Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

No: 061.PTL/2016

Petroleum Trading Lao Public Company  Vientiane Capital, date 28th March 2016

**Invitation**

To: Shareholders of the Petroleum Trading Lao Public Company.
Re: Annual General Meeting for the Year 2015

- According to the Company's Articles of Association dated on 13th October 2014
- According to Board of Directors Meeting of PTL No.2/2016 dated on 22nd March 2016

Petroleum Trading Lao Company ("Company" or "PTL") is honored to invite you to attend the Annual General Shareholder's Meeting for the year 2015 held on 21st April 2016, time 10:00 am (registration process started at 8:30 am), at Meeting Room, 8th Floor, Lao Securities Exchange Building, T4 Road, Phonthanneua Village, Saysettha District, Vientiane Capital. The meeting shall consider agendas as in the attachment.

The Company has announced the date, time and agenda of the Annual General Shareholders' Meeting for the Year 2015 on the websites of the Company (www.petrotradelaos.com) and the Lao Securities Exchange (www.lsx.com.la)

We are looking forward for your kind attending this meeting.

Sincere yours,

Petroleum Trading Lao Public Company

Mr. Chanthone Sitthixay

Chief Executive Officer

**Attachments:**

1. Agendas for Shareholder's meeting for the year 2015 (Attachment 1)
2. Financial Statement 2015 (Attachment 2)
3. Business Plan 2016 (Attachment 3)
4. Independent Directors Biography (Attachment 4)
5. Proxy (Attachment 5)
6. Shareholder's evidence to be presented prior to attending the meeting, Guideline of voting, (Attachment 6)
7. Annual General Meeting' 2015 location map. (Attachment 7)

Remark:

1. Shareholders should take the invitation letter start on 1st April 2016, at LSX Building, 7th floor, Settlement and Depositary department, Phonthanneua Village, T4 Road, Xaysettha District, Vientiane Capital. Tel. +856-21 454 361-4, Fax; +856-21 454 361-4 or direct contact to **Mr. Alounxay Naphaivong, +856-20 2222 4549**
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.5)
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.6) After that send 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 (√) on the paper for choose director to presentative of the company and send proxy letter, Information to Petroleum Trading Lao Company, Secretary of company is Mr. Khamphout SOMBOUN, T4 Road, Phonthanneua Village, Saysettha District, Vientiane Capital. Please send before 21st April 2016.
6. If you have any doubt or question about proxy letter, you can ask information from Mr. Khamphout SOMBOUN. Tel +856-20 55559043.

**Attachment 1**

**Agentda 1.** **To consider and approve the Company's operating result for the year 2015 and financial statement for the 2015;**

**Detail and bacground:** In the year 2015, overall of fuel market in Lao PDR are more competing because the government allowed more retail dealer in provinces entering the market as in 2014, the numbers of fuel trader and importer are 17 companies, but in 2015 the number has increased to 22 companies and the trend is increasing. These companies are eager to compete for the market shares by launching marketing activities and services. Due to the World's oil price crisis, the oil price in the world market has massively decreased in 2015 which impacted directly to operating result and sales of the Company in 2015. However, the Company can achieved the Sales target and got 16.42% of the petroleum market shares in Lao PDR or equal 198,829,307 liters which is the second largest from 22 companies in the market of fuel supply for the consumption, construction and industrial project.

1. **Sale summary:** In fiscal year 2015, although the oil prices fell affected the economy overall decreted, which saw in economic growth in Lao PDR and scope region was slowed down which affect all construction projects, which PTL is their supplier. It was a reason that PTL cannot reach the sales target for this target group.In additional, new suppliers and importers also try to get more market share, it was a significant problem to sales of company, but the sales volume via gas stations is acceptable which shows that the consumers increase a trust in the service and quality of the fuel of PTL. Sales in 2015 was 146,186,725 liters, increased 17% compared to sales in 2014 (120 million liters) and discrete from year 2015's plan for 13% (161 million liters), if compared with the 5-Year Plan of the Company (2014-2018) equals to 45.21% (256.58 million liters), and still have market share 16% from the year 2014 of 17.7%.
2. **Marketing Summary:** Over the years, the marketing activity has contributed in spreading the reputation of companies, especially Marketing contributions continue to create the recognition and the activities of the Company and overall operating business firm widely through the media and, through the Smile card, events and marketing activities social support by the Company. Furthermore, there were many projects of social supported such as: project of the Watershed to help victims for winter of the 2015 which gave 5,000 blankets to people together with consumer goods for the people in Oudomxay, Phongsaly, Attapeu and Saravan Province. And supported the sport accessories, improved the infrastructure, reconstruction and pillars clock at don noon cycle, the 5th Year afforestation project for 3 hectares and etc. Totally in 2015, PTL provided budget for social support amounted to 785,427,040 LAK increase from fiscal year 2014 for 16%.

   Althought, These activities also promote each quarter of the year to promote sales to stations as: fuel refill get the drinking water , fuel refill get the T-shirt, fuel refill get the waterproof plastic bag during the Lao's new year festival, Coupon activities of card refill during of the gas station at new branches, and the project for dealers that can reach the sales target by giving them to travel oversea with parner, and promotion for the member

using Smile Card as a score collection, the customer that use service in the gas station and the anti-fraud employee dishonesty.

