Attachments

1. Agenda for the Extraordinary General Shareholders' Meeting No. I/2018 (Attachment 1);
2. Minutes of the Meeting of Annual General Meeting of 2017 (Attachment 2);
3. Resume of Independent Directors (Attachment 3);
4. Proxy (Attachment 4);
5. Instruction about the document and evidence to be present prior to attending the meeting (Attachment 5);
6. Map of the meeting location (Attachment 6);

Remarks:

1. Shareholders should take the invitation letter start on 23th April 2017, at LSX Building 4th floor, Settlement and Depositary Department, Kamphengmeuang Road, Phonethan Village, Saysettha District, Vientiane Capital. Tel: +856-21 454 361-4, Fax; +856-21 454 361-4 or directly contact Mr. Alounxay Naphaivong, +856-20 55625651.
2. Shareholder who will attend by himself/herself should bring ID card or Passport (Foreign shareholder) to be present prior to attending the meeting.
3. Any Shareholder's proxy to attend the meeting must provide own information and sign on the proxy letter (attachment No. 4).
4. Any shareholder's proxy to attend the meeting must bring the documents and evidence to be presented prior to attending the meeting (attachment No.5) after that sent to director in meeting or who was appointed by director, who can participate.
5. In case shareholders shall provide to director to join and proxy to attend the meeting must provide the information and sign on the proxy letter then tick (✓) in the ☐ on the paper for choose director to preventative of the company and sent proxy letter, information to Petroleum Trading Lao Public Company, Secretary of company is Mr. Khamphout SOMBOUN, Kamphengmeuang Road, Phonthan village, Saysettha District, Vientiane Capital. Please send 3 days before meeting date.
6. If you have any doubt or question about proxy letter, please you contact company investment relation Mr. Khamphout SOMBOUN. Tel +856-21 264834-5.

Attachment 1

Agenda 1: To consider and adopt the minutes of meeting of the Annual General Shareholders Meeting of 2017, on 27 April 2018

Detail: The Minutes of the Annual General Shareholders' Meeting Year 2017 held on 27th April 2018, the meeting had considered all necessary matters, recorded the contents of the minutes of meeting correctly. The minutes in details was enclosed herewith (**Attachment 2)**

Board of Directors' opinion: the Board of Director considered the matter, considered that the Minutes of the Annual General Shareholders' Meeting was correct with full information, hereby propose to Annual General Shareholders' Meeting to consider and approve.

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

Agenda 2 To consider and adopt for the company's restructure by dividing into two subsidiary companies

Detail:

- According to Decree on the Petroleum Business No. 331/PM, dated 27th October 2017;
- According to Implementation of Petroleum Business of Ministry of Industry and Commerce No. 127/MIC, dated 25 July 2016;
- According to Notice on the Implementation of the Decree of Prime Minister on the Petroleum Business No. 0529/MICO.DTC, dated 9th March 2018;

The PTL has the necessary to restructure by dividing it into two subsidiary companies.

1. The capital Petroleum Import and Export Co., Ltd (not official name) (subsidiary);
2. Domestic Wholesale Co., Ltd (not official name) (subsidiary).

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve for the company's restructure by dividing into two subsidiary companies.

Required vote: According to the Enterprises Law, stipulates that this agenda must be approved by the votes of at least two-third (2/3) of the total votes in the meeting and at least 80 percent of total paid-up shares.

Agenda 3: To consider and authorize the Board of Directors to consider and adopt PTL dividing appropriate assets to the two subsidiaries companies to be as investment shares.

Detail: To establish two subsidiary companies, The PTL has the necessary to dividing some assets into two subsidiary companies to be as investment shares, according to the Decree on the Petroleum Business No. 331/PM, dated 27th October 2017. The chartered capital as below:

1. Petroleum Import and Export Co., Ltd (not official name) (subsidiary) amount at least LAK 150 billion (One hundred fifty billion LAK) and the current capital amount LAK 60 billion (Sixty billion LAK) ;
2. Domestic Wholesale Co., Ltd (not official name) (subsidiary) amount at least LAK 50 billion (Fifty billion LAK) and the current capital amount LAK 5 billion (Five billion LAK).

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve for authorize the Board of Directors to consider and adopt PTL dividing appropriate assets to the two subsidiaries companies to be as investment shares.

Required vote: According to the Enterprises Law, stipulates that this agenda must be approved by the votes of at least two-third (2/3) of the total votes in the meeting and at least 80 percent of total paid-up shares.

Agenda 4: To consider and authorize the Board of Directors to consider and adopt the amount of dividing assets to the two subsidiaries companies and PTL will notify after finish dividing assets.

