabilities		**464,368,119,693**	**204,614,353,835**
Non-current liabilities			
Long-term borrowings	14	334,723,420,000	366,396,420,000
Total non-current liabilities		**334,723,420,000**	**366,396,420,000**
Total liabilities		**799,091,539,693**	**571,010,773,835**
Equity			
Share capital	16	470,000,000,000	470,000,000,000
Share premium	16	27,638,932,340	27,638,932,340
Accumulated loss			
Appropriated-legal reserve	17	5,292,232,229	5,292,232,229
Other reserve		1,977,267,979	1,977,267,979
Unappropriated		(375,281,535,237)	(296,854,914,742)
Equity attributble to owners of the parent		**129,626,897,311**	**208,053,517,806**
Non-controlling interest		2,542,152,099	2,092,630,141
Total equity		**132,169,049,410**	**210,146,147,947**
Total liabilities and equity		**931,260,589,103**	**781,156,921,782**

PETROLEUM TRADING LAO PUBLIC COMPANY AND ITS SUBSIDIARIES

Draft

CONSOLIDATED STATEMENT OF INCOME
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	2021 LAK	2020 LAK
Sales	18	1,629,626,447,217	1,129,053,574,486
Cost of sales	20	(1,535,700,262,459)	(1,045,295,168,102)
Gross profit		**93,926,184,758**	**83,758,406,384**
Other income	19	10,419,642,272	17,222,545,168
Other gain(loss), net		(57,685,512,389)	1,617,661,352
Selling expenses	20	(15,494,279,920)	(21,815,903,744)
Administrative expenses	20	(72,293,491,638)	(65,224,469,710)
Operating loss		**(41,127,456,917)**	**15,558,239,450**
Finance expense		(36,849,641,620)	(34,810,350,996)
Net loss before income tax expenses		**(77,977,098,537)**	**(19,252,111,546)**
Income tax expenses	21	-	(3,170,074,362)
Net loss for the year		**(77,977,098,537)**	**(22,422,185,908)**
Loss attributable to :			
Owners of the parent		(78,426,620,495)	(22,534,867,500)
Non- Controlling interest		449,521,958	103,681,592
		(77,977,098,537)	**(22,431,185,908)**
Earnings (loss) per share			
Basic earnings (loss) per share	22	(334)	(96)

PETROLEUM TRADING LAO PUBLIC COMPANY AND ITS SUBSIDIARIES

Draft

CONSOLIDATED STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2021

				Accumulated loss				
	Share capital (Note 16) LAK	Share premium (Note 16) LAK	Common control reserve LAK	Appropriated legal reserve LAK	Other reserve LAK	Unappropriated LAK	Non-controlling Interest LAK	Total LAK
Opening balance at 1 January 2020	**470,000,000,000**	**27,638,932,340**	**(898,908,935)**	**4,172,052,092**	**1,977,267,979**	**(272,300,958,170)**	**1,988,948,549**	**232,577,333,855**
Recalssify control reserve	-	-	898,908,935	-	-	(898,908,935)	-	-
Net loss for the year	-	-	-	-	-	(22,534,867,500)	103,681,592	(22,431,185,908)
Appropriated-legal reserve	-	-	-	1,120,180,137	-	(1,120,180,137)	-	-
Closing balance at 31 December 2020	**470,000,000,000**	**27,638,932,340**	**-**	**5,292,232,229**	**1,977,267,979**	**(296,854,914,742)**	**2,092,630,141**	**210,146,147,947**
Opening balance at 1 January 2021	**470,000,000,000**	**27,638,932,340**	**-**	**5,292,232,229**	**1,977,267,979**	**(296,854,914,742)**	**2,092,630,141**	**210,146,147,947**
Net loss for the year	-	-	-	-	-	(78,426,620,495)	449,521,958	(77,977,098,537)
Closing balance at 31 December 2021	**470,000,000,000**	**27,638,932,340**	**-**	**5,292,232,229**	**1,977,267,979**	**(375,281,535,237)**	**2,542,152,099**	**132,169,049,410**

Attachment 4

The new PTL's Board of Directors

Curriculum Vitae of Independent Chairman

I. Personal Information



Name & Surname: **Mr. Vang Rattanavong**

Nationality: Lao, Race: Lao.