3. **Summary of depot operation:**
   - Received fuel 102,750,730 liters, decreased 1.29% when compared to 2014;
   - Paid off 101,311,500 liters, decreased 2.58% when compaired to 2014;
   - Imported tax-free fuel (not through depot) total 10,774,000 liters;
   - Total of fuel direct drop 22,781,000 liters;
   - Total 4 days for the secure stock;
   - Total of lubricants 77,603 liters;
   - Average volatility of Gasoline Super 95 in the depot is 1.29% or -10,571 liters, total 1.29% of all received 816,503 liters;
   - Average volatility of Gasoline Super 91 in the depot is 0.69% or -523,729 liters, total 0.68% of all received 76,226,652 liters;
   - Average volatility of Diesel in the depot is 0.80% or -205,659 liters of all received 25,708,078 liters;

4. **Summary of Human Resource department:** The best performances in 2015 is cooperate with the strategy department, the department has provided and managed the employee such as keeping the turn-over rate below 3 percent, creating 4 employees succession and successful in creating organization's values of 90 percent of the plan.

   - As of 30th Novemeber 2015 totoal employee is 159 persons, increase form 2014 for 6 persons;
   - New employee 49 persons, more than expected 14 persons;
   - Resignation 5 persons whic is 3 percent, and in 2014 it was 9 persons;
   - Termination 3 persons, in 2014 was 2 persons;
   - Promoted 11 persons, in 2014 was 18 persons;
   - Transferred to subsidiary company 2 persons, in 2014 was 2 persons;

In 2015, the Company will increase the employee welfare by giving total 5 vehicles to the employees at management level, 3 employees were selected as best employee of the year, and 15 employees were selected as the best performances and gave tour package to the 4 employees.

   - Increasing of salary in 2015 is 8.09%, increased in 2014 is 9.3%, bonus in 2015 is 135% (in 2014 is 127.4%);
   - Payment for social welfare LAK 348,880,659, which was paid by the Company LAK 182,024,692 (in 2014 was LAK 245,660,785);
   - Annual staff's check up fee was LAK 70,808,400 (increased from 2014: 49.95%);
   - Support for employee's marriage LAK 5,000,000 per year (decreased from 2014: 41%);

- Support for employee's giving birth for LAK 4,500,000 per year (increased from 2014: 200%);
- Support for employee's death for LAK 1,500,000 per year (decreased from 2014: 97.15%);
- Sport activities LAK 11,200,000 per year (in 2014: LAK 11,400,000);
- Company party (new year, family day, donation and outdoor activities.....) 4 times;
- Employee's award who has been working over 5 years at the Company for 21 persons (Gold);

5. **Summary of strategy department:** After the Research and Development Department has been upgraded to the Strategy Department in 2014, they have developed the Company's policy according to the movement of the Company, they have developed the procedure and tracking of the operation departments, renewal of ISO certificates and involved to the set up basic procedures of group companies Sitthi Logistics, Franchise Operation and follow up the operation to complying with the Company's strategies such as:

   - Build the gas station's operation mannual in Vientiane Capital;
   - Create the operation mannual for Sitthi Logistics Company;
   - Create Inside Plus Magazine;
   - Management ISO system such as: Internal-External Audit system and the registeration of ISO licence;
   - Holding a training for every department;
   - Follow up the operation of all departments;
   - Create employee succesion project HIPP;
   - Human Resource Development;
   - Create Program employee evaluation;
   - Create management instruments Program Microsoft Dynamic.

6. **Summary of Engineering**
   - Follow up, designed, and constructed 1 Platinum gas station, 2 Gold gas stations, 5 standard gas stations and Thongthin gas station;
   - Follow up, designed and renovated 28 gas stations;

## 7. Summary of Accounting - Finance

*Currency: LAK*

| | *Notes* | *Current year* | *Previous year* |
|---|---|---|---|
| Revenue | 23 | 833,060,610,905 | 971,229,063,543 |
| Cost of sales | 24 | (735,200,764,960) | (888,319,098,389) |
| **Gross profit** | | **97,859,845,945** | **82,909,965,154** |
| Other income | 25 | 17,939,755,061 | 348,065,665 |
| Administrative expenses | | (42,171,536,719) | (26,458,755,703) |
| Selling expenses | | (19,826,409,780) | (18,734,793,305) |
| Other expenses | 26 | (16,555,737,351) | (95,164,403) |
| **Operating profit** | | **37,245,917,156** | **37,969,317,408** |
| Finance income | 27 | 7,156,791,836 | 5,647,283,263 |
| Finance expenses | 28 | (16,044,027,041) | (18,786,483,708) |
| **Profit before income tax** | | **28,358,681,951** | **24,830,116,963** |
| Corporate income tax expense | 29 | (5,782,955,670) | (5,057,437,172) |
| **Profit after tax** | | **22,575,726,281** | **19,772,679,791** |

***(Draft audited by external auditor, the final version should be annouce later)***

**Board of Directors' opinion:**

The Board of Directors thoroughly considered and agreed to convene to shareholders' meeting in order to consider and approve the Company's annual report for the year 2015 and the financial statement for the year 2015 which was audited by the external auditor.

**Requird Votes:**

According to Enterprise Law, this agenda must be approved by the votes of more than half of the total votes attending the meeting.

**Agenda 2. To consider and approve for allocation of net profit of 2015 as reserved fund required by laws and reserved fund required by the Company's Articles of Asscociation.**

**Detail and background:** According to the Enterprise Law and the Company's Articles of Association, the Company's net profit for the year 2015 shall be deducted 10% of total net profit as legal reserve and another 10% of total net profit as reserve fund which stated in the Company's Article of Association.

**Board of Directors' opinion:**

The Board of Directors thoroughly considered and agreed to convene to shareholders' meeting in order to consider and approve upon to this agenda.

**Required Votes:**

According to Enterprise Law, this agenda must be approved by the votes of more than half of the total votes attending the meeting.