Detail: After PTL finish dividing assets to the two subsidiaries companies and dividing the proportion of shareholding with Puma Energy (Singapore) Pte. LTD. ("PUMA") to the two subsidiaries companies and PTL shall notify to the shareholders.

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve for authorize the Board of Directors to consider and adopt the amount of dividing assets to the two subsidiaries companies and PTL will notify after finish dividing assets.

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

Agenda 5: To consider and authorize the Board of Directors to represent the company in signing the Joint Venture Agreement with Puma Energy (Singapore) Pte. LTD. ("PUMA"), which will be the shareholder investor of the two subsidiaries, the proportion of shareholding shall base on the foreign investment laws.

Detail: After PTL signing the Joint Venture Agreement with Puma Energy (Singapore) Pte. LTD. ("PUMA"), Puma Energy (Singapore) Pte. LTD. ("PUMA") will bring the money to investment into two subsidiaries companies Puma Energy (Singapore) Pte. LTD. ("PUMA") will holding 49% shares and PTL will be at least holding 51% shares.

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve for authorize the Board of Directors to represent the company in signing the Joint Venture Agreement with Puma Energy (Singapore) Pte. LTD. ("PUMA"), which will be the shareholder investor of the two subsidiaries, the proportion of shareholding shall base on the foreign investment laws.

Required vote: According to the Enterprises Law, stipulates that this agenda must be approved by the votes of at least two-third (2/3) of the total votes in the meeting and at least 80 percent of total paid-up shares.

Attachment 2

Minutes of the Meeting of Annual General Meeting of 2017

PetroTrade

ບໍລິສັດ ປິໂຕຣລ້ຽມເທຣດດິ້ງ ລາວ ມະຫາຊົນ
Petroleum Trading Lao Public Company

ຖະໜົນ ຄຳແຜງເມືອງ, ບ້ານ ໂພນທັນ, ເມືອງ ໄຊເສດຖາ, ນະຄອນຫຼວງວຽງຈັນ, ສປປ ລາວ. ໂທ: 021-264834-5, ແຟັກ: 021-264836
Khamphengmueng Rd, Phonthan Village, Saysettha District, Vientiane Capital, Lao P.D.R, Tel: 021-264834-5, Fax: 021 -264836

No: 115 /PTL/2018
Date: 18 MAY 2018

The Minute Meeting of the Annual General Shareholder Meeting of 2017 of Petroleum Trading Lao Public Company

The Annual General Shareholders' Meeting of 2017 of Petroleum Trading Lao Public Company (PTL) held on 27th April 2018 at 09:30 AM on the 8th floor of Lao Securities Exchange Building, Phonthan Village, Saysettha District, Vientiane, Lao P.D.R. There were 41 shareholders to attending the meeting representing 198,805,477 shares or 84.60% of the total paid-up shares. Thereby forming a quorum pursuant to the Enterprise Law and the Articles of Association of the company.

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

Board of Directors	Position
1. Mr. Vang RATTANAVONG	: Chairman / Chairman of Audit Committee /Independent Director;
2. Mr. Chanthone SITTHIXAY	: Vice Chairman / Chief Executive Officer;
3. Mrs. Daly PHOLSENA	: Director / Chairman of Audit Committee /Independent Director;
4. Mr. Nouphan MAHAPHONE	: Director / Audit Committee / Independent Director;
5. Mr. Phoxay CHANTHAVONGSA	: Director;
6. Mrs. Chanthadom MEKSAVANH	: Director;
7. Mr. Bounthanh CHITTAVONG	: Director;
8. Mr. Viengkhone SITTHIXAY	: Director

In addition, Vice Chairman, Mrs. Savanhthong Phongsavanh cannot joined this meeting due to on business trip to oversea and not appointment a representative.

In this meeting, there were representatives from the Lao Securities Commission Office, Lao Securities Exchange and Lanexang Securities Public Company to observe the meeting with the individual shareholders.

Earlier to the beginning of the meeting, the host has informed for the agenda, instruction for vote procedure and counting as the followed:

Agenda:

Agenda 1: To consider and adopt the agenda of the Annual General Shareholders' Meeting of 2017.

Agenda 2: To consider and adopt the Minutes of the Annual General Shareholders' Meeting of 2016.

Agenda 3: To consider and adopt the operational performance of 2017 and Business plan for 2018.

Agenda 4: To consider and adopt for the Financial Statements of the company of the year 2017.

Agenda 5: To consider and adopt that there's no dividend payments due to the company loss from the business
operation of the company in 2017.