Date of Birth: 12 January 1949

Place of Birth: Lingsan Village, Tulakhom District, Vientiane Province

Occupation: Retried
Place of work: Ministry of Natural Resources and Environment
Position: Regal Consultant

Present Address: Hongseng Village, Chanthabury District, Vientiane Capital

ID No: A1-0035759

Telephone: 020 22212535

II. Education and Training

1. Education Level:

√ **Bachelor Degree**

- Subject: Regal & Administration
- Name and University Address: National Institute of Politics and Administration
- Period: 1972

√ **Master Degree**

- Subject: Political Relations Affair
- Name and University Address: Quebec a Montreal University, Canada
- Period: 1977

2. Attend on the Training:

No.	Subject	Organize by	period
1	State Administration	National Institute of Administration	1985
2	Management on Tourism	East-West-Center, Hawaii University USA	2006
3	Management on Tourism	Hiroshima, Japan	2007
4	Management on Tourism	Shanghai, China	2008
5	Management on Tourism	Maldives	2009

3. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Lao-America cooperation	Officer	1977 – 1978
2	Lao Embassy in Beijing, China	Second secretary	1978 – 1981
3	Asia-Pacific, Ministry of Foreign Affair	Director	1982 – 1983
4	Ministry of Foreign Affair	Vice Director	1983 - 1986
5	Department of party contact center	Director	1986 – 1987
6	Lao Embassy at Bangkok, Thailand	Consular	1987 – 1990
7	Lao Embassy in Australia & New Zealand	Ambassador to the Lao PDR	1990 - 1994
8	Ministry of Foreign Affair	Director at Asia-Pacific and Africa	1995 – 1998
9	Lao Embassy in USA, Canada and Mexico	Ambassador to the Lao PDR	1998 – 2002
10	Ministry of Foreign Affair	Director of Euro-America Department	2002 – 2003
11	Tourism authority of Lao PDR	Vice President of Lao National Tourism Authority, Senior Officer	2003 – 2011
12	Retied		2011

Curriculum Vitae of Vice Chairman

I. Personal Information



Name & Surname: **Mr. Khamsone SITTHIXAY**

Nationality: Lao, Race: Lao.

Age: 33 years old

Date of Birth: 13 October 1989

Place of Birth: Sounantha Village, Kaysone Phomvihan District, Savannakhet Province

Place of work: PTL Holding Company, Petroleum Trading Lao Public Company and Petro Trade Export-Import Company

Position: Deputy Director

II. Education and Training

1. Education Level:

√ **Diploma Degree:**

- Subject: Managerial Manageut

√ **Bachelor Degree**

- Subject: Business & Organizational Strategy
- Name and University Address: Martin College

√ **Master Degree**

- Subject: Human Resource Management & Marketing
- Name and University Address: Charles Sturt University

2. Attend on the Training:

No.	Subject	Period
1	Risk Management on FX exchange	2015
2	Risk Management on Oil Price, Singapore	2016
3	Corporate Accounting System management and control	2020

3. Working Histories:

No.	Place of work:	Position and Responsibilities	Period
1	Petroleum Trading Lao Public Company	Manager of international procurement	2015 - 2018
2	Petroleum Trading Lao Public Company	Assistant to Managing Director	2018 –2019
3	PTL Holding Co.,Ltd, Petroleum Trading Lao Public Company and Petro Trade Export-Import Company	Deputy Managing Director	2019 - 2022

Curriculum Vitae of Director

I. Personal Information



Name & Surname: **Mr. Mark LOUVANH**

Age: 47 years old

Nationality: Lao

Place of Birth: 25 September 1975

Place of Birth: Sokepaluang Village, Sisattanak District, Vientiane Capital

Work Place: Petroleum Trading Lao Public Company

Position: General Manager

II. Education and Training

1. Education Level:

√ **Master Degree**

- Subject: Science in Finance, Corporate Management, Taxation and Marketing
- Name and University Address: Paris (France) – La Sorbone
- Period: 1995-1999

2. Working Histories:

No.	Place of work:	Position and Responsibilities	Period
1	ANZ Bank (Lao) Ltd – Vientiane (Lao PDR),	Transaction Banking Manager (Payment & Cash Management and Trade)	2014 – 2016
2	ANZ Bank (Lao) Ltd – Vientiane (Lao PDR),	Chief Operating Officer (C.O.O)	2016 – 2018
3	Petroleum Trading Lao Public Company	General Manager	2018 to Present

Curriculum Vitae of Director

I. Personal Information



Name & Surname: **Mrs. Saengdeuan KIEOSUVATH**

Age: 54 years old

Nationality: Lao, Race: Lao.

Date of Birth: 30 September 1968

Place of Birth: Sibounheuangthong Village, Sikhodtabong District, Vientiane Capital

Place of work: PTL Holding Company

II. Education and Training

1. Education Level:

√ **Vocational Certificate**

❖ Subject: Business Management, Major: Accounting

- Name and University Address: Pakpasak Technical College
- Period: 2001

√ **Other:**

- Certificate: Consultant of Accounting (Lao CPA), Batch 7, 2006;
- Certificate: Mini MBA in Retail Management, National University of Sipathoum, Date: 01 February 2013 to 01 August 2013;
- Certificate: Bank for Professional Investment, Batch 4, Lao Securities Exchange, 2014;
- Certificate: Accounting Expert (Lao CPA), Batch 12, 2021; (Between 2016 to 2019)