**Agenda 3.** **To consider and approve for Business plan for the year 2016**

**Detail and Background:**

*Gas Station Expanding of 2016*

| No | Type of Gas Station | Target | Remark |
|---|---|---|---|
| 1 | PLT | 2 | |
| 2 | GLD | 9 | |
| 3 | STD | 11 | |
| 4 | THN | 16 | |
| | Total: | 38 | |

*Project's Customer Target of 2016*

| No | Type of Customer | Target | Remark |
|---|---|---|---|
| 1 | PRO+CON | 8 | |
| 2 | IND+TRA | 2 | |
| 3 | OTH | N/A | |
| | Total: | 10 | |

**Sales Target of 2016**

| | Sale Channel | Total (Liter: million) | Remark |
|---|---|---|---|
| Gas Station | PLT | 18.59 | |
| | GLD | 16.40 | |
| | STD | 30.23 | |
| | THN | 20.85 | |
| Project | PRO+CON | 37.86 | |
| | IND+TRA | 43.91 | |
| | OTH | 24.00 | |
| | RE-EXPORT | 36.00 | |
| | Total: | 227.84 | |

**Board of Directors' opinion:**

The Board of Directors thoroughly considered and agreed to convene to shareholders' meeting in order to consider and approve the business plan for the year 2016.

**Required Votes:**

According to Enterprise Law, this agenda must be approved by the votes of more than half of the total votes attending the meeting.

**Agenda 4.** **To consider and approve the dividend payment from PTL's business operation of later 6 months period of 2015 after reserved fund required by laws and reserved fund requird by the Company's Articles of Association in accordance with shareholder's names are recorded in the registered book as of the record date on 22 March 2016**

**Detail and Background:** To approve the dividend payment form PTL's business operation of last 6 months period of the year 2015 (01/06/2015-31/12/2015) after reserved fund requird by laws and reserved fund required by the Company's Articles Association in accordance with shareholder's names are recorded in the registerd book as the record date on 22 March 2016. The dividend shall be paid to shareholders at the rate of LAK 31 per share. The total of dividend had been paid of approximately LAK 7.285 billion. For the dividend payment date shall be notified later.

**Board of directors' opinion:**

The Board of Directors thoroughly considered and agreed to convene to shareholders' meeting in order to consider and approve the dividend payment as in this agenda.

**Required Votes:**

According to Enterprise Law, this agenda must be approved by the votes of more than half of the total votes attending the meeting.

**Agenda 5.** **To consider and approve the authorization for determining the interim dividend payment for the year 2016, shall be entitled to the consideration of Board of Directors.**

**Detail and Background:** The shareholders' meeting shall consider and approve the dividend for the year 2016, shall be divided into 2 times, which the 1st time shall be considered after the Company approves the financial statement for the first 6 months of the year 2016 that was reviewed by the external auditor. The authorization for considering and approving the payment of interim dividend of the year 2016 shall be entitled to the Board of Directors, this authorization includes the determination of dividend amount and the payment date.

**Board of Director's opinion:**

The Board of Directors thoroughly considered and agreed to convene to shareholders' meeting in order to consider and approve the authorization of interim payment for the year 2016, shall be entitled to the consideration of Board of Directors.

**Required votes:**

According to Enterprise Law, this agenda must be approved by the votes of more than half of the total votes attending the meeting.

**Agenda 6. To consider and approve the appointment of the independent auditor and the determination of the remuneration of the independent auditor for the year 2016**

**Detail and Background:**According to the Article 49 of the Enterprise Law concerned rights and duties of the ordinary shareholder's meeting. The Company proposed to appointed the independent auditor is Ernst and Young Lao Limited (E&Y) to be the external auditor of the Company for the year 2016, because at the past 3 years that E&Y that performed as the auditor of the Company, was successful with the good cooperation with the Company's team and good understanding in the Company's business. Thus the remuneration of the external auditors for the year 2016 shall be not more than USD 55,000, consequently convene this agenda to shareholders' meeting for consideration.

**Board of Director's opinion:**

The Board of Directors has thoroughly considered and the E&Y has been audited for PTL and shown the past successful work with the credibility in international standard, therefore agreed to convene to shareholders' meeting in order to consider and approve the appointment of the external auditor and determination of remuneration.

**Required votes:**

According to Enterprise Law, this agenda must be approved by the votes of more than half of the total votes attending the meeting.

**Agenda 7. To consider and approve the Bond issuance**

**Detail and Background:**This intended to support the Company's investment in business expansion. For the authorization in order to determining currency, issuing amount, interest on face value, tenor and subscription scheme and all other related activities, shall be entitled to CEO, later determination, the Company shall notify shareholders through disclosure system of Lao Securities Exchange (LSX).

**Board of Director's opinion:**

The Board of Directors thoroughly considered and recognized that Bond issuance is necessary to support the large scale' investment of the Company in the near future, therefore, the Board of Directors agreed to convene to the shareholders' meeting to consider and approve the Bond issuance.

**Required votes:**

According to Enterprise Law, this agenda must be approved by the votes of more than half of the total votes attending the meeting.

**Agenda 8. To consider and approve increasing the registered capital of the Company**

**Detail and background**: Approved to increase the registered capital of the Company by LAK 110 billion, resulting the registered capital changing from LAK 470 billion to LAK 580 billion, which issued 55 million common shares with par value at LAK 2,000 per share. This newly issued common stock would be offered through private placement scheme, which the offered price shall not be lower than par value. All activity related to this issuance authorization in order to determining the offered price, approaching investors, determining subscription period and all other related activities, shall be entitled to CEO, later determination, the Company shall notify shareholders through disclosure system of Lao Securities Exchange (LSX).

**Board of Directors' opinion:**

The Board of Directors thoroughly considered and recognized that increasing the registered capital of the Company is necessary for the Company's business expansion plan, thus, the Board of Directors agreed to convene to shareholders' meeting in order to consider and approve for the capital increase.