Agenda 6: To consider and adopt the appointing the external auditor of the company for the year 2018.

Agenda 7: To consider and adopt the resignation request of Chairman and Directors.

Agenda 8: To consider and adopt the position changing and the number of member of the BOD of the
company.

Agenda 9: To consider and adopt the rights that allow the Board of Directors to consider and selecting the right of candidate who appropriateness with nature of company businesses either from domestic or foreign, to replace the position of the Chief Executive Officer of the company.

Agenda 10: Acknowledgement on the company restructuring for complying and according to the Decree on Petroleum Business no. 331/PM, dated 27 October 2017, therefore, this agenda is no voting.

Agenda 11: To consider and adopt the board of director to determine of the extraordinary dividend payment

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 to the shareholders may vote to disapprove. If any shareholders disapproved, please hand up and put ✓ in ☐the disapprove box until the Company's staff will collecting the voting counting card. The shareholders who do not hand up themselves, it is 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 result of the meeting is opening from 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 shareholder or the representative has any question of each agenda, please hand up themselves and introduce yourself that you're a shareholder or the representative in order to recording in the minutes of meeting of the Annual General Shareholder Meeting of 2017.

And again, in accordance with the relevant rules and regulations, I would like to let you know that at this meeting today, the observers are not allowed to comment on the agenda of the meeting.

Therefore, in order make transparency of counting the votes to the meeting, we are looking for the volunteer at least 1 people be witness, please inform your name, surname, are you the shareholder or representative? And then please sit down in the counting desk. Mr. Keosanga Sompou, the representative of shareholder, he is the volunteer and then the host informed the meeting that there are no more volunteer and leave it with company secretary who responsibility for counting votes of all agendas.

Afterward, Mr Vang Rattanavong the Chairman / Chairman of Audit Committee / Independent Director has opened with welcome speech and the appointed to MR. Chanthone Sitthixay Vice Chairman / Chief Executive Officer to assemble the meeting according to the agendas as per following details:

Agenda 1. To consider and adopt the agenda of the Annual General Shareholders' Meeting of 2017.

The CEO has proposed to the meeting as followed: In order to make the all agenda to be presented at the Annual General Meeting of Shareholders 2017 has agreed from shareholders, and the agenda 12 has not been approved by the Board of Directors, requiring to consider at the next meeting. Therefore, the agenda 2-12 must be approved by the General Meeting of Shareholders 2017.

The CEO has reports in this agenda and to encouraged questions and suggestions form the meeting.

As there was no further questions, the CEO proposed to the meeting to consider and adopt the agenda of the Annual General Shareholders' Meeting of 2017.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt the agenda of the Annual General Shareholders' Meeting of 2017 as proposed as following votes:

- Approved 198,804,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,804,477 votes or equal to 100 %.

Agenda 2. To consider and adopt the Minutes of the Annual General Shareholders' Meeting of 2016.

The CEO has proposed to the meeting as followed: The Minutes of the Annual General Shareholders' Meeting Year 2016 held on 27th April 2017, the meeting had considered all necessary matters, recorded the contents of the minutes of meeting correctly.

The CEO has reports in agenda 2, then encouraged questions and suggestions form the meeting.

As there was no further questions the CEO then proposed to the meeting to consider and adopt the Minutes of the Annual General Shareholders' Meeting of 2016.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt the Minutes of the Annual General Shareholders' Meeting of 2016 as proposed as following votes:

- Approved 198,804,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,804,477 votes or equal to 100 %.

Agenda 3. To consider and adopt the operational performance of 2017 and Business plan for 2018.

The CEO has proposed to the meeting for the operational performance of 2017 and Business plan for 2018 as the following detail:

1. **The Operational performance of 2017:**
   - Total of sales in 2017 was 143,000,000 liters, 96% of the business plan.

Sale Plan (Million Liters)	Success (Million Liters)	Diff (Million Liters)	%
149,22	143	-6,22	96%

- Growth of the business

years	Gas station (Million Liters)	% Growth	Projects (Million Liters)		% Growth	Re-Export (Million Liters)	% Growth	Sale total	% Growth
2016	69	7	92		41	49	277	**210**	**50**
2017	77	12	61		-34	5	-90	**143**	**-32**

- In 2017 the gas station increased 7 stations and covered 28% when compared to the plan of the expansion for 25 gas stations, the reason of lower increasing than plan was from the government has suspended for building gas station throughout the country. At the present, the company has a total of 131 gas stations in 14 provinces of LAO P.D.R.