2. Attend on the Training:

No.	Subject	Organize by	Period
1	Financial Statement Analysis for Manager	Training Institution OCG	2012
2	Leadership Skills Management	Dr. Youthtaphon THAVASALEE	2012
3	SWOT Analysis method	Dr. Youthtaphon THAVASALEE	2012
4	Preparation Accounting System for Listing on the Securities Exchange.	Lao Securities Exchange	2013
5	Financial Statement, Accounting format and Accounting Systems for Non- Publicly Accountable Entities (NEAEs)	Accounting Department, Ministry of Finance	2020
6	Professional Ethics, Fundamental External Auditing, Intermediate Level, Financial Statements preparation.	Chamber of Professional Accountants and Auditors	2021

7	Law on Accounting and Financial Statement Reporting Standard, Accounting Management Department, Ministry of Finances	Chamber of Professional Accountants and Auditors	2022

3. Working Histories:

No.	Place of work:	Position and Responsibilities	Period
1	Threemarks Co., Ltd	Account-Finance Assistant	1994 - 2000
2	Threemarks Co., Ltd	Head of Account-Finance	2001 -2007
3	Petroleum Trading Lao Public Company	Head of Account-Finance	2008 - 2009
4	Petroleum Trading Lao Public Company	Manager of Account-Finance	2010 - 2011
5	Petroleum Trading Lao Public Company	Deputy Chief Account-Finance Officer	2012 - 2013
6	Petroleum Trading Lao Public Company	Chief Account-Finance Officer	2014 - 2019
7	PTL Holding Co., Ltd	Chief Account-Finance Officer	2020 - Present

Curriculum Vitae of Chairman of Economic committee
Independent Director

I. Personal Information



Name & Surname: **Mr. Viengkhone SITTHIXAY**

Age: 38 years old

Nationality: Lao, Race: Lao

Date of Birth: 13 January 1984

Place of Birth: Soununtha Village, Kaysone Phomvihan District, Savannakhet Province.

Place of Work: Sitthi Logistics Lao Co., Ltd

II. Education and Training

1. Education Level:

√ **Bachelor Degree**

❖ Subject: Business Management

- Name and University Address: Faculty of Economic and Business Management, National University of Laos

2. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Sitthi Logistics Lao Co., Ltd	Managing Director	2012
2	Sitthi Logistics Thai Ltd Co., Ltd	Managing Director	2015
3	Soudaphone Import-Export Co., Ltd	Managing Director	2015
4	Tire Speed Center	Managing Director	2015
5	Sitthi Express Company	Managing Director	2018
6	Sitthi Interface Company	Managing Director	2019
7	Vientiane Logistics Park Co., Ltd	Vice Chairman	2020
8	Vung Ang Port State Enterprise	Deputy Managing Director	2020
9	Thanaleng Dry Port	Managing Director	2021
10	Shipping and Delivery Associate in Lao PDR	Managing Director	2022

Curriculum Vitae of Chairman of Risk Management Committee
Independent Director

I. Personal Information



Name & Surname: Mr. Bounthanh Vongsoury

Nationality: Lao, Race: Lao

Date of Birth: 08 May 1965

Place of Birth: Pakse District, Champasack Province, Lao PDR

Place of Work: Chair of the Board of Directors, Phongsavanh Bank

II. Education and Training

1. Education Level:

√ **Master Degree:**

❖ Subject: Economic Cybernetics

- Name and University Address: Kiev Polytechnic Institute of Kiev, Republic of Ukraine, USSR

√ **Master Degree:**

❖ Subject: Economics of Development. Major subjects: Monetary and Public Finance Policy and Management.

- Name and University Address: National Institute of Development Administration (NIDA), Bangkok, Thailand

2. Attend on the Training:

No.	Subject	Organize by	period
1	Improving Public Expenditure Management	ADB Institute, Tokyo, Japan	July 2000
2	Sovereign Debt Management Practice	JBIC, Tokyo, Japan	Jan-Feb 2004
3	Macroeconomic Analysis and Policy	Joint Vienna Institute, Austria.	Jan-Mar 2005
4	Macroeconomic Management for senior officials	MF-Singapore Regional Training Institute, Singapore	June 2006
5	Bond and Securities Market Management	Ministry of Finance of Japan	Oct 2009
6	Regional Economic and Financial Monitoring	Korean Banking Institute, Korea	May-June 2010
7	CLMVT Bankers' Leadership Program	Jointly organized by Bank of Thailand and The Thai Bankers' Association, Bangkok, Thailand	Nov 2017

3. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Permanent Secretary's Office, Ministry of Economy, Planning and Finance	Program officer	1990-1992
2	Ministry of Finance, Lao PDR	Secretary to Minister's Office	1993-1997
3	Ministry of Finance, Lao PDR	Deputy Director of Public Procurement Monitoring Office (PMO)	1998-1999
4	State Budget Department, Ministry of Finance, Lao PDR	Director of Public Debt Management	2000-2002
5	Ministry of Finance, Lao PDR	Secretary to Minister's Office, Director of Financial Planning Office	2003- Mar 2007
6	The World Bank Group (WBG), Washington D.C., USA.	Advisor to Executive Director of SEA Group Office	Apr 2007 to Sep 2009
7	Fiscal Policy Department, Ministry of Finance, Lao PDR	Economist, Director of Macroeconomic and Finance Division	Nov 2009 to May 2010
8	Phongsavanh Bank Ltd	Senior Advisor to Managing Director	Aug 2010 to Oct 2011
9	Phongsavanh Bank Ltd	Finance	Nov 2011 to May 2015
10	Phongsavanh Bank Ltd	Managing Director	Jun 2015 to Dec 2019
11	Phongsavanh Bank Ltd	Chair of the Board, Board of Directors	Jan 2019 - Present

4. Research & Working Papers

No.	Subject	country	year
1	Factors led to the inflation and price instability in Laos	Lao PDR	2000
2	Strengthening Public Debt Management Service in Lao PDR	Lao PDR	2009
3	Improving the efficiency of government revenues in Lao PDR	Lao PDR	2010
4	Macroeconomic analysis working paper	Lao PDR	

Curriculum Vitae of Chairman of Audit Committee
Independent Director

I. Personal Information



Name & Surname: Prof. Davone VANGVICHITH

Age: 74 years old
Nationality: Lao, Race: Lao

Date of Birth: 1 August 1948.

Place of Birth: Nalek Village, Salavan District, Salavan Province.

Place of Work: Legal consultant (research, economy and society development institute) Vientiane, Lao Front for National Development

II. Education and Training

1. Education Level:

√ **Bachelor Degree:**

❖ Name and University Address: National Institute of Laws and Administration

- Period: 1973

√ **Master Degree:**

❖ Subject: Legal

- Name and University Address: State University, Russia
- Period: 1984

2. Attend on the Training:

No.	Subject	Organize by	period
1	Laws and Justice work	French and Others	

3. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Legal Department, Ministry of Justice	legal	1975 – 1978
2	Legal advertising and Disclosure Department, Ministry of Justice	Legal advertising and Disclosure	1985 - 1990
3	The People's Supreme Court	Vice chairman	1990- 2006
4	National Assembly	Member of the 6th National Assembly, Vice Chairman of the Laws Committee	2006 - 2011
5	National Assembly	Member of the 7th National Assembly, Chairman of the Laws Committee	2011 - 2016
6	Lao Front for National Development,	Legal consultant (research, economy and society development institute)	2016 – the present

The current PTL's Board of Directors (Independent)

Curriculum Vitae of Independent Director

I. Personal Information



Name & Surname: Mrs. Daly Pholsena.
Nationality: Lao, Race: Lao.
Date of Birth: 13 October 1955.
Place of Birth: Loungkhone Village, Namtha District, Louangnamtha Province.
Place of Work: Phongsavanh Bank.
Position: Chief Accounting-Finance Officer
Present Address: Phonxay Village, Saysettha District, Vientiane Capital.
Telephone: 020 22225326.

II. Education and Training

1. Education Level:

√ **Diploma**

- Subject: Banking
- Name and Address of the school: Hanoi, Vietnam.
- Period: 1971 – 1974
- Subject: Theory of Politics and Administration.
- Name and Address of school: National Institute of Politics and Administration

√ **Bachelor Degree**

- Subject: The Fine Art.
- Name and School Address: National University of Lao.
- Period: 1998 - 2002

√ **Master Degree**

- Subject: Master of Public Administration.
- Name and School Address: Chaingmai University, Thailand.
- Period: 2005 – 2006

2. Attend on the Financial and Banking Training or relating:

No.	Subject	Organize by	Date and period of the training
1	Banking	Bank of Thailand	02-04/1992
2	Banking Management	ADB, Vientiane	10/1993-04/1994
3	Banking Management	Bank of Thailand	09/1994
4	Marketing	IMF, Austria	03/1995
5	Business Management	Bank of Thailand	08-12/1995
6	Foreign Exchange Management	IMF, Austria	07/1996
7	Foreign Exchange Strategy	IMF, Japan	10/1996