**Required vote:**

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

**Agenda 9. To consider and approve the amendment of the Company's enterprise license.**

**Detail and background**:Due to increasing the registered capital of Company, the enterprise license and other related documents must be amended which required by law.

**Board of Directors' opinion:**

The Board of Directors thoroughly considered and agreed to convene to shareholders' meeting in order to consider and approve the amendment of the Company's enterprise license and other related documents in accordance with the law.

**Required vote:**

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

Attachment 2.

# Petroleum Trading Lao Public Company

BALANCE SHEET
as at 31 December 2015

*Currency: LAK*

| | *Notes* | *31 December 2015* | *31 December 2014* |
|---|---|---|---|
| **Assets** | | | |
| ***Current assets*** | | | |
| Cash | 4 | 74,659,708,315 | 138,122,895,155 |
| Short-term investments | 5 | 11,727,093,359 | 13,783,093,784 |
| Trade receivables | 6 | 98,642,692,232 | 63,621,358,154 |
| Advance to suppliers | | 4,953,370,656 | 1,631,779,863 |
| Other receivables | 7 | 40,100,022,946 | 47,070,637,972 |
| Inventories | 8 | 11,317,649,677 | 11,782,297,415 |
| Other current assets | 9 | 21,144,186,338 | 15,342,312,680 |
| | | **262,544,723,523** | **291,354,375,023** |
| ***Non-current assets*** | | | |
| Tangible fixed assets | 10 | 113,459,945,114 | 73,450,473,026 |
| Intangible fixed assets | 11 | 132,661,107,070 | 121,714,167,166 |
| Finance lease assets | 12 | - | 8,591,769,652 |
| Investment properties | 13 | 152,575,976,414 | 141,768,513,783 |
| Construction in progress | 14 | 16,261,139,486 | 31,306,549,985 |
| Long-term investments | 15 | 16,749,572,212 | 19,320,318,599 |
| Other non-current assets | 16 | 20,355,129,514 | - |
| | | **452,062,869,810** | **396,151,792,211** |
| **Total assets** | | **714,607,593,333** | **687,506,167,234** |
| **Liabilities and equity** | | | |
| ***Current liabilities*** | | | |
| Short term loans and borrowings | 17 | 119,244,814,122 | 134,650,119,374 |
| Trade payables | 18 | 16,901,236,157 | 12,544,046,268 |
| Advance from customers | | 555,256,210 | 1,824,173,420 |
| Tax payables | 19 | 7,885,632,410 | 9,665,443,662 |
| Accruals | | 2,920,001 | 13,498,451 |
| Other payables | 20 | 115,396,021 | 1,234,791,038 |
| | | **144,705,254,921** | **159,932,072,213** |
| ***Non-current liabilities*** | | | |
| Long-term loans | 21 | 56,000,000,000 | 10,162,482,890 |
| | | **56,000,000,000** | **10,162,482,890** |
| ***Owners' equity*** | **22** | | |
| Registered charter capital | | 470,000,000,000 | 470,000,000,000 |
| Share premium reserve | | 27,638,932,340 | 27,638,932,340 |
| Undistributed earnings | | 16,263,406,072 | 19,772,679,791 |
| | | **513,902,338,412** | **517,411,612,131** |
| **Total liabilities and equity** | | **714,607,593,333** | **687,506,167,234** |

Chanthadom Meksavanh
Acting Chief Finance Officer

Chanthone Sitthixay
Chief Executive Officer

31 March 2016

# Petroleum Trading Lao Public Company

## STATEMENT OF CHANGES IN EQUITY
as at and for the year ended 31 December 2015

*Currency: LAK*

| | *Registered, contributed charter capital* | *Registered, un-contributed charter capital* | *Share premium reserve* | *Undistributed earnings* | *Total* |
|---|---|---|---|---|---|
| **Previous year:** | | | | | |
| Beginning balance | 98,221,031,378 | 251,778,968,622 | - | 19,133,255,068 | 369,133,255,068 |
| Profit for the year | - | - | - | 19,772,679,791 | 19,772,679,791 |
| Capitalisation of undistributed earnings | 3,986,911,196 | (3,986,911,196) | - | (3,986,911,196) | (3,986,911,196) |
| Issuance of new shares (i) | 120,000,000,000 | - | 120,000,000,000 | - | 240,000,000,000 |
| Share issuance costs (ii) | - | - | (11,747,515,000) | - | (11,747,515,000) |
| Other use of share premium | - | - | (277,850,000) | - | (277,850,000) |
| Capital contribution (iii) | 247,792,057,426 | (247,792,057,426) | - | - | - |
| Dividends paid (iv) | - | - | - | (15,146,343,872) | (15,146,343,872) |
| Distribution of share premium (v) | - | - | (80,335,702,660) | - | (80,335,702,660) |
| Ending balance | 470,000,000,000 | - | 27,638,932,340 | 19,772,679,791 | 517,411,612,131 |
| **Current year** | | | | | |
| Beginning balance | 470,000,000,000 | - | 27,638,932,340 | 19,772,679,791 | 517,411,612,131 |
| Profit for the year | - | - | - | 22,575,726,281 | 22,575,726,281 |
| Dividends | - | - | - | (26,085,000,000) | (26,085,000,000) |
| Ending balance | 470,000,000,000 | - | 27,638,932,340 | 16,263,406,072 | 513,902,338,412 |

Chanthadom Meksavanh
Acting Chief Finance Officer

Chanthone Sitthixay
Chief Executive Officer

31 March 2016

DRAFT

Attachment 3

# Business plan of 2016

*Gas Station Expanding of 2016*

| No. | Type of Gas Station | Target | Remark |
|---|---|---|---|
| 1 | PLT | 2 | |
| 2 | GLD | 9 | |
| 3 | STD | 11 | |
| 4 | THN | 16 | |
| | Total: | 38 | |