No.	Type of Gas station	2017	Planning 2017	Total Gas station
1	**Platinum (PTL)**		2	5
2	**Gold (GLD)**	2	4	10
3	**Standard (STD)**	5	9	44
4	**Thongthin phattana (THN)**		10	72
	Total	**7**	**25**	**131**

- In 2017, the Project customer's expansion can be achieved by new 4 projects and covered 33% when compared to the plan of expansion for 12 projects and the company has a total of the project customers 135 projects.

No.	Type of deal	2017	Planning 2017	Total Projects
1	**Project–construction (PRO+CON)**	1	10	**94**
2	**Industry-Transportation (IND+TRA)**	3	2	**41**
Total		**4**	**12**	**135**

- There were 26 fuel companies in LAO P.D.R. and PTL occupied the market share of 10% and keeping the ranking number 4 of oil supply companies in LAO P.D.R.



2. **Business plan for 2018:**

- Gas Station Expanding of 2018

No.	Type of Gas Station	Target
1	**Platinum (PLT)**	1
2	**Gold (GLD)**	3
3	**Standard STD**	10
4	**Thongthin phattana (THN)**	3
Total		**17**

- Project's Customer Target of 2018

No.	deal	Expansion plan
1	**Project–construction (PRO+CON)**	**12**
2	**Industry-Transportation (IND+TRA)**	**5**
Total		**17**

- Sale Target of 2018

No	Target of sale	Sales plan (million)
1	RT	**104**
2	Project	**143**
Total		**247**

After the CEO has reports the brief business operation result of 2017 and Business plan for 2018, then encouraged questions and suggestions from the meeting.

As there was no further questions the CEO then proposed to the meeting to consider and adopt the operational performance of 2017 and Business plan for 2018.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt the operational performance of 2017 and Business plan for 2018 as proposed as following votes:

- Approved 198,804,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,804,477 votes or equal to 100 %.

Agenda 4. To consider and adopt for the Financial Statements of the company of the year 2017.

The CEO has proposed to the meeting about the Financial Statements of the company of the year 2017 had effective to the business performance due to increased cost in higher taxes and foreign exchange rates, as well as many difficulties, which cause the company cannot make profit in this year.

After the CEO has reports the Financial Statements of the company of the year 2017, then encouraged questions and suggestions from the meeting.

As there was no further questions the CEO then proposed to the meeting to consider and adopt the Financial Statements of the company of the year 2017.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt the Financial Statements of the company of the year 2017 as proposed as following votes:

- Approved 198,805,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,805,477 votes or equal to 100 %.

Agenda 5.To consider and adopt that there's **no dividend payments due to the company loss from the business operation of the company in 2017.**

The CEO has proposed to the meeting as followed: According to the Enterprises Law, No 46/NA, dated 26 December 2013 on the article 155 stipulated "Distribution of Dividend: a company shall not distribution of dividend when the company sustains accumulated loss from previous years"

After the CEO has reports in agenda 5, then encouraged questions and suggestions form the meeting.

As there was no further questions the CEO, then proposed to the meeting to consider no dividend payments due to the company loss from the business operation of the company in 2017.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to consider no dividend payments due to the company loss from the business operation of the company in 2017 as proposed as following votes:

- Approved 198,805,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,805,477 votes or equal to 100 %.

Agenda 6.To consider and adopt **the appointing the external auditor of the company for the year 2018.**

The CEO has proposed to the meeting as followed: According to the Enterprises Law, No 46/NA, dated 26 December 2013 on the article 154 stipulated "Right and Duties of shareholders meeting are the appointment of the external auditor and the determination of the remuneration" the company appointed Price Water House Cooper (Lao) Co., Ltd. (PWC) to be external audit for the year 2018 due to PWC has been shown satisfactory performance in terms of auditing which has experienced, review and audits company with due care, great consideration and professionalism, the remuneration of external auditor for the year 2018 shall be USD 55.000.

After the CEO has reports in agenda 6, then encouraged questions and suggestions form the meeting.

As there was no further questions the CEO, then proposed to the meeting to consider the appointing the external auditor of the company for the year 2018.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to consider the appointing the external auditor of the company for the year 2018 as proposed as following votes:

- Approved 198,805,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,805,477 votes or equal to 100 %.

Agenda 7. To consider and adopt the resignation request of Chairman and Directors.

The CEO has proposed to the meeting as followed: Three of them has moved to new places, therefore, they have resigned, detail as follows:

1. Mr. Vang Rattanavong : Chairman / Chairman of Audit Committee /Independent Director;
2. Mr. Chanthone Sitthixay : Vice Chairman / Chief Executive Officer;
3. Mr. Viengkhone Sitthixay : Director.