8	Private Banking Management	Singapore	09/1997
9	English	New Zealand	11/1997-11/1998
10	Standard of Accounting	IMF, Austria	04/1997
11	Marco Economic	IMF & JCIF, Japan	10/1999
12	FOREX Management	Bank of Vietnam, Vietnam	12/1999
13	Marco Economic	IMF, Singapore	05/2001
14	Marco Economic	IMF, Japan	02/2002
15	Economic Management	Bank of Luxemburg, Luxemburg	03/2003
16	Standard of Accounting	ADB, Vietnam	07/2004
17	Auditor Management	IMF, Singapore	01/2005
18	Marco Economic	IMF, Japan	03/2005
19	FOREX Strategy	BOL and JCIF, China	08/2007
20	Securities Exchange Management	Bank of Vietnam, Vietnam	09/2007
21	Securities Exchange Management	Korea Securities Exchange, South Korea	09/2007
22	Securities Exchange Management	Securities Exchange of Thailand, Thailand	10/2007
23	Economy Management	China Development Bank, China	11/2008
24	Policy Governing	ADB, Japan	04/2009
25	Professional Stock Market Management	Securities Exchange of Thailand, Thailand	07/2009

3. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Bank of Lao PDR	Director of Accounting	1976 – 1979
2	Special bank, Vientiane	Director	1980 – 1983
3	Bank of Lao PDR	Director of Auditor	1984 – 1989
4	Bank of Lao PDR	Director of Banking Service.	1989 – 1997
5	Bank of Lao PDR	Director of Accounting	1998 -2004
6	Bank of Lao PDR	Director of FOREX	2007 – 06/2010
7	Bank of Lao PDR	Assistant to president	06/2010 – 06/2011

Curriculum Vitae of the current PTL's Independent Director

I. Personal Information



Name & Surname: Mr. Nouphan Mahaphon.
Nationality: Lao, Race: Lao.
Date of Birth: 11 October 1950.
Place of Birth: Donpuey Village, Mounlapamouk District, Champasak Province.
Occupation: Retiree and consultant at Ministry of Natural Resources and Environment.
Present Address: Nonkor Village, Saysettha District, Vientiane Capital.
Telephone: 020 53801563.

II. Education and Training

1. Education Level:

√ **Bachelor Degree**

- Subject: Law
- Name and School Address: Institute of Law and Administration.
- Period: 1975.

√ **Master Degree**

- Subject: Law.
- Name and School Address: Kiev University, Soviet Union.
- Period: 1978-1984.

2. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Ministry of Justice	-	1975-1978
2	Ministry of justice	-	1984-1987
3	The People's Court, Champasak Province	President of Court	1987-1993
4	Ministry of Justice, Vientiane Capital	President of Court	1993-2007
5	National Land Authority, Ministry of Natural Resources and Environment	-	2007-2013

3. Teaching Histories:

No.	Faculty	Institution/Collage	Period
1	Law	Faculty of Law and Administration, Donnokkhoum Campus	1994
2	Law	National Academy of Political and Public Administration	1995
3	Law	Other Institutes	Until 2016

Curriculum Vitae of the current PTL's Independent Director

I. Personal Information



Name & Surname: Mr. Phoxay Chanthavongsa.
Nationality: Lao, Race: Lao.
Date of Birth: 11 Dec 1971.
Place of Birth: Phonxaiy Village, Kaisonephomviharn District, Savanhnaket Province.
Place of Work: Khouanchay Trading Import-Export Co., Ltd.
Position: Director of Accounting and Finance.
Present Address: Nongthaneua Village, Chanthabuly District, Vientiane Capital.
Telephone: 020 55558945.

II. Education and Training

1. Education Level:

√ **Diploma**

❖ Subject: Accounting.
- Name and School Address: Parkpasack Technical Collage.
- Period: 2 years.

❖ Subject: Political theory.
- Name and School Address: National Political Institute (Thangon), Laos.
- Period: 5 months (Diploma of intensive course, batch 9).

√ **Bachelor Degree**
- Subject: Accounting.
- Name and School Address: Savanh Business Administration Collage, Savanhnaket.
- Period: 4 years.

√ **Master Degree**
- Subject: Accounting.
- Name and School Address: National University of Laos.
- Period: 2 years.

√ **Other** (Specify):
- Certificate Modern Investment Professional, Lao Securities Exchange, 2014.
- Certificate of Laos CPA, II , 1997

2. Attend on the Financial and Banking Training or relating:

No.	Subject	Organize by	Date and period of the training
1	The Lecturer (Train the trainers "Certificate of Accomplishment")	Lao and Thai Securities Exchange	20-21 Sep 2014
2	The accountant accepted from the CPA of Australia, Major in Financial Report, Management Account, Ethics and Governance and Strategic Management	CPA Australia	26 Jul - 04 Nov 2010
3	English Course (500 Hours)	Ministry of Foreign Affairs	11 Jul - 14 Dec 2005
4	Training of Business Accounting Inspections	Laos and Vietnam Tax Department.	5-9 Sep 2011
5	Training of the Information System	Bangkok, Thailand	24 - 28 Jul 2006
6	Training of International Financial Report Standard (IFRSs)	Indonesian Professional Association	28 - 31 May 2006
7	Training of Lao Auditor Standard	Ministry of Finance	7-9 Feb 2006

3. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Ministry of Finance	Staff of Accounting Department	1993-1999
2	Ministry of Finance	Head of Accounting Department	2000-2002
3	Ministry of Finance	Deputy Manager of Tax Department	2003-2005
4	Ministry of Finance	Head of Accounting Department	2006-2007
5	Ministry of Finance	Deputy Manager of Accounting Department	2007-2012
6	Ministry of Finance	Offering to the remuneration policy	Oct 2012
7	Khouanchay Trading Import-Export Co., Ltd	Director of Accounting and Finance	2012 – 2014
8	Petroleum Trading Lao Public Company.	Deputy Manager of Accounting	2014 – 2017
9	Khouanchay Trading Import-Export Co., Ltd	Director of Accounting and Finance	Jan 2018 -Present

4. Teaching Histories:

No.	Faculty	Institution/Collage	Period
1	Tax Accounting	Faculty of Economics and Business Administration, National University of Laos.	2014-2015
2	General Accounting (Master Teacher)	Comcenter Collage.	2009-2012
3	General Accounting	Lao CPA	1998-2012
4	General Accounting, Research Accounting, A preliminary understanding of financial management and A preliminary understanding of auditor. (Bachelor and Diploma Teacher)	Parkpasak Technical Collage	2009-2011

Attachment 5

PROXY

Written at……

Date…..... month…… year…….

(1) I/We……..Nationality……, date, month and year of birth…… ID card number……. Reside at…….. Road …… Village…… District …… Province …….

(2) Being a shareholder of Petroleum Trading Lao Public Company. Holding the ordinary shares in the total amount of……. share, which are equivalent to the same number of votes.

(3) Hereby appoint (tick ✓ in the box)

☐ (1) Mr. /Ms. ……. Age…….. years, ID card ……..……. resides at……..……. Road. ……..…… Village……..…… District……...…..Province……. Postal Code ……or

☐ (2) Mrs. Daly Pholsena Age: 67 years, Village: Phonxay District Saysettha Province: Vientiane Capital or

☐ (3) Mr. Nouphan Mahaphone. . Age: 72 years, Village: Nonkhor Tai, District Saysettha Province: Vientiane Capital or

☐ (4) Mr. Phoxay Chanthavongsa Age: 51 years, Village: Nongtha Nuea, District Chanthabouly Province: Vientiane Capital

Any one of them to be my/our proxy to attend and vote on my/our behalf at the Annual General Shareholders' Meeting for the Year 2021 to be on 28 April 2022 at 08:30 am, at meeting room, 8th floor, Lao Securities Exchange Building, T4 road, Phonthan Village, Saysettha District, Vientiane Capital or any adjournment at any date, time and place thereof.

(4) I/We hereby authorize the proxy to vote on my/our behalf at this meeting as follows:

- ☐ To grant my/our proxy to consider and vote on my/our behalf as he/she may deem appropriate in all respects;
- ☐ To grant my/our proxy to votes as per my/our intention and consider and vote on my/our behalf in some agendas as he/she may deem appropriate in all respects;
- ☐ To grant my/our proxy to vote as per my/our intention.

Agenda 01: To consider and approve the Minutes of the Annual General Shareholders' Meeting for the year 2020.

☐ Approve ☐ Disapprove

Agenda 02: To consider and approve the business performance result of the year 2021 and audited financial statement for the year 2021.

☐ Approve ☐ Disapprove

Agenda 03: To consider and approve the business plan of PTL for the year 2022.

☐ Approve ☐ Disapprove

Agenda 04: To consider that there is no dividend payments from the business performance result of the year 2021

☐ Approve ☐ Disapprove

Agenda 05: To consider and approve the appointment of the External Auditor which is Price Waterhouse Cooper (Lao) Sole Co., Ltd ("PwC") for the year 2022 together with determination a gap of remuneration between USD34.000 to USD37.000.

☐ Approve ☐ Disapprove

Agenda 06: To Considered and adopted the resignation of the current PTL's Board of Directors due to the completion of the term.

☐ Approve ☐ Disapprove

Agenda 07: To consider and adopt the appointment of the new PTL's Board of Directors for the year 2022-2024.

☐ Approve ☐ Disapprove

(5) Voting of the proxy in any agenda that is not as specified in this Proxy shall be considered as invalid and shall not be my/our voting as a shareholder.

(6) In case I/we have not specified my/our voting intention in any agenda or not clearly specified, it shall be deemed approved.

(7) Any business carried out by the proxy at the said meeting, except in case that the proxy does not vote according to my/our intention (s) specified in the Proxy, shall be deemed as having been carried out by myself/ourselves in all respects.

Signed Grantor	Signed Proxy
Name and Surname:……	Name and Surname:……...