*Project's Customer Target of 2016*

| No | Type of Customer | Target | Remark |
|---|---|---|---|
| 1 | PRO+CON | 8 | |
| 2 | IND+TRA | 2 | |
| 3 | OTH | NA | |
| | Total: | 10 | |

**Target Sales of 2016**

| | Chanel of sales | Total (million) Liter | Remark |
|---|---|---|---|
| Gas Station | PLT | 18.59 | |
| | GLD | 16.40 | |
| | STD | 30.23 | |
| | THN | 20.85 | |
| Project | PRO+CON | 37.80 | |
| | IND+TRA | 43.91 | |
| | OTH | 24.00 | |
| | RE-EXPORT | 36.00 | |
| | Total: | 227.85 | |

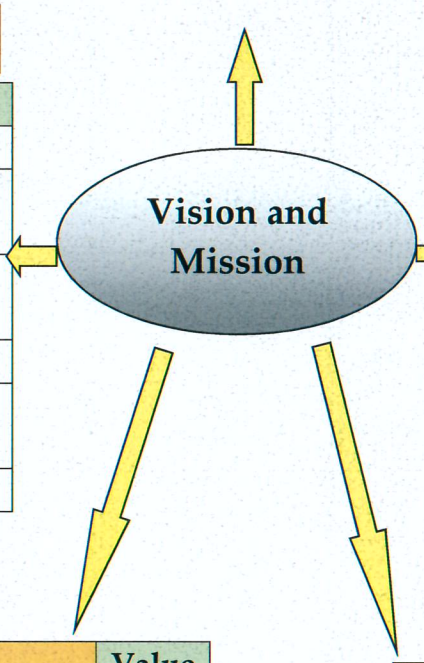
## Financial Management Target

| Description | % | Description | % |
|---|---|---|---|
| ROA | 27 | Cost Structure | 92.8 |
| ROS | 2.77 | Wages | 0.35 |
| ROE | 50 | Depreciation | 0.54 |
| Profit per unit | 7.2 | Expenses | 2.67 |
| Net Profit | 2.77 | Interest | 0.51 |

**Remark:** ROA: Return on Assets (ຜົນກຳໄລທີ່ໄດ້ຮັບຈາກຊັບສິນ) / ROS: Return on Sales(ການບໍລິຫານສ່ວນຕ່າງຂອງກຳໄລທີ່ໄດ້ມາຈາກການຂາຍ) / ROE: Return on Equity (ຜົນຕອບແທນຈາກຍອດມູນຄ່າລົງທຶນ)

### Sales Operation

| Description | % |
|---|---|
| Customer Complaint | 100 |
| Sales partners development | 5 |
| Customer Care (Gas Station) | 100 |
| Customer Care (Project) | 100 |
| New Customer Connection | 90 |
| CRM | 100 |




### Operation Performance

| Description | % |
|---|---|
| Rate of Sales growth | 55 |
| Recognition of trademarks and company | 50 |
| Rate of controlling and OP Services | 100 |
| Time Management | 98 |
| Waste expenses rate control | 98 |

| Description | Value |
|---|---|
| Marketing number of innovation | 5 |
| IT & Software applied rate | 90% |
| Management plan on each sectors | 90% |
| Number of training topics | 19 |
| Training time per headcount | 24 |
| Number of improved job after training | 70% |
| Number of resigning employee | 4 |

| Description | % |
|---|---|
| To implement according to ISO 9001 | 100 |
| To implement according to ISO 14000 | 100 |
| To implement according to ISO 18000 | 100 |
| To implement on the society activities | 100 |

**Attachment 4**



## Independent Director BIOGRAPHY

### I. Personal Information

1. Name & Surname: Mr. Vang Rattanavong
2. Nationality: Lao, Race: Lao
3. Date of Birth: 12 January 1949
4. Place of birth: Lingsan Village, Tulakhom District, Vientiane Province
5. Occupation: Retried
6. Place of work: Ministry of Natural Resources and Environment
7. Position: Regal Consultant
8. Present address: Hongseng Village, Chanthabury District, Vientiane Capital
9. Passport no.: _____ Issue at: _____, Expire date: _____
10. ID No.: A1-0035759 Issue at: _____, Expire date: 27/06/2015
11. Telephone: 020 22212535
12. Fax:_____
13. Email :_____
14. Material Status:

□ Divorced
□ Single
√ Married
□ Widowed

- If married, name of spouse: Mrs. Khamphai Rattanavong
- Occupancy:_____

### II. Education and Training

15. Education level:

□ Diploma
- Subject:_____
- Name and address of the school: _____
- Period: _____

√ **Bachelor Degree**
- Subject: Regal & Administration
- Name and school address: National Institute of Politics and Administration

- Period: 1972

√ **Master Degree**

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

□ Ph. D

- Subject:_____
- Name and address of the school: _____
- Period: _____

□ Other:

- National Institute of Administration, 1985
- Management on Tourism at East-West-Center, Hawaii University USA, 2006
- Management on Tourism at Hiroshima, Japan, 2007
- Management on Tourism at Shanghai, China, 2008
- Management on Tourism at Maldives, 2009

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

| No. | Subject | Organize by | Date and period of the training |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |

(Must attached the certificate)