After the CEO has reports in agenda 7, then encouraged questions and suggestions form the meeting.

As there was no further questions the CEO, then proposed to the meeting to consider and adopt the resignation request of Chairman and Directors.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to consider and adopt the resignation request of Chairman and Directors as proposed as following votes:

- Approved 198,805,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,805,477 votes or equal to 100 %.

Agenda 8.To consider and adopt the position changing and the number of member of the BOD of the company.

The CEO has proposed to the meeting as followed: According to the Enterprises Law, No 46/NA, dated 26 December 2013 on the article 154 stipulated "Right and Duties of shareholders meeting is to appoint of the director or the board of directors" and complying to the Decision on Board of the Director of Listed Company No. 0024/LSC, dated 26 October 2016. The changing positions and the members of the BOD of the Company is actual from resigning of any Board of the Director members and detail as below:

Board of Directors (Old)

1. Mr. Vang RATTANAVONG : Chairman / Chairman of Audit Committee /Independent Director;
2. Mrs. Savanhthong PHONGSAVANH : Vice Chairman;
3. Mr. Chanthone SITTHIXAY : Vice Chairman / Chief Executive Officer;
4. Mrs. Daly PHOLSENA : Director / Chairman of Audit Committee /Independent Director;
5. Mr. Nouphan MAHAPHONE : Director / Audit Committee / Independent Director;
6. Mrs. Chanthadom MEKSAVANH : Director;
7. Mr. Bounthanh CHITTAVONG : Director;
8. Mr. Phoxay CHANTHAVONGSA : Director;
9. Mr. Viengkhone SITTHIXAY : Director.

Board of Directors (New)

1. Mr. Chanthone SITTHIXAY : Chairman;
2. Mrs. Savanhthong PHONGSAVANH : Vice chairman;
3. Mrs. Daly PHOLSENA : Independent Director / Chairman of Audit

Committee;

4. Mr. Nouphan MAHAPHONE : Independent Director / Audit Committee;
5. Mr. Phoxay CHANTHAVONGSA : Independent Director / Audit Committee;
6. Mrs. Chanthadom MEKSAVANH : Director;
7. Mr. Bounthanh CHITTAVONG : Director.

After the CEO has reports in agenda 8, then encouraged questions and suggestions form the meeting.

As there was no further questions the CEO, then proposed to the meeting to consider the position changing and the number of member of the BOD of the company.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to consider the position changing and the number of member of the BOD of the company as proposed as following votes:

- Approved 198,805,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,805,477 votes or equal to 100 %.

Agenda 9.To consider and adopt the rights that allow the Board of Directors to consider and selecting the right of candidate who appropriateness with nature of company businesses either from domestic or foreign, to replace the position of the Chief Executive Officer of the company.

The CEO has proposed to the meeting as followed: According to the Enterprises Law, No 46/NA, dated 26 December 2013 on the article 154 stipulated "Right and Duties of shareholders meeting are the appointment of the director or the board of directors". Since the ex-Chief Executive Officer has resigned and there were right person to replace, therefore, the company is looking for a new right person who has the experience and knowledge from local and oversea to fulfill the available position to run our business that according to AOA of the Company. The new CEO is expected to be placed in the Third quarter of 2018. During the period of looking for the right person, it is proposed to authorize existing CEO to act on behalf of this position.

After the CEO has reports in agenda 9, then encouraged questions and suggestions form the meeting.

As there was no further questions the CEO, then proposed to the meeting To consider and adopt the rights that allow the Board of Directors to consider and selecting the right of candidate who appropriateness with nature of company businesses either from domestic or foreign, to replace the position of the Chief Executive Officer of the company.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting To consider and adopt the rights that allow the Board of Directors to consider and selecting the right of candidate who appropriateness with nature of company businesses either

from domestic or foreign, to replace the position of the Chief Executive Officer of the company as proposed as following votes:

- Approved 198,805,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,805,477 votes or equal to 100 %.

Agenda 10. Acknowledgement on the company restructuring for complying and according to the Decree on Petroleum Business no. 331/PM, dated 27 October 2017, therefore, this agenda is no voting.

The CEO has proposed to the meeting as followed:

- According to Decree on the Petroleum Business No. 331/PM, dated 27th October 2017;
- According to Implementation of Petroleum Business of Ministry of Industry and Commerce No. 127/MIC, dated 25 July 2016;
- According to Notice on the Implementation of the Decree of Prime Minister on the Petroleum Business No. 0529/MICO.DTC, dated 9th March 2018;
- According to the discussion minutes of meeting of Lao Security Commission Office, Lao Security Exchange and the Petroleum Trading Lao Public Company, dated 26th March 2018

To establish subsidiary companies as below:

1. Petroleum Import and Export Co., Ltd (not official name) (subsidiary);
2. Domestic Wholesale Co., Ltd (not official name) (subsidiary); and
3. Retail / Gas Station Services Co., Ltd (not official name) (subsidiary).