Remark:

1. The shareholder appointing the proxy must authorize only one proxy to attend and vote at the meeting and may not split the number of shares to several proxies for splitting votes.
2. Pursuant to the Law on Notary (Amended) No. 11/NA, dated 26 November 2009, in order for the appointment by the shareholder to the proxy to have legal effect, this Proxy must be notarized with the court. In this regard, the Company will not take any responsibility in the case where the Proxy submitted to the Company has not been registered with the Notary Office, Ministry of Justice.

ຄຳແນະນຳກ່ຽວກັບເອກະສານ ແລະ ຫຼັກຖານທີ່ຕ້ອງນຳມາສະເໜີເພື່ອເຂົ້າຮ່ວມປະຊຸມ
Instruction about the document and evidence to be present prior to attending the meeting

ເພື່ອຄວາມສະດວກໃນການລົງທະບຽນເຂົ້າຮ່ວມກອງປະຊຸມສາມັນຜູ້ຖືຮຸ້ນປະຈຳປີ 2020 ຂອງ ບໍລິສັດ ປິໂຕຣລ້ຽມເທຣດດິ້ງ ລາວ ມະຫາຊົນ, ຜູ້ຖືຮຸ້ນ ຫຼື ຜູ້ຕາງໜ້າທີ່ຈະເຂົ້າມາຮ່ວມກອງປະຊຸມ. ກະລຸນານຳໜັງສືເຊີນປະຊຸມ, ໃບເຂົ້າຮ່ວມກອງປະຊຸມທີ່ອອກໃຫ້ໂດຍຕະຫຼາດຫຼັກຊັບລາວ ແລະ ໃບມອບສັນທະ (ສຳຫຼັບຜູ້ຕາງໜ້າ) ມາພ້ອມເອກະສານ ທີ່ສາມາດນຳໃຊ້ຢັ້ງຢືນຕົນເອງຕາມແຕ່ລະກໍລະນີດັ່ງນີ້:

For convenience in the registration process to attend the Annual General Shareholder's Meeting for the year 2020 of Petroleum Trading Lao Public Company, The shareholders or the proxies who will attend the meeting are required to bring the invitation to the meeting, the Letter for attending the meeting issued by the Lao Securities Exchange and the proxy (applicable for the proxy only) together with the documents for proof of identity as indicated for each circumstance below:

1. ຜູ້ເຂົ້າຮ່ວມທີ່ເປັນບຸກຄົນ / attendees who are natural persons.
   ໃຫ້ນຳເອົາເອກະສານໃດໜຶ່ງຂອງຕົນເອງດັ່ງຕໍ່ໄປນີ້ມາສະແດງເວລາລົງທະບຽນ. Shall present one of the following documents of their own at the time of registration.
   1.1 ບັດປະຈຳຕົວ / Identification Card.
   1.2 ສຳມະໂນຄົວ / Family Book.
   1.3 ໜັງສືຜ່ານແດນ (ສຳລັບນັກລົງທຶນຕ່າງປະເທດ)/ Passport (For the foreign investors).
2. ຜູ້ເຂົ້າຮ່ວມທີ່ເປັນນິຕິບຸກຄົນ / attendees who are legal person.
   ໃຫ້ນຳເອົາເອກະສານໃດໜຶ່ງທີ່ກຳນົດໄວ້ໃນຂໍ້ 1 ຂ້າງເທິງພ້ອມກັບເອກະສານໃດໜຶ່ງດັ່ງຕໍ່ໄປນີ້ມາສະແດງເວລາລົງທະບຽນ. Shall present one of the documents as given in 1. Above plus one of the following documents at the time of registration.
   2.1 ໃບອະນຸຍາດນັກລົງທຶນ / Investment license.
   2.2 ໃບທະບຽນວິສາຫະກິດ / Certificate of Enterprise Registration (Affidavit).
   2.3 ໃບທະບຽນອາກອນສະບັບລ້າສຸດ / Most recent Tax Certificate.