## III. Working histories:

1. 1977 – 1978: Officer at Lao-America cooperation
2. 1978 – 1981: Second secretary, Lao Embassy in Beijing, China
3. 1982 – 1983: Director at Asia-Pacific, Ministry of Foreign Affair
4. 1983 - 1986: Vice Director at Ministry of Foreign Affair
5. 1986 – 1987: Director, Department of party contact center.
6. 1987 – 1990: Consular, Lao Embassy at Bangkok, Thailand
7. 1990 1994: Ambassador to the Lao PDR at Lao Embassy in Australia & New Zealand
8. 1995 – 1998: Director at Asia-Pacific and Africa, Ministry of Foreign Affair
9. 1998 – 2002: Ambassador to the Lao PDR at Lao Embassy in USA, Canada and

Mexico

10. 2002 – 2003: Director of Euro-America Department, Ministry of Foreign Affair
11. 2003 – 2011: Vice President of Lao National Tourism Authority, Senior Officer of tourism authority of Lao PDR
12. 2011: Retied

**13. Business Histories:**

| No | Name of the business | Holding share (%) | Worth of share | Period |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

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

Vientiane Capital, date 20th October 2014



## 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 the school: National Institute of Politics and Administration
- Period:

√ **Bachelor Degree**

- Subject: The Fine Arts
- 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

□ Ph. D

- Subject:_____
- Name and address of the school: _____
- Period: _____

□ 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 s 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 Security 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 |

(Must attached the certificate)

**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 |

**14. Business Histories:**

| No | Name of the business | Holding share (%) | Worth of share | Period |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

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

Vientiane Capital, date 20th October 2014

**Signature**



# Independent Director BIOGRAPHY

## I. Personal Information

1. Name & Surname: Mr. Nouphan Mahaphon
2. Nationality: Lao, Race: Lao
3. Date of Birth: 11 October 1950
4. Place of birth: Donkoi 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: Nonkho 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:

□ Diploma

- Subject:_____
- Name and address of the school: _____
- Period: _____

√ **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

□ Ph. D

- Subject:_____
- Name and address of the school: _____
- Period: _____

□ Other(Specify):_____

_____

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

| No. | Subject | Organize by | Date and period of the training |
|---|---|---|---|
| 1 | | | |
| 2 | | | |

(Must attached the certificate)

## IV. Working histories:

| No | Organization | Position and responsibilities | Period |
|---|---|---|---|
| 1 | National Land Authority | — | 2009 -2011 |
| 2 | Ministry of Natural Resources and Environment | — | 2011 - 2014 |
| 3 | | Retied and assign as a consultant at the Ministry of Natural Resources and Environment | 2014- present |

## V. Business Histories:

| No | Name of the business | Holding share (%) | Worth of share | Period |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |

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

Vientiane Capital, date 20th October 2014

**Signature**

Attachedment 5.

# ໃບມອບສັນທະ
# PROXY

ຂຽນທີ່.....
Written at
ວັນທີ່.....ເດືອນ.....ປີ.....
Date Month Year

(1) ຂ້າພະເຈົ້າ.....ສັນຊາດ.....ວັນທີ່, ເດືອນແລະປີເກີດ.....
I/ We Nationality Date, month and year of birth
ບັດປະຈຳຕົວເລກທີ່.....ຢູ່ເຮືອນເລກທີ່.....ບ້ານ.....ຖະໜົນ
..... ID card number Reside at Village
Road ເມືອງ.....ແຂວງ.....
District Province

(2) ເປັນຜູ້ຖືຮຸ້ນຂອງບໍລິສັດ ປິໂຕຣລ້ຽມເທຣດດິ້ງ ລາວ ມະຫາຊົນ
Being a shareholder of Petroleum Trading Lao Public Company

ໂດຍຖືຮຸ້ນສາມັນຈຳນວນລວມທັງໝົດ.....ຮຸ້ນຊຶ່ງເທົ່າກັບຈຳນວນສຽງທີ່ຈະລົງຄະແນນສຽງໄດ້.
Holding the ordinary shares in the total amount of shares, which are equivalent to the same number of votes.

(3) ຂໍມອບໝາຍໃຫ້
Hereby appoint

(1) ທ່ານ/ທ່ານນາງ ອາຍຸ ປີ ຢູ່ເຮືອນເລກທີ່ .....
Mr./Mrs./Ms. Age years, reside at
ຖະໜົນ ບ້ານ ເມືອງ .....
Road Village District
ແຂວງ ລະຫັດໄປສະນີ ຫລື
Province Postal Code or

(2) ທ່ານ/ທ່ານນາງ ອາຍຸ ປີ ຢູ່ເຮືອນເລກທີ່ .....
Mr./Mrs./Ms. Age years, reside at
ຖະໜົນ ບ້ານ ເມືອງ .....
Road Village District
ແຂວງ ລະຫັດໄປສະນີ ຫລື
Province Postal Code or .....

(3) ທ່ານ/ທ່ານນາງ ອາຍຸ ປີ ຢູ່ເຮືອນເລກທີ່ .....
Mr./Mrs./Ms. Age years, reside at
ຖະໜົນ ບ້ານ ເມືອງ
Road Village District .....
ແຂວງ ລະຫັດໄປສະນີ ຫລື
Province Postal Code or .....

(4) ທ່ານ/ທ່ານນາງ ອາຍຸ ປີ ຢູ່ເຮືອນເລກທີ່
Mr./Mrs./Ms. Age years, reside at
ຖະໜົນ ບ້ານ ເມືອງ
Road Village District
ແຂວງ ລະຫັດໄປສະນີ ຫລື

ຄົນໃດຄົນໜຶ່ງພຽງຄົນດຽວ ເປັນຜູ້ຕາງໜ້າຂອງຂ້າພະເຈົ້າ ເພື່ອເຂົ້າຮ່ວມປະຊຸມ ແລະ ລົງຄະແນນສຽງແທນຂ້າພະເຈົ້າ ໃນກອງປະຊຸມສາມັນຜູ້ຖືຮຸ້ນປະຈຳປີ 2014 ໃນວັນທີ 22 ພຶດສະພາ 2015 ເວລາ 10:00 ໂມງ.