- PTL will hold 100% of the 3 subsidiaries 'shares. If there were any entities or strategic partner in domestic and foreign who have advantage on the petroleum business management to invest in PTL or issuance common shares, PTL will be diluted to 51% of shares.
- PTL will allocating appropriate assets to the 3 subsidiaries companies to be a part of new Capital.
- The process of restructuring is under processing of conducting from the finance advisor (Lanexang Securities Public Company), law firm (Lao Premier) and tax advice (PWC).
- When the restructuring process had completed, PTL will notify to shareholders by disclosure through Lao Security Exchange system and our website.

After the CEO has reports in agenda 10, then encouraged questions and suggestions form the meeting.

As there was no further questions the CEO then proposed that the company restructure in order to complying and according to the law is for informing shareholders only without voting required.

The Annual General Shareholders' Meeting acknowledge on the company restructure in order to complying and according to the law by CEO therefore, there no voting for this agenda.

Agenda 11. To consider and adopt the board of director to determine of the extraordinary dividend payment.

The CEO has proposed to the meeting as followed: Right now, the Company plans to restructure that according to the Decree on Petroleum Business, No. 0529/MICO.DTC Dated: 09/03/2018. After the completed of restructuring, PTL will allocating appropriate assets to the 3 subsidiaries companies to be a part of new Capital: 150 billion kip of Petroleum Import and Export Co., Ltd (not official name), 50 billion kip of Domestic Wholesale Co., Ltd (not official name) and 1 billion kip for each gas station which making of 3 subsidiaries business management will be independent and acknowledge the subsidiaries' assets, liabilities and equity visibly.

After completed restructuring, 3 subsidiary companies will have the strategy partner which approximately of holding of 49% and new strategy partner will inject more fund to invest in 3 subsidiary companies and expected more profit after injected fund.

For the first 6th Months of 2018, PTL is expected to pay the dividend to the shareholders with the valued of 17 billion kip. (approximately of 2 million US dollar) after completed restructuring and financial statement Quarter 2 for the fiscal year 2018 has been audited.

After the CEO has reports in agenda 11, then encouraged questions and suggestions form the meeting.

As there was no further questions the CEO, then proposed to the meeting to consider and adopt the board of director to determine of the extraordinary dividend payment.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to consider and adopt the board of director to determine of the extraordinary dividend payment as proposed as following votes:

- Approved 198,805,477 votes or equal to 100 %.
- Disapproved 0 vote or equal to 0 %.
- Total 198,805,477 votes or equal to 100 %.

At the end of the meeting, Mr. Vang Rattanvong, Chairman of Board of Director said: thank you very much to the shareholders and representative who attending the Annual General Shareholders' Meeting of 2017, thank you to representative from the Lao Securities Commission Officer, Lao Securities Exchange , who also attending the meeting today and this meeting was successfully. He also spoke on behalf of the Board of Directors and appointed Mr. Chanthone Sitthixay to take up the position.

Then, Mr. Chanthone Sitthixay said in the end: Over the past 10 years, PTL has grown steadily in doing business, the policy of the Company is always based on the government with morality and transparency. On behalf of The Board of Directors and Management team we're confident that PTL will try to run our business by sustainable growth, transparency, clean of environment and being a part of developing our Country.

The meeting has no any issue and the chairman declared the meeting adjourned at 11:20 a.m.

Yours Sincerely,

For Chairman of Board of Directors

Petroleum Trading Lao Public Company

Petroleum Trading Lao Public Company

จันทะดอม ເມກສະຫວັນ

Chanthadom MEKSAVANH

Attachment 3



Independent Director BIOGRAPHY

I. Personal Information

1. Name & Surname: Mrs. Daly Pholsena.
2. Nationality: Lao, Race: Lao.
3. Date of Birth: 13 October 1955.
4. Place of Birth: Loungkhone Village, Namtha District, Louangnamtha Province.
5. Occupation: Employee.
6. Place of Work: Phongsavanh Bank.
7. Position: Chairman of Board of Director.
8. Present Address: Phonxay Village, Saysettha District, Vientiane Capital.
9. Passport No.: _____, Issue at: _____, Expire Date: _____
10. ID No.: 01-0012023, Issue at: _____, Expire Date: 03/07/2007.
11. Telephone: 020 22225326.
12. Fax:_____
13. Email:_____
14. Material Status:
    - ☐ Divorced
    - ☐ Single
    - ☑ Married
    - ☐ Widowed
    - If married, name of spouse: Mr. Oudone Pholsena (dead)
    - Occupancy:_____

II. Education and Training

15. 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
- Period: …….