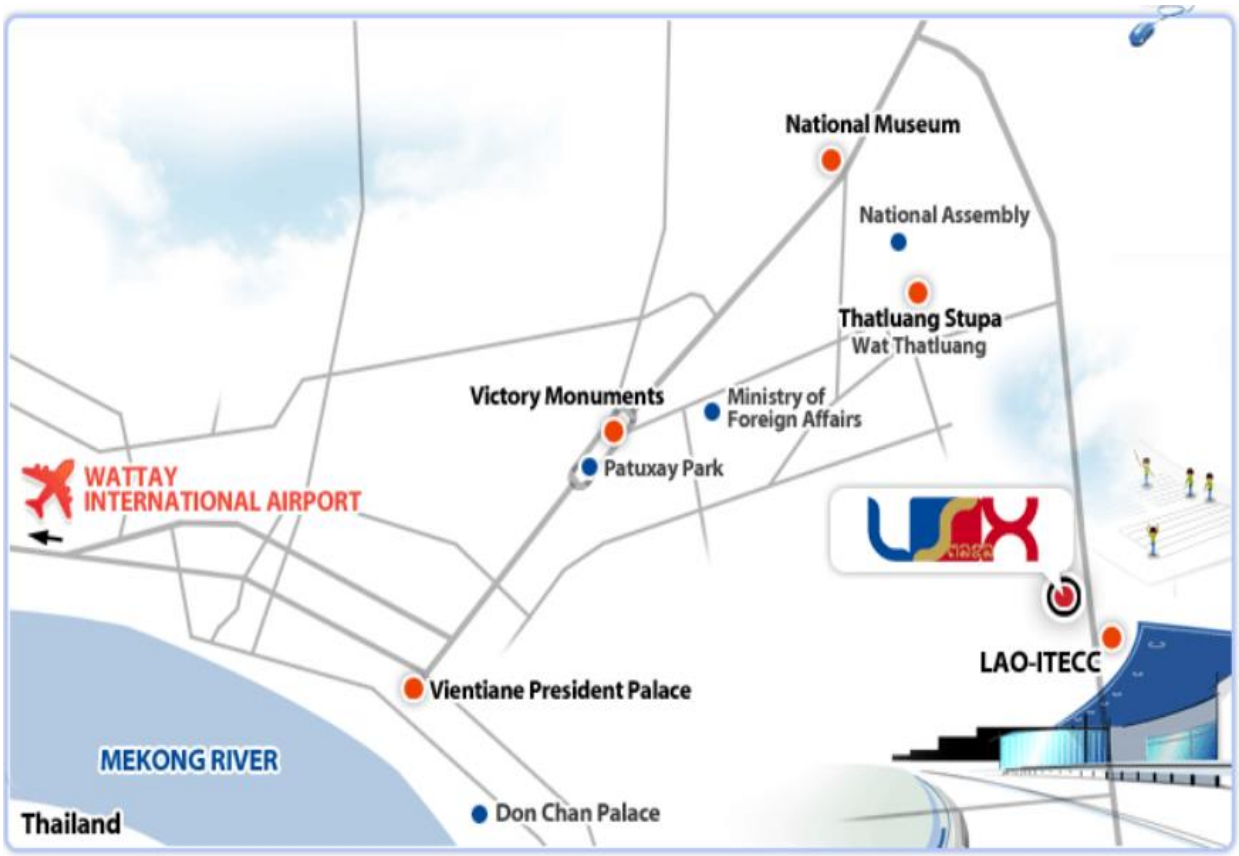
ສຳລັບຜູ້ເຂົ້າຮ່ວມທີ່ບໍ່ແມ່ນຜູ້ອຳນວຍການຕ້ອງໄດ້ນຳເອົາໃບມອບສັນທະຈາກຜູ້ອຳນວຍການທີ່ມີສິດອຳນາດມາເພີ່ມຕື່ມອີກ. For attendee who is not the authorized director shall have the proxy as attached hereto signed by the authorized director.

ເອກະສານ ແລະ ຫຼັກຖານທີ່ຕ້ອງນຳມາສະເໜີໂຕເພື່ອເຂົ້າຮ່ວມກອງປະຊຸມຊຶ່ງເປັນພາສາຕ່າງປະເທດ ຕ້ອງແປເປັນພາສາລາວ ໂດຍມີການເຊັນຢັ້ງຢືນຄວາມຖືກຕ້ອງໃນການແປຈາກບໍລິສັດແປພາສາທີ່ໜ້າເຊື່ອຖືໄດ້ ສຳລັບພາສາຕ່າງປະເທດແມ່ນອະນຸຍາດໃຫ້ສຳລັບພາສາອັງກິດເທົ່ານັ້ນ. ບໍລິສັດ ປິໂຕຣເທຣດດິ້ງ ລາວ ມະຫາຊົນ ມີສິດປະຕິເສດເອກະສານອ້າງອີງໃດໆທີ່ບໍ່ເປັນໄປຕາມການກຳນົດນີ້.

All documents and evidence in the foreign language which are required to present prior to attending the meeting must be translated into Lao language and the translation shall be certified an acceptable translation company. The foreign language is permitted only for English. PTL has the right to reject any documents contradicting this provision.

Attachment 7

Map of the meeting venue



Lao Securities Exchange, Kamphengmeuang Road (T4),
Phonthan Village, Saysettha District,Vientiane Capital,
Lao PDR, Tel :+856 (21) ,394 265Fax: +856 (21) .265394

The COVID-19 Preventive and Resistant Measure of the Meeting

To prevent and resist the COVID-19 pandemic, we request for following the measures as below:

- Taking a body check before entering the meeting as all attendances shall wear the masks and their body temperatures shall not be exceeded 37.5 degree.

- The hand wash gels are provided at the checking point, register counter and in the meeting hall.

- The personal information of the attendances will be collected at the register counter such as: Name and Phone number.