Any one of them to be my/our proxy to attend and vote on my/our behalf at the Annual General Meeting for the Year 2014 to be on 22 May 2015 10:00 am.

ສະຖານທີ່ຫ້ອງປະຊຸມ ຊັ້ນທີ 8 ອາຄານຕະຫຼາດຫຼັກຊັບລາວ, ຖະໜົນ T4, ບ້ານ ໂພນທັນເໜືອ, ເມືອງ ໄຊເສດຖາ, ນະຄອນຫຼວງວຽງຈັນ ຫຼື ມື້ໄດ້ເລື່ອນໄປໃນ ວັນ, ເວລາ ແລະ ສະຖານທີ່ອື່ນດ້ວຍ.

At meeting room, 8th floor, Lao Securities Exchange Building, T4 Road, Phonethan Nue Village, Saysettha District, Vientiane Capital or any adjournment at any date, time and place thereof.

(4) ຂ້າພະເຈົ້າຂໍມອບໝາຍໃຫ້ຜູ້ຕາງໜ້າລົງຄະແນນສຽງແທນຂ້າພະເຈົ້າໃນກອງປະຊຸມດັ່ງນີ້:

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

☐ ໃຫ້ຜູ້ຕາງໜ້າມີສິດພິຈາລະນາ ແລະ ລົງມະຕິແທນຂ້າພະເຈົ້າໄດ້ທຸກປະການຕາມທີ່ເຫັນສົມຄວນ;
To grant my/our proxy to consider and vote on my/our behalf as he/she may deem appropriate in all respects;

☐ ໃຫ້ຜູ້ຕາງໜ້າລົງຄະແນນສຽງຕາມຄວາມຕ້ອງການຂອງຂ້າພະເຈົ້າ ແລະ ມີສິດພິຈາລະນາ ແລະ ລົງມະຕິແທນຂ້າພະເຈົ້າໃນບາງວາລະ;
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;

☐ ໃຫ້ຜູ້ຕາງໜ້າລົງຄະແນນສຽງຕາມຄວາມຕ້ອງການຂອງຂ້າພະເຈົ້າ.
To grant my/our proxy to vote as per my/our intention.

ວາລະທີ 1: ພິຈາລະນາ ແລະ ຮັບຮອງບົດລາຍງານຜົນການດຳເນີນທຸລະກິດຂອງບໍລິສັດປະຈຳປີ 2014 ແລະ ເອກະສານລາຍງານການເງິນ ຂອງບໍລິສັດປະຈຳປີ 2014.

Agenda No. 1 To consider and adopt the report on the business operating result of the Company for the year 2014 and the financial statements of the Company for the year 2014.

☐ ເຫັນດີ Approve ☐ ບໍ່ເຫັນດີ Disapprove

ວາລະທີ 2: ພິຈາລະນາ ແລະ ຮັບຮອງຜົນການດຳເນີນທຸລະກິດຂອງບໍລິສັດປະຈຳປີ 2015.

Agenda No. 2 To consider and adopt the business plan of the Company for the year 2015.

☐ ເຫັນດີ Approve ☐ ບໍ່ເຫັນດີ Disapprove

ວາລະທີ 3: ພິຈາລະນາ ແລະ ອະນຸມັດການຈ່າຍເງິນປັນຜົນຈາກຜົນການດຳເນີນທຸລະກິດຂອງບໍລິສັດປີ 2014.

Agenda No. 3 To consider and approve the dividend payment from the business operating result of the year 2014.

☐ ເຫັນດີ Approve ☐ ບໍ່ເຫັນດີ Disapprove

ວາລະທ 4: ພິຈາລະນາ ແລະ ອະນຸມັດການເລືອກຕັ້ງຜູ້ກວດສອບບັນຊີພາຍນອກ ແລະ ການກຳນົດຄ່າຈ້າງຂອງຜູ້ກວດສອບບັນຊີພາຍນອກ ປະຈຳປີ 2015.

Agenda No. 4 To consider and approve the appointment of the independent auditor and the determination of the remuneration of the independent auditor for the year 2015.

☐ ເຫັນດີ Approve ☐ ບໍ່ເຫັນດີ Disapprove

ວາລະທ 5: ພິຈາລະນາ ແລະ ອະນຸມັດການຈ່າຍເງິນປັນຜົນປະຈຳງວດ 1 ປີ 2015.

Agenda No. 5 To consider and approve the first payment of dividend in the year 2015.

☐ ເຫັນດີ Approve ☐ ບໍ່ເຫັນດີ Disapprove

(5) ການລົງຄະແນນສຽງຂອງຜູ້ຕາງໜ້າ ໃນວາລະປະຊຸມໃດທີ່ບໍ່ເປັນໄປຕາມທີ່ລະບຸໄວ້ໃນໃບມອບສັນທະສະບັບນີ້ ໃຫ້ຖືວ່າການລົງຄະແນນສຽງນັ້ນບໍ່ຖືກຕ້ອງ ແລະ ບໍ່ແມ່ນການລົງຄະແນນສຽງຂອງຂ້າພະເຈົ້າ ໃນຖານະຜູ້ຖືຮຸ້ນ.

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) ໃນກໍລະນີທີ່ຂ້າພະເຈົ້າ ບໍ່ໄດ້ລະບຸຄວາມຕ້ອງການໃນການລົງຄະແນນສຽງ ໃນເວລາປະຊຸມໃດໄວ້ ຫຼື ລະບຸໄວ້ບໍ່ຈະແຈ້ງໃຫ້ຖືວ່າເຫັນດີ.
In case I/we have not specified my/our voting intention in any agenda or not clearly specified, it shall be deemed approved.