☑ **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

☐ **Other** (Specify):

_____

16. 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

17. 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

This biography is true, if there any distortion I shall responsibilities according to the law and regulation.

Vientiane Capital, Date 20 October 2015

Signature



Independent Director BIOGRAPHY

I. Personal Information

1. Name & Surname: Mr. Daly Nouphan Mahaphon.
2. Nationality: Lao, Race: Lao.
3. Date of Birth: 11 October 1950.
4. Place of Birth: Donkoy Village, Mounlapamouk District, Champasak Province.
5. Occupation: Retried & Consultant.
6. Place of Work: Ministry of Natural Resources and environment.
7. Position: Regal Consultant.
8. Present Address: Nonkor Village, Saysettha District, Vientiane Capital.
9. Passport No.: _____, Issue at: _____, Expire Date: _____
10. ID No.: A1-0023942, Issue at: _____, Expire Date: 06/02/2013.
11. Telephone: 020 53801563.
12. Fax:_____
13. Email:_____
14. Material Status:
    - ☐ Divorced
    - ☐ Single
    - ☑ Married
    - ☐ Widowed
    - If married, name of spouse: Mrs. Kaithong Mahaphon.
    - Occupancy:_____

II. Education and Training

15. Education Level:

☑ **Bachelor Degree**

- Subject: Regal
- Name and School Address: National Institute of Politics and Administration.
- Period: ……

☑ **Master Degree**

- Subject: Regal.
- Name and School Address: Kiev Town, Russia.

- Period: 1984.

☐ **Other** (Specify):

_____

16. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	National Land Authority	-	2009-2011
2	Ministry of Natural Resources and Environment	-	2011-2014
3	Ministry of Natural Resources and Environment	Retried and assign as a consultant	2014- Present

This biography is true, if there any distortion I shall responsibilities according to the law and regulation.

Vientiane Capital, Date 20 October 2014

Signature



Independent Director BIOGRAPHY

I. Personal Information

1. Name & Surname: Mr. Phoxay Chanthavongsa.
2. Nationality: Lao, Race: Lao.
3. Date of Birth: 11 Dec 1971.
4. Place of Birth: Phonxaiy Village, Kaisonephomviharn District, Savanhnaket Province.
5. Occupation: Finance-Accounting.
6. Place of Work: Khouanchay Trading Import-Export Co., Ltd.
7. Position: Director of Accounting and Finance.
8. Present Address: Nongthaneua Village, Chanthabuly District, Vientiane Capital.
9. Passport No.: _____, Issue at: _____, Expire Date: _____
10. ID No.: A1-0028172, Issue at: _____, Expire Date: 31/10/2018.
11. Telephone: 020 55558945.
12. Fax:_____
13. Email: phoxay.chanthavongsa@gmail.com
14. Material Status:
    - ☐ Divorced
    - ☐ Single
    - ☑ Married
    - ☐ Widowed
    - If married, name of spouse: Mrs. Aphaiphone Xayshitthideth.
    - Occupancy:_____

II. Education and Training

15. 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.

☑ **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

16. 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"), 2014	Lao and Thai Securities Exchange	20-21 Sep 2014 (2 days)
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 months)
3	English Course (500 Hours)	Ministry of Foreign Affairs	11 Jul- 14 Dec 2005 (6 months)
4	Training of Business Accounting Inspections	Laos and Vietnam Tax Department.	5-9 Sep 2011 (5days)
5	Training of the Information System	Bangkok, Thailand	24-28 Jul 2006 (5days)
6	Training of International Financial Report Standard (IFRSs)	Indonesian Professional Association	28-31 May 2006 (3days)
7	Training of Lao Auditor Standard	Ministry of Finance	7-9 Feb 2006 (3 days)

17. 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		Offering to the remuneration policy	Oct 2012
7	Khouanchay Trading Import-Export Co., Ltd	Director of Accounting and Finance	Nov 2012 – May 2014
8	Petroleum Trading Lao Public Company.	Deputy Manager of Accounting	June 2014 – Dec 2017
9	Khouanchay Trading Import-Export Co., Ltd	Director of Accounting and Finance	Jan 2018 -Present

18. 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

This biography is true, if there any distortion I shall responsibilities according to the law and regulation.

Vientiane Capital, Date 04 April 2018

Signature

Attachment 4

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) **Mr. Nouphan Mahaphone** Age: 68 years, ID card A1-0023942 . resides at Road Village: Nonkho District Saysettha . Province: Vientiane Capital Postal Code …… or

☐ (3) **Mrs. Daly Pholsena** Age: 63 years, ID card: 01-0012023 . resides at Road Village: Phonxay, District Saysettha . Province: Vientiane Capital Postal Code .

☐ (4) **Mr. Phoxay Chanthavongsa** Age: 48 years, ID card: A1-0028172 resides at Road Village: Nongthaneua District Chanthabuly . Province: Vientiane Capital Postal Code .

Any one of them to be my/our proxy to attend and vote on my/our behalf at the Extraordinary General Shareholders' Meeting No. I/2018 to be on 01 June 2018 at 09:30 pm.

At meeting room, 8th floor, Petroleum Trading Lao Public Company, 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 adopt the minutes of meeting of the Annual General Shareholders Meeting of 2017, on 27 April 2018

□ Approve	□ Disapprove

Agenda 02: To consider and adopt for the company's restructure by dividing into two subsidiary companies

□ Approve	□ Disapprove

Agenda 03: To consider and authorize the Board of Directors to consider and adopt PTL dividing appropriate assets to the two subsidiaries companies to be as investment shares

□ Approve	□ Disapprove

Agenda 04: To consider and authorize the Board of Directors to consider and adopt the amount of dividing assets to the two subsidiaries companies and PTL will notify after finish dividing assets

□ Approve	□ Disapprove

Agenda 05: To consider and authorize the Board of Directors to represent the company in signing the Joint Venture Agreement with Puma Energy (Singapore) Pte. LTD. ("PUMA"), which will be the shareholder investor of the two subsidiaries, the proportion of shareholding shall base on the foreign investment laws

□ 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

(_____)

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.

Attachment 5

ຄຳແນະນຳກ່ຽວກັບເອກະສານ ແລະ ຫຼັກຖານທີ່ຕ້ອງນຳມາສະເໜີເພື່ອເຂົ້າຮ່ວມປະຊຸມ

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

ເພື່ອຄວາມສະດວກໃນການລົງທະບຽນເຂົ້າຮ່ວມກອງປະຊຸມວິສາມັນຜູ້ຖືຮຸ້ນ ຄັ້ງທີ I ປີ 2018 ຂອງບໍລິສັດ ປີໂຕຣລ້ຽມເທຣດດິ້ງ ລາວ ມະຫາຊົນໃບ ,ກະລຸນານຳໜັງສືເຊີນປະຊຸມ .ຜູ້ຖືຮຸ້ນ ຫຼື ຜູ້ຕາງໜ້າທີ່ຈະເຂົ້າມາຮ່ວມກອງປະຊຸມ , ເຂົ້າຮ່ວມກອງປະຊຸມທີ່ອອກໃຫ້ໂດຍຕະຫຼາດຫຼັກຊັບລາວແລະ ໃບມອບສິດ (ສຳຫຼັບຜູ້ຕາງໜ້າ) ມາພ້ອມເອກະສານ ທີ່ສາມາດນຳໃຊ້ຢັ້ງຢືນຕົນເອງຕາມແຕ່ລະກໍລະນີດັ່ງນີ້:

For convenience in the registration process to attend the Extraordinary General Shareholders' Meeting No. I/2018 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.

   ສຳຫຼັບຜູ້ເຂົ້າຮ່ວມທີ່ບໍ່ແມ່ນຜູ້ອຳນວຍການຕ້ອງໄດ້ນຳເອົາໃບມອບສິດຈາກຜູ້ອຳນວຍການທີ່ມີສິດອຳນາດມາເພີ່ມຕື່ມອີກ .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 ສຳຫຼັບພາສາຕ່າງປະເທດ

ແມ່ນອະນຸຍາດໃຫ້ສໍາລັບພາສາອັງກິດເທົ່ານັ້ນ. ບໍລິສັດ ປີໂຕຣລ້ຽມເທຣດດິ້ງ ລາວ ມະຫາຊົນ ມີສິດບໍ່ຍອມຮັບເອກະສານ ອ້າງອີງໃດໆ ທີ່ບໍ່ເປັນໄປຕາມການກໍານົດນີ້.

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 6

Map of the meeting location

Petroleum Trading Lao Public Company,
Kamphengmeuang Road (T4), Phonthan Village,
Saysettha District,Vientiane Capital,
Lao PDR, Tel :+021 5-834 264