ການກະທຳໃດ ທີ່ຜູ້ຕາງໜ້າໄດ້ກະທຳໄປໃນກອງປະຊຸມ, ເວັ້ນແຕ່ກໍລະນີທີ່ຜູ້ຕາງໜ້າບໍ່ລົງຄະແນນສຽງຕາມທີ່ຂ້າພະເຈົ້າລະບຸໃນໃບມອບສັນທະສະບັບນີ້, ໃຫ້ຖືວ່າຂ້າພະເຈົ້າໄດ້ກະທຳດ້ວຍຕົນເອງທຸກຢ່າງ.

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.

ລົງລາຍເຊັ່ນ/Signed ຜູ້ຖືຮຸ້ນທີ່ມອບໝາຍ/Grantor

(_____)

ລົງລາຍເຊັ່ນ/Signed ຜູ້ຕາງໜ້າ/Proxy

(_____)

ໝາຍເຫດ

1. ຜູ້ຖືຮຸ້ນທີ່ມອບໝາຍຈະຕ້ອງມອບໝາຍໃຫ້ຜູ້ຕາງໜ້າພຽງຜູ້ດຽວເປັນຜູ້ເຂົ້າຮ່ວມປະຊຸມ ແລະ ລົງຄະແນນສຽງ, ແລະ ບໍ່ສາມາດແບ່ງແຍກຈຳນວນຮຸ້ນໃຫ້ຜູ້ຕາງໜ້າຫຼາຍຄົນເພື່ອແຍກການລົງຄະແນນສຽງໄດ້.
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. ກົດໝາຍວ່າດ້ວຍທະບຽນສານ (ສະບັບປັບປຸງ) ເລກທີ 11/ສພຊ, ລົງວັນທີ 26 ພະຈິກ 2009, ກຳນົດວ່າ ເພື່ອເປັນການຮັບປະກັນຄວາມຜູກພັນຂອງຜູ້ມອບໝາຍ ແລະ ຜູ້ຕາງໜ້າທາງດ້ານກົດໝາຍ, ດັ່ງນັ້ນໃບມອບສັນທະສະບັບນີ້ຈະຕ້ອງໄດ້ນຳໄປຈົດທະບຽນສານນຳສຳນັກງານທະບຽນສານ, ກະຊວງຍຸຕິທຳ ໃນນີ້ບໍລິສັດຈະບໍ່ຮັບຜິດຊອບໃດໆ ໃນກໍລະນີທີ່ໃບມອບສັນທະສະບັບນີ້ທີ່ຍື່ນຕໍ່ບໍລິສັດບໍ່ໄດ້ຈົດທະບຽນສານ.
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 documents and evidence to be presented prior to attending the meeting

ເພື່ອຄວາມສະດວກໃນການລົງທະບຽນຜູ້ເຂົ້າຮ່ວມກອງປະຊຸມສາມັນຜູ້ຖືຮຸ້ນປະຈຳປີ 2015 ຂອງບໍລິສັດ ປິໂຕຣລ້ຽມເທຣດດິ້ງ ລາວ ມະຫາຊົນ, ຜູ້ຖືຮຸ້ນ ຫຼື ຜູ້ຕາງໜ້າທີ່ຈະມາເຂົ້າຮ່ວມກອງປະຊຸມ. ກະລຸນານຳໜັງສືເຊີນປະຊຸມ , ໃບເຂົ້າຮ່ວມກອງປະຊຸມທີ່ອອກໃຫ້ໂດຍຕະຫຼາດຫຼັກຊັບລາວ ແລະ ໃບມອບສັນທະ (ສຳລັບຜູ້ຕາງໜ້າ) ມາພ້ອມເອກະສານທີ່ສາມາດນຳໃຊ້ຢັ້ງຢືນຕົນເອງຕາມແຕ່ລະກໍລະນີດັ່ງນີ້:

For convenience in registration process to attend the Annual General Shareholder's Meeting for the year 2015 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 foreign investors)

2. ຜູ້ເຂົ້າຮ່ວມທີ່ເປັນນິຕິບຸກຄົນ / attendees who are legal persons
   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 ໃບອະນຸຍາດລົງທຶນ / Investment license
   2.2 ໃບທະບຽນວິສາຫະກິດ / Certificate of Enterprise Registration (Affidavit)
   2.3 ໃບທະບຽນອາກອນສະບັບຫຼ້າສຸດ / most recent Tax Certificate

   ສຳລັບຜູ້ເຂົ້າຮ່ວມທີ່ບໍ່ແມ່ນຜູ້ອຳນວຍການຕ້ອງໄດ້ນຳເອົາໃບມອບສິດຈາກຜູ້ອຳນວຍການທີ່ມີສິດອຳນາດມາພ້ອມຕື່ມອີກ.
   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 ສຳລັບ ພາສາ

ຕ່າງປະເທດແມ່ນອະນຸຍາດໃຫ້ສຳລັບພາສາອັງກິດເທົ່ານັ້ນ. ບໍລິສັດ ປີໂຕຣ້ລ້ຽມເທຣດດິ້ງ ລາວ ມະຫາຊົນ ມີສິດ ເອກະສານອ້າງອີງໃດໆທີ່ບໍ່ເປັນໄປຕາມການກຳນົດນີ້.

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

Lao Securities Exchange(LSX) Building , 4th floor Phonthan Neua Village, T4 Road, Saysettha District,
Vientiane Capital City. Lao P.D.R
P.O Box: 3373

Tel : + 856 - 21 - 454361-4
Fax : + 856 - 21 - 454360

